

# EFFINGHAM

CRANMORE • MANOR HOUSE • ST TERESA' S

## 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.

### Introduction

The Health and Safety of the pupils in the care of St Teresa's school is one of our prime concerns. There are clear procedures laid down by the school to organise the provision of First Aid for the child and staff both on and off the school premises.

It is the parental responsibility that all pupils attending school are healthy and fit to cope with the school day without leaving lessons for medical attention. The School Nurse is available for prescribed medication, injuries, emergencies and illnesses that occur during the course of the school day. The School nurse is supported by those member(s) of the Reception staff and staff who hold a First Aid at Work Certificate.

If a pupil is too unwell to remain in school, the nurse will contact their parents/guardians so that they may be taken home, or to inform parents/guardians if the pupil needs to be taken to hospital. Any pupil who has had an accident requiring urgent medical treatment will be taken by ambulance accompanied by a member of staff if the parent/guardian is not present. The School may decide that it is appropriate for a child to receive medical treatment off site, in which case they will be accompanied by one members of staff if a parent/guardian cannot be contacted. The pupil will be taken in one of the school minibuses.

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

#### **Dedicated admin member of staff to ensure (JSL/GGR)**

- 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

**The school nurse is located in the medical centre in the courtyard**

**The School Nurse is responsible for ensuring:**

- First Aid needs are assessed and addressed.
- 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 Book/first aid log/Patient tracker If they have access
- 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. All 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 FAWW course, all maintenance staff should be EFAW or FAWW all

equestrian staff should have the FAWW course all boarding staff should hold the FAWW 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 DfE and HSE 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.

### **Trained First Aiders**

CPD spreadsheet held by operations department who book all the training and update the spreadsheet. Trained first aiders shared with reception staff for their reference.

**CPD for all staff:** All trip leaders must have completed 3 day paediatric first aid course (can be consolidated in 2 long days). Online live excel document of all staff trained and expiry dates.

**Asthma and Anaphalxis** – whole staff training every 2 years Sept Inset days and 2 years online e-learning modules to be completed for Nursing staff, boarding, reception staff, medical trip leaders and PE staff. (alternating) ensuring we capture new starters.

**Medication administration** – Online e-module every 2 years and face to face refresher with nursing staff every year for all nursing staff, medical trip leaders, boarding and prep receptionist. GP signs off lead nurse at the beginning of each academic year, lead nurse then signs off nursing staff.

**Diabetes:** All staff training face to face every 2 years, online e-learning every 2 years (alternating) ensuring we capture new starters.

### **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 completed with any relevant medical information from ISAMs flags. Any additional information or advice can be sought from the school nurse. Overnight fixtures and residentials, medical forms are to be sent to parents/carers before the trip by nursing team/trip lead. Trip lead to inform nursing team 3 weeks prior to trip.

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

The defibrillator can be found under the Arch in the courtyard, swimming pool Sept 24 and the pavilion Sept 24. It is the responsibility of the nurses to check this weekly and maintain the system and replace paediatric and adult pads and the battery once expired.

### **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
- Locations of emergency EpiPens and inhalers and defibrillators
- Emergency telephone numbers within the school (Reception number – 100 prep school 276, nurse's office number - 227)
- 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 Aid at Work. The certificate must be issued by an organization approved by the Health and Safety Executive, or Ofqual regulated body. The operations department 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 and PSHCE lessons

## **Specific training is required for some areas:**

The forest school, PE staff and equestrian requires staff to hold the 3-day level 3 FAWW 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 e.g. Sport, equestrian, maintenance and forest school, the nurse should be contacted directly via the radio on 1/phone 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. Emergency card kept on medical team and in PE first aid kits with postcodes, address and school phone numbers.

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

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

Parents /Guardians/next of kin of the casualty must be notified as soon as possible. This should be organised 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.

This policy should be read in conjunction with other policies as appropriate:

- General medical information for vomiting and diarrhea
- AED procedure
- Infection control policy
- Specific medical conditions e.g. asthma and anaphylaxis
- Poisoning and substance misuse
- Dental /oral injuries
- Head injuries
- Mental health

### **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 center and medical.

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/ Director of Operations.

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 the Health and Safety Manager.

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 Director of Operations will keep all Accident Forms and book stubs securely for the minimum legal period of 5 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](http://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](http://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, emergency AAI in the dining hall
- Science labs – prep room
- Science labs up stair hallway
- Boarding staff room, emergency inhaler
- Food technology room
- Senior school reception area, emergency AAI
- Art Dept. lower floor
- Art Dept. upper floor
- Sports hall
- Maintenance coffee room
- Swimming pool – first aid kit, emergency inhaler
- Director of Operation's PA office
- Maintenance workshop and coffee room
- Minibus – one in each of the buses
- Drama studio
- Hall
- Prep hall
- Prep first aid room, emergency inhaler and AAI
- Magdalene house upstairs, emergency AAI downstairs next to medical cabinet
- St Luke staff office
- Tennis pavilion
- Forrest school

- Equestrian centre, emergency inhaler

Eye wash stations are kept in the maintenance office, each science lab head of maintenance office, swimming pool basement 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  
 Savlon cream  
 Sanitary towels/tampons  
~~Spaiglets~~  
 Tissues  
 Vomit bags  
 Sanitizing hand gel  
 Disposable ice packs  
*(Kits for residential and D of E trips to be arranged as per requirements eg: blister plasters)*

### **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 Director of Operations.

For covid19 related RIDDOR reporting please see the COVID 19 management procedure document.

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