



# Solefield School

## FIRST AID POLICY

The First Aid Policy and procedures at Solefield School are in operation to ensure that every boy, member of staff and visitor will be well looked after in the event of an accident, no matter how minor or major. These procedures are applicable to all boys in the school including those within the EYFS (Reception class). This policy is written with regard to the DFE guidance on [First aid in schools](#).

In the event of an accident all members of the school community should be aware of the support available and the procedures available to activate this.

### **The purpose of the Policy is therefore:**

To provide effective, safe First Aid cover for boys, staff and visitors.

To ensure that all staff and boys are aware of the system in place.

To provide awareness of Health & Safety issues within school and on school trips, to prevent, where possible, potential dangers or accidents.

### **WHO IS RESPONSIBLE?**

The **governing body** is responsible for:

the health and safety of all employees of the school, all pupils and anyone else on the premises including:

the number of first aiders / appointed persons

numbers and location of first aid containers

arrangements for off-site activities / trips

out of school hours arrangements e.g. parents evenings

adequate insurance is in place to cover claims arising from the actions of staff

ensuring a First Aid Policy is in place

The **Headmaster** is responsible for:

Implementing the school's First Aid policy

**All staff** are responsible for following the school's First Aid policy.

***NB The term FIRST AIDER refers to those members of the school community who are in possession of a valid First Aid at Work certificate or equivalent, currently Barbara Volpato, Carol Garton and Lindsay Savage. The Headmaster, Dougal Philps, is also in possession of a valid First Aid at Work certificate, is resident on site and available outside normal working hours. The training for these members of staff is updated every three years.***

***Mrs Robinson, Mrs Mack, Miss Turner, Mr Raymond, Mrs Mahon, Mrs Garton, Mr Hill, Mrs Goodwin, Mr Jankowski, Mrs Savage, Mrs Obeney, Mrs Oakley and Mrs Hicks are trained in Paediatric First Aid. Their training is updated every three years. At least one person with a current paediatric First Aid certificate is on the premises at all times when EYFS boys are present and accompanying boys on outings.***

***It is school policy that all salaried staff who have contact with boys should undergo first aid training every two years. Staff also receive regular training in the use of epipens.***

**THE GOVERNING BODY will:**

Provide adequate First Aid cover as outlined in the Health & Safety [First Aid] Regulations 1981.

Monitor and respond to all matters relating to the health and safety of all persons on school premises.

Ensure all new staff are made aware of First Aid procedures in school.

**THE HEADMASTER will:**

Ensure that there is at least one qualified person on the school site when boys are present.

Ensure that they always obtain the history relating to a boy not feeling well, particularly in the cases of headaches, to ensure that no injury has caused the boy to feel unwell.

Ensure that in the event that an injury has caused a problem, the boy **must** be referred to a First Aider for examination.

At the start of each academic year, provide all staff with a list of boys who have known medical conditions or allergies (e.g. asthmatic, anaphylactic, diabetic, epileptic). This is emailed to all staff and posted in the staff room.

Have a file of up to date medical consent forms for every boy in each year and ensure that these are readily available for staff responsible for school trips/outings.

**FIRST AIDERS will:**

Ensure that their qualification and insurance [provided by the school] are always up to date.

Ensure that first aid cover is available throughout the working hours of the school week.

Always attend a casualty when requested to do so and treat the casualty to the best of their ability in the safest way possible. This includes wearing gloves where any loss of blood or body fluid is evident, calling for help from other First Aiders or Emergency Services.

Ensure that static and portable first aid kits are adequately stocked including those in minibuses.

Insist that **any** casualty who has sustained a significant head injury is seen by professionals at the hospital, either by sending them directly to hospital or by asking parents to pick up a boy to take them to hospital; ensure that parents are aware of **all** head injuries promptly.

Ensure that a boy who is sent to hospital by ambulance is accompanied in the ambulance by a member of staff to act in loco parentis if a relative cannot be contacted.

The First Aider need not be the member of staff to accompany the casualty to hospital, however, an appropriate person should be sent.

Liaison **must** occur with the teacher in charge of cover, to ensure that lessons are covered in the event of an absent teacher.

Keep a record of each boy attended to, the nature of the injury and any treatment given, in the green "Pupil Accident Book" provided in the school office. In the case of an accident involving an adult, the yellow "Accident Book" must be completed by the appropriate person, detailing when (date and time), where, how and why the accident occurred. Also listed are details of the injury and treatment given, along with recommendations to avoid similar accidents occurring. For pupil injuries a copy of the report must go home on the same day or as soon as is reasonably practicable.

#### **FIRST AID TRAINED STAFF will:**

Familiarise themselves with the first aid procedures in operation and ensure that they know who the current First Aiders are.

Undergo training every two years including the following:

- Communication and delegation in an emergency
- Contents of a first aid box
- Control of bleeding
- Resuscitation - as appropriate for age group.
- Incident management
- Responsibility of employers and employees for health and safety
- Specific hazards in a school
- Treatment of unconscious casualty.

Be aware of specific medical details of individual boys (as publicised by the Headmaster) and undergo on-going training in managing their conditions. This includes the use of epipens and inhalers.

Ensure that their boys/tutees are aware of the procedures in operation.

Never move a casualty until they have been assessed by a qualified First Aider unless the casualty is in immediate danger.

Send for help to the school office as soon as possible either by a person or telephone, ensuring that the messenger knows the precise location of the casualty. Where possible, confirmation that the message has been received must be obtained.

Start emergency aid up to but not exceeding that for which trained (including summoning the Emergency Services if necessary) until a First Aider arrives at the scene.

Wash minor cuts and grazes and administer plasters using the school First Aid boxes or bags. If on the playground, make a record of each boy attended to, the nature of the injury and any treatment given, in the green "Pupil Accident Book" provided and kept in the tin in the entrance to the new block.

Send a boy who has more serious injuries to the school office (if they are able to walk) where a First Aider will see them; this boy should be accompanied. If the injury is sustained at games off-site or on a trip, the school office should be notified on return and a record made in the "Pupil Accident Book" kept in the school office with a copy of the report sent home with the boy.

Send a boy who feels generally 'unwell' to the school office.

In the case of a serious accident, the green "Accident Book" must be completed by the appropriate person, detailing when (date and time), where, how and why the accident occurred. Also listed are details of the injury and treatment given, along with recommendations to avoid similar accidents occurring. A copy must go home with the boy on the same day or as soon as is reasonably practicable.

Adhere to guidelines as set out in the School's Educational Visits Policy.

**NON-FIRST AID TRAINED STAFF will:**

Accompany a boy who has minor injuries to the school office if they are able to walk where a First Aider will see them.

Send a boy who feels generally 'unwell' to the school office.

In the event of a more serious incident, seek assistance from the nearest available adult and call the Emergency Services if necessary.

**ALL STAFF ARE GIVEN GUIDANCE ON HOW TO CALL AN AMBULANCE FROM SCHOOL.**

**FIRST AID KITS**

The main First Aid kit and supplies are held in the school office, with medicines kept in a locked cupboard.

Wall mounted First Aid kits can be found in the Sick Room, in the stairwell of the new block, in the ladies lavatory in the Junior Block and in the Science Lab. There are also First Aid kits in each minibus, in the school car and First Aid "bumbags" are kept in the school office for use on trips. The contents of the kits are checked every term. Staff must tell the office if supplies in the tins are running short or if they have used any items from the bumbags.

## ADMINISTRATION OF MEDICINES

Solefield School has a duty of care towards the boys in its care. All staff are appropriately trained to deal with incidents that arise, either by administering first aid, by summoning help from more highly trained members of staff, or by contacting the emergency services if necessary.

On entering the school parents of every boy complete a medical form with details of any medical conditions or allergies. Should these change during a boy's time at the school parents are required to let the school know. Staff administer water spray, plasters and sting spray to boys who require it. The school is currently unaware of any boys having an allergy to either plasters or sting spray.

On school trips and at matches, First Aid is administered from the kits available. Serious incidents and those involving head injuries are reported to the school office on return.

Boys requiring epipens for anaphylactic or medication for diabetes receive assistance.

No medicine, prescription or otherwise, is given to a boy (including those in the EYFS) without prior, written permission from a parent. Parents who bring medication into school for their son (including those in the EYFS) are required to leave it at the school office along with a note outlining the time and dosage. A note is made in each boy's homework diary whenever medication from home is administered and this goes home with the boy at the end of each day. Parents who email permission for their son to be given medicine will receive an email of confirmation as soon as is practicable and always before the boy goes home that day. A note is also kept in the "Administration of Medicines Book" in the school office. The school does not accept blanket letters covering administration and requires permission from parents for each and every new course. This applies to all boys in the school including those within the equivalent of EYFS (Reception).

Prescribed medication must be in date, in original packaging, with the prescription sticker showing the boy's name and dosage. It must be brought into the school office and collected from there by an adult.

The following non-prescription medication can only be administered when written permission has been provided by a parent. This non-prescription medication must be in date and in original packaging:

Paracetamol

Ibuprofen

Antihistamine

Travel sickness tablets

The school office usually holds children's paracetamol, ibuprofen and antihistamine medication and so this would not normally need to be provided by parents.

The school will only allow medicine other than this (i.e. homeopathic, herbal etc.) if the parent comes to school to administer the medicine personally.

No medicine / medication of any sort should be given to a child to bring into school.

This applies to all boys in the school including those within the equivalent of EYFS (Reception).

If a boy is unwell they are sent to the School Office, and if necessary taken to the Sick Room. If the boy is too ill to remain at school the boy's parents/carer will be contacted.

## **ABSENCE DUE TO SICKNESS**

If a boy has diarrhoea and vomiting they should remain off school for 48 hours from the last bout. Should a boy contract the winter vomiting bug (Norovirus) they should remain off school for 48 hours from the last bout of sickness or diarrhoea.

Form teachers should ensure that they receive a note explaining any boy's absence from school due to illness.

## **SICK ROOM**

The school sick room is available should boys or staff need isolating. It has a washbasin and a WC nearby. Once the isolated individual(s) have gone home or to hospital, the sick room will be cleaned and disinfected by the cleaners as appropriate.

## **SPILLAGE OF BODY FLUIDS**

First Aiders should ensure that everything is cleared away, using vinyl gloves (latex free) and the emergency spillage compound held in the school office, and every dressing etc. be disposed of appropriately. Any bloodstains on the ground must be washed away thoroughly. All contaminated or used items should be disposed of appropriately.

## **REPORTING OF INJURIES, DISEASES AND DANGEROUS OCCURRENCES**

Some incidents that happen in schools, or during education activities out of school, must be reported to the Health and Safety Executive (HSE) under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). These Regulations require employers and other people to report accidents and some diseases that arise out of or in connection with work

The Headmaster is responsible for notifying the HSE of any incidents.

### **What needs to be reported?**

Under RIDDOR the following work related accidents must be reported, including those resulting from physical violence, if they injure either school employees, or self-employed people working on school premises:

- accidents which result in death or major injury must be reported immediately;
- accidents which prevent the injured person from continuing at his/her normal work for more than three days must be reported within ten days.

Any cases of work-related ill health affecting school employees that a doctor notifies the school about must also be reported.

Dangerous occurrences which may not result in a reportable injury must also be reported.

### ***Reportable major injuries***

These include:

- fracture other than to fingers, thumbs or toes;
- any amputation;
- dislocation of the shoulder, hip, knee or spine;
- loss of sight (temporary or permanent);
- a chemical or hot metal burn to the eye or any penetrating injury to the eye;
- any injury resulting from an electric shock or electrical burn (including any electrical burn caused by arcing or arcing products) leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours;
- hypothermia, heat-induced illness or unconsciousness;
- loss of consciousness caused by asphyxia or by exposure to a harmful substance or biological agent;
- acute illness or loss of consciousness which result from the absorption of any substance by inhalation, ingestion or through the skin;
- acute illness which requires medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material.

### ***Reportable diseases***

These include:

- certain poisonings;
- some skin diseases such as occupational dermatitis, skin cancer, chrome ulcer, oilfolliculitis/acne;
- lung diseases including: occupational asthma, farmer's lung, pneumoconiosis, asbestosis, mesothelioma;
- infections such leptospirosis; hepatitis; tuberculosis; anthrax; legionellosis and tetanus;
- other conditions such occupational cancer; certain musculoskeletal disorders; decompression illness; and hand-arm vibration syndrome.

### **Who does the school report to?**

All accidents, diseases and dangerous occurrences may be reported to the Incident Contact Centre (ICC). The ICC is a single point of contact for receiving all RIDDOR-reportable incidents in the UK.

- Telephone: 0845 300 9923
- Internet: at <http://www.hse.gov.uk/riddor/report.htm>

The ICC will forward details of incidents to the local HSE office.

### **What about pupils and other people who are not at work?**

The school will report any accident that happens to someone who is not at work, e.g. a pupil or visitor, if:

- the person involved is killed or taken to hospital; and
- the accident arises out of or in connection with the work activity.

Notification of these accidents will be made by following the procedures given above.

### **How does the school decide whether an accident 'arises out of or is in connection with work'?**

An accident will be reportable if it is attributable to:

- work organisation (e.g. the supervision of a school trip);
- plant or substances (e.g. lifts, machinery, experiments etc);
- the condition of the premises.

### **Sports activities?**

Accidents and incidents that happen in relation to curriculum sports activities and result in pupils being killed or taken to hospital for treatment are reportable.

### **Playground accidents**

Playground accidents due to collisions, slips, trips and falls are not normally reportable unless they happen out of work or in connection with work, e.g. because of:

- the condition of the premises or equipment;
- inadequate supervision.

### **What records does the school keep?**

The school keeps a record of any reportable death, injury, disease or dangerous occurrence for three years after the date on which it happened. This includes the date and method of reporting; the date, time and place of the event; personal details or those involved; and a brief description of the nature of the injury, event or disease.

**Please note: As stated at the beginning of this document: All parts of this policy are applicable to all boys in the school including those in the EYFS (Reception class) unless otherwise stated.**

Dougal Philps  
Updated 22.02.2018  
Review 01.09.2018