

WHOLE SCHOOL FIRST AID PROTOCOL

In accordance with Health and Safety legislation (Health and Safety (First Aid) Regulations 1981) it is the responsibility of the Governing Body to ensure adequate and appropriate First Aid provision at all times when there are people on the school premises and for staff and pupils during off-site visits and activities.

In order to ensure adequate First Aid provision it is the school policy that:

- There will be sufficient numbers of trained personnel together with appropriate equipment available to ensure someone competent in basic first aid techniques can rapidly attend an incident at all times when the school is occupied.
- A qualified First Aider is always available
- Appropriate First Aid arrangements are made whenever staff and pupils are engaged in off-site activities and visits.

Responsibilities

The School Nurse is responsible for ensuring:

- First Aid needs are assessed and addressed.
- Sufficient numbers of suitably qualified First Aiders are available
- Identifying First Aid training needs and arranging attendance on external courses or in house if the school nurse is a qualified trainer
- Maintaining a record of all first aid training undertaken by school staff
- Providing first aid support during the term and whole school events
- Liaising with the Health and Safety Committee on first aid issues
- Organizing provision and regular replenishment of first aid equipment
- Maintaining records of accident reports (head of H &S)

Qualified first aiders are responsible for:

- Responding promptly to calls for assistance
- Providing first aid support within their level of competence
- Summoning medical help as necessary
- Recording details of treatment given in Accident Books
- Informing school nurse of equipment used so that it may be replenished

Teachers of PE on each school site are responsible for:

- Ensuring appropriate first aid cover is available at all sports activities.
- Ensuring first aid kits are taken to all practice sessions and matches
- Ensuring their first aid kits are kept well stocked

The head of boarding is responsible for:

- Ensuring first aid cover out of school hours for boarders
- Ensuring first aid cover is available for weekend activities for the boarders
- Informing the school nurse if their first aid kits need replenishing

The head of equestrian is responsible for:

- Ensuring first aid cover out of school hours for pupils at the equestrian center
- Ensuring first aid cover is available for weekend activities for the pupils
- Informing the school nurse if their first aid kits need replenishing

All staff are responsible for:

- Acting in capacity of responsible adult in the event of an emergency

- Accurately recording all accidents in Accident Book and giving to the nurses
- Carrying out risks assessments for any off-site trips, and ensuring adequate first aid provisions are taken. (First Aid Kits are available from the school nurse.) It is preferable that a qualified first aider accompanies any school trips.

First Aid Risks

The School Nurse and health and safety committee carry out a continuous assessment of first aid needs. The assessment takes account of:

- Numbers of pupils, staff and visitors on site
- Layout and location of buildings and grounds
- Specific hazards
- Special needs

The assessment identifies:

- How many first aiders are needed during the school day?
- Out of hours and off site arrangements
- Liaising with Cover Manger to make arrangements to cover absence of first aiders
- High risk areas
- First aid equipment needed
- Location of first aid equipment
- Necessary first aid notices and signs
- Good practice in record keeping
- Numbers of pupils, staff and visitors on site.
- Layout and location of grounds
Accidents can happen anywhere at any time and therefore all staff should be trained in basic first aid skills and know how and when to obtain help in an emergency.
- Specific hazards
Accident statistics indicate the most common times, locations and activities at which accidents occur at school highlighting areas where pupils and staff may be at greater risk of injury. Injuries and accidents are most likely to occur during games lessons and matches, during science and art lessons, at break times. Out-of-hours and off-site activities may present particular risks depending on the location and nature of the activity and the numbers of pupils and staff involved.
- Special needs
There are a number of pupils who have specific health needs. The Nurses will give advice and information to staff as appropriate.
- Out-of-hours and off-site activities
Many school activities take place outside of normal school hours and off -site. First aid provision must be available at all times while people on the school premises and when on school trips or visits. Games/PE staff will require additional training due to the number and nature of out-of-hours activities for which they are responsible. Full-time members of PE staff should undertake the full First Aid at Work training. In school holidays there should be a qualified first aider available during working hours. Teachers in the forest school require the activity FA course, all maintenance staff should be EFAW or FAAW all equestrian staff should have the FAAW course all boarding staff should hold the FAAW course.

Provision of first aid personnel and equipment

The School has a well-equipped Medical centre staffed by a Registered Nurse. It is open throughout the school day to deal with everyday accidents and injuries. The School Nurse carries a walkie talkie to enable contact at any time during the day. If the School Nurse is off-site for any reason staff will be informed of the procedure to be followed in her absence.

In accordance with DfEE guidelines, the school should have approximately 20% of the staff trained in the 3 day First Aid at work course. It is recognized that this is not always possible and a minimum of 10% is allowed with as many staff as possible trained in the 1 day emergency first aid course.

First Aiders should be easily available in areas of greatest risk:

- PE – all PE staff to be qualified First Aiders
- Kitchen –minimum of 2 qualified First Aider
- Art Department – minimum of 2 qualified First Aider
- Science Department - minimum of 2 qualified First Aider
- Maintenance Department – all staff to be qualified First Aiders
- Bursars Department - minimum of 1 qualified First Aider
- St Teresa’s prep School – all early years teachers qualified Pediatric First Aider L3
- Equestrian centre – all staff FAAW
- All boarding staff – FAAW
- Forrest school –FAAW course

First Aiders St Teresa’s School

All first aid training at st Teresa’s included AED training

Name	Dept.	Course	Valid From	Expiry
Jane graham	nurse	First Aid at Work instructors course	March 11	Ongoing whilst training
		FAAW/PFA eyfs	nov 2019	nov 22
Victoria Low	science	FAAW	Dec 18	Dec 21
Sarah kay	PE	FAAW	Dec 18	Dec 21
Annie nelson	Admin prep	FAAW	Sept 19	Sept 22
Katherine jones	Admin prep	FAAW	23/1/20	23/1/23
Tess wise (O’Brien)	equestrian	FAAW	Feb 18	Feb 21
Alison Craig	equestrian	FAAW	Jan 18	Jan 21
Katherine sayer/bell	equestrian	FAAW	Sept 19	Sept 22
Tracey Pearson	science	FAAW	Nov 19	Nov 22
Gill Nelson	PE	FAAW	Nov 17	Nov 20
Fiona Farrier	PE	FAAW	January 2018	January 2021
Alex roberts	PE	FAAW	feb 2018	Feb 2021
Alexandra best	equestrian	FAAW	May 19	May 21
Rebecca davidson	boarding	FAAW	Sept 18	Sept 21
Alison Walton	boarding	EFAW	Dec 18	Dec 2021
Judy lord	equestrian	FAAW	Oct 17	Oct 20
Claire hurst	equestrian	FAAW	Dec 18	Dec 21
Lynn nicholl	boarding	FAAW	Jan 19	Jan 22
Donna still	pe	FAAW	June 19	Jun 22
Evie bennett	equestrian	FAAW	June 19	Jun 22

Mandy elcome	equestrian	FAAW	June 19	Jun 22
Sam rippington	pe	FAAW	June19	June 22
Rob farrington	hockey	faaw	May 17	May 20
Yasmine elcombe	equestrian	FAAW	Sept 19	Sept 22
Jemina mentz	boarding	FAAW	Sept 19	Sept 22
Evie Bennett	equestrian	faaw	July 19	July 22
Amy phipps	equestrian	FAAW equestrian	26/6/19	26/6/22
Kim spence	equestrian	Faaw equestrian	4/2/19	4/2/22
Nicola sherrington	pe	Sports FA	Sept 19	Sept 22
Pippa smith	nurse	FAAW	Oct 19	Oct 22
Kim Ballantine	PE	FAAW	Jan 2020	Jan 2023
Mark Stephens	Chemistry/DofE	FAAW	Jan 20	Jan 2023
Steph gibson	pe	faaw	Nov 19	Nov 22

Emergency first aid

Name	Dept.	Course	Valid From	Expiry	EYFS
Carolyn Parkes	Science	Emergency first aid at work	Feb 17	Feb 20	
Linda wells	teacher	Emergency first aid at work	28/4/17	28/4/20	
Nicola wilson	teacher	Emergency first aid at work	19/5/17	19/5/20	
Jane Burns Begg	teacher	Emergency first aid at work	19/5/17	19/5/20	
Antonio Lopes	maintenance	Emergency first aid at work	Feb 17	Feb 20	
Doug O'Brien	maintenance	Emergency first aid at work	2/2/18	2/2/21	
Andrew Stewart	maintenance	Emergency first aid at work	2/2/18	2/2/21	
Martin Bowerman	maintenance	Emergency first aid at work	2/2/18	2/2/21	
Lisa curling	nursery	Paediatric level 3 2 day course	24/2/18	24/2/21	EYFS
Audrey Mansfield	driver	Emergency first aid at work	2/2/18	2/2/21	
Michael Golding	driver	Emergency first aid at work	2/2/18	2/2/21	
cathryn Haymes	Forrest school	Forrest school activity first aid	7/12/18	7/12/21	
Karon pigeon	catering	EFA	17/1/19	17/1/22	
Catherine Du Preez	receptionist	efa	24/9/18	24/9/21	
Erica tidy	Science tech	EFA	4/10/19	4/10/22	
Sadie Penn	equestrian	Equestrian specific first aid	23/9/19	23/9/22	
Steve Novak	maintenance	EFA	20/1/17	20/1/20	
Adele cook	prep	EFA	23/1/20	23/1/23	
Emma Brailsford	prep	efaw	Nov 18	Nov 21	

Jude gibson	prep	efaw	Nov 18	Nov 21
Georgie wood	equestrian	Equestrian specific first aid	Oct 18	Oct 21
Katie Durham	English	EFA	May 17	May 20
Katie Hilder	prep	EFA	July 2017	July 2020
Stephen Gill	Driver	EFA	Sept 15 th 2017	Sept 15 th 2020
Julian belmonte	art	EFA	10 th November 2017	10/11/20
Suzie coughlin	art	EFA	10th November 2017	10/11/20
Jane sladen	bursory	EFA	10th November 2017	10/11/20
Bev giberson	catering	EFA	10th November 2017	10/11/20
Maria Gonzalez-weekes	teacher	EFAW	21/9/17	21/9/20
Portia cantwell	music	EFAW	21/9/17	21/9/20
Frances hawkey	art	EFAW	13/10/17	13/10/20
Debra bishop	prep	PFA	Nov 17	Nov 20 EYFS
Mike norris	teacher	afa	Nov 17	Nov 20
Janine Hanson	drama	EFAW	Jan 18	Jan 21
Emily Brown	catering	EFAW	Jan 18	Jan 21
Katherine Cooper	TA prep/nursery	PFAW	Jan 18	Jan 21 EYFS
Claire McShane	Assistant head	EFAW	Jan 18	Jan 21
clair	armiger	EFAW	Feb 18	Feb 21
Victoria Mcguigan	nursery	PFAW	March 18	March 21 EYFS
Caroline yalden	music	efaw	April 18	Apr 21
Carol acres	Prep afterschool club	efaw	April 18	Apr 21
Madelaine halliwell	prep	PFAAW	MARCH 18	MARCH 21EYFS
Kristi childs	tennis	EFAW	May 18	May 21
Hazel-ann wood	reception	efaw	Sept 18	Sept 21
Hayley smith	nursery	PFAAW	Sept 18	Sept 21 EYFS
Amy battersby	science	efaw	Nov 18	Nov 21
James garlic	science	efaw	Nov 18	Nov 21
Elizabeth pope	prep	efaw	Dec 18	Dec 21
Lulu prothero	prep	PFAAW	Jan 19	Jan 22 EYFS
Michael bradford	maintenance	efaw	Sept 17	Sept 20
Marco nono	Maintenance	EFAW	June 19	June 22
Steve kempshall	Maintenance	EFAW	June 19	June 22
Veronica harcombe	FOST	EFAW	4/10/19	4/10/22

Ollie butler	tennis	EFAW	4/10/19	4/10/22
Maddison mcqueen-davies	Gap student	efaw	23/1/2020	23/1/2023
Natalie woods	Gap student	efaw	23/1/2020	23/1/2023
Maria serano	Gap student	efaw	23/1/2020	23/1/2023

First Aid Kits / Boxes

First aid boxes are located in many areas of the school and are clearly labelled with a white cross on a green background in accordance with Health and Safety regulations.

The contents of first aid boxes may vary depending on particular needs in location (for example, blue detectable plasters in food areas, hand-cleansing gel where there is no easy access to hand-washing). Each member of the Games/PE staff is allocated a first aid kit to be taken to all games practices and matches. The kits should be checked and restocked by the School Nurse at least once a term.

- PE staff are responsible for bring their FA kits to the nurse to check
- Head of transport responsible for bringing all minibus kits to be checked

A first aid kit should be taken to all off-site activities and visits. Kits suitable for use on day trips and those involving overnight stays are available from the Nurses and checked by both parties. The teacher in charge of the trip is responsible for ensuring that the parental consent form is signed and completed with any relevant medical information. Any additional information or advice can be sought from the school nurse.

The Nurse is responsible for the checking and restocking of First aid kits/ boxes. The School Nurse should be notified when items have been used so they can be replaced without delay.

Information

It is essential that there is accurate, accessible information about how to obtain emergency aid.

All new staff and pupils should be provided with information about how to obtain first aid assistance. This should include:

- Location of Nurses' Room
- How to contact the School Nurses in an emergency
- Procedure for dealing with an accident in the Nurse's absence
- Names of qualified first aiders and appointed persons
- Location of first aid kits
- How to call an ambulance in an emergency

New staff/pupils will be informed of First Aid procedures in their induction.

First aid notices should be posted in key areas throughout the school. Notices should be easily recognizable through the use of the standard first aid symbol (white cross on green background) and should include information on:

- Names of qualified first aiders
- Location of first aid boxes
- Emergency telephone numbers within the school (Reception number – 100 prep school 276, nurse's office number - 127)
- Arrangements for obtaining emergency aid outside normal hours, e.g. how to call an ambulance 999/112

Rooms where first aid kits are located should be clearly marked with a sign. All first aid notices should be checked regularly by the School Nurse for accuracy and amended as necessary.

Training

A qualified first aider is someone who holds a valid certificate of competence in First at Work. The certificate must be issued by an organization approved by the Health and Safety Executive, or ofcom regulated body. The School Nurse will arrange for staff to attend the First Aid at Work and re-qualification courses as required. See the following guidelines for HSE guidelines on training providers <http://www.hse.gov.uk/pubns/geis3.pdf>

Unfortunately accidents will occur wherever there are numbers of children or young people present and all staff must be able to respond quickly and appropriately in the event of an accident or injury.

Girls should be encouraged to learn first aid skills through schemes such as Duke of Edinburgh Award.

Additional first aid training and drop in refresher sessions are provided by the School Nurse as necessary, for example emergency aid for very young children or those with special health needs.

Specific training is required for some areas:

The forest school requires staff to hold the 2 day level 3 FAaw course

Early years require the 2 day level 3 paediatric course

Emergency Procedures

Depending on the severity of the injury or illness, a casualty should either see the School Nurse at the next appropriate opportunity, e.g. break or lunchtime, or go immediately to the School Nurse. During lessons times pupils may be accompanied by a responsible friend if appropriate.

For high risk areas eg. Sport, equestrian, maintenance and forest school, the nurse should be contacted directly via the walkie talkie for an immediate response. The designated first aider for that environment should remain with the casualty and treat as per training until her arrival

In the event of a severe illness or injury the School Nurse should make the decision to call an ambulance to attend without delay. In the absence of a school nurse the first aider on duty and in charge of the situation should make the decision to call for an ambulance. This may or may not be done in discussion with the SLT/school nurse/or boarding staff, however where possible they should be informed as soon as possible

Whenever possible someone should remain with the casualty until help arrives.

If an ambulance is called, the caretaker should be informed as soon as possible and one of them should go to the front of school to give directions to the ambulance crew.

Parents /next of kin of the casualty must be notified as soon as possible. This should be organized by the person in charge of the situation (school nurse/ first aider) and should be the most appropriate person at the time for example a member of the SLT or boarding staff. A responsible adult should accompany the casualty to hospital with written details of the incident and any treatment/drugs given.

Reporting and Record keeping

All accidents, however minor, for staff, visitors and pupils should be recorded in an Accident Book at the time of the incident.

Accident Books are kept in the main school and prep school reception areas, PE department, science department and equestrian centre and are numbered. .

Completed Accident Forms should be removed from the book and given to head of health and safety within 2 days of the incident.

It is the responsibility of the staff member who witnesses the incident or who first responds to the incident to complete the Accident Form.

Minor accident / injuries which are dealt with by staff other than the nurse, i.e. minor cuts and grazes, still need to be recorded.

It is the Health and safety committee's responsibility to monitor accident forms and report any trends, regular occurrences or need for risk assessments to the Head/ Bursar. Some accidents must be reported to the Health and Safety Executive within 3 working days under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995, and this will be done by head of health and safety. Any accident resulting in the injured person being sent home or taken to hospital must also be reported to the Head by the nurse or member of staff dealing with the incident.

The Bursar will keep all Accident Forms and book stubs securely for the minimum legal period of 3 years.

RIDDOR require the following to be reported:

Deaths

All deaths to workers and non-workers must be reported if they arise from a work-related accident, including an act of physical violence to a worker. Suicides are not reportable, as the death does not result from a work-related accident.

Specified injuries to workers

The list of 'specified injuries' in RIDDOR 2013 (regulation 4) includes:

- a fracture, other than to fingers, thumbs and toes;
- amputation of an arm, hand, finger, thumb, leg, foot or toe;
- permanent loss of sight or reduction of sight;
- crush injuries leading to internal organ damage;
- serious burns (covering more than 10% of the body, or damaging the eyes, respiratory system or other vital organs);
- scalping (separation of skin from the head) which require hospital treatment;
- unconsciousness caused by head injury or asphyxia;
- Any other injury arising from working in an enclosed space, which leads to hypothermia, heat-induced illness or requires resuscitation or admittance to hospital for more than 24 hours.

Over-seven-day injuries to workers

This is where an **employee, or self-employed person, is away from work or unable to perform their normal work duties for more than seven consecutive days** (not counting the day of the accident). **Health and Safety Executive** Reporting accidents and incidents at work.

Injuries to non-workers

Work-related accidents involving members of the public or people who are not at work must be reported if a person is injured, and is taken from the scene of the accident to hospital for

treatment to that injury. There is no requirement to establish what hospital treatment was actually provided, and no need to report incidents where people are taken to hospital purely as a precaution when no injury is apparent.

If the accident occurred at a hospital, the report only needs to be made if the injury is a 'specified injury' (see above).

Reportable occupational diseases

Employers and self-employed people must report diagnoses of certain occupational diseases, where these are likely to have been caused or made worse by their work. These diseases include:

- carpal tunnel syndrome;
- severe cramp of the hand or forearm;
- occupational dermatitis;
- hand-arm vibration syndrome;
- occupational asthma;
- tendonitis or tenosynovitis of the hand or forearm;
- any occupational cancer;
- Any disease attributed to an occupational exposure to a biological agent.

Reportable dangerous occurrences

Dangerous occurrences are certain, specified 'near-miss' events (incidents with the potential to cause harm.) Not all such events require reporting. There are 27 categories of dangerous occurrences that are relevant to most workplaces. For example:

The collapse, overturning or failure of load-bearing parts of lifts and lifting equipment;
For a full, detailed list, refer to the online guidance at: www.hse.gov.uk/riddor/report

For Covid-19 reporting please see additional document on covid management procedure

Procedure for reporting

- www.hse.gov.uk/riddor/report
- Click on online reporting
- Click report and injury
- Complete the form
- You will receive a notification via e-mail of report

Ofsted require the following to be reported: should they occur in the early years setting

- death of a child in the care of St Teresa's
- death or serious accident or serious injury to any other person on your premises
- serious injuries – see specific list below
- Any child who requires A & E and requires hospitalisation for more than 24hours, either directly from the school or as a result of something happening whilst at the school in our care.
- Any significant event that is likely to affect the suitability to care for children

Serious injury is defined as:

- Broken bone
- Loss of consciousness
- Pain not relieved from simple pain killers
- Acute confused state

- Persistent, severe chest pain or breathing difficulties
- Amputation
- Dislocation
- Loss of sight – temporary or permanent
- Chemical or hot metal burn to the eye or any penetrating eye injury
- Electrical shock or electrical burn leading to unconsciousness, or requiring resuscitation or admittance to hospital for more than 24 hours
- Any other injury leading to hypothermia, heat induced illness or unconsciousness, or requiring resuscitation, or requiring admittance to hospital for more than 24 hours
- Unconsciousness caused by asphyxia or exposure to harmful substance or chemical agent
- Medical treatment or loss of consciousness arising from absorption of any substance by inhalation ingestion or through the skin
- Medical treatment where there is reason to believe that this resulted from exposure to a biological agent, or its toxins, or infected material.

Location Of First Aid Boxes in School

It is recommended by ofqual that a first aider should be able to reach a first aid kit within 60 seconds of the incident. Therefore there are many first aid kits around St Teresa's school

- Kitchen – first aid and burns kits
- Science labs – prep room
- Science labs up stair hallway
- Boarding staff room
- Food technology room
- Senior school reception area
- Art Dept. lower floor
- Art Dept. upper floor
- Sports hall
- Maintenance coffee room
- Swimming pool – first aid kit, resusitaire and airways
- Bursar's PA office
- maintenance workshop and coffee room
- Minibus – one in each of the buses
- Drama studio
- Hall
- Prep hall
- Prep first aid room
- Magdalene house
- St luke staff office
- Tennis pavilion
- Forrest school
- Equestrian centre

Eye wash stations are kept in the maintenance office, each science lab head of maintenance office and boarding office

FIRST AID KITS / BOXES LISTS OF CONTENTS

Recommendations only

General boxes kept in school

First Aid leaflet
Disposable gloves
Alcohol free cleansing wipes
Bandages
Hypoallergenic plasters, assorted sizes
Sterile non-adhesive dressings
Sling with safety pin
Hypoallergenic microporous tape
Sterile eye pads (eye wash-out solution kept separately in science labs)
Saline solution
Blue detectable plasters (food tech and kitchen)
Burns dressings (food tech and kitchen)
Ice packs (PE dept)
Sanitizing hand gel
Safety pins
Scissors
Foil blanket
Yellow clinical waste bag
Resuscitation aid
Tweezers

Kits for school trips

In addition to general kits;
Emergency drugs as required
Sore throat lozenges as required
Anthisan cream
Arnica Cream
Sanitary towels/tampons
Tissues
Vomit bags
Sanitizing hand gel
Disposable ice packs
(Kits for residential and D of E trips to be arranged as per requirements)

Monitoring and Review of the Policy

First aid arrangements are continually monitored by the School Nurses and are formally reviewed annually to ensure the provision is adequate and effective. Annual reviews will be carried out by the School Nurses, the Health and Safety Committee and SMT with additional reviews following any significant changes in structure, such as new buildings, relocation or changes in staffing and/or student numbers.

Any concerns regarding first aid should be reported without delay to the school nurse or the Bursar.

For covid19 related RIDDOR reporting please see the covid19 management procedure document

Reviewed: Jane graham June 2012, Oct 12, JGr/VL/JE Jan 13, JGr/VL Jan 2014
Reviewed 20 June 15 , reviewed October 2015 reviewed june 2016JGr reviewed june 2017
jgr- reviewed October 2017 reviewed june 2018 jgr reviewed june 2019- reviewed Aug 2020