

SAINT RONAN'S SCHOOL

6.6.1. First Aid Policy

June 2016

(ISI POLICY A7/NMS POLICY B5/EYFS E 4)

FIRST AID AT WORK

FOREWORD

This document has been prepared to provide guidance on the policy and procedures for dealing with First Aid at Saint Ronan's School. The requirements for the statutory provision of First Aid have been taken into account. This policy is for staff and children including those in the EYFS.

Failure to implement the procedures contained in this document could result in a criminal offence as well as disciplinary action being taken by the School.

STATUS AND IMPLEMENTATION

All other policy documentation must be complied with, including: all appropriate statutory, Department for Education, regulatory authority eg Health and Safety Executive (HSE) documentation and the School's Health and Safety Policy.

This policy is written with reference to all the children at Saint Ronan's School including those in the Early Years Foundation Stage.

REVISION

This document will be revised on a regular basis to confirm that the procedures are still appropriate.

A review will also take place if there are any significant changes in the procedure and also after any serious incident to ensure that this policy was sound in its content.

SCOPE

This guidance is applicable to all those involved in the provision of first aid relating to activities at the School or organised by the School. Facilities must be provided to ensure that First Aid is rendered to employees, visitors, pupils, volunteers and other staff if they become ill or are injured at work or under the jurisdiction of the School on or off site.

OBJECTIVES

- To ensure that there is an adequate provision of appropriate first aid at all times.
- To ensure that where individuals have been injured, there are suitable mechanisms in place to provide remedial treatment.

DEFINITIONS

The HSE defines a First Aider as a person who has attended, successfully completed and has a valid certificate for:

First Aid at Work training (which takes place over a minimum of 18 hours) (FAW) OR

Emergency First Aid at Work certificate (which takes place over a minimum of 6 hours) (EFAW)

As the school caters for children under the age of five the requirements of the Department for Education's EYFS statutory framework apply. As a result of this, those adults taking care of children who come under this framework must have undertaken and successfully completed a local authority approved Paediatric First Aid training (which takes place over a minimum of 12 hours) to enable them to be a First Aider for children of that age group.

The School is Saint Ronan's School.

The Employer means the Governing Body of the School.

First Aid is provided to:

- Preserve life
- Limit the effects of the condition and
- Promote recovery

First Aid should be provided where a person will need further medical treatment until such help arrived, and for the treatment of minor injuries.

It should be noted that the treatment of minor illnesses, by the administration of tablets or medicines falls outside the definition of First Aid but is covered by Policy 6.6.4. Administering medicines.

SPECIFIC FIRST AID PROVISION

FIRST AIDERS

- Sufficient trained first aiders to cover day to day and other school activities will be provided. The majority of teaching staff have a current EFAW certificate. Details of first aiders can be found T100 and is kept updated.
- A first aider (paediatric first aider for EYFS pupils) will accompany pupils on visits out of the school
- First aiders will give immediate help to those with common injuries or illnesses and those arising from specific hazards, and where necessary ensure that an ambulance or other professional medical help is called (as per procedures detailed in Appendix A).
- The School's appointed person is the Day Matron 08.15 – 17.30 each day during term time. Night Matron 17.30 – 08.15 each night during term time and the Bursar/Health & Safety Officer outside term time. Their duties include:
 - Taking charge when someone becomes ill or injured following the procedures detailed in Appendix A
 - Looking after first aid equipment, eg restocking of supplies
 - Ensuring that an ambulance or other professional medical help is called when appropriate
 - Report all incidents requiring the hospital attendance of a pupil, member of staff or adult to the Health & Safety Officer
 - Recording any incident or accident in the appropriate place
 - Ensuring that spillages of body fluids are cleared up promptly and appropriately

FIRST AID KITS

First aid kits will be provided in areas of the school where accidents are considered most likely and will be stocked with appropriate equipment eg burns dressings in laboratories and workshops

First aid kits will also be taken when pupils leave the school on organised trips or participate in sports events.

First aid kits will be replenished as necessary

The contents of a first aid kit will be in accordance with the guidance given in HSE document "First aid at work – The Health and Safety (First-Aid) Regulations 1981" (HSE 2013)

FIRST AID NOTICES

Lists of members of staff who are qualified First Aiders or Paediatric First Aiders and that of the appointed persons will be displayed on notice boards in the School.

ACCESS TO FIRST AID

All pupils and staff will be given information on the provision of first aid at their induction

RECORDS

Details of any incident which requires treatment will be recorded as follows:

- on iSAMS if it involves a pupil from the School
- in the accident book if it involves an adult on site (including employees, peripatetic staff and sub-contractors)
- on a hard copy accident form if it involves a pupil from another school
- on a hard copy accident form if a pupil from the School is being sent to A&E/GP for further medical attention

CALLING AN AMBULANCE

Matron will normally be responsible for summoning an ambulance and for escorting the pupil to hospital. If unavailable Amanda Startin or Clare O'Connell will deputise and stay with a pupil in hospital until their parents have been contacted and arrive at the hospital.

EMERGENCY MEDICAL TREATMENT

On accepting a place at the School, parents are required to give their consent for the Headmaster or other nominated representative to provide, on the advice of qualified medical opinion, emergency medical treatment, including general anaesthetic and surgical procedure under the NHS if the School is unable to contact the parents. This consent is renewed annually via the Annual Parental Consent form.

MEDICAL CARE

This policy is limited to the provision of first aid, but the school has policies in place for children suffering from:

- Asthma (6.6.5.)
- Anaphylaxis (6.6.6.)
- Diabetes (6.6.7.)
- Epilepsy (6.6.8.)

INDEMNITY AND INSURANCE

Where an employee acting in the course of their employment administers First Aid assistance to another employee or other person in the charge of the School such as a pupil, they will be indemnified by the liability insurance for a claim of negligence relating to injury or loss caused by their actions provided that:

- They are a School officially designated first Aider with a current valid FAAW/EFAW/Paediatric First Aid Certificate
- The relevant protective equipment is used (PPE)
- The First Aider is adhering to procedures and acting within the limitations of their training

- The First Aider is acting in good faith

EMPLOYER RESPONSIBILITIES

The responsibility of the Employer is to:

- Establish the First Aid need by risk assessment
- Put the policy into practice
- Ensure that the policy and information on the School's arrangements for First Aid are made available to parents.
- Identify suitable employees who are willing to undertake First Aid training
- Provide adequate First Aid equipment and facilities
- Inform employees and site facilities managers of the location of the First Aid personnel and equipment available to them in their working environment. This will be in the form of a standard notice which will be displayed on the Common Room notice board and on iSAMS as a minimum.
- Ensure the First Aiders maintain their First Aid status.

The responsibilities listed above have been delegated to the Headmaster for him to discharge them in the appropriate manner.

A list of First Aiders can be found on T100 which is in the form of a training database for maintenance of an up-to-date record of personnel trained in First Aid which informs the Headmaster when staff require refresher/requalification training.

APPENDIX A

FIRST AID PROCEDURES

1) INTRODUCTION

The majority of medical issues that arise at the School are generally quite minor. There are, however, occasions when a more serious incident occurs and all staff need to be familiar with the procedures to be followed in both these eventualities. Angela Bouchard (Day Matron) is responsible for taking control in the event of an accident or injury. In her absence Amanda Startin or Clare O'Connell deputise. At night Julie Gillam (Night Matron) or Tim Fox (Head of Boarding) are responsible for taking control.

2) MINOR ILLNESS & ACCIDENT

In the Prep School, during the day an injured or sick child should be sent to the School Office. If a sick or injured child is unable to come to the office then a runner should come to collect a First Aider and take them to the child.

In the Nursery and Pre Prep an injured or sick child will be seen by an Early Years First Aider who will attend to their needs and make a note of any minor treatment given. If the Early Years First Aider considers that the child needs to be seen by Matron they will accompany the child to the School office.

At the School office/the scene of the accident the child will be assessed by a First Aider and appropriate measures taken.

If the child is considered too ill or badly injured to continue at school their parents will be contacted and asked to collect them. In the case of a child whose parents are unable to come immediately, the child will either be put to bed or sit quietly in 'Scutari' under the supervision of the duty Matron. If Matron decides that a child needs to visit A&E or their GP and the parents are unable to take the child then she will take the child to consult the relevant health professional.

In the case of a child with a raised temperature/episodes of vomiting/diarrhoea: the child will not be allowed back to school until at least 24hrs have elapsed following the return of their temperature to normal/cessation of vomiting/diarrhoea.

In the Prep school at night a sick or injured child must go straight to the Night Matron who will assess the situation and take appropriate measures.

All medical incidents are recorded on iSAMS. The following details should be recorded: Date and time of incident; nature of incident; actions taken; medication, if any, given; any other relevant information; signature of person attending the incident.

3) PROCEDURE FOR MAJOR INCIDENTS

The response to a more serious injury will depend upon the situation. Any incident that involves the spinal column can be potentially life threatening and the child should not be moved until specialist advice has been taken.

An Accident Report Form **MUST** be completed and handed to parents/paramedics before the child leaves for A & E or in an ambulance. If possible parents should sign to say they have received a copy of the Accident Form.

A Parental Consent Form is issued annually, giving us permission to act in *loco parentis*. Under some circumstances it may be necessary to seek medical help without immediate reference to parents. The child's parents will be informed of any actions taken as soon as is possible. The PCF also gives up to date details of medical conditions and allergies.

For accidents and injuries that occur to adults on the School site there is an adult Accident Form book situated in the Health and Safety Officer's office. This must be completed and the form given to the Health and Safety Officer to take relevant action.

Where any accident meets the criteria it must be reported to RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995). See separate School Health and Safety Policy 6.3.6 for details of occurrences that must be reported.

4) FIRST AID KITS - These are available from Matron. Additional First Aid Kits are kept in the Prep School Common Room, Pre-Prep Office and in the Nursery Office.

5) CHRONIC CONDITIONS - A list of children with Allergies/Medical conditions is available on PASS. This information is also available on Individual children's pages on iSAMS. Annual medical condition updates are given to staff during INSET sessions.

6) SAFETY IN THE CLASSROOM/LABORATORIES - Please refer to Department Handbooks.

APPENDIX B

PROCEDURE FOR THE SPILLAGE OF BODILY FLUIDS

Dealing with spills of blood or other body fluids may expose staff to blood-borne viruses or other pathogens. This procedure outlines a safe method for dealing with spillages.

Body fluids include

- Blood
- Respiratory and oral secretions
- Vomit
- Faeces
- Urine

ROUTINE SAFETY PROCEDURES

1. General

- Deal with any spillage of blood/body fluids immediately.
- Care must be taken to avoid contact with the skin during the cleaning and disinfection of spillages; protective gloves must be worn.
- Staff dealing with spillages of blood/body fluid should be vaccinated against hepatitis B virus.

2. Protective Clothing

- Wear disposable gloves.

3. Clinical Waste

- Always dispose of contaminated waste in clinical waste bags

4. Handwashing

- Always wash hands after dealing with spillages or contaminated waste.

5. Disinfection of Blood and Body Fluid Spills

• An appropriate disinfectant should be used to clean the area once the spillage has been cleared.

METHODS OF TREATING BODY FLUID SPILLS

1. Type of Spill: -

i. Blood and visibly blood stained fluid (except urine and vomit)

- Wear disposable gloves.
- Cover with paper towels and dispose of appropriately.
- Clean the area with neutral detergent and water.

ii. Urine or Vomit spill

- Wear disposable gloves.
- Absorb the spill using paper towels.
- Remove paper towels and discard into clinical waste bag.
- Disinfect area using appropriate disinfectant solution
- Always clean and disinfect the equipment used to deal with the spillage.

2. Always wash hands after dealing with spillages

3. Carpeted Areas

- Where a spillage has occurred in a carpeted area, treat according to the type of spillage outlined above.
- The carpet should then be cleaned using a carpet suction cleaner after the spillage has been treated.

RESPONSIBILITY FOR DEALING WITH SPILLAGES

Responsibility for Dealing with Spillages

The appointed person in charge is responsible for dealing with body fluid spillages in the first aid room or at the spillage scene when appropriate. If this person is unavailable, then a trained first aider is responsible for the cleaning up of spillages.

Person responsible: ALB

Implementation date: 1st September 2008

Reviewed: Jan 2011, September 2013, June 2016, October 2017, October 2019