

King Edward's School First Aid Policy

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First Aid Policy

It is our policy to ensure that appropriate first aid arrangements are in place for our pupils, staff and any visitors to our premises. We aim to make sure that every pupil, member of staff, and visitor will be safe and well looked after in the event of illness or accident, no matter how minor or major.

This policy assists staff to:

- To identify how to access competent first aid assistance for pupils and staff on a timely basis
- To identify those who have been trained to provide first aid whenever the school is open
- To set out the process for reporting accidents and injuries for review and reporting to Governors

1 Access to first aid

- In the event of an injury the School First Aider should be contacted for treatment. If the School First Aider is not immediately available, contact Reception who will call other First Aiders.
- If the accident was caused by a hazardous substance, the safety data sheets must be made available to the ambulance service.
- The First Aider will notify the Bursar - Finance and Estates and member of SLT if the matter is sufficiently serious

1.1 First aid during the school day

The First Aid team at KES is led by the School First Aider, Magda Wyrzykowska. The School First Aider sits in the First Aid room located near reception. During office hours the School First Aider, or in her absence, another appropriately qualified colleague will administer first aid in the sick room. There is a supply of materials in the cupboards in the School First Aider's room for use by qualified first aiders at other times. In the instance where it is deemed necessary to contact parents/guardians this should be done by the School First Aider or the Receptionist.

1.2 First aid cover out of normal office hours

During the times that the First Aider is not in school (school holidays and after 4.15 pm) there is always a First Aider on site. Lists of other first aiders are displayed in the School First Aider's Office, the Common Room, Deputy Chief Master office, and Reception. If the School First Aider is unable to be in school, the school will ensure that First Aid cover is provided and a notice with the relevant information posted on the First Aid room door.

1.3 First aid provision off site

When planning an out of school visit, staff discuss requirements with the School First Aider and the Safety Co-ordinator as part of the risk assessment process, including understanding whether there are any pupils with particular pupil medical needs where appropriate. Staff take a first aid box with them together with details of any medical needs of pupils in their care.

1.4 Illness or injury requiring care at a hospital

Non-emergency – parents or guardian should be informed immediately by the School First Aider or member of the Pastoral Staff and asked to collect pupil without delay and accompany them to a hospital of their choice.

Immediate hospital care required – if it is deemed necessary that a pupil should immediately attend hospital, the pupil should be accompanied by a member of staff who will wait with the pupil until a parent arrives. In this event the School First Aider or member of SLT will arrange one of the following methods of transport, depending upon the urgency and nature of the circumstances and contact the parent or guardian:

- School minibus
- Taxi
- Ambulance
- Staff should not transport a pupil in their private car, unless there are exceptional circumstances and they have permission of a member of SLT

Serious illness or injury requiring an Emergency Ambulance¹ – a call to 999 for an emergency ambulance should take place when a qualified First aider has assessed a casualty and deemed it necessary to do so based on the knowledge acquired through their training. Parents or guardian should be immediately contacted by the School First Aider or member of SLT.

An emergency ambulance would usually be for a casualty with the following problems (this list is not exhaustive):

- where it is unsafe to approach and treat the casualty
- unconscious
- not breathing (or not breathing normally after administering casualty's own medication)
- anaphylaxis (*use this word when requesting an ambulance*)
- severe bleeding
- neck or spinal injury
- suspected major fracture
- injury sustained from a fall from height (above 2m) or sudden impact with force e.g. struck by vehicle
- seizure, fits or symptoms of stroke or heart attack
- severe burns or scalds
- severe injury to themselves or taken an overdose
- rapid deterioration in condition despite the initial assessment of not requiring an ambulance
- where calling 999 has been advised by a pupil's consultant for known condition

111 operators will offer advice if you are in doubt and will arrange appointment at A&E if appropriate. In addition, staff can call Dr Forrest for advice.

If in doubt, it is better to call 999 and speak to a dispatcher who will advise

1.5 Head Injuries

If someone suffers a potential concussion, the school's concussion protocol must be followed. The school's online concussion report form must be completed, by someone who was there at the time. The member of staff supervising an activity where a pupil suffers a suspected concussion, must complete the form, not the school first aider.

¹ <https://www.nhs.uk/nhs-services/urgent-and-emergency-care-services/when-to-call-999/>

1.6 Spillage of bodily fluids

In this event, staff must cordon off the affected part of the room / corridor etc, and notify the Facilities team who will arrange for prompt clearing up, following the relevant procedure for dealing with the spillage of bodily fluids.

2 Trained personnel

The School First Aider's duties include the following

- Ensure that their First Aid certificate is always up to date.
- Keep a careful record of all visits to the First Aid room for treatment, noting the nature of the visit and any treatment administered.
- Officially record all accidents on an accident log
- Provide First Aid expertise throughout the working hours of the school day.
- Always attend a casualty when asked to do so and treat the casualty to the best of their ability, and in the safest way possible. This includes wearing gloves where there may be a loss of blood or body fluids.
- Call for assistance from other First Aiders or Emergency Services if appropriate.
- Always maintain adequately stocked First Aid kits and ensure that these are easily and quickly located throughout the school.
- Ensure that a pupil who is sent to hospital by ambulance is either:
 - Accompanied in the ambulance at the request of the paramedics
 - Followed to the hospital by a member of staff to act *in loco parentis*
 - Met at hospital by a relative
- Take charge of the first aid room and ensure that all medical supplies are up to date and appropriate.
- Perform an annual check of contents of first aid kits around the school site.
- Be responsible for collecting medical information from parents when a pupil joins KES, in conjunction with the School Doctor.
- Carry out the basic medical assessment for all pupils new to the school each year, provided that parents give permission. The basic assessment includes height, weight plus eyesight and hearing checks.
- Inform the staff of a pupil's medical history if and when appropriate, having obtained permission to do so from the pupil and/or his parents.
- Display relevant and pertinent information for pupils and staff (for example, the location of First Aid kits).
- Attend safety committee meetings

The School First Aider is supported by members of staff who hold a current First Aid Certificate. Up-to-date lists of First Aiders can be found in Deputy Chief Master's office, Common Room noticeboard, reception, the School secretary's office and the School First Aider's office.

All First Aid trained staff will read the School First Aid policy annually.

All staff attend training on Anaphylaxis and Asthma. Refresher training on these topics is provided.

New members of staff are made aware of the First Aid procedures in school through induction. First Aid training will also be arranged recognised First Aid training for members of staff who request it. All members of staff will familiarise themselves with the First Aid procedures in place and meet the School First Aider.

Sports staff attend training courses on pitch side first aid. The school also uses a specialist sports first aid provider for all rugby fixtures taking place at weekends.

Staff are also encouraged to refer to the First Aider for advice and help if they are taken unwell during the school day.

3 Dispensing medication

The School First Aider assesses all accidents and administers all medication and records each interaction (see 1.1 above).

Members of staff do not normally administer medicines, except in special circumstances agreed by the safety co-ordinator. For example:

- When on trips
- When a pupil needs an asthma inhaler but doesn't have theirs with them – we provide spare inhalers at sports locations including the swimming pool, sports centre and cricket and hockey pavilions. When the inhaler is used the pupil will keep it and the staff member will request a replacement inhaler from the safety co-ordinator
- When providing glucose to a diabetic pupil – refer to the specific guidance for that pupil
- When a pupil has anaphylactic shock and a member of staff is likely to have to administer an autoinjector for them.

With the exception of paracetamol and antihistamine tablets (and the circumstances above), we are not able to administer any non-prescription medicines in school. Paracetamol and antihistamines will only be administered where it is deemed necessary and where prior parental consent has been obtained. Any other medication that a pupil may need to take during the school day must be obtained on prescription from a doctor and supplied in the original pharmacist's container, along with clear written and signed instructions about the required dose and time and method of administration.

Pupils who have been given medication by parents or their doctor will normally self-medicate during the day, with their parents' agreement. Asthmatics must carry with them an inhaler for their own use. The school has spare ventolin inhalers in the medical room and also at main sports locations. Students who have been prescribed an adrenaline autoinjector device such as an EpiPen must keep one with them at all times. The school keeps spare autoinjectors in the dining hall and staff room. Diabetics should keep their own supply of glucose and the school can keep spare glucose in the medical room on request. Diabetic pupils may, if required, keep a spare supply of insulin in the refrigerator in the School First Aider's office.

4 School trips

The school first aider keeps several first aid kits for trips – these are booked in advance and returned promptly after the trip.

For residential trips, at least one member of staff must have a first aid certificate.

In addition to paracetamol and antihistamines, additional medication may be needed on trips, especially residential trips or trips abroad. In particular, the school often offers Qwells travel sickness tablets at the start of journeys.

5 Role of the School Doctor

The School Doctor attends the school site as required to assess new pupils where their medical history requires it. He also reviews incidents recorded in the Incident Log (see below) with the Safety Co-ordinator, and does a report for Governors presented at the Risk & Compliance Sub-Committee annually. This is explained to all new parents in their induction pack. The School Doctor does not prescribe medication and does not undertake the role of a family doctor.

6 Individual Health Care Plans

Some pupils with medical needs may require an Individual Healthcare Plan, (IHCP). The School Doctor identifies those pupils that require an IHCP. IHCP's are reviewed at least annually or earlier if evidence is presented that a pupil's needs have changed. An IHCP records the following:

- the medical condition, its triggers, signs, symptoms;
- the pupil's resulting needs, including medication and any other daily care requirements;
- the name of the medication, dose, method of administration, when it should be taken and any side effects;
- what constitutes an emergency and the action to take if this occurs.

All IHCPs are recorded on CPOMS and staff have access to them.

7 Sharing information about boys with medical needs

Pupil medical information is kept on the School Information Management System and parents are asked to review and update this information annually. All staff should familiarise themselves with these and ask the School First Aider or Safety Co-ordinator for further advice or information if they need to, particularly if they are taking any of these boys out on trips.

All new joiners are asked to complete a medical form to declare any medical issues. Boys with significant issues are asked to see the School Doctor to ensure that appropriate actions are taken with regards to their care and that information is shared with staff as appropriate.

Boys with dietary requirements, including food allergies, also meet with the Catering Manager to assess their needs.

8 Recording and reporting

- Once first aid treatment has been provided, the first aider makes a short note in the written log.
- Where the first aider considers that the Safety Co-ordinator will need to review an incident, an entry is made into the electronic Incident Log by the First Aider. These reports are reviewed by the Safety Co-ordinator and the School Doctor. The Safety Co-ordinator will, where necessary, make any further enquiries and these may lead to a change in working practice to reduce the likelihood of a further accident.
- Once the entry has been made into the Incident Log, the electronic files are kept in a secure and confidential place in line with the Data Protection Act. Records must be kept for a period of 3 years from the date of the last entry. The injured person may request a copy of the entry.
- Where an accident falls into the requirements of RIDDOR reporting, a report is made by the Safety Co-ordinator (and notifies the Bursar – Finance and Estates).

The School First Aider is a member of the Health & Safety Committee and raises any recurrent issues or any significant issues that have not had an official investigation either to the Committee or directly to the Facilities Manager or the Bursar - Finance and Estates.

The accident log is reviewed by the Safety Co-ordinator and discussed by the Safety Committee.

9 Review and Investigation

In the event of a serious incident, an investigating officer (usually Bursar - Finance and Estates, Safety Co-ordinator or Facilities Manager) will:

- Consider if the incident is RIDDOR reportable in line with the HSE guidance for schools²
- Ensure that the area is left undisturbed and sealed off, until authorised.
- Organise an investigation to determine the cause of the dangerous occurrence.
- Take photographs of the site of the incident and any other relevant tools, equipment, etc. if necessary, and seek access to any CCTV recordings if these exist.
- Obtain witness statements.
- Obtain a statement, if possible, from the injured person.

Where there is an incident involving a member of staff an investigation may be deemed necessary (the assessment would be made by the Safety Co-ordinator in conjunction with the Bursar - Finance and Estates). When the investigating officer has completed their investigations, they will retain a copy of their report for recording purposes and send an additional copy to Human Resources.

The Line Manager will review any appropriate risk assessments and safe working procedures to ensure any further remedial actions are taken.

The investigating officer will make a full report and include all of the above information and forward it to the Chief Master for onward transmission to the insurance company.

10 List of Certified First Aiders

Up-to-date lists of First Aiders can be found in Deputy Chief Master offices, Common Room noticeboard, reception, the School secretary's office and the School First Aider's office.

All First Aid trained staff will read the School First Aid policy annually.

² <https://www.hse.gov.uk/pubns/edis1.pdf>