

## FIRST AID POLICY

### INTRODUCTION

The purpose of this First Aid Policy is to enable St Nicholas School to meet the requirements of the Health and Safety (First Aid) Regulations 1981, Supporting Pupils with Medical Conditions Policy, Health Care Review in Kent Schools 2015, DFE First aid in schools guidance (2000/2014) and in doing so;

- Provide for the immediate needs and requirements of staff and students who have sustained either a serious or a minor injury.
- Ensure that adequate resources and arrangements are in place to deal with injuries/accidents as they arise.
- Ensure lines of communication with parents/carers are in place if required (please see appendices for sample letters).
- Activate a known plan of action with which all staff are familiar.

### POLICY STATEMENT

Staff across St Nicholas School will undertake to plan and provide holistic care for all pupils who attend school, all staff, parents, visitors on the school site. The First Aid Policy (alongside the health and safety and working with pupils with complex medical conditions policies) form part of this holistic view.

Parents/Carers have the prime responsibility for their child's health care, however in order to fulfil this care approach and to maintain regular school attendance, staff across the school will support and assist pupils with medical needs whilst in School, in the way outlined in this document and Supporting Pupils with Complex Medical Needs Policy.

At the request of Parents/Carers who have provided the relevant information and written consent, staff across St Nicholas School will take on varying degrees of responsibility for pupils medical and health care, including the administration of medication.

We recognise our obligations in this area and provide safe and clearly understood guidelines and the relevant training to ensure that all pupils with medical needs both short term and more complex, receive appropriate care and support, whilst safeguarding staff members who fulfil these procedures. Staff work together with pupils, parents/carers and professionals to provide effective and consistent medical care, whilst respecting each pupil's right to privacy and confidentiality.

Staff understand the wider issues involved in this area, where appropriate staff work together to provide pupils with facts, knowledge and the confidence to enable them to make informed choices and decisions about their health.

Please refer to these other school documents;

- PSHE Policy.
- Intimate Care guidelines
- Residential guidelines
- Relationships and Sex Education Policy
- Health and Safety Policy.

- Supporting Pupils With Medical Conditions Policy
- Moving and Handling Policy

This policy covers everyone on St Nicholas School premises and individuals on off-site trips arranged by school staff.

The lead people/department for each section	
School Nurse	St Nicholas School
Admin Team/Stephen King/Lorna Sullivan	Main School Site
Offsite Provisions – Caterpillars Day Nursery, Satellites, 6 <sup>th</sup> Form	Lead First Aider for host organisation and/or First Aider within the provision

## FIRST AID COVER

Guidance from the Health and Safety executive (2016) explains that for every 50 staff members/individuals on site there should be at least one First Aider employed.

St Nicholas School will endeavour to ensure that they have more than sufficient trained First Aid Staff on Duty. Paediatric first aid trained are available to work with pupils under 8 years old.

Figures across St Nicholas School as of September 2021 show that there are:

- 57 Staff with a first aid qualification
  - 8 staff with Level 3 First Aid at work trained staff – SJK, LS, ML, DK, JB, TC, TM, HB, CM
  - 10 staff with Level 3 Outdoor First Aid Trained staff – AZ, AB, KL, SB, NW, JB, GG, NW, KL, SB.
  - 6 staff with Paediatric First Aid Trained Staff (EH, MF, LC, BM, HW, CS)
  - 33 staff with emergency First Aid trained staff
- 20 Level 3 First Aid trained staff i.e. First Aid at Work or Outdoor First Aid (providing cover for 247 staff). Those staff in satellite provision have Level 3 First Aid cover provided by their host organisation.
- 334 pupils are on the school roll. They have their first aid provision from the school nurse and/or the 57 first aid trained staff.

St Nicholas School will inform employees of the First Aid provisions made for staff/pupils, including the whereabouts of equipment, facilities and names of designated first aiders.

The treatment of minor illness by the administration of medicines and tablets falls *outside* of the definition of first aid.

Where Pupils require medications please refer to the Supporting Pupils with Medical Needs Policy. Medications are not to be administered by first aiders, unless they have received the Administration of Medications Training.

Medications are not to be kept in first aid boxes, but locked medical cupboards in each classroom, in a transport bag/‘bum bag’ (the pupil is transitioning around the building(s) or in a locked suitcase (if on a residential overnight visit).

## DEFINITIONS

**‘First aid’** means medical treatment for an injured person for the purpose of preserving and stabilising life and minimising the consequences of injury or illness until **further** medical treatment can be administered.

**‘First aider’** means: a person who holds a valid First Aid Certificate or equivalent qualification.

## **ROLES AND RESPONSIBILITIES**

The overall responsibility for the day-to-day management of school rests with the Head Teacher. The Senior Leadership Team ensures that there are appropriate numbers of First Aiders where required – for employees and pupils.

The class teacher is responsible for classroom supervision and all staff on break duty are directly responsible for the supervision of pupils at break time. The school's Health and Safety Officers are the Premises Manager/Site Team

The Deputy Headteacher, in consultation with St Nicholas School Senior Leadership Team, is responsible for ensuring training is up to date. The Senior Admin Assistant is responsible for maintaining the training records and liaising with the DHT

## **ASSESSMENT OF FIRST-AID NEEDS**

The Senior Leadership Team shall make an assessment of first aid needs appropriate to the circumstances of St Nicholas School. The Head Teacher will need to assess what facilities and personnel are appropriate, and to justify the level of first aid provision.

Where the first aid assessment identifies a need for employees to be trained as first aiders, the Deputy and Assistant Head teachers shall ensure they are provided in sufficient numbers at appropriate locations to enable first aid to be administered without delay should the occasion arise.

All designated first aiders must re-qualify every 2 or 3 years (as appropriate). This means re-qualifying before the end of the third year when the certificate is no longer valid. The training department will identify in advance when training is due to expire.

All staff will ensure that they have read the school's First Aid Policy.

## **MANAGEMENT OF FIRST-AID EQUIPMENT**

It is the responsibility of the School Nurse to ensure the provision of materials, equipment and facilities needed for the level of cover required. This will include ensuring that first aid equipment, suitably marked and easily accessible, is available in the agreed designated areas listed.

Where additional or replacement material or equipment is required, staff should complete an order form and return to the school nurse. Order forms can be found in the Medical Room/s or on line in the shared document areas.

The School Nurse will also ensure that all out of date items are discarded and replaced. The school nurse will audit the first aid boxes annually.

The school nurse has overall responsibility for maintaining and checking the first aid equipment, however it is also expected that before going on duty/on a school visit and/or off site, the designated first aider/s shall take responsibility for ensuring their first-aid box/bum bags contents are sufficient for their trip.

## **FIXED AND PORTABLE FIRST-AID BOXES**

All School first-aid boxes are coloured green and are identified by a white cross on a green background. This conforms to the Safety Signs and Safety Signals Regulations. (Any items in regards to administration of medication will be stored in red containers).

Each fixed box should be placed where it can be clearly identified and readily accessible.

There needs to be clear signage of when last audited by the School Nurse and/or his/her representative.

First aid boxes must be fit for purpose e.g. kitchen areas should have blue band aids. Portable First Aid Boxes are located in:

St Nicholas School officer/foyer area  
All departments  
Site Offices Kitchen/s  
School Vehicles

All medication bum bags are coloured blue.

The First Aid boxes should contain a sufficient quantity of suitable first-aid materials. According to DFE guidance, as a minimum, First Aid Boxes should contain: micropore, scissors, triangular bandage, wound dressing, instant ice pack and gloves. **No medicinal substance or materials are permitted within a first-aid box. This includes items such as antiseptic sprays, lotions, suntan oil, etc.** Individually wrapped sterile moist wipes, not impregnated with alcohol may be used.

Blunt ended stainless steel scissors should be kept in the boxes in case there is the possibility that clothing may have to be cut away prior to first aid treatment.

Where tap water is not available for use as an eye wash only sterile water, sterile normal saline or sterile normal saline eye irrigation should be provided near the first- aid box.

**Eye baths/cups/refillable containers should not be used for eye irrigation.**

The school nurse holds a store of frequently used items and protective equipment, order forms are found in the first aid boxes, staff have a responsibility to ensure they reorder as they use items.

The site team are able to provide appropriate cleaning materials that fall within Health and Safety Guidance (COSSH).

### **MEDICAL ROOM AND TREATMENT AREAS**

To comply with The Education (School Premises) regulations act 1996 the governing body will ensure that a room be made available for medical treatment.

The medical room will contain the following;

- A sink with Hot and Cold running water
- Drinking water and disposable cups
- Paper Towels
- Smooth topped work surfaces
- A range of first aid equipment and proper storage
- Low bed blankets and pillows
- Soap
- Clean protective garments for first aiders/gloves
- Suitable refuse container (foot operated) lined with appropriate bag
- Appropriate record keeping systems and facilities
- Telephone

Other non-medical rooms can be used providing they meet DFE guidance, where first aid needs to

be administered in a room, it should be administered in a room which will:

- Be large enough to hold necessary equipment;
- Have washable surfaces and adequate heating, ventilation and lighting;
- Be kept clean, tidy at all times;
- Be positioned as near as possible to a point of access for transport to hospital;
- Display a notice on the door advising of the names, locations and telephone numbers of first aiders
- Have a sink (with hot and cold water if possible);
- Have drinking water and disposable cups;
- Have soap and paper towels;
- Have a suitable container (preferably foot operated) lined with disposable waste bags

**This means that, if needed, First Aid can also be administered in a Classroom and/or other suitable areas. At all times the dignity and feelings of the patient must be respected.**

**The First Aid Treatment Form, provided with the First Aid at Work training course materials - see appendix A may be used to record the treatment provided to children and adults.**

### **FIRST AID TRAINING**

Training is organised in accordance with the school Continual Professional Learning (CPL) policy and procedures.

For a staff member to receive First Aid training they need to observe the following guidance;

- Identify the need for the training
- Complete the training request form (from the Senior Admin Assistant) and apply formally via Bluesky.
- Receive sponsorship from appropriate department lead
- Meet with the Deputy Headteacher to authorise the training

### **PROVISION OF FIRST AIDERS**

- A first aider will attend all off site trips, if possible. Where this is not the case, the First Aid provision cover from the visit centre will be highlighted.
- There will be 30 first aiders available throughout the school day across St Nicholas School. There will be at least three Registered First Aiders available at all times.
- There will be at least 1 first aid trained staff member available for after school clubs.
- There will be at least 1 paediatric first aid trained staff member in each class in EYFS and KS1.
- There will be an on-call paediatric or registered first aider allocated and available to the dinner hall and training kitchen areas at each of the two 'sitting's each day
- Consideration must also be made to ensure first aid cover staff absence, such as sickness. This is the responsibility of the Senior Leadership Team.

### **CATEGORIES OF INCIDENTS AND PROCEDURE**

Regardless of the type of First Aid Training a staff member has undertaken e.g. first aid at work, emergency first aid, paediatric first aid, all qualified staff have a *duty of care* to respond to any first aid incident.

If a pupil has been involved in an incident/accident the generic process is as follows;  
-site

A. Try to deal with the incident/accident themselves - if they have a first aider within class or in a room.

B. Call a first aider directly or contact the office who will find a first aider themselves or put a tanoy

announcement for a first aider to attend –

C. The first aider is trained to assess the situation and may be able to deal with the incident or call for back up in the way of the school nurse (if available) and or an ambulance.

D. A member of the senior leadership team and the parents need to be informed if an ambulance is coming on.

E. Once the incident has been remedied staff involved will need to complete the necessary paperwork.

- KCC Accident/Incident form/Body Map/treatment form (optional)/letter to parents if a bump to the head.
- If a phone call or letter to parents has not been completed, a note will be made in the home contact book.

*Accidents to students, staff and visitors are recorded on an accident form in accordance to the Health and Safety Framework section 7.*

### **MINOR ACCIDENTS AND INJURIES**

No medicines are administered but cuts are cleaned with sterile un-medicated wipes and bandages are applied if deemed appropriate.

The use of disposable gloves is mandatory at all times. (there are hypoallergenic gloves available)

All accidents are recorded in the Accident Report Book by the first aider, parents are always contacted by telephone and a note (recording details of the incident/actions taken) is sent home.

### **MINOR CUTS AND BRUISES**

In all cases of injury it is understood that there is at least one adult present

A first aider should administer first aid if appropriate. If the first aider is not available, any member of staff may *clean* the wound.

The senior staff member on duty will assess each situation on its own merits.

The senior staff member is to ensure that observation of the individual is maintained

All accidents are recorded in the Accident Report Book by the first aider, parents are always contacted by telephone and a note (recording details of the incident/actions taken) is sent home.

### **SPRAINS/BRUISES**

A first aider should administer first aid if appropriate.

If the first aider is not available, any member of staff may implement the process of rest, ice, compress and elevate.

All accidents are recorded in the Accident Report Book by the first aider, parents are always contacted by telephone and a note (recording details of the incident/actions taken) is sent home.

### **MORE SERIOUS ACCIDENTS AND INJURIES**

If considered safe to do so, the injured party is taken to an environment conducive to administer first aid.

First aid administered where appropriate.

Parents/carers are immediately informed, particularly if there is a suspicion of broken bones/head or eye injuries.

The pupil is kept under close observation until parents arrive, with the emphasis on making the child as comfortable and as settled as possible.

Where applicable the senior staff member may instruct a staff member to take the pupil to the

walk in centre for additional medical treatment, particularly in the absence of the school nurse.

### **STINGS/BITES**

First aid to be administered.

Check pupils HCP and/or allergy lists to ensure there are no known allergies.

Contact parent/carers

Medication given if required e.g. antihistamine as per Health Care Plan.

### **FAINTS AND SHOCKS**

A first aider should administer first aid if appropriate.

If the first aider is not available, any member of staff may implement the process of;

- lie the casualty down,
- raise legs above the level of the heart (where able),
- loosen any tight clothing,
- ensure there is fresh air,
- Keep crowds away,
- reassure casualty when they recover, contact parents,
- the pupil should go home

### **VERY SERIOUS INJURIES**

In the event of a very serious injury;

- Apply First Aid if appropriate
- Call an ambulance (9) 999
- Call a senior school leader
- Call parents/carers

### **SEVERE BLEEDING BURNS/SCALDS UNCONSCIOUSNESS**

- Apply First Aid if appropriate – apply pressure stop bleeding
- Call an ambulance
- Call a senior school leader
- Call parents/carers

### **POST INCIDENT PROCESS**

Ensure that parents/Carers/senior leaders are kept informed throughout the process.

Seek support where required to ensure that as a staff member you have had ample opportunity to reduce your stress, debrief.

Ensure that the appropriate paperwork is completed:

All incidents, injuries, head injuries, ailments and treatment are reported in the accident book, *maintained and reported to KCC by the admin office.*

- The information recorded will include:
- Date, time and place of incident.
- Name and, where relevant, job title of the injured or ill person.
- Details of the injury/illness and what first aid was given.
- What happened to the person immediately afterwards e.g. went home, went back to lessons, went to hospital, etc.
- Name and signature of the first aider or person dealing with the incident.

Parents are informed of a head injury by letter, the letter outlines the injury and symptoms to look out for Admin team contact parents by phone if they have concerns about the injury.

Staff should complete the accident book if they sustain an injury at work.

An injured member of staff or other supervising adult should not continue to work if there is any possibility that further medical treatment is needed.

The member of staff or other supervising adult concerned should seek medical advice without delay.

### **DUTY TO INFORM STAFF OF FIRST-AID ARRANGEMENTS**

All staff must be informed of the location of first aiders, appointed persons, equipment and facilities.

The school office will ensure that the names of registered First Aiders are displayed in all rooms on the main school site and 6<sup>th</sup> Form Buildings.

### **HEAD LICE**

If head lice are found parents are informed. If parents' consent has been agreed pupils are treated using the "Wet Combing Method". This involves wetting the pupils' hair and applying conditioner, then combing it through with a fine tooth comb.

Staff liaise with the School Nursing Team regarding current N.H.S. advice on the prevention and treatment of head lice.

### **COMMUNICABLE DISEASES**

Communicable diseases e.g. meningitis, food poisoning, are dealt with and when necessary reported following advice gained from the Consultant in Communicable Disease Control (CCDC) at the local health authority.

### **NOTIFIABLE ILLNESSES**

Notifications of infectious diseases (NOIDs) and reportable causative organisms: legal duties of laboratories and medical practitioners.

<https://www.gov.uk/guidance/notifiable-diseases-and-causative-organisms-how-to-report>

Public Health England (PHE) aims to detect possible outbreaks of disease and epidemics as rapidly as possible. Accuracy of diagnosis is secondary, and since 1968 clinical suspicion of a notifiable infection is all that's required.

'Notification of infectious diseases' is the term used to refer to the statutory duties for reporting notifiable diseases in the *Public Health (Control of Disease) Act 1984* and the *Health Protection (Notification) Regulations 2010*.

You will find more information by following the above link. Or alternatively go to <https://www.gov.uk/guidance/notifiable-diseases-and-causative-organisms-how-to-report#list-of-notifiable-diseases>.

Advice on infectious diseases and how they should be managed is found at <https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities/chapter-9-managing-specific-infectious-diseases>

### **HYGIENE PROCEDURES**

The legal definition of clinical waste is given in the Controlled Waste Regulations 1992 as 'Any waste which consists wholly or partly of human or animal tissue, blood or other bodily fluids, excretions, drugs or other pharmaceutical products, swabs or dressings, or syringes, needles or other sharp instruments, being waste which unless rendered safe may prove hazardous to any



*person coming into contact with it; and any other waste arising from medical, nursing, dental, veterinary, pharmaceutical or similar practice, investigation, treatment, care teaching or research, or in the collection of practice, investigation, treatment, care, teaching or research, or in the collection of blood for transfusions, being waste which may cause infection to any person coming into contact with it*

The safe disposal of clinical waste is led by the Site Manager, he will ensure that all First Aiders, staff, Senior Staff are aware of the process. Human Waste will be stored temporarily in Yellow Clinical Waste Bags until the suitable contractor picks them up to be disposed of professionally.

## **TRANSPORT**

The Head of Education and/or the School Nurse will determine the appropriate action to be taken in each case. Where the injury requires urgent medical attention an ambulance will be called and the pupil's parent or carer will be notified, a member of staff (usually the person first on the scene of the accident) will accompany the pupil to the hospital.

If non urgent hospital treatment is required such as a precaution for a bang on the head, a staff member/s will accompany the pupil to the hospital, the pupil's parent/carer will be called for them to take over responsibility at their earliest convenience.

If no contact can be made with parent/guardian or other designated emergency contacts then the Head of Education/School Nurse will organise for staff member/s to transport the pupil to the Hospital they will stay with the pupil and return to school once the pupil has received medical attention.

In the event of a Child in Care the appropriate social worker must be e-mailed regarding the incident.

Where the Head of Education makes arrangements for transporting a pupil then the following points will be adhered to:-

- Only staff cars insured to cover such transportation will be used;
- No individual member of staff will be alone with the pupil in a vehicle;
- A second member of staff will be present to provide supervision of the injured pupil.
- Transport for staff members must be arranged for them to get home.

## **RETURNING TO SCHOOL AFTER ILLNESS**

- Where a pupil has received medical input from their GP and/or Hospital they will receive guidance on what should be required for them to return. The school may have to complete a risk assessment.
- Where a child is absent for diarrhoea and or sickness, we request that they remain off school for 48 hours after the last time they were ill. This is to reduce the opportunity of a bug/virus spreading to our more vulnerable pupils.

## **CONFIDENTIALITY**

- Staff respect pupils' rights for privacy and confidentiality, they are aware of the need to maintain confidentiality regarding students medical needs and medication. Information is only shared when it is felt it is in the best interest of the pupils.
- The data protection act must be adhered to at all times.

## **ADMINISTRATION OF MEDICATION**

St Nicholas School First Aid policy is a stand-alone document, for information on the Page **9** of **10**

administration of First Aid only, it is NOT for information on administering Medication.

**Please see *Supporting Pupils with Medical Needs Policy*.**

It is the responsibility of the school nurse to ensure that the appropriate paperwork/Health Care plans are available for staff to complete as soon as is reasonable. As part of induction procedures the Deputy Headteacher and/or SLT will include how to find the Accident Book/HS1 Forms and body maps in the school office.

**EQUALITY, SAFEGUARDING AND EQUAL OPPORTUNITIES STATEMENT**

St Nicholas School, in all policies and procedures, will promote equality of opportunity for students and staff from all social, cultural and economic backgrounds and ensure freedom from discrimination on the basis of membership of any group including gender, sexual orientation, family circumstances, ethnic or national origin, disability (physical or mental), religious or political beliefs.

As part of our commitment to meet the Public Sector Equality Duty (PSED), St Nicholas School aims to:

- Provide equal opportunity for all;
- Foster good relations, and create effective partnership with all sections of the community;
- Only take actions which does not discriminate unlawfully in service delivery, commissioning and employment;
- Provide an environment free from fear and discrimination, where diversity, respect and dignity are valued.

All aspects of Safeguarding will be embedded into the life of the School and be adhered to and be the responsibility of all staff.

**LINKS TO OTHER POLICIES**

LINKS TO OTHER POLICIES  
PSHE Policy.  
Intimate Care guidelines  
Residential guidelines  
Relationships and Sex Education Policy  
Health and Safety Policy  
Supporting Pupils with Medical Conditions Policy  
Staff Code of conduct  
COVID-19 Risk Assessment

STEPHEN KING  
REVIEWED TERM 1 2021  
RATIFIED BY CHAIRPERSON'S ACTION ON 21 NOVEMBER 2021