



# Rye College Policy

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Policy Title:	First Aid
LT Responsibility:	Head of College
Review Body:	Executive Headteacher
Date:	June 2020
Review:	June 2021

*This policy has been amended following the impact of a critical incident being the COVID-19 Pandemic. The amendments are detailed in the appendix to this policy entitled COVID-19.*

## Context

The Health and Safety (First Aid) Regulations 1981 state the requirements relating to employees, which in the context of schools includes students. Responsibility for health and safety in academies, including the administration of first aid, lies with the employer. Aquinas Church of England Education Trust is the employer at Rye College.

Teachers are not required to give first aid under their conditions of employment, but any employee can volunteer to be the first aider and the Executive Head is responsible for ensuring that there are sufficient trained persons to meet the statutory requirements and identified needs at all times. Any first-aider must receive HSE approved training.

Daily minor first aid situations may be dealt with by emergency aiders. However, any employee or any person volunteering to administer first aid will be covered and indemnified under public liability insurance policy.

This first aid policy does not include reference to supporting students at college with medical conditions or dealing with administration of medication. Please refer to the college's separate policies for such arrangements.

**This policy should be read in conjunction with the college's Administration of Medicines Policy.**

## Aims

All colleagues will read and be aware of this policy, know who to contact in the event of any illness, accident or injury, and ensure that this policy is followed. Anyone on the school premises is expected to take reasonable care for their own and other's safety.

The aims of this policy are to:

- Ensure the Academy has adequate, safe and effective first aid provision for every student, colleague and visitor to be well looked after in the event of any illness, accident or injury, no matter how major or minor;
- Ensure colleagues and students are aware of the procedures in the event of any illness, accident or injury;
- Ensure medicines are only administered at the school when express permission has been granted for this;



- Ensure all medicines are appropriately stored;
- Promote effective infection control;
- First aid facilities including first aid boxes and first aid areas are fit for purpose.

Nothing in this policy will affect the ability of any person to contact the emergency services in the event of a medical emergency. For the avoidance of doubt, colleagues should dial 999 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.

## Action plan

In discharging its duty of care the trust delegates to the Executive Headteacher the operational responsibility for ensuring that first aid procedures are carried out to comply with legal requirements. This will include:

- Risk assessments including:
  - Consideration of the size of the college and its layout and location;
  - Specific hazards or risks on the site;
  - Specific needs;
  - Accident statistics;
  - Selection of first aiders, and number required;
  - Contacting first aid personnel.
- Ensuring that first aid provision is available at all times while people are on the college premises, and also off premises while on school visits;
- Reassessment of first aid provision;
- Providing information as required;
- Considering insurance cover.

When others use the premises, e.g. for extended activities at the college or by those who hire any of the college premises the premises must be safe for the purpose for which they are to be used and organisers must make it clear that the premises cannot be used for other purposes. Risk assessments relating to community facilities and activities on the premises must be carried out. The college's health and safety policy must be altered so as to manage and, where possible, to reduce these risks.

Hirers and those involved in extended school activities must be made aware of:

- Their health and safety responsibilities and duties;
- Any specific health and safety issues (e.g., hazards on the premises);
- First aid arrangements in the college.

## First Aiders

The main duties of first aiders will be to administer immediate first-aid to students, colleagues or visitors, and to ensure that an ambulance or other professional medical help is called, when necessary.

On a day-to-day basis, the first aid officers have the responsibility to:

- Complete a training course approved by the Health and Safety Executive (HSE);



- Be aware of the details of all first aiders and the location of all first aid boxes (see Appendix 1 at the end of this policy);
- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at college;
- When necessary, ensure that an ambulance or other professional medical help is called;
- Take precautions to avoid infection and follow basic hygiene procedures;
- Ensure that an adult witness is present if tending an intimate part of the body;
- Report to the head of school any time that first aid is given under circumstances which need to be later reported to HSE under the 'Reporting of injuries, diseases and dangerous occurrences regulations 1995 (RIDDOR)'; or an ambulance is called.
- Record first-aid issues, accidents and illnesses in the approved manner. Initially in the triage file for minor injuries that do not require first aid, and then if first aid is required in the first aid book both of which are kept in the Student Hub.
- On a **monthly** basis, an appointed First Aid Officer, will check the following and arrange for stocks to be replenished where necessary:
  - The number of first aid containers the college has and their contents;
  - That there are sufficient first aid containers;
  - Travelling first-aid containers;
  - First aid containers in public service vehicles;
  - First aid accommodation.

All first aiders have a responsibility to inform the First Aid Officer when stocks need to be replenished.

**The school's nominated First-aid Officer is Ms Anita Mills.**

### Contents of first aid boxes

Following HSE recommendations, where no special risk is present the following items will be in the first aid boxes:

- A leaflet giving general advice in first aid;
- Cold pack;
- 20 individually wrapped sterile adhesive dressings;
- 2 sterile eye pads;
- Eye Wash;
- 2 individually wrapped triangular bandages;
- Plasters;
- Non-adherent pads;
- 6 safety pins;
- 6 medium size (18cm x 18cm) individually wrapped sterile un-medicated wound dressings;
- 2 pairs of disposable gloves.

Equivalent or additional items are acceptable.

First aid kits must be taken on all off-site activities. Where possible an emergency aider will accompany off-site visits.



## Procedure for sick students

Students who feel unwell should be taken to the Student Hub to explain the nature of their illness. The decision to send a sick student home will be made by the duty member of the leadership team on the recommendation of the first aider. If a member of the leadership team is not available, the first aider will make an informed decision. Unwell students must be signed out when leaving college for fire regulations.

Students with medical needs must be brought to the attention of the SENCo and relevant teachers and colleagues in team meetings, and to the attention of all supervisory colleagues and extended school staff. Details will be shared in Friday Briefing.

Care Plans for students with EpiPens are kept in the Student Hub. Students carry their own EpiPens – a spare is held in the Student Hub. PE staff and staff supervising visits off-site should be particularly mindful of students with EpiPens.

**This policy should be read in conjunction with the college's Risk Management Plan – Anaphylaxis.**

## Accident procedures

Outside of class time, students should be dealt with in the first instance by a colleague in the Student Hub. However, if the injury requires first aid treatment, the student should be sent to the Student Hub to be dealt with by the first aider.

During lesson times, if colleagues are unable to deal with the injury, then the student should be sent to the **Student Hub**, if necessary, accompanied by another adult or in exceptional cases another student.

All accidents/injuries must be reported by the person who initially dealt with the incident in the accident book which is located in the general office. All head bumps or head injuries must be reported in the first aid record.

Where it is appropriate for the college to communicate directly with the student's family the first aider or Student Hub will telephone home.

If the medical officer believes that the injured person requires medical treatment, they will consult with the duty member of the leadership team (or other nominated person) and:

- Arrange for the emergency services (999) to be called if necessary;
- Arrange for parents or family to be informed;
- Arrange for the injured person to be transported to A&E by ambulance or by family.

All colleagues will be informed of first aid arrangements and made aware of this policy.

## Monitoring and evaluation

In order to monitor and evaluate this policy, injury/accident books will be monitored to identify recurring incidents which may be prevented if appropriate action is taken. Individual departments are also required to discuss and record their response to first aid matters on a termly basis.



## Reviewing

The college will review regularly the first aid policy and ensure that the necessary legal standards are being met and that, where improvements to the policy can be made in the light of monitoring accident reports, such improvements will be made.

Autumn 2019 BBL

May 2020 BBL

## DATA PROTECTION

*Rye Community Primary College [The Academy] processes personal data in accordance with the data protection principles embodied in the General Data Protection Regulations (GDPR) and the Data Protection Act 2018. The Academy complies with the requirements of the data protection legislation as detailed in the Trust Data Protection Policy.*

*All colleagues are aware of the principles of data protection and will not process personal data unless necessary. The Academy safeguards the personal data it collects through the operation of the Trust's data protection policy and processes and the IT policy. In addition, the Academy has taken steps to ensure that all its contracts that process data have the GDPR compliant provisions.*



## Appendix 1: First aiders

Our college has the following trained **first aiders**:

Name	Class	Qualification	Awarding Body	Date awarded:	Date Expired:
Jest Carpenter		FAW	St John's Am.	26/04/18	25/04/21
M. Playford		FAW	OFQUAL	14/12/18	14/12/21
G. Williams		FAW	OFQUAL	08/03/19	08/03/22
J. Richford		FAW	OFQUAL	08/03/19	08/03/22
I Grove		FAW	OFQUAL	08/03/19	08/03/22
A Mills		FAW	OFQUAL	02/04/19	02/04/22
D Archer		FAW	OFQUAL	02/04/19	02/04/22
J Willett		FAW	OFQUAL	02/04/19	02/04/22
M Wright		FAW	OFQUAL	02/04/19	02/04/22
V Gall		FAW	OFQUAL	01/05/19	01/05/22
S Rickard		FAW	OFQUAL	01/05/19	01/05/22
C Jordan		FAW	OFQUAL	01/05/19	01/05/22

### Location of first aid kits:

- Medical room
- Student Hub
- Staff room kitchen
- Corporate / management kitchen
- Training room kitchen
- PE x 2 - male & female
- Art
- Resistant materials
- Cookery
- Science
- Studio staff room kitchen



## Appendix 2: COVID19

In order to suppress the impact of the COVID-19 virus, the Government directed that all schools in England and Wales must close from Monday 23 March until further notice. Thus, the academy closed to children registered as pupils at the school from Monday 23 March 2020 except for those children:

- Whose parents are key workers and who cannot be looked after at home. Key workers are those that are detailed in the Government's Guidance for schools, childcare providers, colleges and local authorities in England on maintaining educational provision (19 March 2020); and
- Who are vulnerable. Vulnerable children include children who are supported by social care, those with safeguarding and welfare needs, including child in need plans, on child protection plans, 'looked after' children, young carers, disabled children and those with education, health and care (EHC) plans. Schools are also asked to consider children at the fringes of social care, who may not have a social worker but are nevertheless vulnerable. Collectively referred to as the Priority Group.

From 1 June, the academy is expecting all Priority Group pupils to return to school. In addition, from [1/15] June the academy is expecting all pupils in [nursery, reception, year 1 and 6/ Years 10 and 12] (the Eligible Group) to return to school. The academy will continue to support the medical needs of pupils in the Priority Group and Eligible Group in accordance with this policy and only administer medication in accordance with the academy's administration of medication policy, subject to the following:

- Where at all possible, social distancing requirements will be implemented and maintained;
- Where the first aider is required to be in contact with bodily fluids, disposable gloves, an apron and mask will be worn.

### Full Opening of the Academy

From the commencement of the autumn term in 2020, all pupils of compulsory school age must return to school. The academy will support the medical needs of all with this policy and only administer medication in accordance with the academy's administration of medication policy. In doing so, the academy will comply with the following COVID-19 Protocol.

### Preventing the spread of COVID-19

1. Staff or pupils displaying symptoms (new continuous cough, high temperature, loss of taste or smell) or who have tested positive must not come to school. They should be self-isolating for at least 7 days and members of their household must self-isolate for 14 days.
2. Staff or pupils must self-isolate for 14 days where a member of their household is displaying symptoms or has had a positive test. If they develop symptoms they must self-isolate for a further 7 days at least from when the symptoms started.
3. Staff, pupils and members of their households are asked to take a COVID-19 test when they display symptoms. If the test is negative, staff and pupils can return to school. If the test is positive steps 1 and 2 above must be followed. Please advise the school of the outcome of the test.



4. Staff, pupils and parents must remain vigilant for symptoms but it is not necessary to take a daily temperature.
5. Staff, pupils, parents, visitors and contractors on the school site must follow the measures implemented and risk assessed by the school. They will be notified of these in advance of attendance on the school site in September 2020.
6. Staff, pupils, parents, visitors and contractors on the school site must regularly and thoroughly wash hands for 20 seconds with soap and dry completely OR use alcohol hand sanitiser ensuring all parts of the hand are covered. This should be done on arrival, before and after break and lunch, when changing rooms, prior to leaving school and after sneezing and coughing.
7. Young people and pupils with complex needs will be supervised when hand cleaning and skin friendly wipes can be used as an alternative.
8. Staff, pupils, parents, visitors and contractors on the school site should avoid touching their faces.
9. Face coverings are not needed in school as pupils and staff are mixing in consistent groups.
10. Good respiratory hygiene must be undertaken by staff and pupils at all times. A tissue should be used when coughing, sneezing or blowing the nose. The tissue should then be placed in the bin, which should be emptied regularly. If tissues are not available or are not nearby the crook of elbow should be used.
11. Frequently touched surfaces and shared areas such as toilets must be regularly cleaned using standard products such as detergents and bleach in accordance with cleaning schedules.
12. The school will be deep cleaned at the end of each school day.
13. Rooms are ventilated – windows and doors kept open where it is safe to do so and ventilation units are used where it is also safe to do so.
14. Use of face coverings – Staff, pupils, visitors and contractors who use face coverings when travelling to the school site must implement the following process:
  - i. Not touch the face covering during use or when removing it.
  - ii. Must remove it when on school site in a designated area.
  - iii. Wash hands immediately on arrival on the school site and after removing the face covering.
  - iv. Disposable face covering must be placed in a covered bin.
  - v. Re-usable face coverings must be placed in a plastic bag and taken home for washing.
  - vi. Use a new disposable or re-useable face covering for their return journey.
15. When returning home, staff and pupils need only follow normal personal hygiene requirements and the usual washing of clothing worn on the day at school.



## Pupils or Staff displaying COVID-19 Symptoms whilst at school

1. Staff or pupils showing symptoms will be sent home to isolate for 7 days and their household must self-isolate for 14 days from the date the symptomatic person first showed symptoms. Where staff or pupils are displaying symptoms, they will be asked to take a test.  
<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>
2. If staff or pupils are waiting collection, they should be moved to a room where they can be isolated behind a closed door, with appropriate adult supervision for young children. Where it is not possible to isolate them, then others must be 2m away from the person with symptoms. Windows should be kept open for ventilation. They should use a separate bathroom, if this is needed. The bathroom should be cleaned using standard cleaning products before anyone else uses it. 999 should be called if symptoms are life threatening.
3. PPE must be worn by staff caring for a child who is awaiting collection AND 2m distance from the child cannot be maintained.
4. Where a member of staff has assisted someone with symptoms, they do not need to self-isolate unless they develop symptoms, the individual they have assisted tests positive or the member of staff has been asked to self-isolate by NHS Test & Trace. They should wash their hands thoroughly for 20 seconds and clean the area used with normal household disinfectant.
5. If the case is confirmed by a positive test the rest of the group to which the pupil or member of staff belonged to should be sent home to isolate for 14 days.
6. Household members of the wider group do not need to self-isolate unless the isolating individual develops symptoms.
7. If other cases are detected more widely in the school then Public Health England's local health protection team will conduct a rapid investigation and will advise schools on the steps to take.

## NHS Test and Trace

1. Staff, parents/carers and pupils are strongly recommended to book a test if they are displaying symptoms - <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-an-antigen-test-to-check-if-you-have-coronavirus/>.
2. If staff, parents/carers and pupils test positive, as a matter of public duty, they should cooperate with the tracing process and provide details of contacts to NHS Test & Trace. If they have been in close contact with someone who develops symptoms or has tested positive, they must be prepared to self-isolate.
3. The school will be guided by local health protection team who will be contacted if there is a confirmed case within school. This may mean that in order to limit the transmission of the COVID-19 virus, self-isolation is vital for all individuals who have been in close contact with someone who develops symptoms of the virus or who tests positive for the virus.



4. Where the outcome of the test is negative and the individual is no longer unwell and displaying symptoms, they can stop self-isolating and members of their household no longer need to self-isolate.
5. A positive test requires the individual to self-isolate for at least 7 days from the onset of the symptoms; only returning when the residual symptoms are a cough or a loss of taste or smell. Other members of the household should continue to isolate for the full 14 days, subject to them developing symptoms. If they develop symptoms but have a negative test, they should still isolate for the remainder of the 14 days.
6. Outcomes of the test must be notified to the school.

### Cleaning and Waste

1. Waste associated with a person with suspected Coronavirus symptoms should be double bagged, stored securely for 72 hours and then thrown away in the regular rubbish. If the individual tests negative the waste can be disposed of in the usual way within 72 hours.
2. Risk of infection from contaminated surfaces reduces over time, the risk is likely to reduce greatly after 72 hours.
3. All surfaces touched by a symptomatic person must be cleaned and disinfected thoroughly. Corridors that they have passed through can be cleaned as normal unless visibly contaminated by bodily fluids.
4. Use disposable cloths, paper roll and disposable mop heads to clean all hard surfaces, floors, chairs, door handles and sanitary fittings by either:
  - Using a combined detergent disinfection solution at a dilution of 1,000 parts per million available chlorine; or
  - A household detergent followed by a disinfectant (1000 ppm av.cl.). Follow manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants.; or
  - If alternative disinfectants are used, check that they are effective on enveloped viruses.
  - Used cloths etc. must be disposed of as detailed above.
5. Soft furnishing should be steam cleaned. Where this is not possible and it is contaminated then it needs to be disposed of.

### Personal Protective Equipment (PPE)

1. Face masks are not recommended for everyday use by anyone in a school setting.
2. PPE will not be needed any more than was previously the case when dealing with medical conditions or intimate needs.
3. If providing care to someone with COVID-19 symptoms, PPE will only be necessary if 2m distance cannot be maintained.