



# Gosfield School

## First Aid Policy

Whole School, including EYFS

### LEGISLATION

The Health and Safety (First Aid) Regulations 1981 require employers to provide adequate and appropriate equipment, facilities and personnel to enable first aid to be given to employees if they become injured or unwell at work. The regulations apply to all workplaces.

The Regulations do not place a legal obligation on employers to make first aid provision for non-employees such as the public or pupils in schools. However the Department for Education and Employment (DfE) states in its document "Guidance on First Aid for Schools" that the employer is responsible for the health and safety of their employees and "anyone else on the premises".

The Governing Body, as the employers, should ensure that the School's health and safety policy includes arrangements for First Aid based on a risk assessment that is carried out by the school. It should include numbers of first-aiders and appointed persons; numbers and locations of first-aid containers; arrangements for off-site activities and trips and arrangements for out of school hours.

This Policy describes what facilities are in place; however the Appendices outline procedures in respect of administering medicines, and the responsibilities of relevant staff.

### INTRODUCTION

At Gosfield School we aim to provide a healthy and safe environment for staff, pupils and visitors to the School. This document sets out our First Aid Policy and the provision of medical facilities at the School during term time and holidays. Our policy applies to the whole School and includes our Early Years Foundation Stage.

Every employee is made aware of the First Aid arrangements and the Governing Body and Principal are responsible for its dissemination through the Principal First Aider for the Senior School.

The First Aid Policy and arrangements are reviewed on a regular basis. We ensure that adequate insurance cover is in place, arranged through the School insurance brokers.

We require our employees, pupils and visitors to co-operate fully in implementing health and safety initiatives and do everything possible to make sure of their own health and safety at all times. Should persons have concerns about the provision of first aid within the organisation, they should inform:

- The Principal
- Health & Safety Committee

These concerns will be investigated and an assessment will conclude if any rectification is required.



## **AIM OF FIRST AID**

First Aid care at Gosfield aims to provide care after an injury or accident until professional medical assistance is available. The aim of the First Aider is to:

- Preserve life
- Prevent deterioration
- Promote recovery

To achieve this, we ensure that sufficient facilities and trained First Aiders are available to give the appropriate care when injury or illness occurs and to summon medical or other professional help as soon as possible. We provide information and training on first aid to staff to ensure that they can meet the statutory requirements and the needs of the school are met.

## **SAFE SYSTEM OF WORK**

The following arrangements should be followed in order to ensure that suitable and sufficient provision of first aid staff and equipment is available with the school:

- First Aiders should inform the Principal or Head of Prep that their training certification period is nearing (6 months minimum) expiry.
- The Principal or Head of Prep must ensure that staff are familiar with the identity and location of their nearest First Aider and first aid box.
- The name(s) and location(s) of First Aiders and equipment must be displayed adequately throughout the school.
- It must be ensured that the Senior School Principal First Aider maintains first aid boxes ensuring that the contents have not expired.
- Easy access to a First Aider and first aid box must be maintained.
- All staff must be familiar with requirements of this Policy through the Staff Handbook, instruction and training.

## **ARRANGEMENTS FOR SECURING FIRST AID PROVISIONS**

### **First Aiders**

First Aiders are employees who have been chosen by the Principal as being suitable for training and appointment as a nominated First Aider.

First Aiders are qualified personnel who have received training and passed an examination in accordance with H&S Executive requirements. Refresher training courses at regular intervals are in place as required by legislation to ensure that their skills are maintained.

For responsibilities of a First Aider refer to Appendix 2.

### **Legal Indemnity of First Aiders**

It is unlikely that first aid personnel rendering assistance will become subject to legal action because of a deterioration in the injured person's condition. However, Gosfield School has arranged to guard against this possibility by providing, through its insurance policies, indemnification for any member of staff who assists a person who becomes ill/injured either on or off the school premises but in association with school business.

### **Principal First Aider**

There are two Principal First Aiders at Gosfield, one based in the Senior School and one in the Prep School. The current information regarding the location of first aid boxes and the First Aider responsible for their up-keep is the Senior School Principal First Aider.

Re-stocking the first aid boxes will be overseen by the Senior School Principal First Aider. The role and responsibilities of the Principal First Aiders are listed in Appendix 3.

### **First Aid Locked Cabinets**

First Aid cabinets are fixed in several locations throughout the school. However, the upkeep and replenishment of the cabinets is the responsibility of the Senior School Principal First Aider.

- Main School First Aid Room
- Meadow Court First Aid Room
- Meadow Court Nursery

### **First Aid Rooms**

These are located in the main building and at Meadow Court. The rooms are used for medical examination and treatment and for the care of sick pupils during school hours and are supervised by a qualified first aider. The first aid rooms contain a wash basin and are in close proximity to a WC.

### **School Trip First Aid kits**

Members of staff consider carefully the likely risk to pupils and staff prior to the departure of a trip and a risk assessment is completed. Arrangements for the trip will reflect this assessment, and in particular the need for First Aid cover.

We always ensure that a member of staff who is qualified in first aid, or paediatric first aid in the case of our EYFS pupils, accompanies pupils on their visits out of School. He or she will administer first aid if a child suffers an injury during an outing, and will, if necessary, call an ambulance. At least one qualified First Aider accompanies any school party involved in any adventurous sport or activity or trip abroad. A First Aid kit is taken on all trips.

However, if attending the premises of a third party where first aid arrangements have been assessed to be suitable and the third party can cover the school's needs, then persons in attendance should be provided with relevant information of the first aid arrangements prior to attending and then made familiar with the arrangements again on their arrival to the third party premises.

### **CHILDREN WITH ALLERGIES**

Names and photographs of children with food allergies are kept in the School kitchen to ensure that those preparing and serving food are aware of the specific needs of those children. It is School policy not to use nuts in its cooking, however, all pupils known to have severe allergic reaction to nuts or other allergens have Epi-pens stored in the First Aid rooms. Epi-pens for Nursery and Reception year children are stored in the locked cupboard in the First Aid room at Meadow Court (Prep School). Staff receive training in allergy management and in the use of equipment such as Epi-pens when a pupil prescribed one is admitted to the school.

### **CHILDREN WHO ARE ILL OR INFECTIOUS**

Parents will be contacted when a child is ill or infectious and asked to collect the child from school. The child should not return to school until the risk of a spread of the infection has gone. Further details can be found in the document 'Guidance for Parents on Infection Control' on the school website and in the 'Medical Policy for Pupils' document.



## **PRESCRIBED AND NON-PRESCRIBED MEDICINES**

All medicines, whether prescribed or non-prescribed, may only be administered by a qualified First Aider (a person who has received training in Paediatric First Aid or First Aid at Work). If medication is to be administered throughout the day, the parent must complete the permission form giving details of the medication, the dosage and time to be given. This should be handed to the Principal First Aider, along with the medication in its original container. Written consent is required for every medicine and a record of the dose administered is provided to parents.

When a pupil is taking part in an activity off site, the designated First Aider may administer prescribed medicines providing written consent has been received from the parent (as above). Those children with asthma who have a Ventolin inhaler are expected to carry it on their person at all times.

## **ACTION IN THE EVENT OF AN ACCIDENT OR INJURY**

Any casualty judged capable of moving should be accompanied to the First Aid room and transferred to the charge of the First Aider on duty. In the case of a more serious injury, the First Aider should be called to the casualty.

Casualties with suspected back or neck injuries should only be moved if

- Directed by professional medical personnel who are present on the scene, that is a paramedic or
- The situation is life threatening

## **HEAD INJURIES**

All head injuries are referred to a qualified First Aider and the children are monitored closely for the remainder of that day. The child is given a sticker to wear for the rest of the day to alert staff to the injury as he or she moves around the School for lessons. Parents are contacted if it is felt that the head injury requires further attention. Where a head injury has occurred, a form is sent home with the child at the end of the day informing the parent of when the injury took place and the treatment given. A copy is kept on the school database.

## **MAJOR INCIDENTS**

If someone at the School has a serious accident, staff are trained to summon medical help immediately. Senior Staff are normally responsible for calling an ambulance, and for ensuring that the pupil is escorted to hospital, but all staff are trained that they should call an ambulance if appropriate. When an ambulance is called (by dialling 9 for an outside line and then 999 from any school telephone, or 112 from a mobile) a 'runner' should wait for the ambulance at the front of the School to direct it to the relevant location on the school estate.

If the event occurs during the working day, the nominated person informs a First Aider, stating the location of the incident. The First Aider is given brief details including the number of casualties and the type of injuries. The Principal or Head of Prep or Deputy Head Academic in their absence should also be informed immediately.

## **RECORDING AND REPORTING OF ACCIDENTS**

All accidents that occur on the school premises or during a school activity, however minor, must be recorded on the school database. This entry must be completed by the member of staff who witnessed the accident and dealt with it, or who administered First Aid. Medical entries on the database are monitored regularly and, where specific hazards are highlighted, the School will act to remedy these. Parents of any child that has sustained an accident or injury will be informed that day or as soon as is reasonably practicable. This information will include details of any first aid given. The system automatically informs the Health and safety Officer who will decide if an additional accident

form needs to be completed to help prevent similar incidents in the future. It is the responsibility of the Principal to ensure that all staff are aware of the procedure for reporting of accidents.

Where an accident results in a person being taken to hospital, or unable to continue to attend or subsequently being absent from work/school as a result of the accident then the Principal or Head of Prep should be notified immediately following the school absence policy, that is by telephone or e-mail.

The procedure for correct forwarding of accident forms is outlined in Appendix 5.

### **Accident Reporting to the Health and Safety Executive**

(RIDDOR) requires certain 'specified injuries' to be reported to the HSE, as follows:

- fractures, other than to fingers, thumbs and toes
- amputations
- any injury likely to lead to permanent loss of sight or reduction in sight
- any crush injury to the head or torso causing damage to the brain or internal organs
- serious burns (including scalding) which covers more than 10% of the body or causes significant damage to the eyes, respiratory system or other vital organs
- any scalping requiring hospital treatment
- any loss of consciousness caused by head injury or asphyxia
- any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness or requires resuscitation or admittance to hospital for more than 24 hours

### **Reporting of Specified Injuries**

The reporting of specified injuries depends upon the length of time that an employee or self-employed person is unable to carry out their duties:

- Over-seven-day incapacitation of a worker – an accident must be reported
- Over-three-day incapacitation – an accident must be recorded but not reported
- Non-fatal accidents to non-workers (e.g. members of the public and pupils) – accidents must be reported if they result in an injury and the person is taken directly from the scene of the accident to hospital for treatment to that injury. Examinations and diagnostic tests do not constitute 'treatment' in such circumstances. There is no need to report incidents where people are taken to hospital purely as a precaution when no injury is apparent.

### **Occupational Diseases**

Employers and self-employed people must report diagnoses of certain occupational diseases, where these are likely to have been caused or made worse by their work.

The Health and Safety Officer is responsible for the reporting of RIDDOR or, in his or her absence, the Principal or Deputy Head. An incident is most easily reported online, alternatively phone the HSE on 0845 300 99 23 (Monday to Friday 8.30 am to 5 pm).

### **HYGIENE/INFECTION CONTROL**

Staff follows basic hygiene procedures. Single-use disposable gloves are worn when treatment involves blood or other body fluids. In accordance with HSE guidelines, clinical waste is kept apart from general waste and is disposed of in yellow clinical waste bags.

### **CONTACTING PARENTS**

If a child is ill or has an accident that requires further medical attention, a parent is contacted and asked to collect their child at the earliest opportunity. If the parent cannot be contacted, it might be necessary for the child to be taken to a hospital casualty department and so an ambulance will be called. In this instance, a message will be left for the parent and the named emergency contact will be informed.

#### **DISSEMINATION OF INFORMATION**

This policy is displayed in staff rooms and the first aid Rooms. It also forms part of the School Handbook and has been issued to all staff. A copy has been posted on the School website. The Policy is reviewed annually.

**SL**

**SEPTEMBER 2018**



Signed \_\_\_\_\_ (Chair of Governors) Date \_\_\_\_\_

## **APPENDIX 1**

### **Responsibilities of the Principal/H&S Committee**

The Principal/H&S Committee have the following responsibilities to:

Identify the nature of activities with the school and review first aid requirements as processes, staff or the environment changes.

Determine the number of First Aiders to appoint by taking into consideration:

- Absence of First Aiders due to holidays and sickness
  - Numbers of persons present beyond the normal operation hours of the school i.e. evenings, weekends, holiday periods

Consider the “suitability” of the First Aider as this person may have to treat someone:

- suffering from Asthma, Diabetes, Epilepsy
- suffering from a heart attack
- who is bleeding profusely

Consider the “capability” of the persons they nominate and/or persons who volunteer. (For further details refer to Responsibilities of First Aiders, Appendix 2):

- Nominate Principal First Aiders
  - Ensure that there are adequate supplies of and financial provisions for first aid equipment
  - Keep current records of training and expiry dates for First Aiders
  - Inform staff of arrangements which have been made for first aid and keep them suitably appraised of any changes
  - Ensure that supply staff and visitors to the school are aware of how to summon first aid assistance
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## **APPENDIX 2**

### **Responsibilities of First Aiders**

At least two qualified First Aiders will be on site when children are present. All appointed First Aiders at Gosfield School have the following responsibilities to:

#### **First Aid Practice**

- Be readily available
- Follow the principles and practices as laid down by the first aid course and manuals
- Comply with the aims of first aid:
  - To preserve life
  - To prevent the condition worsening
  - To promote recovery
- Quickly and accurately assess the situation
- Identify the condition from which the casualty is suffering; but not to treat any illness or injury which is beyond their capability
- Give immediate, appropriate and adequate treatment, bearing in mind that a casualty may have more than one injury and that some casualties will require more urgent attention than others
- Arrange, without delay, for the transfer of a casualty (should it be required) to their GP, hospital or home, according to the seriousness of the condition
- Stay with the casualty until they are handed over to the care of a doctor, paramedic, the hospital A&E unit or other appropriate person
- Not ignore accidents or illness under any circumstances, or to refuse to give treatment and assistance if required to do so

- Not undress any patient unnecessarily
- Safeguard the patient's clothing and possessions
- Respect the patient's confidentiality at all times
- Maintain the highest practicable level of cleanliness whenever treating a patient
- Maintain a record of all patients treated, no matter how trivial
- School minibus drivers should be made aware of any pupil with medical needs and to be made aware of procedures and protocols to follow. Drivers should be clear about roles and responsibilities and liabilities
- Body spills packs should be used for clearing body fluid (blood, vomit, urine etc) and yellow bags destroyed in accordance with local authority policy

### **First Aid Rooms**

- Keep the first aid rooms clean and adequately stocked
- Ensure that the first aid cabinets contain the approved first aid materials and nothing else and that any damaged, open or expired materials are disposed of in the appropriate manner
- Clean and maintain in a good state of repair all ancillary equipment within their area, e.g. eye wash bottles etc.

### **Personal**

- Attend refresher courses as necessary. The Principal First Aider maintains a diary of first aid course refresher dates for each staff member.
- Display certificate of competence

## **APPENDIX 3**

### **Responsibilities of Principal First Aiders**

It is the role of the Principal First Aiders to assist the Principal/H&S Committee to meet their responsibilities for first aid by:

- Familiarising themselves with this Policy
- Regularly carrying out an audit to ensure that the first aid cabinet/kits contain the minimum supplies which are required under law
- Regularly checking that the appropriate list and signs showing the location of first aid equipment and personnel are updated and displayed in conspicuous places
- Liaising with the H&S committee regarding any advice or training required for the school
- Ensuring Emergency Procedures (Appendix 4) are carried out and accident forms completed stored in a safe place
- Ensuring that relevant teaching and catering staff are aware of any medical needs of a pupil
- Maintaining Health Care Plans/Records for each pupil at the school
- Maintaining Parental Agreement Forms for school to administer medicine
- Maintaining records of medicine administered to all pupils
- Maintaining records of Request for child to carry his/her own medicine
- Maintaining records of Authorisation for the administration of rectal diazepam forms
- Supervising and administering medicine that has been prescribed for an individual child.
- Ensuring that pupils with particular illnesses (asthma and epi pens etc) are listed and known to all First Aid staff. Their medications inhalers and adrenaline pens to be stored and clearly labelled in a prominent position for emergency use in the Medical Room. Ensure that the supplied container is clearly labelled with the name of the child, the name and dose of the medicine and the frequency of administration. Ensure medicines are stored strictly in accordance with product instructions (paying particular note to temperature) and in the original container in which dispensed. Ensure that each child

knows where their own medicine is stored. Emergency medicines should not be locked away. Any medicines that need to be refrigerated should be kept in an airtight container and clearly marked. There should be restricted access to a refrigerator holding medicines.

- Ensuring that all date-expired medicines are return to parents or taken to a local pharmacy for safe disposal
- Sharps boxes should always be used for the disposal of needles. Collection and disposal of the boxes should be arranged with the Local Authority's environmental services.
- Ensuring that protective disposable gloves are worn when dealing with spillages of blood or other body fluids and disposing of dressings or equipment.

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#### **APPENDIX 4**

##### **Emergency Procedures**

The Principal First Aider will be responsible for dealing with all medical emergencies. The staff member will report the problem and the Principal First Aider will assess the problem, contacting the emergency services for an ambulance if necessary.

There is a Medical Emergency Protocol in place at Meadow Court, clearly defining the procedures to follow in the event of an ambulance being called.

Staff minibus drivers should contact the Health and Safety Officer immediately for further guidance.

All staff should know who is responsible for carrying out emergency procedures in the event of need. A member of staff should always accompany a child taken to hospital by ambulance, and should stay until the parent arrives. Health professionals are responsible for any decisions on medical treatment when parents are not available

Staff should never take children to hospital in their own car; it is safer to call an ambulance.

Lunch time supervisors should report to the main office.

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#### **APPENDIX 5**

##### **Accident Reporting**

All accidents, no matter how small must be reported to both the Principal First Aider and the Health and Safety Officer. The accident will then be reported to parents by the first aid person or nominated person.

An full detailed entry must be made on the school database for any accident. This includes off site occurrences whilst still under school control

Incidents where a person is taken kept in hospital must be reported to the HSE RIDDOR.

The Health and Safety Officer must initiate:

- an investigation into the occurrence
- a complete report on the occurrence/ fill in the F2508 form and forwards it to HSE Incident Contact Centre, Caerphilly CF83 3GG Tel: 0845 300 9923
- any action required
- monitor action if necessary

This procedure must be circulated to teaching and non-teaching staff, both full time and part - time employees.