

# Hill House International Junior School



## First Aid Policy

## 1 Introduction

- 1.1 This is the first aid policy of Hill House International Junior School (the **School**). It is available to parents of pupils and of prospective pupils and to all members of School Staff.
- 1.2 The arrangements within this policy are based on the results of a risk assessment carried out by the School in regards to all Staff, pupils and visitors.
- 1.3 This policy is drafted in accordance with regulation 13 of The Education (Independent School Standards) Regulations 2014 (SI2014/3283), the Health and Safety at Work etc Act 1974 and subsequent regulations and guidance including the Health and Safety (First Aid) Regulations 1981 (SI 1981/917), the *First Aid at work: Health and Safety (First Aid) Regulations 1981 approved code of practice and guidance*.
- 1.4 This policy can be made available in large print or other accessible format if required.

## 2 Definitions

**Appointed Persons:** are members of staff who are not qualified First Aiders but who are responsible for looking after the First Aid equipment and facilities and calling the emergency services if required.

**EFAW:** means Emergency First Aid at Work

**First Aid:** means the treatment of minor injuries which do not need treatment by a medical practitioner or nurse as well as treatment of more serious injuries prior to assistance from 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 accepted First Aid practice to treat a suspected heart attack.

**FAW:** means First Aid at Work

**First Aiders:** are members of staff who have completed an approved First Aid course and hold a valid certificate of competence in FAW or EFAW or an approved alternative qualification which has been identified in place of FAW or EFAW which meets the requirements of the First Aid Guidance. **First Aid Guidance:** is the *First Aid at work: Health and Safety (First Aid) Regulations 1981: approved code of practice and guidance* (Health and Safety Executive, L74, 3rd edition, 2013).

**First Aid Personnel:** means First Aiders or Appointed Persons or both.

**Staff:** means any person employed by the School, volunteers at the School and self employed people working on School premises.

**School:** is the school defined in 1.1 above.

**School Accident and Incident Book:** has the meaning given in 9.3 below.

**School Nurse(s):**

Jo Novelli – Cadogan

Pamela Jarvis – Small School

**Matron:**

Beth Nolan – Main School

First Aid Rooms are located in each of the main buildings. They are used for the provision of medical or dental treatment, including First Aid, when required. As far as is possible, the School reserves these rooms exclusively for giving medical or dental treatment.

### 3 Aims of this policy

3.1 To ensure that:

3.1.1 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;

3.1.2 all Staff and pupils are aware of the procedures in the event of any illness, accident or injury.

3.2 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 ambulance services on the School site.

### 4 Responsibilities

4.1 The School will ensure that there are adequate and appropriate First Aid equipment, facilities and First Aid Personnel on the School sites.

4.2 The Head delegates to the School Nurses and Matron the day-to-day responsibility for ensuring that there is adequate First Aid equipment, facilities and First Aid Personnel available to the School.

4.3 The Bursar in conjunction with the School Nurse will regularly review the School's First Aid needs to ensure that the School's First Aid provision is adequate.

4.4 The Undermaster and Pastoral Director delegates to the Senior Tutor responsibility for collating medical consent forms and important medical information for each pupil and ensuring the forms and information are accessible to staff as necessary.

4.5 The Head is responsible for ensuring that Staff have the appropriate and necessary First Aid training as required and that they have appropriate understanding, confidence and expertise in relation to First Aid.

4.6 **First Aiders:** The Head is responsible for ensuring that the School has the minimum number of First Aid Personnel with reference to the advice given in Appendix 3 of the First Aid Guidance. There will be at least one First Aider on each school site when children are present. Also in the Early Years Foundation Stage (**EYFS**) setting at least one person who has a current paediatric First Aid certificate must be on the premises at all times when children

are present. On outings including children from the EYFS there must be at least one person who has a current paediatric First Aid certificate.

- 4.7 A list of current First Aiders can be obtained from Jo Novelli at Cadogan Gardens.
- 4.8 The main duties of 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. First Aiders are to ensure that their First Aid certificates are kept up to date through liaison with Jo Novelli.
- 4.9 First aiders will have biannual refresher training and will undergo updated training at least every three years to maintain their qualification.
- 4.10 All Staff should read and be aware of this policy, know who to contact in the event of any 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 wellbeing and welfare of the pupils.

## 5 **First Aid boxes**

- 5.1 First Aid boxes are marked with a white cross on a green background. The content of the First Aid boxes will be determined by the School's First Aid needs assessment and be stocked appropriately..
- 5.2 First Aid boxes are located at these positions around the School site and are as near to hand washing facilities as is practicable:
  - The First Aid Rooms
  - School kitchens
  - Faraday Science Lab
  - Sports Department
  - Gym at Founders' Hall
- 5.3 If First Aid boxes are used, they should be taken to the School Nurse or Matron who will ensure that the First Aid box is properly re-stocked. The School Nurse or Matron will examine the First Aid box(es) at this point and otherwise regularly in order to dispose of items safely once they have reached their expiry date.
- 5.4 **School minibuses:** The School's minibuses should have a prominently marked First Aid box on board which is readily available for use and which is maintained in a good condition.
- 5.5 **Off-site activities:** First Aid boxes for any off-site activities are kept in the First Aid Room

## 6 **Information on pupils**

- 6.1 Parents are requested to provide written consent for the administration of First Aid, medical treatment and medication. This requirement will not prevent a child of sufficient understanding and intelligence to understand fully what is proposed, from giving or withholding consent to medical treatment or from seeking advice or treatment in confidence.

- 6.2 The School Nurse or Matron will be responsible for reviewing pupils' confidential medical records and providing essential medical information regarding allergies, recent accidents or illnesses, or other medical conditions which may affect a pupil's functioning at the School to the Senior Tutor, 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 members of the School community.

## 7 Procedure in the event of illness

- 7.1 Pupils may visit the School Nurse or Matron in the First Aid Room at any time during school hours. 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. Where necessary, the pupil will be accompanied to see the School Nurse or Matron in the First Aid Room. The School Nurse or Matron will provide the First Aid as required and decide on the next course of action.
- 7.2 Staff may visit the School Nurse or Matron as and when necessary, but appropriate cover must be arranged.

## 8 Procedure in the event of an accident or injury

- 8.1 If an accident occurs, then the member of Staff in charge should be consulted. That member of Staff will assess the situation and decide on the next course of action, which may involve calling immediately for an ambulance. If necessary, the School Nurse or Matron should be called as soon as is possible. Appointed Persons or First Aiders can also be called, if necessary, and should be called if the School Nurse or Matron is not available immediately. However minor the injury, the School Nurse or Matron should always be informed, even if not called.
- 8.2 In the event that a First Aider does not consider that they can adequately deal with the presenting condition by the administration of First Aid, then they should arrange for the injured person to access appropriate medical treatment without delay. This may involve calling for the School Nurse or Matron, an ambulance or making arrangements to transport the injured person to A & E or access other appropriate medical services.
- 8.3 **Ambulances:** If an ambulance is called then the School Nurse, Matron or First Aider in charge should make arrangements for the ambulance to have access to the accident site.
- 8.3 Staff should always call an ambulance when there is a medical emergency and / or serious injury.
- 8.4 Examples of medical emergencies include:
- a significant head injury
  - fitting, unconsciousness or concussion
  - difficulty in breathing and / or chest pains
  - exhaustion, collapse and/or other signs of an asthma attack
  - a severe allergic reaction
  - a severe loss of blood
  - severe burns or scalds

- the possibility of a serious fracture.

8.5 Arrangements should be made to ensure that any pupil is accompanied in the ambulance, or followed to hospital, by a member of Staff if it is not possible to contact the pupil's parent(s) (or legal guardian(s)) in time.

## 9 Reporting

9.1 In the event of an accident, injury or illness requiring First Aid the relevant First Aider should complete an entry in the School Accident Book.

9.2 All injuries, accidents and illnesses, however minor, must be reported to the School Nurse or Matron, who is responsible for ensuring that the accident books are filled in correctly and that parent(s) or guardian(s) and HSE are kept informed as necessary.

**9.3 School Accident and Incident Book:** All injuries, accidents, illnesses and dangerous occurrences (unless very minor in the view of the School Nurse or Matron) must be recorded in the School Accident and Incident Book.

9.4 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 and what First Aid was given. What happened to the injured or ill person immediately afterwards should also be recorded. Records should be stored in accordance with the School's policy on data retention.

9.5 **Accident report form:** The School Nurse or Matron will ensure that an accident report form is completed for every accident that occurs on or off the School site if in connection with the School's activities, including details of any First Aid given. Records should be stored for at least three years or if the person injured is a minor (under 18), until they are 21.

9.6 **Reporting to Parents:** In the event of accident or injury parents or guardian(s) must be informed as soon as practicable. The member of staff in charge at the time will decide how and when this information should be communicated, in consultation with the Head if necessary.

### 9.7 EYFS pupils

9.7.1 The School must inform parents of any accident, injury to or First Aid treatment provided on the same day or as soon as reasonably practicable.

9.7.2 The School must notify local child protection agencies, as appropriate, of any serious accident or injury to, or the death of, any child whilst in their care and act on any advice given.

9.8 **Reporting to HSE:** Schools are legally required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (SI 2013/1471) (**RIDDOR**) to report the following to the HSE:

#### 9.8.1 Accidents involving Staff

- (a) work related accidents resulting in death or 'specified' injury (including as a result of physical violence) must be reported immediately (major injury

examples: any loss of consciousness caused by head injury or asphyxia; amputation); or

- (b) work related accidents which prevent the injured person from continuing with their normal work for more than seven days; or
- (c) 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); or
- (d) 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).

#### 9.8.2 Accidents involving pupils or visitors

- (a) accidents where the person is killed or is taken from the site of the accident to hospital with specified injuries and where the accident arises out of, or in connection with:
  - (i) any School activity (on or off the premises);
  - (ii) the way a School activity has been organised or managed (e.g. the supervision of a field trip);
  - (iii) equipment, machinery or substances; and/or
  - (iv) the design or condition of the premises.

9.9 More information on how and what to report to the HSE, can be found in *Incident reporting in schools (accidents, diseases and dangerous occurrences)* (EDIS1 (revision 3)) and at <http://www.hse.gov.uk/riddor/resources.htm>. It is also possible to report online via the following link: <http://www.hse.gov.uk/riddor/index.htm>.

## 10 Monitoring

10.1 The Head or another senior member of staff will regularly monitor and review the School's systems and management of medical welfare and any trends in accidents, injuries and illnesses at the School in order to identify whether a review or change in welfare practice is needed.

<b>Authorised by</b>	<b>Resolution of the Proprietors</b>
<b>Signed on behalf of the Proprietors</b>	<b>William Townend</b> .....
<b>Date</b>	<b>7<sup>th</sup> March 2017</b>

<b>Effective date of the policy</b>	<b>7<sup>th</sup> March 2017</b>
<b>Review date of the policy</b>	<b>7<sup>th</sup> March 2018</b>