



# First Aid Policy

## Whole School including EYFS

### Policy Summary

It is School policy to provide first aid treatment to anyone who becomes unwell or injured within the school or when involved in school-related activities, and to ensure that the school complies with Health and Safety Regulations, relevant DfE guidance and good practice. This policy applies to all stages – Senior, Junior and Early Years Foundation.

### School Provision

The aim of first aid is to save lives and to ensure that minor injuries and illnesses do not escalate into major ones. Therefore, in accordance with good practice, ISI and DfE requirements, the school will ensure that it will take into account the following factors with ongoing review:

- An adequate number of trained first aiders
- Organisation of first aiders
- First aid equipment
- Risk assessments for each activity/trip
- Risk assessments for the number of people on site
- Display of first aid information and how to obtain help

Heads of Department will provide risk assessments for activities within their Department with support from the Director of Operations. The Heads of Departments from DT, PE, Drama, Music and Science will also attend termly Health and Safety Committee meetings to discuss safety and first aid provision within the school and be updated on new requirements.

First aid provision within the school is co-ordinated between the School Nurse and the Director of Operations.

The School Nurse is responsible for:

- organising first aid training for staff
- publishing and updating a list of first aiders
- ensuring staff are aware of first aiders within the school/department
- ensuring that first aid kits are checked and restocked on a regular basis
- publishing relevant specific pupil health/medical information to staff
- notifying parents and staff of relevant medical information such as cases of infectious diseases
- training non-First aid at Work staff in appropriate First Aid

The Director of Operations is responsible for:

- Informing the School Nurse and the School Health and Safety Committee of updates to Health and Safety and Disability guidelines.

There are 4 'areas' that make up the school:

Senior School  
Junior School  
Sixth Form Centre  
After School Club



Each of these needs will be considered separately to give the best possible provision for first aid, although there will be some cross-over experienced by certain staff.

### **Planning First Aid provision**

As each area is treated separately, local risk assessments will be undertaken. Assessments should include:

- Number of occupants
- Workplace and task hazards
- Availability of other/support staff
- Any long term absence of a first aider

Staff will provide a full risk assessment for a trip venue prior to taking pupils off-site. At least one member of staff for a trip will hold an Emergency First Aid certificate, if the EVC has deemed this necessary. They will discuss any foreseeable issues with the school nurse and take a first aid kit with them. In addition to this, they will issue the School nurse with a list of pupils attending the trip in advance in order for her to inform them of any pupils with health limiting conditions and ensure that they have provisions in place e.g. emergency medicines in such cases as asthma or severe allergies.

### **First Aid Equipment**

First Aid kits are located in the following areas:

Senior School Reception	Sixth Form Centre Reception
Junior School Reception	Art Office
Medical Room	Swimming Pool office
Director of Operations Office	Caretakers' office
Senior School staff room	Design and Technology Room
Junior School staff room	Senior School Gymnasium
School Minibus	Biology prep room
School Kitchen	Chemistry prep room
After School Club	Physics prep room
PE Office	Drama Studio

Minimum Requirements:

The following items must be separately contained in a clearly identified first aid box or other suitable container (designed to protect the contents from damp or dust) marked with a white cross on a green background.

- 1 Guidance card
- 20 individually wrapped adhesive dressings
- 4 triangular bandages
- 6 safety pins
- 2 sterile eye pads, with attachment
- 6 medium sterile un medicated dressings
- 2 large sterile un medicated dressings
- 1 pair of rust less blunt ended scissors
- 1 pair of disposable gloves
- 1 life aid resuscitator

Plasters available in food preparation areas will be of the high visibility (blue) type.



The School Nurse is responsible for checking and restocking all first aid kits on a regular basis. Heads of Department in areas where boxes are located are also asked to notify the nurse if supplies are required.

All first aiders are made aware of the guidance on cleaning up body fluids and gloves will also be available in each box. Spillage kits are available from the Facilities Officer for spillages of blood or other body fluids. The school caretakers are fully trained in their use.

### **Defibrillators**

Defibrillators are located in the following areas:

- Main School Reception
- Junior School Reception
- Sixth Form Centre
- Swimming Pool

School Nurse and First Aiders are trained in their use and all staff are briefed annually on the locations and actions to be taken.

### **First Aiders**

There are three levels of first aid qualification held by staff within the school as a whole:

- First Aid at Work - A 3 day HSE - approved course.
- Emergency first aid at work HSE - approved 1 day course. (Previously known as 'Appointed Person.')
- Paediatric first aid HSE approved – 2 day course. (Previously known as 'Early Years')

Those members of staff with the Emergency first aid at work and Paediatric first aid certificates can offer assistance to a casualty until the arrival of the member of staff holding the First Aid at Work qualification.

All First Aid at Work qualified staff will undertake a refresher course every three years. Other Emergency first aid at work or Paediatric first aiders or other first aiders will undertake regular refresher training every three years.

All PE staff and the Duke of Edinburgh expedition leader will hold an up-to-date certificate in first aid as they take pupils off-site most regularly.

Appropriately, qualified and equipped first aiders will accompany / be present at all off-site sporting activities, fixtures, matches and events and educational visits / school trips. All school trips/outings undertaken by Early Years Foundation Stage pupils must be accompanied by at least one person with a current full (2 day) Paediatric First Aid certificate.

All staff who take pupils on organised regular school trips will also have to provide a risk assessment for each trip and liaise with the school nurse over any first aid issues/provision that may arise.

In accordance with The Girls' Day School Trust guidelines, a qualified nurse can act as a qualified first aider and be counted in the compliment of first aid provision within the school.

In accordance with the Trust, [First Aiders](#) are covered vicariously by the Trust's insurance against any claim provided they are suitably trained and are following the school's guidelines for first aid provision.



### Information

All new staff will be provided with information at induction on how to obtain first aid assistance, this information will cover:

- Overall organisation of first aid
- Where to find information on first aiders
- Emergency telephone numbers
- How/where to obtain a first aid kit

First aid notices will be posted in communal areas on where first aiders and boxes are located

### Obtaining First Aid

If somebody is injured or becomes unwell a call will be made to reception/school nurse's mobile telephone to seek immediate assistance. If a first aider attends initially, they will take complete control of the situation until the school nurse or a First Aid at Work qualified aider arrives.

If secondary aid at a hospital is required, support staff will endeavour to contact the next-of-kin as quickly as possible. If they cannot get to the school quickly enough, the school nurse will act in loco parentis and escort the pupil to hospital. If the school nurse is not available, another member of staff will accompany the pupil. If the same occurs whilst on a school trip, the trip leader will make a decision about which member of staff accompanies the pupil. The Head will be informed as soon as is practicable of any serious injury/illness.

Protocols and care plans will be followed for an emergency involves any of the following conditions:

- Asthma attack
- Hypoglycaemia
- Hyperglycaemia
- Anaphylaxis
- Seizure
- Loss of consciousness

### Records

An accident form is to be completed every time a First Aider provides assistance to a casualty, including when a problem is illness rather than accident. As well as details of the illness or accident, the name of the person providing first aid, date, time and a summary of the treatment given should be recorded. In the event of a head injury, the first aid procedures for recording the incident and informing parents immediately indicated below should be strictly adhered to. Records will be kept in accordance with Trust's policy on the retention of documents.

If a pupil needs to obtain further 'secondary' care (such as attending Accident and Emergency, her GP or a dentist) following an accident, this will be recorded on the RIVO 'Safeguard' IT based Accident/Incident recording system. If an accident results in a major injury, was the result of a dangerous occurrence or a pupil injured themselves playing sport and needed to attend hospital; this will also be reported to the HSE via the website, which will be undertaken by the School Nurse.



## First Aid Procedures

Basic First aid: Initial assessment, (Observation of the child's injury/ injuries, their general condition and ask what happened.)

Action to be taken:

- Administer first aid if minor injury. E.g. graze to knee.
- Take child to a First aider if injury requires further treatment. In the event of a head injury, do not move the child but call the school nurse or first aider to assess the child.

Head Injuries

- Must be seen by a first aider, if after you have done your initial assessment, you feel further action is needed, seek medical attention immediately. E.g. Child exhibits any symptoms of head injury (dizziness, headache, swelling, bruising, drowsiness, bleeding, nausea, vomiting).
- Inform the school nurse as soon as possible of injury and ask nurse to assess the pupil if in school; if on a trip, inform immediately on return to school.
- Inform the parent of all head injuries soon after you have assessed and treated the pupil. This should be by the teacher and not the pupil. If away on residential trip, discuss with parents if they would like daughter to continue with trip.
- All head injuries must have an accident form filled in by the teacher present and a head injury form must be sent home. These forms are available from the school nurse.
- The teacher present should inform the form tutor of all head injuries so they are aware of the pupil's injury.
- The teacher responsible should inform SLT member (Head or Deputy Heads), or the SLT designate for the trip, immediately after speaking to the parent.

Injuries to limbs:

- Initial assessment by first aider / school nurse.
- Observe the injury, check for any deformities, loss of movement, guarding the limb.
- Inform parent immediately if any concern. Follow above points 2-6 as for Head Injury.

Illness – unwell child:

- Check symptoms and history.
- Observe behaviour (quiet, withdrawn, pale/flushed, drowsy).
- Take temperature with Braun ear thermometer.
- If temperature raised, take them to a first aider / school nurse. (If temperature is 37.5°C or above, inform parent).
- Health Protection in Schools, [Exclusion Table](#)
- [Guidance on infection control, DoH Guidance](#)

***If you feel a child needs to go to the office, please accompany them or send a well child to get a first aider. Do not send the unwell child or one with a head injury unaccompanied or with another child to the first aider.***



### Contacting Emergency Services Protocol

The school nurse/first aider will assess the casualty and decide the appropriate action to take. In the event of an emergency requiring a 999 call the following procedure should be followed. Request an ambulance – dial 999, ask for an ambulance and be ready with the information below. Speak clearly and slowly and be ready to repeat information if asked.

- Your telephone number
- Your name
- Your location as follows: Senior School - 2 Cleveland Road, London W13 8AX  
Junior School - 26 St Stephen's Road, London W13 8HH
- State what the postcode is – please note that postcodes for satellite navigation systems may differ from the postal code
- Provide the exact location of the patient within the school setting
- Provide the name of the child and a brief description of their symptoms
- Inform ambulance control of the best entrance to use and state that the crew will be met by a member of staff or the premises team and taken to the patient

### Dealing with Spillages of Body Fluids (Blood, Faeces, Vomitus) Protocol

Spillages of bodily fluids (blood, faeces and vomit) need to be cleaned up promptly to reduce the risk of infectious microorganisms causing further illness. The main risk is infection following hand to mouth/nose/eye contact. There is also a risk of infection via broken skin (cuts and scratches). The risks from body fluids such as sweat tears and urine is considered to be low.

Before clearing up any spillages of body fluids:

- **Staff should be trained in how to do this safely and effectively.** A record of this training should be made and a copy of this protocol should be given to the trainee.
- Cover all cuts and scratches with a waterproof dressing.
- Wear disposable waterproof protective gloves and a disposable waterproof apron.
- Waterproof eye protection (goggles) and facemask may also be worn if there are concerns that the fluids may splash.
- If necessary, wear disposable overshoes or wellington boots.
- Collect dedicated cleaning equipment e.g.: bucket, scraper, brushes, disposable cloths/paper towels, closable containers and bags.
- Collect appropriate absorbent material e.g. AbsorbGel or cat litter, and cleaning chemicals: surface disinfectants such as Distel / TriGene.
- If possible, provide a good standard of ventilation, e.g. by opening windows

All surfaces which have been contaminated by body fluids should be disinfected as soon as possible by either:

- Using 'AbsorbaGel' solidifying agent to turn any fluid into a gel, which can be picked up easily and disposed of. The affected area should then be sprayed with a suitable surface disinfectant e.g. Distel / TriGene; or



- Spraying the contaminated area with a suitable surface disinfectant, e.g. Distel / TriGene and wipe clean with disposable paper towels: or
- Covering the area with cat litter, clear up and dispose of the litter, and spray the area with a suitable surface disinfectant e.g. Distel / TriGene

[Distel / TriGene](#) is a surface disinfectant that will kill HIV, Hepatitis A & B and all bacteria.

Vomit and faeces may be disposed of in a WC, but blood must be placed inside a 'Clinical Waste' bag and collected by an authorised waste disposal contractor, which is Sanaway.

After the clean-up process has been completed:

- Dispose of disposable soiled cleaning materials
- Clean and disinfect all non-disposable cleaning equipment, e.g. scrubbing brushes using a suitable disinfectant and air-drying.
- Remove and dispose of disposable gloves and aprons.
- Change out of any contaminated clothing and disinfect this as soon as possible by washing on a high temperature cycle.
- Wash your hands thoroughly.

If blood or body fluids are **splashed onto the skin**, wash the area well with soap and plenty of running water. Any **scratches** and **puncture wounds** should be encouraged to bleed and washed under running water, but not scrubbed or sucked.

If blood or body fluids are **splashed into the mouth, nose or eyes**:

- Rinse well with copious amounts of running water. Spit the water out – do not swallow it.
- Pupils - parents should be informed and advised that the child should be seen by her GP for advice and treatment.
- Staff - should seek advice from their own GP.
- The head-teacher and school nurse must be informed and the exact details of the incident recorded on Sphera / RIVO accident reporting system.

This policy is to be reviewed annually by the School Nurse.

May 2019

Next review: May 2020