

KING EDWARD'S SCHOOL POLICY DOCUMENT

Title: First Aid Policy

Policy Category	H&S
Status	Approved
Current Author	Lead Nurse & Wellbeing Coordinator
Last Updated/Revised	Jan 2024
Frequency of Review	Annual
Date of Next Review	Jan 2025
Application	Whole School
Responsibility	Lead Nurse & Wellbeing Coordinator

KES FIRST AID POLICY

First aid can save lives and prevent minor injuries from becoming major ones. It is, therefore, a key element in King Edward's School's overall Health and Safety Policy for all three constituent schools.

Schools operate as businesses, and as such are governed by the HSE Regulations 1981. Under Health and Safety (First-Aid) Regulations 1981 employers must ensure that there are adequate and appropriate equipment and facilities for providing first aid in the workplace. The first aid arrangements of the School are provided in accordance with the regulations and are detailed in First Aid Policy. The Pre-Prep School follows the mandatory safeguarding and welfare requirements (updated in Sept. 2021) for the Early Years.

The Governors recognise that under the Health and Safety at Work Act 1974, they have a legal duty to ensure, as far as is reasonably practicable, the health, safety and welfare of employees, pupils and all others who may legitimately be on the School site in connection with School business, and that this includes appropriate provision for first aid. The First Aid Policy has been produced following the completion of necessary risk assessments for on-site and off-site activities. This is an on-going process which reflects legislative change.

This First Aid Policy is available to all staff on the School's website.

Appointed persons with responsibility for First Aid

Senior School

The School's principal first aider is the Lead Nurse and Wellbeing Coordinator who is a Registered Nurse. They are on duty in the Senior Health and Wellbeing Centre from 8.15am to 4.15pm Monday to Friday, supported by 1 part-time School Nurse who is a Registered Nurse with an appropriate first aid and youth mental health first aid qualification, and 1 part-time Healthcare Assistant who holds an appropriate first aid qualification. The School Nurse and Healthcare Assistant are contactable via Ext. 286/330/331. The Lead Nurse is contactable via Ext. 285 or mobile 07826 210493. In instances of planned absence of the Lead Nurse, the School will endeavour to provide cover with the part-time School Nurse or a Registered Nurse from an external agency. In cases of unplanned absence other appropriately first aid trained staff member may be asked to volunteer to provide first aid assistance in the event of an emergency. The Lead Nurse, School Nurse and Healthcare Assistant are available term-time only.

The Lead Nurse is responsible for working in collaboration with the School's Estates and Facilities Manager in providing a detailed first aid report to each meeting of the Health and Safety Working Group. They may call on the advice of the School's Medical Officer (who is a local General Practitioner) in drawing up medical protocols and in other more general matters.

Responsibilities

The School nursing team will implement the First Aid Policy daily, including:

- Implementing Care Plans where a specific medical need is identified that would require a student to have a Health Care Plan.
- Safe storage and administration of medicines.
- Maintaining medication log for students and staff via Medical Tracker
- Providing appropriate information and details of medical conditions, where appropriate, to School staff.
- Maintaining first aid kits for all 3 schools.
- Organisation of Staff training in Emergency First Aid at Work, including organisation of training updates when required.
- Maintaining a Medical Watch List, with photographs of the students who have medical conditions requiring an immediate, appropriate response, and ensuring that all staff know where to access this. Photographs of the pupils on the Medical Watch List will be displayed in both Nethersole and B Block Staff rooms.
- The Lead Nurse or their designated deputy will attend where there is an emergency on the School site, and ensure the necessary processes are followed according to need.

Note: The Health and Wellbeing Centre do not provide a diagnostic service. Where this is required, the Lead Nurse or School Nurse or First Aider, will advise parents to take their child to a General Practitioner or other medical professional.

Junior School

There is no Registered Nurse in full-time attendance though the Lead Nurse and/or the School Nurse act in an advisory capacity and can be summoned in case of emergency. In all other cases, first aid is administered by members of staff who are first aid trained.

The Head of the Junior School or their appointed deputy is responsible for providing a detailed first aid report concerning the Junior School to each meeting of the Health and Safety Committee.

Pre-Prep School

There is no Registered Nurse in full-time attendance at the Pre-Prep though the Lead Nurse and/or the School Nurse act in an advisory capacity and can be summoned in case of emergency. At least one person who has a current Paediatric First Aid (PFA) certificate will be on the premises and available at all times when children are present and will accompany children on outings.

The certificate must be for a full course consistent with the criteria set out in Annex A of the EYFS Regulatory Requirements. PFA training³⁰ must be renewed every three years and be relevant for workers caring for young children. Providers should take into account the number of children, staff and layout of premises to ensure that a paediatric first aider is able to respond to emergencies quickly. All newly qualified entrants to the early years workforce who have completed a level 2 and/or level 3 qualification on or after 30 June 2016, must also have either a full PFA or an emergency PFA certificate within three months of starting work in order to be included in the required staff:child ratios at level 2 or level 3 in our early years setting. We make available to parents (when requested) a list of staff who have a current PFA certificate. The number of first aid trained members of staff is in accordance with the

recommendation by the Health and Safety Executive (First Aid) Regulations 1981 and the EYFS Regulatory Requirements.

The Head of the Pre-Prep School or their appointed deputy is responsible for providing a detailed first aid report concerning the Pre-Prep School to each meeting of the Health and Safety Committee.

General

The Health and Safety (First-Aid) Regulations 1981 require 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. These Regulations apply to all workplaces including those with less than five employees and to the self-employed.

What is 'adequate and appropriate' will depend on the circumstances in the workplace and employers are required to carry out a first aid risk assessment to determine what to provide.

All staff are encouraged to complete first aid qualifications, though there is no compulsion for them to do so. The School endeavours to arrange refresher training and re-testing of competence. First aid training is regularly updated in accordance with the HSE recommendations.

A full list of persons trained in first aid is maintained and regularly updated by the Lead Nurse or their designated representative. A copy is posted in all teaching staff common rooms, the Stewart Building, and the kitchen. Additionally, the Senior School and Junior School Reception offices have the list and may be contacted on Extensions 200 and 201 (for Main Reception in Nethersole) and Ext 276 (Junior School reception).

The DfE Guidance on First Aid in Schools, makes it clear that, under the terms of their contracts of employment, teaching staff cannot legally be required to provide first aid and can only be asked to do so if willing to volunteer. Nevertheless, in their general role in loco parentis, teachers are expected to ensure the safety and welfare of the children, especially in case of emergency.

In the event of any claim alleging negligence by a member of the School staff, action is likely to be taken against the employer rather than the employee. However, the School provides insurance cover in the event of any claims being made against staff, governors or volunteers acting within the scope of their employment or authorised activities on behalf of the School.

The number and locations of First Aid Kits

All first aid kits hold the recommended items as outlined by the HSE where no special risk has been identified. Maintenance of these boxes in the Pre-Prep, Junior and Senior Schools is the responsibility of the Lead Nurse or her delegated representative who will check the contents twice a year.

All the school minibuses have a first aid kit and these are checked twice a year by the Lead Nurse or designated representative. Each is clearly marked and readily accessible for use.

A medical report will be supplied to the trip lead along with a first aid kit containing the appropriate first aid supplies and supplies of household medication, including Paracetamol, Ibuprofen, and antihistamines. All first aid kits are checked on return to the Health and Wellbeing Centre.

First Aid accommodation

Under HSE recommendations, the School is required to provide a suitable room for first aid purposes and medical treatment.

Senior School

The Senior School Health and Wellbeing Centre consists of a treatment room, two offices, a waiting area, and a Wellbeing room. The Wellbeing room is used as a pastoral resource. All necessary first aid stocks are kept in the Centre, are regularly checked, and replenished. There is access to a wash basin and a toilet which are not solely for medical use.

Junior School

All necessary first aid supplies are kept in the Junior School Sick Bay. A stock of first aid report forms and 'Head Injury' letters are kept in the Staff Room and all incidents requiring first aid are recorded on Medical Tracker. In addition, Insulin and EpiPens are kept in the Staff Room in year group drawers and are clearly labelled with the child's name. The Lead Nurse regularly checks the Epi-Pens for any damage and expiry date. Expiry dates are recorded on Medical Tracker. Parents are required to provide in date Epi-Pens and Insulin when required.

The Pre-Prep

Each classroom, the kitchen and the office have a cupboard containing required first aid items. Additionally, there is a first aid kit fully stocked for trips. Triplicate accident forms are available in the office, the outside play area, and the nursery. Head injuries are reported via the accident forms and parents are informed. The first aid kits are regularly checked by the Lead Nurse or their designated representative. Children requiring Epi-pens have them with them in their classroom and spare Epi-pens are kept in the Office. The cupboard is unlocked during the day and locked at the end of the working day.

Procedures for First Aid Treatment

General:

In all cases, staff should take precautions to avoid infection and must follow basic hygiene procedures. Staff have access to single-use disposable gloves and hand-washing facilities. They should exercise particular care when dealing with blood or other body fluids and when disposing of dressings or equipment. Special Biohazard disposal packs, held by the School Nurse and by the Porters are available for the disinfection and removal of blood, vomit and urine in the Senior and Junior Schools.

In the Pre-Prep, special Biohazard disposal packs are located in the Nursery where most of the minor accidents occur owing to its proximity to the playground. All teaching and support staff take responsibility for the disinfection and removal of blood, vomit, and urine.

In all three schools, clinical waste is disposed of in the sanitary bins and all sharps are disposed of in a Sharps container. Sanitary bins and Sharps containers are collected on a regular basis by a contracted waste disposal company.

Students requiring Epi-pens and/or Insulin have an individual Care Plan that is provided by the specialist professional at the hospital they attend for their care and reviews. The Care Plans are updated annually by the Lead Nurse or the School Nurse or during the academic year should the need arise. The Care Plans are available in the Health and Wellbeing Centre in clearly marked files and are stored electronically. A hard copy is put with the Epi-pen or Diabetes rescue box. A hard copy of all Care Plans is printed and kept in a clearly marked folder in case of IT failure.

If the Ambulance Call Centre anticipates a prolonged wait for an ambulance, the Lead Nurse, in consultation with the Bursar and the Estates and Facilities Manager, will, with parental consent, arrange transportation of the pupil to hospital. The Lead Nurse, or their designated representative, will accompany the pupil along with a suitable member of staff, to hospital

Procedures: Senior School

Any pupil in need of first aid, unless requiring attendance at the place of injury, should attend the Health and Wellbeing Centre accompanied by another pupil (if required), where they will receive first aid from the School Nurses or Healthcare Assistant. The pupil accompanying should return to their lesson as soon the invalid is in the care of the School Nurses or other member of Staff.

If the nurse judges that a pupil is not well enough to attend lessons or that further medical treatment of a non-emergency nature is required, they will contact the parent, who will be advised to collect the pupil from school and arrange the appropriate GP or hospital visit. On departure from school the pupil must sign out at one of the designated areas: Main Reception in Nethersole, Pastoral Office or Health and Wellbeing Centre.

Pupils or staff presenting at the Health and Wellbeing Centre and finding it unattended should go to the Pastoral office or the Main Reception in Nethersole, who will arrange for a trained first aider to attend if deemed appropriate. If a pupil is unable to present at one of the alternative locations, they should return to their class and request support from their teacher. There is a printed list of those trained in first aid on the door of the Health and Wellbeing Centre and in the staff common rooms.

In the case of a pupil requiring transfer to hospital for treatment, the decision to call an ambulance is that of the Lead Nurse or School Nurse. In the event of a serious or significant accident or emergency, parents will be phoned as quickly as possible. In such an instance a member of staff will always accompany the child to hospital if parents are unable to reach the School before the arrival of the ambulance. If the accident is not an emergency but hospital treatment is deemed necessary and the parent cannot collect their child from School in a timely manner, a member of school staff will take the child to the hospital and remain with the pupil until parents arrive. Parental consent will be sought prior to a member of staff taking the child to hospital.

In the event of a major accident or emergency, if a parent or guardian cannot be contacted immediately, the Headmaster or his representative in loco parentis can give permission to the medical authorities for the administration of an anaesthetic or an operation. Parents have given consent to this by completing and signing the medical questionnaire upon their child entering the School.

In all three schools, it is possible for an ambulance or other emergency vehicle to park close to the rooms concerned. Emergency services will be given clear instructions as to which of the School's entrances to use and to where they should report. A staff member will attend at the entrance of area required for the emergency service to attend. The Registered Nurses are not required to transport or accompany to hospital but may choose to accompany the student depending on assessment.

In all instances a record will be kept of all first aid treatment administered, using the School Medical Tracker database. Parents will always be informed by phone or email if their child receives a head injury, even if there are no apparent symptoms. The child will be given a Head Injury advice form to take home to parents.

Procedures: Junior School

All accidents requiring first aid treatment will be recorded on Medical Tracker. Parents will always be informed by phone or email, if their child has received any treatment or attention. Parents will always be informed by phone or email if their child receives a head injury, even if there are no apparent symptoms. The child will be given a Head Injury wristband to make staff aware to continually monitor them throughout the day.

In the event of a serious accident, parents will be informed as quickly as possible. A senior member of staff, on advice from the School Nurses, will decide if an ambulance should be called. In such an instance, a member of staff familiar to the child will always accompany the child to hospital if parents are unable to reach the School before the arrival of the ambulance and will remain with them until the parent/carer arrives at the hospital. If the accident is not an emergency but hospital treatment is deemed necessary, and the parent cannot collect the child in a timely manner, a member of School staff will take the child to hospital and remain with them until parents arrive. Parental consent will be sought prior to a member of staff taking the child to hospital.

Procedures: Pre-Prep

All minor accidents requiring first aid treatment, regardless of whether treatment is administered to pupils, staff, parents, or others, will be recorded on Medical Tracker. In the event of a Head Injury, parents will always be informed by phone or email, even if there are no apparent symptoms. The child will be given a Head Injury sticker or wristband to take home to parents.

In the event of a serious accident, parents will be informed as quickly as possible. A senior member of staff will decide whether an ambulance should be called. In such an instance, a member of staff familiar to the child will always accompany the child to hospital if parents are unable to reach the School before the arrival of the ambulance and will remain with them

until the parent/carer arrives at the hospital. If the accident is less serious but hospital treatment is deemed necessary and the parent cannot collect the child in a timely manner, two members of School staff will take the child to hospital and remain with them until parents arrive. Parental consent will be sought prior to a member of staff taking the child to hospital.

Procedures: Staff, volunteer, or visitor

In the event of an injury to an employee, volunteer or visitor, a form should be completed by the individual concerned, or by the line manager or member of staff responsible for the volunteer/visitor if the individual is unable to and submitted to the Lead Nurse in the Health and Wellbeing Centre. The form should be uploaded to Medical Tracker and the Bursar and Estates and Facilities Manager informed.

Procedures for activities occurring out of hours on School premises

At School events, such as Prizegiving, performances of plays, concerts, and after-School clubs or practices, and at School-based events such as, Old Edwardian dinners or School discos:

- a first aid kit must be readily available.
- there should be one adult in attendance who is first aid trained. This may be either the School Nurse, a member of the teaching staff or another adult trained in first aid who is able and willing to be called on in an emergency.
- a room must be designated for first aid purposes if the event is not in the Sports Hall or otherwise in the immediate vicinity of the Health and Wellbeing Centre. If EYFS children are in attendance, a paediatric first aid trained member of staff will be present.

It is the responsibility of the event organiser to ensure that these procedures are complied with.

Procedure for off-site activities

Staff should ensure that all arrangements are in accordance with the School's Off-Site Activities and Trips policies. There is a legal requirement that a EYFS trip must have a paediatric first aider accompanying the trip.

Procedures for First Aid in PE/Games (See also detailed Sports Department Health & Safety Policies and procedures)

First Aid treatment

All pupils involved in an activity on site who require medical attention should, in the first instance, be sent to the Health and Wellbeing Centre where they will be treated by one of the School Nurses or Healthcare Assistant (or in the case of minor incidents involving a Junior school pupil to the Junior School Sick Bay). An accident report will be completed in conjunction with the teacher concerned and the form will be uploaded to Medical Tracker.

The School endeavours to arrange contracted professional specialist first aid and/or Paramedic/Emergency Care Assistant support/Physiotherapist for attendance at weekend Senior Rugby matches, in support of the School staff in the event of injuries during matches or fixtures with other Schools, to provide immediate first aid.

When first aid is required at an activity off site, it is the responsibility of the member of staff supervising the activity unless, at an away fixture for example, where there is another school nurse or qualified first aider officially in attendance. Either a King Edward's Accident form or a form supplied by the attending medical company must be filled in and sent to the Health and Wellbeing Centre by the attending member of staff or the information can be sent via email to the Lead Nurse, where it will then be uploaded to Medical Tracker.

All members of the PE department are expected to hold a current first aid qualification and attend a refresher or retest courses as required. Academic staff who help coach teams are strongly encouraged to gain the qualification. All PE and Games staff are made aware of any relevant medical or health conditions that pupils have (E.g. Asthma, Anaphylaxis), and are required to follow the NHS guidance for treating Asthma and Anaphylaxis. All student's medical information is held on record on the school database, SIMS, in the medical section. All relevant teaching staff have access to this.

First Aid equipment

The senior school holds a defibrillator located for public use, outside the entrance to the Music Centre and an emergency box containing a Salbutamol inhaler, an adult and a paediatric Epi-pen. The emergency box contains information on the use of the Epi-pens.

First aid equipment is situated in the Health and Wellbeing Centre on the ground floor of the Sports Hall and at Bathampton playing fields. First aid kits are also available on the pitch side of both home and away matches. All these kits are checked throughout term time by the Lead Nurse or designated representative.

Reporting and recording of accidents for Pupils, Staff and Visitors:

In the event of significant injury, notifiable disease or dangerous occurrence, the Lead Nurse should be notified immediately. The Lead Nurse will arrange for any necessary investigations or reporting, and the line manager of the injured employee will be informed as soon as possible.

If necessary, the Facilities and Estates Manager will refer to the HSE under the RIDDOR (Reporting of Injuries, Diseases & Dangerous Occurrences Regulations 2013) within the appropriate timelines.

The School Nurses and Healthcare Assistant will keep records of all accidents and injuries on the School medical database, Medical Tracker, including:

- The date, time, and place of the incident
- The name (and class) of the injured or ill person
- Details of the injury/illness and what first aid was given and the outcome.

- Name of the first aider or person dealing with the incident.

The School has a procedure in place for ensuring that all incidents are reviewed regularly to minimise the likelihood of recurrence.

RELATED POLICIES AND DOCUMENTS

This policy is limited to the provision of first aid.

Clare Turner, RN BSc (Hons) Nursing (Adult), SCPHN PG Dip. Lead Nurse and Wellbeing Coordinator, King Edward's School, Bath.
January 2024