First Aid Policy

CATERHAM PREPARATORY SCHOOL

ISI Code: 13a First Aid Policy
Policy Author: Lesley Paine, Peter Curtis
Date Reviewed By Author: September 2019
Next Review Due: September 2020
CATERHAM SCHOOL FIRST AID POLICY

CONTACT DETAILS:

9/999 – in event of serious injury. Then inform Reception (0) in working hours.

Health Centre
Ext 250, Mobile 07930 177837 – in event of minor injuries or to report a serious injury once an ambulance has been called.

1 Introduction

1.1 This is the first aid policy of Caterham School. It is available to parents of pupils and of prospective pupils on request and to all members of School staff. This policy is applicable to all both the Senior and Preparatory School including all pupils in the EYFS setting. Caterham School recognises its legal duty to make suitable and sufficient provision for first aid to pupils, staff and visitors, including those travelling or working away from School premises and pupils within the Early Years Foundation Stages and to appropriately respect the confidentiality and the rights of pupils as patients. This includes the right of the pupil deemed to be ‘Gillick competent’ (Fraser Guidelines) to give or withhold consent for his/her own treatment.

1.2 The arrangements within this policy are based on the results of a risk assessment carried out by the School in regards to all staff, pupils and visitors.

1.3 This policy is drafted in accordance with regulation 13 of the Education (Independent School Standards) Regulations 2014 (SI 2014/3283), the Health and Safety at Work etc Act 1974 and subsequent regulations and guidance including the Health and Safety (First Aid) Regulations 1981 (SI 1981/917), the First Aid at work: Health and Safety (First Aid) Regulations 1981 approved code of practice and guidance.

1.4 This policy can be made available in large print or other accessible format if required.

2 Definitions

Appointed Persons: are members of staff who are not qualified First Aiders but who are responsible for looking after the First Aid equipment and facilities and calling the emergency services if required.

Boarders: The School has and implements as appropriate policies for the care of boarders who are unwell and these include First Aid, care of those with chronic conditions and disabilities dealing with medical emergencies and the use of household remedies. Appropriate accommodation is available for boarders who are unwell. In additions to the provision onsite boarders have access to local medical, dental and optometric and other specialist services or provisions as necessary. Procedures are in place to ensure that prescribed medicine are only given to the boarder to whom they are prescribed. Procedures are in the place to ensure that boarders are allowed to self-medicate are assessed as sufficiently responsible to do so. Procedures are in place to ensure the appropriate respect of the confidentiality and the rights of pupils as patients. This includes the right of the pupil deemed to be ‘Gillick competent’ to give or withhold consent for his/her own treatment. The procedures and policies relating to boarders healthcare, the provision of that care and the maintenance of non HS records are regularly monitored by the Deputy Head (Pastoral and Wellbeing) to enable them to identify whether review or change is needed.

EFAW: means Emergency First Aid at Work.

First Aid: means the treatment of minor injuries which do not need treatment by a medical practitioner or nurse as well as treatment of more serious injuries prior to assistance from a medical practitioner or nurse for the purpose of preserving life and minimising the consequences of injury or illness. For the avoidance of doubt, First Aid does not include giving any tablets or medicines, the
only exception being giving aspirin in accordance with accepted First Aid practice to treat a suspected heart attack.

**FAW:** means First Aid at Work.

**First Aiders:** are members of staff who have completed an approved First Aid course and hold a valid certificate of competence in FAW or EFAW or an approved alternative qualification which has been identified in place of FAW or EFAW which meets the requirements of the First Aid Guidance.

**First Aid Guidance:** is the *First Aid at work: Health and Safety (First Aid) Regulations 1981: approved code of practice and guidance* (Health and Safety Executive, L74, 3rd edition, 2013).

**First Aid Personnel:** means First Aiders or Appointed Persons or both.

**Health Centre Manager and Health Centre staff:** Lesley Paine and staff are primarily located in the School's Health Centre. The Health Centre staff are registered with the Nursing and Midwifery Council and the School will verify this registration annually.

**Health Centre:** is located on the 1st Floor of the Pye Centre and is clearly signposted and identifiable with a white cross or white writing on a green background. It is used for the provision of medical treatment, including First Aid, when required. The Health Centre has essential First Aid facilities and equipment. As far as is possible, the School reserves this room exclusively for giving medical treatment.

**Inhalers Guidance:** means the Guidance on the use of emergency salbutamol inhalers in schools (Department of Health, September 2014).

**Staff:** means any person employed by the School, volunteers at the School and self-employed people working on School premises.

**School:** is the school defined in 1.1 above.

**School Doctor:** is a Doctor from the Caterham Valley Medical Practice who is contracted to provide medical services to pupils at the School and who is / are responsible for medical supervision.

3 **Aims of this policy**

3.1 To ensure that:

3.1.1 the School has adequate, safe and effective First Aid provision in order for every pupil, Staff and visitor to be well looked after in the event of any illness, accident or injury;

3.1.2 all Staff and pupils are aware of the procedures in the event of any illness, accident or injury.

3.2 Nothing in this policy should affect the ability of any person to contact the emergency services in the event of a medical emergency. For the avoidance of doubt, Staff should dial 999 for the emergency services in the event of a medical emergency before implementing the terms of this Policy and make clear arrangements for liaison with ambulance services on the School site.

4 **Responsibilities**

4.1 The School will ensure that there are adequate and appropriate First Aid equipment, facilities and First Aid Personnel on the School site(s).
4.2 The Bursar (Angela Higgs) delegates to the Health Centre Manager the day to day responsibility for ensuring that there is adequate First Aid equipment, facilities and First Aid Personnel available to the School.

4.3 The Bursar in conjunction with the Health Centre Manager will regularly review the School's First Aid needs to ensure that the School's First Aid provision is adequate.

4.4 The Bursar delegates to the Health Centre Manager responsibility for collating medical consent forms and important medical information for each pupil and ensuring the forms and information are accessible to staff as necessary.

4.5 The Head (Ceri Jones) is responsible for ensuring that Staff have the appropriate and necessary First Aid training as required and that they have appropriate understanding, confidence and expertise in relation to First Aid.

4.6 **First Aiders:** The Head is responsible for ensuring that the School has as an adequate number of First Aid Personnel on site at all times.

4.7 There will be at least one First Aider on each school site when children are present. Also in the Early Years Foundation Stage (EYFS) setting, at least one person who has a current paediatric First Aid certificate must be on the premises at all times when children are present. On outings, including children from the EYFS, there must be at least one person who has a current paediatric First Aid certificate.

4.8 An up to date list of First Aiders can be found at Staff Shared Area.

5 **First Aid kits**

5.1 The contents of the First Aid kits will be determined by the School’s First Aid needs assessment and will usually be stocked in accordance with Appendix 2 of the First Aid Guidance [*or in accordance with Workplace first aid kits. Specification for the contents of workplace first aid kits, BS 8599-1:2011, June 2011]*

5.2 First Aid kits are located at these positions around the School site and are as near to hand washing facilities as is practicable: **U:\Health and Safety\First Aiders & Locations**

5.3 If First Aid kits are used, they should be taken to the Health Centre who will ensure that the First Aid kit is properly re-stocked. The Health Centre staff will examine the First Aid kit at this point and otherwise regularly in order to dispose of items safely once they have reached their expiry date.
5.4 All requirements for the First Aid kits are supplied by the Health Centre and are regularly stocked at request of individual departments.

5.5 **School minibuses:** The School's minibuses should have a prominently marked First Aid kit on board which is readily available for use and which is maintained in a good condition. The First Aid kit should be stocked in accordance with part 2 of schedule 7 of the Road Vehicles (Construction and Use) Regulations 1986 (SI 1986/1078) which is set out in Appendix 1.

5.6 **Off-site activities:** First Aid kits for any off-site activities are kept in the Health Centre.

6 **Information on pupils**

6.1 Parents are requested to provide written consent for the administration of First Aid, medical treatment and medication. This requirement will not prevent a child of sufficient understanding and intelligence to understand fully what is proposed, from giving or withholding consent to medical treatment or from seeking advice or treatment in confidence.

6.2 The Health Centre Manager and School Doctor will be responsible for reviewing pupils' confidential medical records and providing essential medical information regarding allergies, recent accidents or illnesses, or other medical conditions which may affect a pupil's functioning at the School to the Head, class teachers and First Aiders on a "need to know" basis. This information should be kept confidential but may be disclosed to the relevant professionals if it is necessary to safeguard or promote the welfare of a pupil or other members of the School community.

7 **Procedures for pupils with medical conditions such as asthma, epilepsy, diabetes etc**

7.1 The information held by the School will include details of pupils who need to have access to asthma inhalers, Adrenaline auto injectors, injections or similar and this information should be circulated to teachers and First Aiders.

7.2 Where appropriate, individual pupils will be given responsibility for keeping such equipment with them and this will be reviewed on a regular basis. In other cases, the equipment will be kept, suitably labelled, at the Health Centre. Adrenaline auto injectors are kept in marked orange pouches (with pupils' names) in the Health Centre. Administration of adrenaline auto injectors will normally be by medically qualified or trained staff.

7.3 The School has guidance and protocols in place to deal with common medical conditions such as anaphylaxis, asthma, epilepsy and diabetes. Copies of the guidance and protocols are available from the Health Centre.

7.4 **Asthma:** the School asks that all pupils prescribed an inhaler bring a spare into school which is stored in the Health Centre. These students should have 2 inhalers on residential school trips and 1 on day trips.

8 **Procedure in the event of illness**

8.1 Pupils may visit the Health Centre during break or lunch. If a pupil is unwell during lessons then they should consult the member of Staff in charge who will assess the situation and decide on the next course of action. Where necessary, the pupil will be accompanied to the Health Centre. The Health Centre staff will provide the First Aid as required and decide on the next course of action.

8.2 Staff may visit the Health Centre as and when necessary, but appropriate cover must be arranged.

8.3 The School will discuss with parents the procedures for children who may become ill or infectious and take necessary steps to prevent the spread of infection and illnesses.

9 **Procedure in the event of an accident or injury**

9.1 If an accident occurs, then the member of Staff in charge should be consulted. That member of Staff will assess the situation and decide on the next course of action, which may involve calling
immediately for an ambulance. If necessary, the Health Centre should be called as soon as is possible. Appointed Persons or First Aiders can also be called, if necessary, and should be called if the Health Centre is not available immediately. However minor the injury, the Health Centre should always be informed, even if not called.

9.2 In the event that a First Aider does not consider that they can adequately deal with the presenting condition by the administration of First Aid, then they should arrange for the injured person to access appropriate medical treatment without delay. This may involve calling for the School Nurse or for an ambulance or making arrangements to transport the injured person to A & E or access other appropriate medical services.

9.3 **Ambulances**: If an ambulance is called then the Health Centre or First Aider in charge should make arrangements for the ambulance to have access to the accident site. Where necessary GPS co-ordinates should be provided and arrangements should be made for the ambulance to be met.

9.4 Staff should always call an ambulance when there is a medical emergency and/or serious injury.

9.5 Examples of medical emergencies may include:

- a significant head injury
- fitting, unconsciousness or concussion
- difficulty in breathing and/or chest pains
- exhaustion, collapse and/or other signs of an asthma attack
- a severe allergic reaction
- a severe loss of blood
- severe burns or scalds
- the possibility of a serious fracture.

9.6 Arrangements should be made to ensure that any pupil is accompanied in the ambulance, or followed to hospital, by a member of Staff if it is not possible to contact the pupil’s parent(s) (or legal guardian(s)) in time.

10 **Hygiene and infection control**

10.1 If a spillage of blood or other bodily fluids occurs, the Health Centre must be informed. The Health Centre will then arrange for the proper containment, clear up and cleansing of the spillage site.

10.2 All Staff should take precautions to avoid infection and to follow basic hygiene procedures (such as regular hand washing).

10.3 The First Aider should take the following precautions to avoid risk of infection:

10.3.1 cover any cuts and grazes on their own skin with a waterproof dressing;
10.3.2 wear suitable single use disposable gloves when dealing with blood or other bodily fluids;
10.3.3 use suitable eye protection and a disposable apron where splashing may occur;
10.3.4 use devices such as face shields, where appropriate, when giving mouth to mouth resuscitation;
10.3.5 wash hands after every procedure.

10.4 If the First Aider suspects that they or any other person may have been contaminated with blood and other bodily fluids which are not their own, the following actions should be taken without delay:
10.4.1 wash splashes off skin with soap and running water;
10.4.2 wash splashes out of eyes with tap water or an eye wash bottle;
10.4.3 wash splashes out of nose or mouth with tap water, taking care not to swallow the water;
10.4.4 record details of the contamination;
10.4.5 report the incident to the Health Centre and take medical advice if appropriate.

11 First Aid in the physical education department

11.1 Location of first aid equipment: Those staff responsible for sports lessons and matches are responsible for collecting First Aid bags for the relevant sporting activity from the Health Centre.

11.2 There are sufficient bags which can be used by Staff and team managers for home and away fixtures.

An emergency stretcher is in the cricket store in Leatham Building and blankets are available in the Health Centre.

11.3 Away fixtures: A 1st aid bag should be taken with the travelling team. If an incident occurs medical treatment should be sought from the visiting school First Aid Personnel. If necessary, the pupil should be taken to the nearest casualty by a member of Staff. Treatment and after-care should then be followed up by the Health Centre. Any incident of treatment must be reported to the Health Centre, using the online reporting system, on return to School.

12 Reporting

12.1 In the event of an accident, injury or illness requiring First Aid the relevant First Aider should complete a record of First Aid provision, using the online reporting system. These records will be regularly monitored by the Bursar to identify whether review or change in practice is needed.

12.2 All injuries, accidents and illnesses, however minor, must be reported to the Health Centre, using the online reporting system, as they are responsible for ensuring that the accident reporting are correct and that parent(s) or guardian(s) and HSE are kept informed as necessary.

12.3 Reporting to Parents: In the event of serious accident, injury parents or illness or guardian(s) must be informed as soon as practicable. The member of staff in charge at the time will decide how and when this information should be communicated, in consultation with the Head if necessary.

12.4 EYFS pupils: The School will inform parents of any accidents or injury or First Aid treatment that is given to pupils in the EYFS setting on the same day or as soon as is reasonably practicable.

12.5 The School must notify local child protection agencies, as appropriate, of any serious accident or injury to, or the death of, any child whilst in their care and act on any advice given. Notification must be made as soon as is reasonably practicable, but in any event within 14 days of the incident occurring.

12.6 Reporting to HSE: Schools are legally required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (SI 2013/1471) (RIDDOR) to report the following to the HSE:

12.6.1 Accidents involving Staff

(a) work related accidents resulting in death or 'specified' injury (including as a result of physical violence) must be reported immediately (major injury examples: any loss of consciousness caused by head injury or asphyxia; amputation); or
(b) work related accidents which prevent the injured person from continuing with his / her normal work for more than seven days; or

(c) cases of work related diseases that a doctor notifies the School of (for example: certain poisonings; lung diseases; infections such as tuberculosis or hepatitis; occupational cancer); or

(d) certain dangerous occurrences (near misses - reportable examples: bursting of closed pipes; electrical short circuit causing fire; accidental release of any substance that may cause injury to health).

12.6.2 Accidents involving pupils or visitors

(a) accidents where the person is killed or is taken from the site of the accident to hospital and where the accident arises out of or in connection with:

   (i) any School activity (on or off the premises);

   (ii) the way a School activity has been organised or managed (e.g. the supervision of a field trip);

   (iii) equipment, machinery or substances; and / or

   (iv) the design or condition of the premises.

12.7 The Estates Bursar is responsible for reporting all notifiable accidents to the enforcing authorities, and when necessary, to parents of pupils. Any injury to the head must always be reported to parents. In the absence of the Health Centre Manager, the Head of House or Tutor will report. The Estates Bursar, as the Health and Safety Officer, must also be kept informed of all accidents, near misses and injuries. More information on how and what to report to the HSE, can be found in Incident reporting in schools (accidents, diseases and dangerous occurrences) (EDIS1 (revision 3)) and at http://www.hse.gov.uk/riddor/resources.htm. It is also possible to report online via the following link: http://www.hse.gov.uk/riddor/index.htm.

13 Records

13.1 School Accident Reporting System: All injuries, accidents, illnesses and dangerous occurrences (unless very minor in the view of the Health Centre staff) must be recorded on the School systems.

13.2 The date, time and place of the event or illness must be noted with the personal details of those involved with a brief description of the nature of the event or illness and what First Aid was given. What happened to the injured or ill person immediately afterwards should also be recorded. Records should be stored in accordance with the School’s policy on data retention.

13.3 Accident report form: The first person on the scene will fill in an online accident report form for every accident/near miss that occurs on or off the School site if in connection with the School’s activities. Health Centre will fill in further information on the accident or injury sustained and details of any First Aid treatment given to a pupil on or off the School site. Accident report forms are centrally collated. In the case of transportation to hospital by ambulance, a HSE form is to be completed by the senior person present at transfer. These forms are retained online in the Health centre by the health centre Manager. Records will be retained in accordance with the School’s normal practices. Where there is a risk of claim, records will normally be retained for at least three years or if the person injured is a minor (under 18), until they are 21.

13.4 Accident to Staff causing personal injury: The Health Centre will fill in an accident report form in respect of any accident causing personal injury to Staff in the form set out the Accident Helpdesk and if the incident is RIDDOR notifiable will provide a copy of this accident report form to the Estates Bursar. The Estates Bursar will take reasonable steps to investigate the circumstances of such accidents once he receives notice of it. If it is found that there are
discrepancies between the information reported and the Bursar’s findings these should also be recorded on the form. These records will be kept by the Health Centre.

14 Automated External Defibrillators (AEDs)

14.1 The School’s AED(s) are located at Sports Centre in Reception, Concourse in Main School, Humphreys Theatre in Kitchen Area, Soderberg Hall outside internal entrance doors, Shirley Goss building by secretary’s desk in reception and in the concourse outside the Refectory. They are kept unlocked and accessible for all emergencies. They are kept fully equipped and they are checked remotely every 12 hours by DOC UK (from who they are leased). If an AED is found to be faulty they will send an engineer to check the machine. Standard AED pads are suitable for use in children older than 8 years. Key staff will be provided yearly training on the AED and regular updates/training practice will be available on request. All staff will be shown the basics of using the machine.

14.2 The AED should only be used where a person is in cardiac arrest. It should not be used where a person is conscious, breathing and/or his or her heart is still beating.

14.3 If a person is suffering from a cardiac arrest, the first person on the scene should immediately call the emergency services and commence CPR. If possible, a First Aider who is trained in the use of AEDs should be called for. However, AEDs are designed to be used by any person by following the step by step instructions on the AED.

14.4 The person administering the AED should ensure that the area around the casualty is clear before administering the AED. He or she should then stay with the casualty until the emergency services arrive.

15 Monitoring

15.1 The Bursar will regularly monitor and review the School’s systems and management of medical welfare and any trends in accidents, injuries and illnesses at the School in order to identify whether a review or change in welfare practice is needed.

16 Lessons Learned

16.1 The School’s Health and Safety Committee reviews all incidents recorded in the Accident Folder at each meeting. The Committee will examine whether a future, similar incident could be avoided and what procedures, if any, could be put in place to reduce the likelihood of a recurrence.

THE EXECUTION OF THIS POLICY will be monitored by the TRUSTEES, SLT and the HEALTH CENTRE TEAM.

National Minimum Standards for Boarding Schools (2015)

Reviewed by Mrs L. Paine & Mr P. Curtis, September 19
Appendix 1  Part 2 of schedule 7 of the Road Vehicles (Construction and Use) Regulations 1986 (SI 1986/1078)

First Aid equipment:

- Ten sterile antiseptic wipes
- Gloves
- Tape
- Conforming disposable bandage x 3 (not less than 7.5 cm wide)
- Two triangular bandages
- One packet of 12 assorted adhesive dressings
- Three assorted size sterile un-medicanted ambulance dressings
- Two sterile eye pad bandages with saline eye wash
- Six assorted safety pins
- One pair of rustless blunt-ended scissors.
- Emergency blanket
- Sterile swabs

Appendix 2

All accidents/near misses are reported on line via Caterham Helpdesk. (Desktop icon)
Appendix 3  HSE form

**ACCIDENT REPORT**

<table>
<thead>
<tr>
<th>Row</th>
<th>Description</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>About the person who had the accident</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>About you, the person filling in this record</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Please state one detail of the accident</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>When and where did the accident happen?</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>About the accident that led to this occurrence</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Regarding the injury, disease or dangerous occurrence</td>
<td></td>
</tr>
</tbody>
</table>

*Please give to Mantled Person Immediately upon completion*
Appendix 4 Guidance and protocols for specific medical conditions

a) **Anaphylaxis**  
   Source: [http://www.nhs.uk/conditions/Anaphylaxis/Pages/Introduction.aspx](http://www.nhs.uk/conditions/Anaphylaxis/Pages/Introduction.aspx)

b) **Asthma**  
   Source: [http://www.nhs.uk/Conditions/Asthma/Pages/Treatment.aspx](http://www.nhs.uk/Conditions/Asthma/Pages/Treatment.aspx)

c) **Diabetes**  

d) **Epilepsy**  
   Source: [http://www.nhs.uk/Conditions/epilepsy/Pages/treatment.aspx](http://www.nhs.uk/Conditions/epilepsy/Pages/treatment.aspx)