



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:

- Identify how to access competent first aid assistance for pupils, staff and visitors on a timely basis
- Identify those who have been trained to provide first aid whenever the school is open
- 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 Nurse should be contacted for treatment. If the School Nurse is not immediately available, contact Reception who will call a First Aider.
- First aid is normally given at the point of injury/accident. Once the initial treatment has been given, the pupil may then be taken to the First Aid Room for further treatment if necessary.
- If the accident was caused by a hazardous substance, the safety data sheets must be made available to the ambulance service.
- The School Nurse will notify the Bursar (Finance and Estates) or a member of SLT if the matter is sufficiently serious.
- See Appendix A for the locations of our defibrillators.

1.1 First aid during the school day

Medical care at KES is led by the School Nurse. The School Nurse is based in the First Aid Room located near Reception. During the school day the School Nurse, or in her absence, another appropriately qualified colleague will administer first aid in the First Aid Room. There is a supply of materials in the cupboards in the First Aid 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 Nurse or another member of staff, as appropriate (e.g. a member of the Pastoral Staff).

1.2 First aid out of normal office hours

During the times that the School Nurse is not in school (school holidays and after 4.15pm) there is always a First Aider on site. Lists of first aiders are displayed on the landing page in SharePoint, in the School Nurse's Office, the Common Room, the Brode Sports Centre, the Design Centre and Reception. If the School Nurse 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 Nurse, Senior Tutor (Trips, Educational Visits & Safety Co-ordinator) and Deputy Head (Co-curricular) as part of the risk assessment process, including understanding whether there are any pupils with 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 Nurse or member of the Pastoral Staff and asked to collect the pupil without delay and accompany them to hospital.

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 Nurse 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

Serious illness or injury requiring an Emergency Ambulance¹ – a call to 999 for an emergency ambulance will normally 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. However, any person should feel empowered to call for an ambulance if they feel the situation necessitates this. **If in doubt, it is better to call 999 and speak to a dispatcher who will advise.**

Parents or guardian should be immediately contacted by the School Nurse or a member of the SLT.

When calling the ambulance, you will need to state the most appropriate school entrance to use. These are as follows:

- Brode Sports Centre (off Bristol Road) B5 7SW
- Eastern Road Pavilion (off Eastern Road) B29 7JX
- Main Entrance (KES) (Edgbaston Park Road) B15 2UA
- Park Vale Drive entrance (off Bristol Road) B5 7SP
- Southall Pavilion (off Eastern Road) B29 7LG

Other than Main Entrance and Park Vale Drive which have intercoms, a member of staff will need to be sent to the appropriate entrance to open the gate.

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
- loss of consciousness

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



- 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.

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 full protocol can be found [here](#), including details for *Return2Play*, our concussion management service. If the concussion has occurred during a supervised school activity, the teacher in charge needs to provide information promptly. This can be done either by entering it directly into the *Return2Play* system (principally by sports staff who are trained in the system), or via the school's concussion report form, which the Senior Tutor or School Nurse will then copy into the *Return2Play* system. If the concussion was not witnessed by a member of staff, the form will be completed using information provided by the pupil or parent.

Once a pupil has been entered into the *Return2Play* system the school will monitor progress, and, if necessary, engage with parents to show them how to make online appointments.

1.6 Spillage of bodily fluids

In the event of spillage of bodily fluids, 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 Nurse will:

- Ensure that their registration is 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 using the school medical management software, Medical Tracker.
- 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 her ability, and in the safest way possible. This also includes wearing appropriate PPE, including wearing gloves where there may be loss of blood or bodily fluids.



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- 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.
 - Perform a regular check of contents of first aid kits around the school site (at least termly and after they are returned from trips).
 - 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.
 - Keep a record of defibrillator pad and battery expiry dates, carry out annual checks, and order replacements as necessary.
 - Be responsible for collecting medical information from parents when a pupil joins KES.
 - Inform the staff of a pupil's medical history 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.
 - Make an annual report to governors about accidents and first aid.

The School Nurse is supported by members of staff who hold a current First Aid Certificate. Lists of trained first aiders are displayed on the landing page in SharePoint, in the School Nurse's Office, the Common Room, the Brode Sports Centre, the Design Centre and Reception.

All members of staff will read the First Aid Policy annually and familiarise themselves with the procedures in place. Teaching and, where appropriate to their role, support staff receive an annual medical refresher briefing. Other medical training and briefings may be given during the academic year as appropriate.

New members of staff are made aware of the First Aid procedures in school through induction. The Bursar (Finance and Estates) will also arrange recognised First Aid training for members of staff who request it and ensures that certification is refreshed at the appropriate time.

The school engages a medic (PHICIS level 3) who leads pitch side first aid for all rugby fixtures taking place at the weekends and is supported by a team of qualified pitch side first aiders. Staff taking pupils with medical issues overseas are offered additional training for occasions when they may be far from help.

Teachers and coaches in the sport department also receive training appropriate to their role. For example, RFU HEADCASE training and NASTC (National Rescue Award for Swimming Teachers and Coaches) training.

Staff are encouraged to refer to the School Nurse for advice and help if they are taken unwell during the school day.



3 Medication

3.1 Administering medication

The School Nurse administers all medication and records each administration using the school medical management software, Medical Tracker. In the School Nurse's absence and on school trips, another nominated member of staff with appropriate training can administer certain medications.

As a general rule, pupils should not self-medicate during the school day. If a pupil requires medication in school the School Nurse liaises with parents and dispenses all medication. Both paracetamol and antihistamines may be given to pupils, when deemed necessary, without contacting parents. We operate a policy of assumed consent. Parents are asked to notify the School Nurse in writing if they do not give their consent for the School Nurse (or another nominated, trained member of staff) to administer paracetamol and antihistamines without contacting parents first. Parents will be informed once any medication is given in school.

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.

It is parents' responsibility to supply in-date medications and consent. Emergency medication such as Adrenaline Auto Injectors (AAIs) and inhalers must be always carried by the pupil and a spare supply left in the First Aid Room. Diabetics should keep the equipment and medication on them that has been agreed with the school, depending on their individual needs and any spares will be kept in the First Aid Room. Diabetic pupils may, if required, keep a spare supply of insulin in the lockable refrigerator in the School Nurse's office.

3.2 Access to medication

All medication is stored in the First Aid Room and is administered by the School Nurse, a First Aider or a teacher if off site and a First Aider is unavailable. Medication is always administered in the First Aid Room and is never allowed to be taken away for later administration. All non-emergency medication is securely locked, and all emergency medication stored in an unlocked, clearly labelled, cupboard.

The school has purchased spare Adrenaline Auto Injectors, without a prescription. These are for emergency use for pupils who are at risk of anaphylaxis but where their own device is not available or not working (e.g. because it is broken or out of date). This is in line with current Guidance on the use of adrenaline auto-injectors in schools, (Department of Health, 2017). See Appendix A for locations. The school's spare AAI should only be used on pupils known to be at risk of anaphylaxis, for whom both medical authorisation and written parental consent for use of the spare AAI has been provided. The school's spare AAI can be administered to a pupil whose own prescribed AAI cannot be administered correctly without delay. Emergency Salbutamol inhalers are also kept by school for pupils whose parents have provided written consent. See Appendix A for locations.

4 School trips

The School Nurse 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 will normally have a first aid certificate or there will be access to first aid provision at the venue. In addition to the guidance provided in section 3 of this policy, using the principle of assumed consent the school offers *Kwells* travel sickness tablets at the start of journeys.



The [KES Terms and Conditions for Trips and Visits](#) statement provides further information.

5 Recording and reporting accidents

All first aid

All first aid provided is recorded in Medical Tracker. Access to this system is available to the School Nurse and staff who substitute for her, and to the Senior Deputy Head (Pastoral) and Senior Tutor.

For serious accidents, parents will be informed by phone call. For other accidents, Medical Tracker will be used to send e-mail notifications to parents including standardised advice.

Accidents

- Accidents are recorded via the Online Accident Reporting Jotform. Where the accident has been witnessed by a member of staff, they should complete the form. If the accident was not witnessed, the form can be completed by the School Nurse or a parent.
- For adults, the data must be kept for a period of three years, for children until they reach the age of 21. The injured person may request a copy of the entry.
- 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 (if the accident relates to a member of staff).
- The Line Manager will review any appropriate risk assessments and safe working procedures to ensure any further remedial actions are taken.
- Where an accident falls into the requirements of RIDDOR reporting, a report is made by the Bursar (Finance and Estates).

The School Nurse is a member of the Health & Safety Committee and raises any recurrent issues or any significant issues arising from accidents that have not had an official investigation to the Committee either to the H&S Committee or directly to the Facilities Manager or the Bursar (Finance and Estates). A report on the accidents recorded during each term is presented to the next meeting of the Health and Safety Committee by the School Nurse.

6 Investigation

In the event of a serious incident, an investigating officer (usually Bursar (Finance and Estates), Trips and Safety Co-ordinator, or the 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.

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



- 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 a member of SLT). 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 the above information and forward it to the Bursar (Finance and Estates) for onward transmission to the insurance company.

7 List of certified first aiders

Up-to-date lists of first aiders are displayed on the landing page in SharePoint, in the School Nurse's Office, the Common Room, the Brode Sports Centre, the Design Centre and Reception.

8 Supporting pupils with medical conditions

All parents/carers are required to complete a medical questionnaire prior to their child starting at the school. It is the parents' responsibility to inform school of any changes in medical conditions and other information.

Individual Health Care Plans

Some pupils with medical needs may require an Individual Healthcare Plan, (IHCP). The School Nurse identifies those pupils that require an IHCP. 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.

Allergy Action Plans

Pupils with a severe allergy will require a BSACI Allergy Action Plan. These plans have been designed to facilitate first aid treatment for anaphylaxis, to be delivered by individuals without any specialised medical training or equipment apart from access to an adrenaline autoinjector. The plans function as Individual Healthcare Plans for children with food allergies, granting medical and parental consent for schools to administer medication in the event of an allergic reaction. This includes consent to administer a "spare" back-up adrenaline auto-injector pen. It is the parents' responsibility to complete the Allergy Action Plan, provide emergency medication to be stored in the First Aid Room, and ensure the pupil always carries their emergency medication.

Asthma Action Plans

Pupils with asthma will require an Asthma Action Plan. This plan is designed to aid in the first-aid management of asthma symptoms and potential attacks. It is intended to be followed by individuals without specialised medical training or equipment, apart from access to a reliever inhaler. These plans also outline which medicines you take every day to prevent symptoms, what to do if your asthma symptoms are getting worse,



and the emergency action to take if you're having an asthma attack and when to call 999. It is the parents' responsibility to complete the Asthma Action Plan, to provide consent to use a spare inhaler if required and to ensure that the pupil always keeps their emergency inhaler with them.

All plans are reviewed at least annually or earlier if evidence is presented that a pupil's needs have changed.

Diabetic care plans

Birmingham Children's Hospital provides care plans for all pupils who have diabetes which are followed by the school. These plans have links to online training specific to that child's equipment and needs. Parents are asked to send spare supplies into the school, which are kept in the First Aid Room.

Sharing information about pupils with medical needs

Pupil medical information is kept on the School Information Management System (SIMS) and Medical Tracker. Parents are responsible for informing school of changes to medical information. The School Nurse maintains and updates these records regularly in line with data protection regulations. All staff should familiarise themselves with these and ask the School Nurse for further advice or information if they need to, particularly if they are taking any of these pupils out on trips.

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

8 Further information

Department for Education	Guidance on first aid for Schools
Health and Safety Executive	First Aid at Work
Health and Safety Executive	Guidance on RIDDOR requirements in schools
Department of Health and Social Care	Guidance on the use of adrenaline auto-injectors in Schools
Spare pens in schools	https://www.sparepensinschools.uk/
Department of Health and Social Care	Guidance on the use of emergency salbutamol inhalers in Schools
Asthma and Lung UK	Asthma Action Plan
Department of Education	Supporting pupils at School with medical conditions
BSACI Allergy Action Plans	

Appendix A: Defibrillator, spare inhaler and spare AAI (EpiPen) locations

Defibrillator locations

Between the Second Master and Senior Deputy Head (Pastoral) offices
Brode Sports Centre (in foyer, close to door leading to pitches)
Eastern Road (in corridor of changing area next to staff office)
Parade Ground, near to chapel
Ruddock Performing Arts Centre (RPAC), next to the bar
Southall Pavilion (in corridor, close to door leading to pitches)
Swimming Pool (in staff office but this is not locked)

Spare inhaler locations

Brode Sports Centre
Eastern Road
First aid kit in Chris Boardman's Office (Senior Tutor – Trips, Educational Visits & Safety Co-ordinator)
KES Reception
First Aid Room
PE Department Office (x4)
Southall Pavilion
Swimming Pool

Spare AAI locations

Common Room
Dining Hall
First aid kit in Chris Boardman's Office (Senior Tutor – Trips, Educational Visits & Safety Co-ordinator)
First Aid Room
Trip kits 1,2,3,4,5
Ruddock Performing Arts Centre (RPAC)
Upper School Common Room (USCR)