

FIRST AID POLICY

INTRODUCTION

Appropriate and timely first aid can save lives and minimise injuries.

The Health and Safety (First Aid) Regulations 1981 require employers to provide adequate and appropriate equipment, facilities and personnel to ensure their employees receive immediate attention if they are injured or taken ill at work. While the regulations do not require employers to provide first aid for anyone other than their own employees, it is strongly recommended that all schools consider the needs of non-employees such as pupils, students and visitors when making provision for first aid.

A record should be kept of all incidents involving staff, pupils and visitors, which require first aid staff to be in attendance. This can be recorded on an accident form on school base and in the nurses' records if they were in attendance. This will help identify trends in accidents and areas for improvement as well as when to review first aid needs assessments.

First Aid provision

- The Core Leadership Team and school nurse need to ensure there are sufficient numbers of trained staff in First Aid
- ➤ To qualify as a first aider an individual should undergo appropriate training delivered by a competent training provider and hold a valid first aid certificate. First aid certificates are usually valid for 3 years. Retraining before certificates expire should be organised if still relevant for the individual's role and competency. Once a certificate expires, the individual would have to undertake another full course to be reinstated as a first aider.
- First aiders will be expected to give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at the school or on educational visits and when appropriate, ensure that an ambulance or other professional medical help is called
- ➤ The Core Leadership Team, the Bursar, School Nurses and Estates Manager need to ensure there is appropriate equipment available on the school estate. This equipment is based on HSE guidance. Provision should be enough to ensure that first aid can be administered without delay should the occasion arise and be available at all times.

- First Aid equipment is checked on a termly basis or when the kit has been used. Items are checked for their condition and expiry dates. If a sterile item doesn't have an expiry date, we check with the manufacturer to find out how long it can be kept. For non-sterile items without dates, you should check that they are still fit for purpose.
- Appropriate First Aid arrangements are made with the trip organiser whenever staff and pupils are participating in off-site activities.
- ➤ The Health Centre (HC) comprises a treatment room, three-bedded resting room, washbasin and toilet facilities for the dedicated provision of first aid and the care of the sick and injured.
- All external clubs or organisations using the school facilities, for example using the Astro, are required to have at least one qualified First Aider.
- First Aid information is displayed in the staff break rooms in both Prep and Pre-Prep and information about where your nearest first aid equipment is displayed around the school site.
- First Aid kits and cabinets contents are based on HSE and 'First Aid in school' guidance
- School Staff undertake Mental Health First Aid Training to support colleagues, pupils and visitors with their wellbeing. The school acknowledges that staff are not mental health professionals. Where pupils and staff experience more serious mental health problems, individuals or families should be directed to access support from sources which include professionals working in specialist Children and Young People's Mental Health Services (CYPMHS), voluntary organisations, social care and local GP practices.

Qualified First Aiders responsibilities

- Responding promptly to calls for assistance
- Providing first aid support within their level of competence
- Knowing where the school First Aid supplies and AEDs are located
- Summoning help as necessary
- > Recording details of treatment given as a SchoolBase Accident report

Teachers of Games/PE responsibilities

- Ensuring appropriate first aid cover is available at all sports activities
- ➤ Ensuring first aid kits and individual pupil's prescription medications are taken to all away matches and events taking place at a distance from the Health Centre, e.g. Astro or Forest School
- They are aware of their team's special medical issues and have taking the opportunity to check the purple folder in the Health Centre or discuss their team with the School Nurse
- Accessing a pupil medication condition report via SchoolBase as needed
- The Head of Sports ensures all coaches have completed suitable concussion recognition and treatment training

> Carrying a mobile phone with them to summon the School Nurse promptly as needed

General Staff responsibilities

Staff conditions of employment do not include giving first aid, although any member of staff may volunteer to undertake these tasks. Teachers and other staff in charge of pupils are expected to always use their best endeavors, particularly in emergencies, to secure the welfare of the pupils at the school in the same way that parents might be expected to act towards their children. In general, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency. Responsibilities of all staff include:

- Acting in the capacity of a responsible adult in the event of an emergency
- Recognising their own level of competence and seeking help from a qualified First Aider or nurse as needed
- Accurately and contemporaneously recording all accidents as a SchoolBase accident report
- ➤ Carrying out risk assessments for any off-site trips, ensuring adequate first aid provisions are taken and that a qualified first aider accompanies any school trips

First Aid Risk Assessment

The Deputy Head (M&O) alongside the School Nurses and Estate Manager carry out a continuous risk assessment of first aid needs.

The assessment takes account of:

- ➤ How many first aiders are needed based on number of pupils, staff & visitors
- ➤ Liaising with staff to arrange cover for absence of first aiders
- ➤ High risk areas in layout of buildings/grounds
- ➤ What First aid equipment is needed & where it should be located
- Necessary first aid notices and signs
- Good practice in record keeping
- > Specific hazards: games lessons, matches, science, art and technology lessons, break time, out-of-hours and off-site activities, large play equipment and ensuring adequate supervision when in use
- > Pupils with special health needs: the nurses will provide advice as appropriate
- Arrange a termly discussion about First Aid reports and needs as part of the Health and Safety committee meetings

Early years

Special consideration is made to ensure all staff trained in first aid are trained appropriately to care for pupils in pre prep. The school's first aid training course comprises paediatric first aid. There is always at least one person who has a current first aid training in pre-prep and available at all times when children are present and should accompany children on outings and off-site activities such as educational visits.

First Aid Cover

A nurse is on duty from 08:00 to 20:00 Monday to Friday and from 08:00 to 17:30 on Saturdays. The nurse is the Senior First Aider on site and should be contacted for significant injuries, although if the initial first aider recognises an emergency situation, 999 should be called without waiting for the nurse. Minor injuries can be treated by any qualified First Aider before informing the nurse.

Nurse contact details:

Mobile phone 07870 465603

Mobile phones are to be taken to the sports field by games staff and used to contact the nurse if necessary. Mobile phones are also taken on all school visits off-site.

Where possible and according to need, as assessed by the Head of Sports in conjunction with the Lead Nurse, two nurses are available on Wednesdays during sporting fixtures occurring during school and for specific activities deemed to be higher risk due to ratio i.e. cross-country event, sporting tournament.

Hygiene and infection control

All first sid qualified staff are aware of basic hygiene procedures e.g. effective hand washing techniques and clean-up/disposal of body fluids. All staff have access to single-use disposable gloves and vomit bags in the first aid kits. HSE approved spillage kits are also available to take on coaches for matches and trips. Several smaller response kits are available in both schools for staff to use for this purpose. In addition, there is a Health Centre for treating casualties, with a three-bedded resting room and separate bathroom with toilet, shower and hand washing facilities.

Automated External Defibrillators (AED)

Highfield and Brookham School have three defibrillators or AEDs situated in the Pre-prep atrium, Prep atrium and outside the swimming pool visitors' area. All staff are offered training in how to use an AED and receive an annual update during the school inset training days.

First Aid Kit Bags and Cabinets

The first aid cabinets are located around the School, the cabinets are checked and replenished routinely at the beginning of each term by the School Nurses. Any time a staff member uses a First Aid Cabinet they must inform the nurses.

First aid kit bags are available for staff to take to the sport's field, sport's fixtures and school visits off site. The contents of the first aid cabinets and kits comply with HSE recommendations and standards. These numbered kits are kept in the Health Centre on open shelves and there is a sign out/in folder where the staff member can check pupil's significant medical issues (SMIs) and make sure they collect any relevant prescription medication such as anaphylaxis kits or inhalers. On returning the kit they can also note if it was used so that the nurse can replenish the kit.

The contents list for the First Aid Cabinets and Kits can be found in **Appendix 1**.

Accident Reporting and Record Keeping

Entries are made on SchoolBase as an Accident Report either by the nurse or the staff member who witnessed and managed the pupil after the accident. It is the joint responsibility of the School Nurses and Estates to audit the accidents and identify avoidable risks. This audit is discussed at the Health and Safety committee meetings which are held termly.

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)

Where appropriate any serious injury, occurrence of disease or accident will be reported to the Health and Safety Executive. Contact 0845 300 9923

What happens if a pupil is hurt?

Minor incidents

If there is an accident, the injury should be assessed at the site of the accident. Appropriate action should be taken, and the accident reported on SchoolBase; an email can then be sent to the parents/guardians to inform them of the incident. If an injury is minor in nature the child will sit with their teacher/teaching assistant until they feel better. If further assessment or treatment is required, the teacher or receptionist will call the School Nurse to ensure she is in the Health Centre prior to bringing the child over to the HC or asking the nurse to come see the child.

Serious Incidents

If there is any suspicion that the individual should not be moved because moving the individual could cause further injury, too much pain or discomfort, then a qualified first aider should stay with the individual whilst the nurse is called to come and assist.

Where specialist medical treatment could be necessary the emergency contact should be contacted immediately. They should be told the details of the incident and asked to attend to take the individual to the hospital (minor injuries unit, GP etc) or be told where to meet the ambulance if one has been called.

In the event the emergency contact is unavailable then two school staff (for a child) and or the child's nominated person will accompany the child to hospital and wait with the child until the parent can attend.

As soon as possible after the event, an accident report should be completed on SchoolBase.

Access for Emergency Services

There is easy access for the emergency services to the front doors of both Highfield and Brookham School buildings

- ➤ The Astro is accessible for an ambulance with a 3m wide path and gate leading onto the pitch
- The Swimming Pool is reached easily by an ambulance with parking adjacent to either the visitors' or pupils' entrance
- There is space for an air ambulance to land on the playing fields if required. The map reference is noted in the school office in case an air ambulance is required

Swimming Pool

There is always a member of staff within the pool area when pupils are in this location who have undertaken a first aid course and a lifeguard qualification.

Astro

The School requests all external organisations and clubs using the Astro to have at least one trained first aider.

An externally accessed defibrillator is available outside the swimming pool visitor's entrance. The Astro pitch is accessible by an ambulance in case of an emergency.

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References:

- First aid at work: The Health and Safety (First-Aid) Regulations 1981 Guidance on Regulation.
 - https://www.hse.gov.uk/simple-health-safety/firstaid/index.htm
- **Education (Independent School Standards) Regulations 2014**
- https://www.gov.uk/government/publications/first-aid-in-schools/first-aid-in-schools-early-years-and-further-education
- ➤ Highfield and Brookham School Health Policy (2024)
- Highfield and Brookham School Infection Control Policy (2020)
- > DofE Guidance on First Aid for Schools (2014)
- https://www.gov.uk/government/publications/first-aid-in-schools/first-aid-in-schools-early-years-and-further-education