

# FIRST AID POLICY

## 1. The Authority and Circulation

- 1.1 This Policy has been authorised by the Governors of Beechwood Sacred Heart School and its status is advisory only. It is available to parents and pupils and to all members of the School staff.
- 1.2 The arrangements within this policy (for example the number of First Aiders, First Aid boxes and contents of the First Aid boxes) are based on the results of a suitable and sufficient risk assessment carried out by the School pertaining to all staff, pupils and visitors.
- 1.3 This Policy complies with Regulation 14, paragraphs 95 to 98 (and having regard to Sections 3.38 – 3.49 EYFS<sup>1</sup> and Standard 3.1 section 306-309 National Minimum Boarding Standards contained within) of the Independent School Inspectorate Standards, the Health and Safety at Work Act 1974 and subsequent regulations and guidance including the Health and Safety (First AID) regulations 1981, and the Approved Code of Practice and Guidance for the Health and Safety (First AID) regulations 1981.

## 2. Definitions:

- 1.1 **“First Aid”** means the treatment of minor injuries, which do not need treatment by a medical practitioner or nurse for the purpose of preserving life and minimising the consequences of injury or illness. For the avoidance of doubt, First Aid does not include giving any tablets or medicines, the only exception being, giving aspirin in accordance with the first aid practice to treat a heart attack.
- 1.2 **”First Aiders”** are members of staff who have completed an HSE approved First Aid course and hold a valid certificate of competence in First Aid at Work (FAW) or Emergency First Aid at Work (EFAW) or Paediatric First Aid.
- 2.3 **“First Aider Guidance”** means the Approved Code of Practice and Guidance for the Health and Safety (First AID) Regulations 1981.
- 2.4 **“Staff”** means any person employed by the School, volunteers at the School and self-employed people working on the premises.
- 2.5 The **“School Doctor”** is a Doctor from Kingswood Surgery who is contracted to provide medical services to pupils at the School and who is responsible for medical supervision.
- 2.6 The **“School Nurse”** is Victoria Barwick who is located in the School’s Medical Centre and she is responsible for First Aid provision in the School.
- 2.7 The **“Bursar”** is responsible for the Health and Safety of the School Site.
- 2.8 The **“Registrar”** is Dan MacDonnell and he is responsible for all Admissions to the School.

3. The **“Medical Centre”** and the **“Preparatory First Aid Room”** are clearly signposted. They are used for the provision of medical treatment, including First Aid, when required. The Medical Centre has essential facilities and equipment and the Preparatory First Aid Room has only basic First Aid equipment and facilities

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<sup>1</sup> The School has an EYFS Policy which identifies members of staff who are certified in Paediatric First Aid, together with the procedures for the administering of medicine to children in the EYFS setting.

#### 4. Aims of this Policy

- 4.1 To ensure 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.
- 4.2 To ensure that all staff and pupils are aware of the procedures in the event of any illness, accident or injury.
- 4.3 **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 the ambulance services on the School site.**

#### 5. Who is Responsible?

- 5.1 The Governing Body of the School (The Beechwood Sacred Heart Trust) as the employer, have overall responsibility for ensuring that there is adequate and appropriate First Aid equipment, facilities, and First Aid personnel and ensure that the correct First Aid procedures are followed.
- 5.2 The Head delegates to the School Nurse the day to day responsibility for ensuring that there are adequate and appropriate First Aid equipment, facilities and appropriately qualified First Aid personnel available to the School. The School Nurse, with the Bursar, will regularly (at least annually) with the Health and Safety Officer carry out a First Aid risk assessment and review the School's First Aid needs to ensure that the School's First Aid provision is adequate.

The Head is responsible for ensuring all staff and pupils (including those with reading and language difficulties) are aware of, and have access to, this Policy.

The Head delegates to the Registrar responsibilities for collating medical consent forms and important medical information for each pupil. The forms and information are checked by the School Nurse before the information is added to the pupil's individual files on 3Sys and PASS. Information is made accessible to staff as necessary through the Medical files in both the Senior and Preparatory Staff rooms and in the Boarding department. Medical information deemed to have a higher degree of confidentiality is recorded by the School Nurse and stays within the Medical Centre.

The Head has overall responsibility for ensuring that staff have the appropriate and necessary First Aid training as required and that they have sufficient understanding, confidence and expertise in relationship to First Aid. The School Nurse is charged with the management and delivery of First Aid throughout the School.

##### 5.3 First Aiders:

The Head is responsible for ensuring that the School has the minimum number of First Aid personnel with reference to the guidance in Appendix Three of the First Aid Guidance.

For more information please see <http://www.hse.gov.uk/firstaid/legislation.htm>

Staffs listed in *Appendix Two and Three* have completed a HSE approved First Aid course and hold a valid certificate of competence in First Aid at Work (FAW) or Emergency First Aid at Work (EFAW) or Paediatric First Aid. **Renewal of First Certification for First Aiders rests with the First Aider in the first instance. However, the monitoring of this process resides with the School Nurse. Similarly Paediatric First Aid certification is monitored by the School Nurse.**

The main duties of the First Aiders are to give immediate First Aid to pupils, staff or visitors when needed and to ensure that an ambulance or other professional medical help is called when necessary.

The First Aider will complete training to update their qualification at least every three years or as required following guidance from the School Nurse or as need demands.

5.5 All staff should read and be aware of this Policy, know who to contact in the event of illness, accident or injury and ensure this Policy is followed in relation to the administration of First Aid. All staff will use their best endeavours, at all times, to secure the welfare of the pupils.

5.6 Anyone on School premises:

Anyone on School premises is expected to take reasonable care for their own and others' safety.

## 6. **First Aid Boxes and Bags.**

First Aid boxes are marked with a white cross on a green background and are stocked in accordance with the suggested guidelines in Guidance Notes 37 of the First Aid Guidance.

For more information please see <http://www.hse.gov.uk/firstaid/legislation.htm>

6.1 First Aid boxes are located at these positions around the school site.

AREA	LOCATION	No of Boxes	No of Bags
Senior School Staff Room	On the wall by Pigeon holes	1	
The Gallery	At top of stairs on the gallery	1	
General Boarding Office	On wall left hand side of door in Girls' and one at the top of the stairs in Boys'.	2	
Laundry Room		1	
Food Technology	On the wall	1	
Main School Kitchen	Top Kitchen on the wall by the fridge	1	
Staff Kitchen	On the wall by the sink	1	
Art Room	On left-hand side wall after the entrance	1	
Science Preparation Room	On right hand side wall of the office	1	
Gym	On the table	1	
Carol Mitchell	Carried by staff member		1
Nicola Awdry	Carried by staff member		1
Claire Parker	Carried by staff member		1
Josh Rowe	Carried by staff member		1
Craig Golby	Carried by staff member		
Rebecca Smith	Carried by staff member		
Music Room	On right hand side wall after entrance	1	
Nursery	In the Office	1	1 for outside play
Preparatory (Regina Mundi)	Downstairs on the wall	1	
Preparatory Hall	On the window sill		1 for outside play
Preparatory School	Near Staffroom, In Medical room	1	
6 Minibuses	1 in Each of the Minibuses	6	

All requirements for First Aid Kits are supplied by the Medical Centre and are regularly checked at the beginning of each term. This is documented by the School Nurse and the

record kept in the Medical Centre. First Aid kits are stocked as required throughout the term or on request from Departments.

6.2. School Minibuses:

The School's minibuses should have a prominently marked First Aid boxes on board which are readily available for use and which are maintained in a good condition. The First Aid boxes should be stocked in accordance with Part II of Schedule 7 of the Road Vehicles (Construction and Use) Regulations 1986 which is set out in Appendix One.

Weekly checks (using check sheets) are undertaken by the minibus drivers and given to the School Secretary/Bursar. The School Nurse checks the First Aid boxes on the mini buses on a termly basis.

6.3. Off-site activities:

First Aid bags for any off-site activities are kept in the Medical Centre. 24 hours' notice is required when requesting a First Aid bag from the Medical Centre for any offsite activity.

**7. Information on Pupils.**

Parents are requested to provide written consent for the administration of First Aid and medical treatment before pupils are admitted to the School. This includes the parents of prospective pupils and exchange pupils.

7.1 Parents are also requested to give full information on any medical conditions in order that the School may be aware of any specific needs in terms of First Aid and emergency medical treatment.

The School Nurse will be responsible for reviewing pupils' confidential medical records and providing essential medical information regarding allergies recent accidents or illnesses or other medical conditions (e.g., asthma, epilepsy, diabetes, etc) which may affect a pupils' functioning at the School to the Head, class teachers and First Aiders on a "need to know" basis. This information should be kept confidential but may be disclosed to the relevant professionals if it is necessary to safeguard or promote the welfare of a pupil or other member of the School community.

**7.2 Procedures for students with medical conditions such as asthma, epilepsy, diabetes (The use of asthma inhalers, EpiPens and injections.)**

All staff undergo emergency first aid training on a rolling programme which is reviewed yearly or as required by the School Nurse.

A record is maintained of students who need to have access to asthma inhalers, EpiPens, injections or similar. The information held by the Medical Centre will include a record of the pupils who need to have access to asthma inhalers, EpiPens, injections or similar and this information should be circulated to teachers and the First Aider. Medical information is found on 3Sys.

Where appropriate, individual pupils will be given responsibility for keeping life-saving equipment with them (e.g., an Epi –Pen) and this will be reviewed on a regular basis. In other cases, the equipment will be kept, suitably labelled, in the Medical Centre, the School Office and within Boarding.

The First Aider, in keeping with the procedures as set out in this Policy, will attend to and administer First Aid to anyone with a specific medical condition who requires it. (See 9.2)

### 7.3 **Procedures for managing medicines on school premises**

Medicines should only be administered at school when it would be detrimental to a child's health or school attendance not to do so.

No child under 16 should be given prescription or non-prescription medicines without their parent's written consent-except in exceptional circumstances where a medicine has been prescribed to the child without the knowledge of the parents.

A child under 16 should never be given medicine containing aspirin unless prescribed by a doctor. Medication, e.g. for pain relief, should never be administered without first checking maximum dosages and when previous dose was taken. Parents should be informed.

School will only accept prescribed medicines that are in-date, labelled, in the original container as dispensed with instructions for administration, dosage and storage. A school medicine record must be signed by a parent/guardian with a separate form for each medicine before any medication can be administered. All doses must be recorded stating name of the prescribed medicine, dosage, time given and signed for by person administering it. Any side effects must be noted and school nurse informed.

All medicines are stored safely in a locked cabinet/designated fridge in the Medical Centre. Students know where their medicines are kept and how to access them.

A child who has been prescribed a control drug may legally have it in their possession if they are competent to do so, but passing it to another child is an offence. Self-medication will be recorded by the student and monitored appropriately by the School Nurse. Controlled drugs prescribed for a student will otherwise be kept securely double locked administered by named staff only. A record of any dose given and the amount of controlled drug held in school will be kept by the School Nurse.

Medicines will be returned to a parent for safe disposal when no longer required. A sharps box is available in the Medical Centre for safe disposal of needles and sharps.

## 8. **Procedure in the event of illness.**

- 8.1. Pupils may visit the Medical Centre during break or lunch. However, the procedure requires pupils to report to the Front Office in the first instance should they feel unwell. The Front Office then contacts the School Nurse. If a pupil is unwell during lessons then they should consult the member of staff in charge who will assess the situation and decide on the next course of action. The pupil will, accompanied as necessary, be told to go to the Front Office and the School Nurse will be called. The School Nurse will decide on the next course of action and provide the First Aid as required.
- 8.2. Staff may visit the Medical Centre as and when necessary, but appropriate cover must be arranged.
- 8.3. **Boarders** Boarding staff report illness/injuries directly to the School Nurse. If necessary the child will be referred to the School doctor or the hospital. If a child is contagious they will be sent to the guardian or isolated in the Boarding House. Sixth Formers may stay in their own rooms for short periods of time if given permission by the School Nurse.

Parents/guardians will be informed by the School Nurse or Head of Boarding if a child is ill. All incidents will be recorded in the Boarding Medical Book and Day Book.

**9. Procedure in the event of accident or Injury.**

9.1. If an accident occurs the School Nurse is to be contacted in the first instance. The Deputy Head and the Bursar should be consulted thereafter. The First Aider in charge will assess the situation and decide on the next course of action, which may involve calling immediately for an ambulance. The School Nurse should be called for as soon as it is possible. First Aiders can also be called for if necessary and should be called if the School Nurse is not available immediately. However minor the injury the School Nurse should always be informed, if not called for.

9.2. In the event that the First Aider does not consider that she/he can adequately deal with the presenting condition by the administering of First Aid, then she/he should arrange for the injured person to access appropriate medical treatment without delay from the Medical Centre or by dialling 999.

**9.3. Ambulances:**

Staff should always call an ambulance in the following circumstances:

- a significant head injury;
- fitting, unconsciousness, or concussion;
- difficulty in breathing and / or chest pains;
- a severe allergic reaction;
- a severe loss of blood;
- severe burns or scalds;
- the possibility of a serious fracture.

In the event that the First Aider does not consider that they can adequately deal with the presenting condition by the administration of First Aid or if they are unsure of the correct treatment.

If an ambulance is called then the School Nurse or First Aider in charge should make arrangements for the ambulance to have access to the accident site. Arrangements should be made to ensure that any pupil is accompanied in the ambulance, or followed to the hospital, by a member of staff. Parents will be contacted as soon as possible via pastoral staff. The appropriate Head of School and Deputy Head will also be informed.

Following an accident or injury, the reporting procedures in Section 12 should be followed.

9.4. If a spillage of blood or other bodily fluids occurs, the Bursar or Caretaker must be informed. The Bursar will arrange for the proper containment, clear up and cleansing of the spillage site. The Medical Centre, Facilities Office, the Preparatory First Aid room, and the Boarding Area have a body fluid disposal kit with instructions included.

**10. Procedure in the event of contact with blood or other bodily fluids**

10.1. The First Aider should take the following precautions to avoid risk of infection:

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

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

- 10.2.1. Wash splashes off the skin with soap and running water;
- 10.2.2. Wash splashes out of eyes with tap water or saline eye wash pods,

- 10.2.3 Wash splashes out of nose or mouth with tap water, taking care not to swallow the water.
- 10.2.4 Record details of the contamination;
- 10.2.5 Report the incident to the School Nurse and take medical advice if appropriate.

## **11. First Aid in the PE Department**

- 11.1 Location of First Aid equipment;  
The School Nurse is responsible for providing first aid boxes and bags for the relevant sporting areas within the school.
- 11.2. Away Fixtures:  
Each member of the P.E. department has their own First Aid bag which should be taken with the travelling team. If an incident occurs medical treatment should be sought from the visiting school first aid staff. If necessary, the pupil should be taken to the nearest casualty by a member of staff. Treatment and after-care should then be followed up by the School Nurse. Any incident of treatment must be reported to the School Nurse on return to school.

## **12. Reporting.**

- 12.1. The First Aider should make a written record of first aid administered and send a copy to the School Nurse
- 12.2. All injuries, accidents and illnesses, however minor, must be reported to the School Nurse who is responsible for ensuring that the accident report forms and diary are filled in correctly and that parents and HSE (RIDDOR) are kept informed as necessary. Every half term the Accident Forms are to be photocopied and the originals sent to the Bursar for monitoring.
- 12.3. School Accident and Illness book:  
All injuries, accidents, illnesses and any dangerous occurrence (unless very minor in the view of the School Nurse) must be recorded in the School Accident Book and the School Nurse's diary and on PASS on individual Pupils' Files. The date, time and place of the event or illness must be noted with the personal details of those involved with a brief description of the nature of the event or illness. What happened to the injured person or ill person immediately afterwards should also be recorded. Records should be stored for at least 3 years or if the person injured is a minor (under 18), until they are 21.
- 12.4. Accident Report Forms:  
The School Nurse will fill in an accident for every serious or significant accident that occurs on or of the School site if in connection with the School. This will be kept by the School Nurse and a copy sent to the Bursar, The Schools Health and Safety Officer. Records should be stored for at least 3 years or if the person injured is a minor (under 18), until they are 21.
- 12.5. Reporting to the Parents:  
In the event of accident or injury the casualty's parents must be informed in the first instance and as soon as it is practicable to do so. After which, and only when all checks have been made to ascertain the wellbeing of the person(s) involved in the accident (this check necessarily extending to parents, immediate family, care giver(s) , or next of kin) the Head or the Deputy Head will assume responsibility for any further dissemination of information as might be required. In the unlikely event of a fatality, it is essential that any and all communication be strictly limited (and kept confidential) between the family (or designated family member) and the Head or Deputy Head until such time as it is appropriate to share such news as is appropriate within the School and the wider community. Communication beyond the family will be a decision made at the discretion of the Head in conjunction with, and with the consent of, the family together with the approval of the School's Governing Body (The Beechwood Sacred Heart Trust) or a representative thereof, e.g., the Chair of Governors.
- 12.6. Reporting to the HSE:

The School is legally required under the Reporting of Injuries, Diseases and Dangerous Occurrence Regulation 1995 (RIDDOR) to report the following to the HSE (during term time, this is done by the Health Centre and outside term time this is most easily done by calling the Incident Contact Centre (ICC) on 0845 300 99 23.

#### 12.6.1. Accidents Involving Staff:

- Work related accidents resulting in death or major injury (including as a result of physical violence) must be reported 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 7 days must be reported within 10 days.
- Cases of work related diseases that a doctor notifies the School of (for example: certain poisonings; lung diseases; infections such as tuberculosis or hepatitis; occupational cancer);
- Certain dangerous occurrences (near misses-reportable examples: bursting of closed pipes; electrical short circuit causing fire, accidental release of any substance that may cause injury to health).

#### 12.6.2. Accidents Involving Pupils or Visitors

- Accidents where the person is killed or is taken from the site of the 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 ( eg the supervision of a field trip);
  - Equipment, machinery or substances;
  - The design or condition of the premises.
- For more information on how and what to report to the HSE please see <http://www.hse.gov.uk/riddor/index.htm> It is also possible to report on line via this link.
- **Mental Health** Any concerns about a child's mental health should be reported to the School Nurse and DSL. This includes self harming and eating issues. The child may be referred to the school doctor and one of the school counsellors. Self harm and eating issues will be recorded as a safeguarding concern.

### 13. **Monitoring**

The Bursar (who reports to the Head) will organise regular reviews (annually) of the Incident/Accident Books in the Boarding House and the Medical Centre in order to take note of trends and areas of improvement. This will form part of the annual First Aid risk assessment. The information may help identify training or other needs and be useful for investigative or insurance purposes. In addition, the Bursar will undertake a review of all procedures following a major incident to check whether the procedures were sufficiently robust to deal with the major occurrence or whether improvements should be made.

(Reviewed September 2018)



**APPENDIX 1**  
**ACCIDENT OR EMERGENCY CONTACT**  
**School Nurse - Ext 8704**  
**Front Office - Ext 8601/8602**  
**After 4pm / weekends – Boarding Office – Ext 8404/8703/8720**

QUALIFIED FIRST-AIDERS

Updated 9/01/2018

\* 1 Day Paediatric First Aid Course, \*\* 2 Day Paediatric First Aid Course

\*\*\*3 Day Extended First Aid Course

SENIOR SCHOOL	Extension	PREP SCHOOL	Extension
Mr M Awdry	8805/8707	Mrs N Awdry	8902
Mrs V Barwick ***	8702	Miss J Conlin**	8902
Mrs R Couldwell	8601	Mrs T Dinnage	8902
Mr C Golby	8712	Mrs J Eade	8902
Mrs H Hobbs	8705	Ms M Grable **	8906
Mr S Hussain	8718	Mrs M Ireland *	8905
		Mrs S Maynard	8904
Mrs S Kershaw	8708	Mrs S Michaelson-Yeates	8907
Miss G Linehan	8713	Mrs D O’Kane	8902
Mr J Millward	8706	Miss C Parker	8902
Mrs C Mitchell ***	8804	Mrs F Pollack	8904
Miss K Molloy	8708	Mrs V Wright **	8905
Mrs L Neill	8713		
Ms N Phipps	8713		
Mrs S Poulter	8711		
Mrs Roberts-Barter	8703		
Mrs H Rowe	8603		
Mr J Rowe	8712		
Mrs R Smith	8713		
Mrs L Walker	8711	BOARDING	Extension
Mr J Walters	8713	Miss S Georgieva	8404
		Miss S Lloyd***	8404

# APPENDIX 11

Part II of Schedule 7 of the Road Vehicles (Construction and Use) Regulations 1986

## SCHEDULE 7 FIRE EXTINGUISHING APPARATUS AND FIRST AID EQUIPMENT FOR MINIBUSES PART I (see regulation)

### FIRE EXTINGUISHING APPARATUS

A fire extinguisher which complies in all respects with the specification for portable fire extinguishers issued by the British Standards Institution numbered BS 5423; 1980 as amended by Amendment No. 1 (reference number AMD 4110 published on 31st December 1982) and Amendment No. 2 (reference number AMD 4544 published on 30th April 1984) and which

- (a) contains water with a minimum test fire rating of 8A, or
  - (b) contains foam with a minimum test fire rating of 8A and 21B, or
  - (c) contains, and is marked to indicate that it contains, halon 1211, or halon 1301, with a minimum test fire rating of 21B.
- (see regulation 43)

### PART II FIRST AID EQUIPMENT

- (i) Ten antiseptic wipes, foil packed;
- (ii) One conforming disposable bandage (not less than 7.5 cm wide);
- (iii) Two triangular bandages;
- (iv) One packet of 24 assorted adhesive dressings;
- (v) Three large sterile unmedicated ambulance dressings (not less than 15.0 cm × 20.0 cm)
- (vi) Two sterile eye pads, with attachments;
- (vii) Twelve assorted safety pins
- (viii) One pair of rustless blunt-ended scissors.