

## FIRST AID POLICY (INCLUDING EYFS)

**NEXT REVIEW DATE:** February 22  
**OWNER:** Operations Manager  
**REGULATORY REQUIREMENTS:** 13a

### **Aim of the Policy**

1. First aid can save lives and prevent minor injuries becoming major ones. Under the health and safety legislation, Ockbrook School will ensure there are adequate and appropriate equipment and facilities for providing first aid to pupils, staff and visitors throughout the school.
2. Therefore, the purpose of the policy is:
  - To provide effective first aid to pupils, staff and visitors
  - To ensure all staff and students are aware of the system in place
  - To ensure there is first aid provision throughout the year, when school is occupied
  - To ensure there is a robust system in place for recording, reporting and auditing injuries/accidents/incidents, to reduce future risk where appropriate

### **General Principles**

3. In the event of an accident or injury to a pupil, it is important to remember the responsibilities of the School 'in loco parentis'. Not only must the pupil receive immediate attention, either at the site of the accident or in the Medical Suite, but it is important to ensure that all necessary follow up action is taken.
4. Parents should be informed immediately if the accident is sufficiently serious that a pupil may have difficulty getting home or if he has to be referred to hospital.

### **First Aid**

5. Supplies of first aid material are held at various locations throughout the School (as given in Annex 1), as determined by the School Nurse. The materials will be checked regularly and any deficiencies made good without delay.
6. The School Nurse and Operations Manager are responsible for facilitating first aid training for school staff and ensuring there are adequate numbers of First Aiders/Paediatric First Aiders throughout the school. A mixture of disciplines will be trained first aiders throughout primary, secondary and boarding. This will include the School Nurse and an appropriate number of teaching and non-teaching staff, according to the needs of the school. There is a requirement that this training is updated every 3 years.

7. The term First Aider refers to those members of the school community who are in possession of a valid Emergency First Aid at Work certificate or equivalent.
8. A list of trained first aiders will be displayed in each school building, for pupils, staff and visitors to see. Staff can also contact the School Nurse directly, via extension 231 or mobile 07918 760086. This is updated at the beginning of each academic year, and at other times as necessary.
9. This list will be available in:
  - Medical Centre
  - Reception
  - Staff Common Rooms
  - Boarding Houses
  - Headmasters Study
  - PE Office
10. Anyone needing first aid should, in the first instance, contact the School Nurse. When the School Nurse is unavailable, the person seeking first aid should go to Reception, from where a First Aider will be summoned.

### **Trips and visits**

11. First Aid arrangements for School Trips and Visits are contained in the Educational Visits Policy. Adequate and appropriate first aid provision will form part of the arrangements for all out-of-school activities. First Aid Kits are to be taken on School trips and the Qualified First Aider is appointed to be responsible for the kit and for taking charge of the situation.
12. A record will be made of each occasion any member of staff, pupil or other person receives first aid treatment either on the School premises or as a part of a school-related activity.

### **Illness and Accidents**

13. In the event of a pupil becoming ill or having an accident the following procedures are to be followed:

#### **Illness**

14. When a pupil feels ill at School, he/she should be escorted to the School Nurse who will decide on what action should be taken. Staff with First Aid qualifications may be asked to administer aid but it is the School Nurse, or, in her absence, a member of the Senior Management Team, who is responsible for deciding whether the pupil should be allowed to go home or be sent to Hospital. In the event of the School Nurse and the Senior Management Team all being absent, it is incumbent on staff to

act as a reasonable parent would act in the circumstances, i.e. they must fulfil their duties 'in loco parentis'.

15. If the School Nurse is not available, a pupil requiring treatment should report to Reception who will arrange for a First Aider to be summoned.
16. If the illness is not severe and does not require treatment, the pupil may be invited to rest in the medical suite until he/she feels better.
17. If the School Nurse or a member of SMT decides that a pupil should go home, then a parent or guardian must be contacted to collect the pupil.
18. If the pupil requires medication, the School Nurse may administer it according to the guidelines within the School's Medicines and Medical Conditions Policy.
19. If the pupil requires care at a hospital, the parents or guardian are to be informed immediately.

**IF IN DOUBT, IT IS BETTER TO CALL FOR AN EMERGENCY AMBULANCE THAN NOT**

20. If, for whatever reason, a qualified First Aider is not available, the above guidelines should be used to determine whether to call for an emergency ambulance.

**How to call for an emergency ambulance**

21. Should the need arise for an emergency ambulance to be summoned, the First Aider should:
  - remain calm
  - ask a bystander\* to call 999 or 112 and, when prompted for which service is required, ask for an ambulance
22. \*Should a bystander not be available it may be necessary for First Aiders to leave the casualty and make the call themselves, relaying this information to the operator
23. The caller should:
  - be ready to provide details of their name, telephone number, address and exact location within the School
  - relay the condition of the casualty, as assessed by the First Aider, and how the casualty came to be in this condition
  - provide details of the number of casualties along with names, age and gender if these details are known
  - communicate any dangers or hazards into which the ambulance may be arriving
  - stay on the line with the emergency operator until they have cleared the line

- return to the casualty immediately after the call to inform the First Aider that an ambulance is on the way and to bring a First Aid kit, blanket and AED if necessary.

### **Clinical Waste**

- 24.** Wear heavy-duty gloves and protective clothing when **handling clinical waste** bags and containers.
- 25.** Avoid manual **handling** of **waste** where possible.
- 26.** Do not overfill bags or containers.
- 27.** Seal bags by tying off or stapling when 3/4 full.
- 28.** Ensure clinical waste is put in the clinical waste bin situated in the medical suite

### **Reporting of Incidents**

- 29.** The School Nurse records all visits to her by pupils and staff requiring attention or treatment. This covers illnesses and accidents. The following details are recorded:
  - Name
  - Date
  - Time
  - Nature of illness/accident (and location if appropriate)
  - Details of and first aid administered
  - Whether parents are contacted and whether a pupil is sent home or to hospital
- 30.** Any accidents involving pupils which may have been preventable, or which arose out of, or in connection with work, are to be recorded on a Health and Safety Form. These forms should be used **to report accidents, near misses or other Health and Safety concerns.**

### **Other Medical conditions**

- 31.** Please read this policy in conjunction with:
  - Epilepsy Policy
  - Asthma Policy
  - Medical Conditions Policy
  - Administration of Medicines Policy
  - Anaphylactic Shock Policy
  - Administration of First Aid Policy
  - Blood Borne Infections in Schools Policy

32. Details of the accident should be recorded as promptly as possible with names of any witnesses, while details are still fresh in the mind. The following information should be recorded:
- Name of person reporting the incident
  - Date of the incident
  - Time of the incident
  - Location of the incident
  - Name of affected person
  - Nature of illness/accident
  - Details of any First aid administered
  - Whether parents are contacted and whether a pupil is sent home or to hospital
33. The School Nurse and the Operations Manager are responsible for:
- Reporting accidents under RIDDOR guidelines.
  - Maintaining accident records for both pupils and adults in the appropriate book (adults) or on the appropriate form (pupils).
34. It is important that any lessons learned from accidents are taken fully into account to prevent a recurrence. All incidents, including “near misses”, are fully investigated. The more serious the incident, the more intensive the investigation should be to determine:
- What happened
  - The lessons that can be learned
  - The changes, if any, that need to be made to risk control measures to avoid a recurrence.

### **First Aid Boxes**

35. There is no mandatory list of items for a first-aid container. However, school will undertake a needs assessment yearly and stock First Aid boxes/bags accordingly.
36. At least one fully stocked first aid box will be supplied for each building. These will be checked and stocked by the School Nurse regularly and assisted by first aiders where necessary.
37. Grab bags will be available for the sports field and playgrounds.
38. Smaller travel kits are available for school trips, on request, via the School Nurse.
39. A list of First aid boxes and bags are available from the School Nurse or the Operations Manager. Signs for ‘The Nearest First Aid box’ are displayed in each building.
40. All first-aid containers will be marked with a white cross on a green background.
41. The Education (School Premises) Regulations 1996, require every school to have a suitable room that can be used for medical or dental treatment when required, and

for the care of pupils during school hours. The area must contain a washbasin and be reasonably near to a WC. The Medical Suite is located in The Grange building for this purpose.

**42. Governing Body will:**

- Ensure adequate First Aid provisions are met, as outlined in The Health and Safety (First-Aid) Regulations 1981 and DFEE Guidance on First Aid for Schools, Health and Safety: Responsibility and duties for schools (2018)
- Monitor and respond to all matters relating to the health and safety of all persons on School premises
- Ensure all staff are made aware of First Aid procedures in School
- Liaise with the Operations Manager to ensure School has adequate first aid provisions
- Liaise with the SLT if any accidents/incidents require further investigation
- Support first aiders in their role.

**43. Leadership Team will:**

- Ensure First aid consent forms are sent out yearly, filed and are readily available for staff to refer to
- Attend regular meetings with the Health & Safety Committee
- Support first aiders whenever necessary and offer opportunity to debrief as required
- Liaise with the Operations Manager to ensure School has adequate first aid provisions
- Investigate an injury/incident further if required
- The Operations Manager is required to report any serious/significant accidents to the HSE, under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).

**44. Teaching and Support staff will:**

- Familiarise themselves with first aid procedures
- Ensure that their pupils are aware of the first aid procedures in place
- Alert a first aider if an injury has occurred and assist as necessary
- Accompany a pupil to the medical suite if necessary or call the School Nurse to attend
- Report any injuries to the School Nurse
- Primary teachers may report directly to parents as necessary
- All staff should take precautions to avoid infection and must follow basic hygiene procedures.

**APPROVED BY:**

**SIGNATURE**

**NAME**

**DATE**