



**First Aid Policy
(including EYFS)**

Category: Referred to Sub-Committee for approval from School

School update	
Responsible for review of policy	Director of Finance & Operations/Senior Nurse
Last school update	January 2021
Governor Sub-Committee approval	
Sub Committee to review and approve	Health & Safety
Review Period	Annual
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Approved by Sub Committee (Meeting date)	Estate committee -23 rd May 2022
Next Sub-Committee Review	Hilary 2023
Related policies	“The Health Centre – its roles and responsibilities” Health Centre Policies - various

Uploaded to Staff Shared	September 2022
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First Aid Policy (including EYFS)

1. Scope

- 1.1 This Policy is applicable to all those involved in provision of first aid related to school activities.
- 1.2 **First aid** is the **first** and immediate assistance given to any person suffering from either a minor or serious illness or injury, with care provided to preserve life, prevent the condition from worsening, or to promote recovery.
- 1.3 The wider provision of general medical care boarders, day pupils and staff within the school is explained in greater detail in the document **“The Health Centre – its roles and responsibilities”** which can be provided on request.

2. Objectives

- 2.1 To ensure there is an adequate provision of appropriate first aid people, resources and facilities to suit the needs of the school at all times.
- 2.2 To ensure that where individuals suffer either minor or serious injury or illness there are suitable mechanisms in place to provide remedial treatment until appropriate medical help is available where necessary
- 2.3 To ensure that accidents are properly recorded, reported to the HSE where appropriate and procedures are in place to take action where possible to minimise the risk of future recurrence

3. Responsibilities

- 3.1 By delegation from the Governors, the Director of Finance & Operations is responsible for the implementation of this policy, in liaison with the Registered Nurse

4 Risk assessment

- 4.1 A risk assessment has been undertaken to determine the first aid needs of the school. This included consideration of the following:
 - Size and location of the school
 - Specific hazards or risks on the site
 - Staff or pupils with special health needs or disabilities

- Previous record of accidents / incidents at the school
- Adequacy of provision of first aiders at all times
- Off site activities, including trips
- Practical departments, such as science, design and technology, PE
- Out of hours activities
- Contractors on site and agreed arrangements

4.2 The summary of the findings of the risk assessment can be found in **Appendix A** to this Policy

5 First Aiders

5.1 Staff volunteering as first-aiders will attend training courses run by those organisations which have been approved and validated by the HSE.

5.2 Refresher training is provided and staff retested before qualifications expire (usually after 3 years)

5.3 All first-aiders should be able to demonstrate reliability and communication skills, aptitude and ability to absorb new knowledge and skills and the ability to cope with stressful and physically demanding situations.

5.4 First aiders must be able to leave their duties immediately to go an emergency.

5.5 First Aiders will be expected to

- Take charge when someone is injured or becomes ill
- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school.
- Request assistance or guidance from the Health Centre staff if needed/available
- When appropriate, **ensure that an ambulance or other professional medical help is called.**
- Document any interventions in an accident report – available in the Health Centre term time and in the Bursars Office all other times.

5.6 **A list of current qualified first-aiders** is maintained by the Bursar's Office and is available from there, from reception and from the Heads PA in the event of a medical emergency. First aiders are also identified on the Staff List which forms part of the Staff handbook. Boarding houses have lists of first aiders who live on site in case of an out of hours emergency.

5.7 In **Ruspini House** Pre-School all staff have paediatric First Aid training.

5.8 At least one qualified person (member of Health Centre or trained First Aider) will be on the school site at all times when pupils are present.

6 First-aid materials, equipment and facilities

6.1 The Health Centre will ensure that there are an appropriate number of first-aid containers according to the guidelines from the Bursar, including Departmental and portable kits and

the provision of specialist first aid kits where required ie Catering-burns kit. The medical team will keep a record of their location; reference **Appendix B**

- 6.2 First-aid kits should be easily accessible and clearly identifiable, marked with a white cross and a green background. Specialised first aid kits such as eye irrigation or burns may differ in colour but will be clearly visible.
- 6.3 The Health Centre will check the contents of first aid boxes on a termly basis and replenish them, subject to 6.4. Heads of department will be reminded by the Senior Nurse via e mail.
- 6.4 It is the responsibility of each head of department to ensure that their first-aid kit is returned to the medical centre for replenishing should it be used and supplies depleted.

7 Automated External Devices (defibrillators)

- 7.1 The medical team are responsible for the management, weekly checks of the AEDs available on the school site. Arrangements are made for an outside company to provide the yearly maintenance 'health check' of the units.
- 7.2 Individual members of staff from all departments volunteer to participate in first aid training and basic lifesaving skills training (provided by an outside agency) relevant to their role within the School which may include awareness/training on the use of the AED. The medical team offer practical and theoretic basic awareness sessions on basic lifesaving skills and medical conditions for boarding staff and those who might organise school trips and activities.
- 7.3 The five AEDs are accessible in;
 - The Health Centre
 - Sports Hall
 - New Mark Hall (reception)
 - Cadogan House
 - An easily accessible AED is located centrally, in a specialist container, outside the entrance to the resource centre.

8. School Trips

- 8.1 Each school vehicle used for the purpose of transporting staff/pupils must carry a first-aid kit; these are the responsibility of the Estates Department and is replenished by the Health Centre.
- 8.2 At least one first-aid kit must be taken by the supervising member of staff when accompanying pupils off-site. These should be reserved and collected from the Health Centre prior to the day of travel.
- 8.3 The Health Centre staff are advised of school trips/outside activities by a list the duty nurse receives of participating pupils. First aid kits and emergency medication/care plans for individual pupils are prepared as necessary for collection on the day of departure.

9 Pupils with chronic medical conditions

- 9.1 Pupils with chronic medical conditions (such as Anaphylaxis and allergies, asthma, epilepsy, migraines, diabetes, and coeliac) will be identified from the medical documents completed by parents/guardians on admission or as identified from school trip/visit consent forms or the medical update documents.
- 9.2 Pupils who require emergency medication are advised to carry a small single dose, clearly labelled and in its original container with them whilst on the school site.
- 9.3 Separate documents with information on, and guidance for managing, such conditions (prevention, triggers symptoms, treatment) and dealing with emergencies arising from them is available in the “**Health Centre Policies**” folder held on staff shared
- 9.4 It is the responsibility of staff to be aware of pupils in their class, or for whom they are responsible on a school trip, who have been diagnosed with medical conditions (information is held on ISAMS (the school electronic record system) and to read familiarise themselves with the appropriate guidance document and consult the Senior Registered Nurse should they still have any queries or concerns.
- 9.5 On school trips, the supervising member of staff must make arrangements for the correct storage and administration of any necessary medication and equipment required as a result of the condition.
- 9.6 Emergency generic Salbutamol inhalers - The medical team are responsible for the management and list of students who fulfil the criteria for administration in an emergency situation. Designated members of staff are trained in the storage and administration of the three emergency Salbutamol inhalers supplied to RMS accessible in;
 - Alpha office
 - PE department
 - Cadogan House
- 9.7 Emergency generic Adrenaline injectors – Only to be administered by a registered medical practitioner in case of emergency. The medical team are responsible for the administration and management of the Adrenaline injectors supplied to RMS, and the maintenance of the list of students who fulfil the criteria for administration in an emergency situation. Accessible in
 - Health Centre Room 4

10 Hygiene/Infection Control

- 10.1 Basic hygiene procedures must be followed by all staff when administering first aid. Please refer to the RMS **Infection Control Policy** document within the “Health Centre Policies” folder held on staff shared.

- 10.2 For first aid required within the isolation unit in the Health Centre the supervising member of staff will have access to specific PPE and specialist guidance for the particular circumstances
- 10.3 First aiders must be aware of and follow the updated guidance issued by their training bodies regarding close contact, first aid intervention
- 10.4 Single use disposable gloves and the appropriate PPE must be worn when treatment involves blood or other body fluids.
- 10.5 Care should be taken when disposing of dressings or equipment, preferably contact the Health Centre for a yellow clinical waste disposal bag for the safe disposal of soiled products, or contact Housekeeping for the correct equipment to dispose of body fluids.

11 Record keeping and reporting

- 11.1 It is the duty of all staff to ensure they fill out an **accident form** if they are involved in an incident directly or indirectly. The duty nurse may request the head of department to complete an 'accident investigation report' which will help to identify any areas that may require exploration or intervention.
- 11.2 During term time, where the casualty is attended by the duty nurse a record is kept on the medical centres electronic records (**Patient Tracker**) of any first aid treatment given by the duty nurse; this includes:
- The date, time and type of incident
 - The name (and class) of the injured person
 - Details of their injury/illness and what first aid was given
 - What happened to the person immediately afterwards
 - Name of the first aider or person dealing with the incident.
- 11.3 The Health Centre has in place procedures for ensuring that **parents/guardians are informed of accidents**. Where an incident is dealt with locally at Cadogan House or Ruspini House, the Head of that department may contact the parents directly.
- 11.4 The School's **Accident Book** is held in the Health Centre and a report is to be completed for all accidents or incidents involving injury to a pupil or member of staff. During periods of holiday the accident book is retained in the DFO's Office.
- 11.5 In certain circumstances HSE must be notified of accidents or incidents involving injury (under **RIDDOR** regulations) and this will be done by DFO on notification by the Health Centre or directly HSE notification will be completed by the Senior Registered Nurse or the DFO.
- 11.6 Accident records will be photocopied and discussed as soon as possible with the DFO if necessary particularly if the casualty has attended an accident and emergency unit. The records will also be monitored by the DFO and the Health & Safety Committee to identify any trends or areas for improvement to minimise the risk of future occurrences.

12 Staff awareness

All new staff should be informed about the school's first aid arrangements as part of their **induction programme**. They should be made aware of this and other relevant policies in addition to the information contained in the staff handbook regarding location of equipment, facilities and first-aid personnel.

Appendix A – First Aid Requirements: Risk Assessment

Site and location. The school site covers an area of over 300 acres and comprises a variety of buildings within a reasonably compact area. There are 3 boarding houses and three main teaching sections - Pre-School (Ruspini), Prep (Cadogan) and the Senior School. Communications are good and most of the buildings lie within a radius of 250 metres from the centre. The School is close to the town of Rickmansworth and the fire, police and ambulance services are only minutes away in the event of an emergency.

- **Specific Hazards or Risks on Site.** The School has few specific hazards or risks but there is on going maintenance work during the term and more substantial works are undertaken when the School is closed.

Staff or pupils with specific health needs or disabilities . The School's Health Centre has trained medical staff who will be made aware of any specific needs through medical documents. Pupils' medical conditions are recorded on iSAMS and identified for school staff by a red flag. A medical alert list of pupils (with photographs) who require emergency medication or with dietary needs is sent to heads of department. Staff are offered (on a voluntary basis) medical awareness sessions provided by the registered nurses so that they are aware of the relevant actions/procedures to follow in case of emergency arising from the conditions. Members of staff may voluntarily inform the Health Centre of their medical conditions or requirements

- Previous record of accidents/incidents at the school The Health and Safety Committee regularly review all accidents, incidents and near misses from the preceding term to any patterns indicating practices or lack of first aid resources that have led to an increased risk of an accident requiring first aid. The appropriate actions will then need to be taken to minimise this risk in the future. If changes have not been previously identified by the Senior Nurse or the DFO at the time of the accident,
- **Adequacy of provision of First Aiders.**
 - In term-time the School operates on a 24-hour basis being a boarding school. Therefore, there must be sufficiently qualified first-aiders at all times of the day to react to an emergency.
During The school term day school periods, first aid trained qualified nurses are present in the Health Centre and are on-call out of hours and at weekends.
 - A large number of staff are trained in First Aid,
 - A list of qualified first-aiders living on site is available for house staff in the event of a medical emergency.
 - In Ruspini House Pre-School all staff have paediatric First Aid training.

- Off-site activities, including trips

The school undertakes a large number of trips, both day and residential. Adequate provision must be made to ensure the accompanying staff have proper first aid resources and training through the school's trip risk assessment and planning procedures.

- Practical departments, such as science, design and technology, PE

Specialist risk assessments will be needed to identify specific risks and hazards associated with these areas of activity. Staff will need appropriate training, refreshed on a regular basis. Specialist first aid resources (eg eye wash, burns treatment, ice packs etc) should be identified and supplied to these departments by the Health Centre.

- Out of hours activities for boarding pupils

These will be covered via the on-call Health centre service during term time and the First Aiders living on site

- Contractors on site

All contractors must adhere to the School's H&S procedures

Appendix B - First Aid Containers

- Location. First Aid containers are maintained by the Health Centre and held in various points around the school, as follows:
- A current list of first aid kits maintained by the Health Centre is available from the Senior Nurse.
- Travelling First Aid Kits – Where requested the appropriate first aid kits for the activity are loaned to the supervising member of staff by the Health Centre

Kits are also located in:

The School Minibus

The Boarding houses

Domestic Bursar's Office

Contents: The First Aid container contents will vary according to the teaching subject/location or the trip activity.

Where sterile water or sterile normal saline in disposable containers needs to be accessible near the first aid box because tap water is not available, at least the following quantity should be kept:

Minimum container size – 300 ml

Minimum amount – 900 ml

Eye wash stations will be supplied as necessary.

No other or pharmaceutical product or homely remedy should be contained within the First Aid containers.

For international and residential school trips a separate easily identifiable and age appropriately stocked homely remedies kit can be supplied from the Health Centre.