

COGNITA
TEACHING EXCELLENCE



DOWNSEND
SCHOOL

First Aid Policy

UK
September 2016

KEY FACTS:

- ❖ To ensure that we promote the good health of all the children in our care.
- ❖ First aid can save lives and prevent minor injuries become major ones
- ❖ The school will ensure that there are adequate facilities and appropriate equipment for providing first aid in the workplace, including for visitors, as well as for the age of children.
- ❖ Minimum first aid provision is a suitably stocked first aid container, an appointed person to take charge of first aid arrangements, for information for employees on first-aid arrangements, as well as adequately trained and experienced staff.
- ❖ This minimum provision is supplemented with a first aid needs assessment to identify any additional requirements specific to the school, to record the findings and to introduce measures to manage any risks.
- ❖ First aid provision must be available at all times whilst children are on the school premises and including school visits off site.
- ❖ Our school, staff and others have a duty to safeguard and promote the welfare of children.

1 Legislative Requirements

1.1 The following legislation and guidance has been duly considered, to ensure adequate provision has been made for the provision of first aid in the school:-

- **The Health and Safety at Work Act 1974**
requires the employer to conduct their work in such a way that their employees or others that may be affected, are not exposed to health and safety risks. Including the provision of suitable information to other people with reference to their workplace/premises, which might affect their health and safety etc
- **The Management of Health and Safety at Work Regulations 1999**
requires employers and self-employed persons to make an assessment of the risk to the health and safety of themselves, employees and others that might be affected in connection with their undertakings, to make appropriate arrangements for health and safety etc
- **Health and Safety (First Aid) Regulations 1981**
requires employers to provide adequate and appropriate equipment, facilities and personnel to ensure their employees receive immediate attention if they are injured or taken ill at work.
- **The Education (Independent Schools Standards) Regulations 2014**
Part 3 (paragraph 13) Welfare, Health and Safety of Pupils requires that the proprietor ensures that first aid is administered in a timely and competent manner by the drawing up and effective implementation of a written first aid policy.
- **Health and Safety Executive (HSE) – Guidelines on Regulation of the Health and Safety (First Aid) Regulations published 2013**
Recommends a range of factors to be considered including the size of the school. The first aid needs assessment should consider a range of factors related factors such as: the nature of the work and associated risks such as curricula and special educational needs and/or disabilities; history of accidents and illness; lone working; travelling; remoteness from main school site; absence of first aiders; provision for non-employees such as visiting parents and

volunteers; the number of first aiders required and the type training considered most suitable.

- First Aid in Schools 2014 and Health and Safety Advice on Legal Duties and Powers outline specific additional guidance to which we adhere.
- All staff receive induction training to help them understand their roles and responsibilities induction training must include health and safety issues.

2 Policy Overview

2.1 The definition of First aid is as follows:

- In cases where a person will need help from a medical practitioner or nurse, treatment for the purpose of preserving life and minimising the consequences of injury and illness until help is obtained; and,
- Treatment of minor injuries which would otherwise receive no treatment, or which do not need treatment by a medical practitioner or nurse.

Please note: it does not include the administration of medicines, which is dealt with under a separate school policy (Medical Conditions Policy).

2.2 This policy provides an overview of the statutory requirements and how these are met in school. All safeguarding and child protection policy guidelines must be adhered to both on and off the school site, when first aid is administered.

2.3 The policy applies to all pupils including those pupils covered by the Early Years Foundation Stage (EYFS) 2014 (p3.25). EYFS requires us to ensure that at least one person who has a current paediatric first aid certificate must be on the premises and available at all times when children are present, must accompany children on outings. Paediatric first aid training must be relevant for staff caring for young children, and where relevant, babies. First aiders must be able to respond to emergencies quickly. Our first aid training meets the requirements of the EYFS 2014 and is fully compliant.

2.4 The responsibility for drawing up and implementing the First aid policy is delegated to the Head, including informing staff and parents. However, implementation remains the responsibility of all staff in our school in order to keep children healthy, safeguarded and protected whenever they are in our care.

3 Current Procedure

3.1 Our appointed person (School Nurse) undertakes and records an annual review and first aid needs assessment to ensure that adequate provision is available given the size of our school, the staff numbers, our specific location and the needs of individuals.

- 3.2 Our risk assessment includes consideration of pupils and staff with specific conditions and major illnesses, such as asthma and epilepsy, takes account of an analysis of the history of accidents in our school, as well as the identification of specific hazards. It also includes careful planning for any trips and visits, including Category C residential and higher risk trips which always include a suitably trained first aider, in keeping with our Learning Outside the Classroom: Educational Visits policy.
- 3.3 Our procedure outlines when to call for help when necessary, such as an ambulance or emergency medical advice from professionals/treatment, and outlines the requirements for documenting necessary treatment once applied. The main duties of a First Aider are to give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school.
- 3.4 We ensure that first aid provision is available at all times, including out of school trips, during PE, and at other times when the school facilities are used.
- 3.5 We keep an online record (Medical Tracker) where applicable or a written record in our accident book of all accidents or injuries and first aid treatment. We must inform parent(s)/carer(s) of any accident or injury on the same day, or as soon as reasonably practicable, of any first aid treatment. For further information please see our Accident and Incident Reporting Policy.
- 3.6 The School Nurse is on the premises between 9.00am and 4.00pm. If she is not in the First Aid Room her whereabouts will be noted on the door. She can be contacted at all times on a designated mobile telephone via the School Office.
- 3.7 If the school nurse is not in the school, appointed persons (see latest lists on notice boards) who have undertaken first aid training are to treat accidents/injuries at the nearest first aid point and record the incident in the first aid treatment book located in each first aid kit or a Medical Tracker Form, which can be obtained from the School Office. An accident form should also be completed where appropriate. Appointed persons and the Administration Office hold keys and the entry code to the First Aid room.
- 3.8 Parents should ensure that all emergency contact details held by the Administration Office are kept up to date.
- 3.9 Children are to go to the School Nurse only if sent by a member of staff and are to be escorted by another pupil.
- 3.10 Any incident requiring a child to visit the Nurse with an illness or injury and subsequent treatment given, will be recorded by the Nurse.
- 3.11 A note will be sent by email informing the parent/carers of the illness/injury (excluding minor cuts and grazes) and any treatment given. If the School Nurse has any major concerns she will contact the parent/carers directly by telephone.

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- 3.12 If a pupil needs to be sent home from school he/she will remain with the nurse until collected and the teacher will be informed by administration staff. No child will be permitted to travel home unaccompanied.
- 3.13 If a child requires hospital treatment, the parent/carer will be telephoned and is to be responsible for transporting the child to the hospital. In an emergency, an ambulance will be called. If a parent/carer is not available, an appropriate member of staff will escort the pupil in a company vehicle and stay with him/her until the parent/carer arrives at the hospital.
- 3.14 No child will be given any treatment or medication against their will.
- 3.15 All appropriate staff should be trained in the use of an Epipen and know what to do in the case of any child suffering anaphylactic shock.
- 3.16 First aid equipment is purchased through Eureka (CMUK Ltd), Cognita preferred supplier or other reputable suppliers by the school nurse. First Aid kits should be checked every half term by the school nurse. Staff should inform the School Nurse when they have used an item and that it needs replacing. Each First Aid Kit should contain a St John Ambulance "First Aid in an emergency" booklet. This summarises the current best practice for most First Aid eventualities.
- 3.17 Single use Ice packs are available in each first aid kit. Extra ice packs are also kept in the Sports Office. Re-usable ice packs are kept in the fridge in the First Aid Room.
- 3.18 Portable First Aid Kits and Coach Kits containing sick bags are available for school outings. Teaching staff may request these from the School Nurse whenever necessary.
- 3.19 Ideally, all children should be treated by the school nurse. If the school nurse is not available or the matter is urgent, the following points should be observed:
- ✓ Only items contained within the First Aid kits should be used for treatment. Plasters must only be applied after confirming that the injured person does not have an allergy to them. If unsure, do not apply.
 - ✓ All first aid treatment given should be recorded in the first aid treatment record book contained within all first aid kits or a Medical Tracker Form from the School Office (These should be completed fully and given to the School Nurse)
 - ✓ Significant bumps or bangs to the head of a pupil must be noted in the Accident Record Book and observation kept of the pupil. Parents should always be informed if the pupil has received an injury to the head from a fall or collision which gives cause for concern and will require monitoring.
 - ✓ If a child has a fall or accident which may have resulted in a broken bone, an accident form should be completed and a decision to call parents or an ambulance will be made by the person in charge. If the pupil cannot be moved, then an ambulance should be called and the parents informed.

Accident Record Books are available at the following locations throughout the school:

- Admin Office
- School Minibuses
- Kitchen/Dining Hall
- Nurses Room
- Sports Complex – Sports Office and Disabled Toilet
- Lower School – Peterborough Hall
- Upper School – Tregenna Hall Marking Room, Science Prep Room, Extended Day
- Howard House (Next to Front Door)

These should be completed where appropriate. This book must also be used for any accident or injury sustained by a member of staff. When an Accident Record Book is replaced, the completed one should be sent to the Business Manager for safekeeping.

4 First Aid Training

4.1 We carefully consider, and review annually, the training needs of our staff to ensure that suitable staff are trained and experienced to carry out first aid duties in our school. In particular, we consider the following skills and experiences:-

- Reliability, communication and disposition
- Aptitude and ability to absorb new knowledge and learn new skills
- Ability to cope with stressful and physically demanding emergency procedures
- Normal duties are such that they may be left to go immediately and rapidly to an emergency
- Need to maintain normal operations with minimum disruption to teaching and learning

4.2 First aiders in our school have all undertaken appropriate training. They have a qualification in either First Aid at work (FAW, 3 days or 18 hours) or Emergency First Aid at work (EFAW, 1 day or 4-6 hours). EYFS paediatric first aiders hold a clearly recognised certificate or a renewal (minimum of 12 hours tuition). Before the certificates expire, first aiders need to undertake a requalification course as appropriate, to obtain another three-year certificate. In relation to the FAW/EFAW training courses, providers will follow the current guidelines issued by Resuscitation Council (UK) October 2015. E-learning or other forms of distance learning is not recommended by the HSE as a valid form of delivery because training must be delivered face to face to allow for a hands on practical approach.

4.3 Training will be updated every three years and will not be allowed to expire before retraining has been achieved.

- 4.4 The need for ongoing refresher training for any staff will be carefully reviewed each year to ensure staff basic skills are up-to-date, although we are aware that this is not mandatory. Annual three hour basic skills updates in between formal training are strongly recommended by HSE to keep staff up to date.
- 4.5 Our appointed person (School Nurse) in school who is responsible for looking after first aid equipment and facilities, as well as calling the emergency services as required, is **Helen Ferguson**.
- 4.6 The following staff have completed a recognised training course in FAW: **Helen Ferguson, Colette Allen, Jo Brettell, Jane Giannelli and Elaine Cooper**
- 4.7 The following staff have completed a recognised training course in EFAW:
- | | | |
|-------------------------|------------------------------|--------------------------------|
| H. Black (exp.5/1/17) | S Gregory (exp.5/1/17) | S.Taylor (exp.5/1/17) |
| A. Ospina (exp.5/1/17) | A. Mercer (exp.14/4/17) | S.Dinnage (exp.14/4/17) |
| I.Thorpe (exp.14/4/17) | R.Temlett (exp.14/4/17) | D.Vanstone (exp.14/4/17) |
| L.Carmody (exp.14/4/17) | Y.deVries (exp.14/4/17) | A.Langridge (exp.14/4/17) |
| V.Topa (exp.4/1/18) | M.Seivewright (exp.4/1/18) | H.Roberts (exp.4/1/18) |
| J.Albert (exp.4/1/18) | C. Cooper-James (exp.4/1/18) | S.Concannon (exp.17/4/19) |
| R.Howe (exp.4/1/18) | F.Fitch (exp.4/1/18) | J.Thompson (exp.4/1/18) |
| L.Shields (exp.4/1/18) | S.Corr (exp.4/1/18) | M.Crowe (exp.13/4/18) |
| I.Rogers (exp.13/4/18) | K.Hayward (exp.13/4/18) | M.Grimshaw-Smith (exp.13/4/18) |
| M.Turvey (exp.13/4/18) | P.Jagger (exp.13/4/18) | J.Johns (exp.13/4/18) |
| A.Dunning (exp.07/6/18) | L.Burns (exp.3/1/19) | K.Cresswell (exp.3/1/19) |
| N.Ludlam (3/1/19) | S.Baldock (exp.4/1/19) | L.Birchall (exp.4/1/19) |
| M.Sehgal (exp.4/1/19) | R.Peek (exp.4/1/19) | J.Milton (exp.4/1/19) |
| J.Aylen (exp.17/4/19) | S.Williams (exp.17/4/19) | L.Hallam (exp.17/4/19) |

5 Contents of our First Aid Box

- 5.1 Our minimum provision, (**not mandatory**) as recommended by HSE is to hold a suitably stocked first aid box, to nominate an appointed person (see 3.1 above), as well as the provision for staff of relevant information on first aid arrangements.

In our suitably stocked First Aid box we provide the following, or suitable alternatives:-

- a leaflet giving general guidance on First Aid eg HSE leaflet 'Basic advice on First Aid at work' (INDG347 rev 1).
- 20 individually wrapped sterile adhesive dressings (assorted sizes);
- two sterile eye pads;
- four individually wrapped triangular bandages (preferably sterile);
- six safety pins;
- six medium sized (approximately 12cm x 12cm) individually wrapped sterile unmedicated wound dressings;

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- two large (approximately 18cm x 18cm) sterile individually wrapped unmedicated wound dressings;
- one pair of disposable gloves.

We do not keep tablets or medicines in the first aid box.

5.2 Our first aid boxes are kept in the following places:

<i>School Office</i>	<i>Nurse's Room Waiting Area</i>	<i>Tregenna Hall</i>
<i>Art Room</i>	<i>Science Lab Prep Room</i>	<i>DT Room</i>
<i>Extended Day</i>	<i>Howard House Front Door</i>	<i>Dining Hall</i>
<i>Peterborough Hall</i>	<i>Swimming Pool</i>	<i>Social Area</i>
<i>Sports Office</i>	<i>Disabled Toilet in Pool Lobby</i>	

5.3 We take great care to prevent the spread of infection in school, particularly in the event of spillages of bodily fluids which we manage effectively by washing off skin with soap and running water, out of eyes with tap water and or an eye wash bottle, wash splashes out of nose with tap water, record details of any contamination, and seek medical advice where appropriate. For further information please see our Communicable and Infectious Diseases Procedures.

5.4 First aiders take careful precautions to avoid the risk of infection by covering cuts and grazes with a waterproof dressing, wearing suitable gloves, using suitable eye protection and aprons where splashing may occur, use devices such as face shields when giving mouth to mouth resuscitation, wash hands after every procedure.

5.5 We ensure that any third party lettings or providers, including transport, have adequate first aid provision which complies with our standards. For example, visiting sports clubs or schools.

6 Early Years

n/a

7 Defibrillators (AED)

7.1 The school has 2 defibrillators, located in the Pool Lobby next to the Disabled Toilet and outside the Sports Pavilion.

7.2 The defibrillator is always accessible and staff are aware of the location, and those staff who have been trained to use it. They are designed to be used by someone without specific training and by following the accompanying step by step instructions on it at the time of use. The manufacturer's instructions are circulated to all staff and use promoted should the need arise. The School Nurse provides training via the use of a defibrillator training device on Inset Days.

8 Monitoring and Evaluation

- 8.1 Our school's senior leadership team monitors the quality of our first aid provision, including training for staff, on an annual basis. Our policy will be reviewed annually, accordingly. Compliance will be reported formally to the school's Compliance Committee. Minutes of these are submitted to the Health and Safety Manager at Cognita Regional Office. The Health and Safety Manager will report to the Cognita (UK) Regional Compliance Committee meeting acting in the role as the Proprietor.
- 8.2 Biannual overview reports are provided to our Safeguarding committee which includes an overview of first aid treatment to children including the identification of any recurring patterns or risks, lessons learned with the management actions to be taken accordingly including the provision of adequate training for staff.
- 8.3 As Proprietor, Cognita Schools has published a compliance training guide for schools which details preferred providers of first aid training, including approximate costs and procurement arrangements. This document is currently available on the Hub.

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Ownership and consultation	
Document sponsor (role)	Andy Moorhouse
Document author (name)	Ros Vahey and Melissa Jones, amended 2016
Specialist Legal Advice	n/a
Consultation	n/a

Compliance	
Compliance with	Included above (1.1)

Audience	
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Document application	
England	Yes
Wales	Yes
Spain	Yes

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Related documentation	
Related documentation	Health and Safety Policy Learning Outside the Classroom Educational Visits Safeguarding Policy:Child Protection Procedures Accident and Incident Reporting Policy Accident Book Safeguarding : Allegations of Abuse Against Teachers and Other Staff Compliments and Complaints Administration of Medicines Policy Communicable and Infectious Diseases Procedures Serious Incident Reporting Form (SIRF)