



## First Aid

July 2018

### Statement of intent

Waverley Education Foundation is committed to providing emergency first aid provision in order to deal with accidents and incidents affecting employees, children and visitors. The arrangements within this policy are based on the results of a suitable and sufficient risk assessment carried out by the school in regard to all staff, pupils and visitors.

Waverley Education Foundation will take every reasonable precaution to ensure the safety and wellbeing of all staff and pupils. Details of such precautions are noted in the following policies:

- Health and Safety Policy
- Behaviour Policy
- Safeguarding Policy
- Medical Policy
- Food Hygiene Policy and Procedures
- Educational Visits and School Trips Policy

Director of Safeguarding and School Nurse have overall responsibility for ensuring that Waverley School/Waverley Studio College has adequate and appropriate first aid equipment, facilities, personnel, and for ensuring that the correct first aid procedures are followed.

## 1. LEGAL FRAMEWORK

1.1. This policy has due regard to statutory legislation, including, but not limited to the following:

The Health and Safety (First Aid) Regulations 1981 and approved code of practice and guidance  
Health and Safety at Work etc. Act 1974 and subsequent regulations and guidance

## 2. AIMS

- 2.1. All staff should read and be aware of this policy, know who to contact in the event of any illness, accident or injury, and ensure this policy is followed in relation to the administration of first aid.
- 2.2. All staff will use their best endeavours, at all times, to secure the welfare of the pupils.
- 2.3. Anyone on the school premises is expected to take reasonable care for their own and others' safety.
- 2.4. The aim of this policy is to:
  - Ensure that the school has adequate, safe and effective first aid provision in order for every pupil, member of staff and visitor to be well looked after in the event of any illness, accident or injury; no matter how major or minor.
  - Ensure that all staff and pupils are aware of the procedures in the event of any illness, accident or injury.
  - Ensure that medicines are only administered at the school when express permission has been granted for this.
  - Ensure that all medicines are appropriately stored.
  - Promote effective infection control.
- 2.5. 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.

To achieve the aims of this policy, the school will:

- Have a designated Medical room clearly identifiable.
  - Have suitably stocked First Aid boxes
  - Carry out a suitable and sufficient assessment of the risks posed to persons in the event that they suffer an accident, injury or ill health
    - Appoint sufficient First Aiders/School Nurse to take charge of First Aid.
    - Provide information to employees, pupils and parents on the arrangements for First Aid.
      - Have a procedure for managing accidents, including immediate liaison with emergency services, medical staff and parents.
      - Review and monitor arrangements for First Aid on as appropriate on a regular basis (and at the very least on an annual basis).
- 2.6. The school nurse/lead first aider is responsible for examining the contents of first aid boxes. These should be checked frequently and restocked as soon as possible after use. Items should be discarded safely after the expiry date has passed.

2.7. First aid boxes are located in the following areas:

Waverley School:

- Medical Room
- PE Office
- School Mini bus
- Technology
- Science
- Primary

Waverley Studio College:

- Medical Room

### 3. SCHOOL NURSE/FIRST AIDERS

- 3.1. The main duties of school nurse/first aiders are to give immediate first aid to pupils, staff or visitors and to ensure that an ambulance or other professional medical help is called, when necessary.
- 3.2. School nurse/first aiders are to ensure that their first aid certificates are kept up-to-date through liaison with the Director of Safeguarding.
- 3.3. All first aiders have a responsibility to ensure all first aid kits are properly stocked and maintained. The school nurse will be responsible for maintaining supplies.
- 3.4. The school nurse can be located in the Medical room or by use of the two-way radio.

### 4. EMERGENCY PROCEDURE IN THE EVENT OF AN ACCIDENT, ILLNESS OR INJURY

- 4.1. If an accident, illness or injury occurs, the member of staff in charge will assess the situation and decide on the appropriate course of action, which may involve calling for an ambulance immediately or calling for the school nurse/first aider.
- 4.2. If called, school nurse/first aider will assess the situation and take charge of first aid administration.
- 4.3. In the event that the school nurse/first aider does not consider that he/she can adequately deal with the presenting condition by the administration of first aid, then he/she should arrange for the injured person to access appropriate medical treatment without delay.
- 4.4. Where an initial assessment by the school nurse/first aider indicates a moderate to serious injury has been sustained, one or more of the following actions will be taken:
  - Administer emergency help and first aid to all injured persons. The purpose of this is to keep the accident victim(s) alive and, if possible, comfortable, before professional medical help can be called. Also, in some situations, action now can prevent the accident from getting more serious, or from involving more victims.
  - Call an ambulance, if this is appropriate – and notify parents/carers. Moving the victim(s) to medical help is only advisable if the person doing the moving has sufficient knowledge and skill to make the move without making the injury worse.
  - Make sure that no further injury can result from the accident, either by making the scene of the accident safe, or (if they are fit to be moved) by removing injured persons from the scene.
  - See to any children who may have witnessed the accident or its aftermath and who may be worried, or traumatised, in spite of not being directly involved. They will need to be taken away from the accident scene and comforted. Younger or more vulnerable children may need parental support to be called immediately.
  - The school nurse/first aider is always to call an ambulance on the following occasions:
    - In the event of a serious injury
    - In the event of a significant head injury
    - In the event of a period of unconsciousness
    - Whenever there is the possibility of a fracture or where this is suspected
    - Whenever the school nurse/first aider is unsure of the severity of the injuries
    - Whenever the school nurse/first aider is unsure of the correct treatment

When the above action has been taken, the incident must be reported to:

- Reception so that they can anticipate the arrival of the ambulance and direct them to the relevant place
- The Director of Safeguarding who will notify Head of School/Executive Principal as appropriate
- The parents/carer of the victim(s)

If an ambulance is called arrangements should be made for the pupil to be accompanied in the ambulance either by the parent/carer or by a member of staff until the parent/carer arrives.

## 5. PROCEDURE IN THE EVENT OF CONTACT WITH BLOOD OR OTHER BODILY FLUIDS

School Nurse/First Aiders should take the following precautions to avoid risk of infection:

- Cover any cuts and grazes on their own skin with a waterproof dressing
- Wear suitable disposable gloves when dealing with blood or other bodily fluids
- Use suitable eye protection and a disposable apron where splashing may occur
- Use devices such as face shields, where appropriate, when giving mouth to mouth resuscitation
- Wash hands after every procedure

If School Nurse/First Aider suspects that they or any other person may have been contaminated with blood and/or other bodily fluids which are not their own, the following actions should be taken without delay:

- Wash splashes off skin with soap and running water
- Wash splashes out of eyes with tap water and/or an eye wash bottle
- Wash splashes out of nose or mouth with tap water, taking care not to swallow the water
- Record details of the contamination
- Take medical advice (if appropriate).

## 6. ACCIDENT REPORTING

All accidents, administration of first aid and/or medicine will be recorded in the Accident Report Book and/or Medical log book which is located in the Medical room. The Record shall include:

- Date, time and place of accident/illness.
- Name and form of the person involved (if a pupil)
- Details of injury and treatment and any medication given.
- Outcome of accident
- Name and signature of the person or school nurse/first aider dealing with incident.

For any accident/injury where Paramedics have been called a Local Authority form must be completed.

## 7. REPORTING TO PARENTS

- 7.1. In the event of incident or injury to a pupil, at least one of the pupil's parents/carers must be informed as soon as practicable.
- 7.2. Parents/carers must be informed in writing of any injury to the head, minor or major, and be given guidance on action to take if symptoms develop.
- 7.3. In the event of serious injury or an incident requiring emergency medical treatment, a member of staff will telephone the pupil's parents/carers as soon as possible.
- 7.4. A list of emergency contact details is kept at Reception in case CMIS/Eportal is unavailable.

## 8. REPORTING TO HSE

The School is legally required under the *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995* (SI 1995/3163) (RIDDOR) to report the following to the HSE (most easily done by calling the Incident Contact Centre (ICC) on 0845 300 99 23):

### **Accidents involving pupils or visitors:**

- Accidents where a person is killed or is taken from the site of an accident to hospital and where the accident arises out of or in connection with:
- Any School activity (on or off the premises);
- The way a School activity has been organised or managed (e.g. the supervision of a field trip);
- Equipment, machinery or substances
- The design or condition of the premises.

### **Accidents involving Staff:**

- Work related accidents resulting in death or major injury (including as a result of physical violence) must be reported to the HSE immediately (major injury examples: dislocation of hip, knee or shoulder; amputation; loss of sight; fracture other than to fingers, toes or thumbs);
- Work related accidents which prevent the injured person from continuing with his/her normal work for more than three days must be reported within 10 days;
- Cases of work-related disease that a doctor notifies the School of (for example: certain poisonings; lung diseases; infections such as tuberculosis or hepatitis; occupational cancer)

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

## 9. VISITS AND EVENTS OFF-SITE

- 9.1. Before undertaking any off-site events, the teacher organising the trip or event will assess the level of first aid provision required by undertaking a suitable and sufficient risk assessment of the event and persons involved. This will be reviewed by the EVC coordinator before the event is organised. A portable First Aid Kit will be carried and where necessary a member of the accompanying staff will be first aid trained.
- 9.2. A central list of pupil's medical conditions and any particular requirements are kept in the Medical room and stored on the school's medical register on the staff shared drive.
- 9.3. Please see the separate Educational Visits and School Trips Policy for more information about the school's educational visit requirements.
- 9.4. Parents of pupils required to carry or use an inhaler or EpiPen are required to notify the school of this arrangement. The school will obtain parental consent before administering any medicines to pupils. The information held by the School will include a record of pupils who need to have access to asthma inhalers, epipens, injections or similar and information regarding relevant parental consent, as well as a record of dispensation of medication (name of pupil, name of medicine, date, time, dosage, signature of person who supervised).
- 9.5. Where appropriate, individual pupils will be given responsibility for keeping such equipment with them if a Parent consents to the pupil carrying his/her own medicine. This will be reviewed on a regular basis.
- 9.6. The School Nurse/First Aiders will retain and administer an inhaler or EpiPen for each pupil who is deemed not to be sufficiently competent to carry this themselves. In other cases, such equipment and medicines will be kept, suitably labelled, in a locked cabinet by the school nurse in the Medical room.
- 9.7. All medication to be administered including over the counter medication must be consented to by a parent/carer in writing.
- 9.8. The school holds emergency Inhalers and emergency epipens which can be administered if necessary as long as parents have given prior permission.

## 10. STORAGE OF MEDICATION

- 10.1. Medicines are always securely stored in accordance with individual product instructions, save where individual pupils have been given responsibility for keeping such equipment with them.
- 10.2. All medicines shall be stored in the original container with a label, from the pharmacist if the medication is prescribed or the parent if it is over the counter, showing the:
  - Child's name, date of birth;
  - Name and strength of medication;
  - Dose;
  - Any additional requirements;
  - Expiry date; and
  - Dispensing date or date of purchase.
- 10.3. All medicines will be returned to the parent to arrange for safe disposal when they are no longer required.
- 10.4. An emergency supply of medication should be available for pupils with medical conditions that require regular medication.
- 10.5. Parents should advise the school when a child has a chronic medical condition so that staff can be trained to deal with any emergency in an appropriate way. Examples of this include epilepsy and diabetes. A disclaimer will be signed by the parents in this regard.

## 11. ILLNESS

- 11.1. When a child becomes ill during the day, the parents/carer will be contacted and asked to pick their child up from school as soon as possible.
- 11.2. A quiet area will be set aside for withdrawal and for pupils to rest while they wait for their parents/carer to arrive to pick them up. Pupils will be monitored during this time.
- 11.3. If a pupil is sent home due to vomiting or diarrhoea then parents will be advised to keep the pupil away from school for 48 hours from the last bout.

## 12. CONSENT

- 12.1. Parents will be asked to complete and sign a medical consent form when their child is admitted to the school, which includes emergency numbers, details of allergies and chronic conditions, and consent for the administration of emergency first aid – these forms will be updated periodically.
- 12.2. Staff do not act 'in loco parentis' in making medical decision as this has no basis in law – staff always aim to act and respond to accidents and illness based on what is reasonable under the circumstances and will always act in good faith while having the best interests of the child in mind – guidelines are issued to staff in this regard.

## 13. MONITORING AND REVIEW

- 13.1. This policy is reviewed annually by the Principal in conjunction with the Chair of Trustees; any changes made to this policy will be communicated to all members of staff.
- 13.2. All members of staff are required to familiarise themselves with this policy as part of their induction programme.