



## First Aid Policy

<b>School Division:</b>	WHOLE SCHOOL
<b>Policy Division:</b>	Medical
<b>Policy Owner:</b>	School Nurse
<b>Date:</b>	September 2023
<b>Review Date:</b>	September 2024

### Introduction

This policy informs practice in the Whole School. First aid can save lives and prevent minor injuries becoming major ones.

Health and Safety legislation places duties on employers for the health and safety of their employees and anyone else on the premises. In schools this includes teaching and non-teaching staff, pupils and visitors (including contractors). Employer's duties also include ensuring that there is adequate and appropriate equipment and facilities for providing first aid and that this is available at all times. Arrangements for first aid are based on a risk assessment of the school, and should cover:

- Numbers of first aiders/appointed persons
- Numbers and locations of first aid containers
- Arrangements for off-site activities/trips.

### First Aid at Claremont School

The School ensures that their insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employment. In the event of a claim alleging negligence by a member of the School staff, action is likely to be taken against the employer rather than the employee.

Teachers' conditions of employment do not include giving first aid, although any member of staff may volunteer to undertake these tasks. Teachers and other staff in charge of pupils are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of the pupils at the School in the same way that parents might be expected to act towards their children. In general, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.

The School aims to arrange adequate and appropriate training and guidance for staff that volunteer to be first aiders/appointed persons. The aim is to ensure that there is enough trained staff to meet the statutory requirements and assessed needs.

### Providing Information

It is the intention of Claremont School that everyone knows the School's first aid arrangements. The Designated Leader for first aid at the Senior School is the School Nurse; at the Prep School it is the Health Care Assistant (HCA) and Dan Brownbill, working closely with the School Nurse. They must inform all staff (including those with reading and language difficulties) of the first aid arrangements. Heads of boarding houses must also work closely with the School Nurse. It is the policy of the School that staff and

pupils are kept informed by displaying first aid notices around the School sites and boarding houses. Notices must be displayed in a prominent place and the information should be clear and easily understood; new staff are told about the first aid arrangements during induction training.

Unless first aid training is a contractual agreement of employment, staff who agree to become first aiders do so on a voluntary basis. When selecting first aiders, the School considers the individual's:

- Reliability and communication skills
- Aptitude and ability to absorb new knowledge and learn new skills
- Ability to cope with stressful and physically demanding emergency procedures
- Normal duties.

In the absence of the School Nurse or HCA, a first aider must be able to leave to go immediately to an emergency. In practice it is Claremont School policy that more than the minimum numbers of first aiders are trained, therefore at least one should be free through the period of a day. The first aid trained Secretary is on duty throughout the School's working day and many other staff are also first aiders. The first aid list for the Senior School is on the notice board within the Dining Hall; for the Prep School the list is in the main office.

### **First Aid Personnel and Equipment**

Training courses cover a range of first aid competences. Claremont School will arrange appropriate training for their first aid personnel, if deemed necessary. The School Nurse keeps a record of first aiders on the School's Google drive and a copy of certification dates.

We aim to provide the proper materials, equipment and facilities at all times. First aid equipment must be clearly labelled and easily accessible. Claremont Schools have first aid kits in different locations all around the Schools & Nursery; there are first aid posters indicating where the nearest kit is, along with the nearest first aider and defibrillator. Both boarding houses have first aid kits in the offices and the first aid rooms.

Additional first aid kits are used for Forest School and are also available for School trips, any other high-risk areas and any off-site activities. Each kit has a suggested stock list inside the kit, together with a leaflet giving general advice on how to use the defibrillators and first aid.

The contents of first aid containers will be checked by the School Nurse or HCA frequently and restocked as soon as possible after use, at a minimum of at least every term. The Nurse keeps a Google list indicating when the kits have been replenished; **however, if staff have used a first aid kit, they should return this to the Nurse imminently so that it can be replenished.**

A first aid kit must be taken on every school trip, along with pupil care plans, if needed.

### **Minibuses**

Each minibus is equipped with a first aid kit. Transport regulations require that all minibuses and public service vehicles used either as an express carriage or contract carriage have on board a first aid kit. Each kit has a suggested stock list inside the kit, together with a leaflet giving general advice on how to use the defibrillators and first aid.

The first aid container shall be maintained in a good condition, suitable for the purpose of keeping the items referred to above in good condition, readily available for use and prominently marked as a first aid container.

### **Illness at School**

Whilst children are always treated sympathetically when feeling ill, parents of day pupils who have been brought to School when they are unwell will be advised when School staff are no longer able to look after them at School.

If a child is taken ill at School, the following procedures will be followed:

- The child will be examined by the School Nurse and observed for specific symptoms. In her absence, the designated first aiders or the Health Care Assistant at the Prep will assume the role and work under the guidance of the School Nurse
- If in a lesson, the child will be sent to the Medical Centre if it is thought they are too unwell to stay in the classroom (the teacher should use discretion in evaluating necessity). Otherwise the child can take themselves to the Medical Centre during break times
- The child will be assessed by the Nurse or Health Care Assistant using agreed guidelines
- Details of the illness will be logged, along with the time, date and action taken. The parents of day pupils will be contacted and boarding staff for boarders, if it is deemed necessary. If not, the child will return to the lesson.

### **Injuries at School**

If a child is injured at School and requires first aid, the following procedures will be followed:

- The situation will always be dealt with in a calm and sympathetic manner when accidents occur
- All accidents will be dealt with as they occur
- If the accident is anything but minor, the School Nurse or a qualified first aider will be consulted
- All accidents will be recorded on the School's EHS Manager 360 Accident Reporting Database
- Nobody should make any attempt to lift up a child who has fallen down. If the child cannot raise themselves then the School Nurse, Health Care Assistant or first aider will be called
- If it is judged that the injury is so serious that immediate hospital treatment is necessary, an ambulance will be called to the School or the child taken to hospital and the parents advised of this fact. In these circumstances, a member of School staff or person nominated by parents will always accompany and remain with the child until the parent arrives
- Any accident should have an accident form completed (online in shared Google Drive) and also be reported to the School Nurse or Health Care Assistant
- In the event of a child being injured at School, and the School Nurse or HCA are not available, the first aider should call 111 for further medical advice - only if it is not an emergency - then 999 should always be called.

### **Serious Accident and Emergency Procedure**

Claremont School takes the care of its pupils, staff, parents and visitors extremely seriously and although we have addressed concerns for routine health and safety issues, occasionally emergency situations can arise. Therefore, the following section is planning for emergency situations so that staff know what practical steps to take in the event of a serious accident within any of the Claremont School sites.

The following steps are only for a medical emergency and will not cover fire, flood or emergency evaluation; this is covered in the Fire Policy.

**If a pupil, member of staff, visitor or parent has a medical emergency that requires a land or air ambulance, the following steps should be followed:**

1. Once the casualty/s has been identified, call for help - you will need the following steps to be done as quickly as possible and so if you get several people, give each of them a job.
2. Ensure the area is safe; you do not want to become a casualty yourself.
3. If you have a First Aid box, begin to care for the patient/s; if not, ask for a First Aid box to be brought to you while you carry out a **primary assessment of the casualty/s**.
4. Call for the School Nurse or HCA (in their absence, the School Office will identify the nearest first aider). If there are multiple casualties you will need more than one, so state this when asking for help.
5. Ask for the nearest defibrillator to be brought to you, even if you don't think you need it - it is better to have it to hand, just in case.
6. If you have a phone **call 999/112**; if not, ask someone to get the School Office to call for you, tell them what has happened.
7. **The School Office staff will then call the Grounds team so that they can help direct the land ambulance to you and the casualty/s.**

**Or**

**Secure landing area for the air ambulance and then direct them to you and the patient/s.**

8. If you know the name of the casualty/s, ask the office to contact their parents/next of kin.
9. If you have more than one casualty, ask any bystanders if they can help - this could be anything from calming people down, to giving verbal guidance on first aid until a trained first aider arrives.
10. If the casualty/s stop breathing, or you found them not breathing, **begin CPR**.
11. Stay with the patient/s until you have completely handed over to the emergency services; they will need to be continuously monitored to ensure they do not become unresponsive.
12. Once the ambulance has removed the casualty/s, complete an accident form and make a detailed log of what happened: this will be needed when reporting to HSE.

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR), some accidents must be reported to the HSE. Records are kept of any reportable injury, disease or dangerous occurrence. This includes the date and method of reporting; the date, time and place of the event; personal details of those involved and a brief description of the nature of the event or disease.

### **Injuries in Boarding Houses**

If a child is injured within the boarding houses and requires first aid, the following procedures will be followed:

- The situation will always be dealt with in a calm and sympathetic manner when accidents occur
- All accidents will be dealt with as they occur
- If the accident is anything but minor, the qualified first aider will be consulted and they should either consult with the Director of Boarding/School Nurse or decide if a doctor's appointment is required or if the pupil should be taken to A&E. If they are unsure and unable to consult with the Nurse, they should call 111 for medical advice.
- Nobody should make any attempt to lift up a child who has fallen down. If the child cannot raise themselves then the boarding first aider will be called.
- If it is judged that the injury is so serious that immediate hospital treatment is necessary, an ambulance will be called to the boarding house or the child taken straight to hospital and the parents should be advised of this fact. In these circumstances, a member of the boarding house will always accompany and remain with the child until the guardian or parents arrive.
- Any accident should have an accident form completed (online in shared Google Drive) or added to the School's EHS Manager 360 Accident Reporting Database, and also reported to the School Nurse or Health Care Assistant.

### **Head Injuries**

In all cases, parents or boarding houses will be informed the same day if a child suffers a reported head injury, however minor. See also the "Head Injury Policy".

### **Accident Reporting**

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR), some accidents must be reported to the HSE. Records are kept of any reportable injury, disease or dangerous occurrence. This includes the date and method of reporting; the date, time and place of the event; personal details of those involved and a brief description of the nature of the event or disease. The following accidents must be reported to HSE if they injure either the school's employees during an activity connected with work, or self-employed people whilst working on the premises:

- Accidents resulting in death or major injury (including as a result of physical violence)

- Accidents which prevent the injured person from doing their normal work for more than three days (including acts of physical violence).

For definitions of major injuries, dangerous occurrences and reportable diseases see HSC/E guidance on RIDDOR 1995 and information on Reporting School Accidents. HSE must be notified of fatal and major injuries and dangerous occurrences without delay (e.g. by telephone). This must be followed up within ten days with a written report on Form 2508. Other reportable accidents do not need immediate notification, but they must be reported to HSE within ten days on Form 2508.

The list of 'specified injuries' in RIDDOR 2013 replaces the previous list of 'major injuries' in RIDDOR 1995. Specified injuries are (regulation 4):

- fractures, other than to fingers, thumbs and toes
- amputations
- any injury likely to lead to permanent loss of sight or reduction in sight
- any crush injury to the head or torso causing damage to the brain or internal organs
- serious burns (including scalding) which:
  - covers more than 10% of the body
  - causes significant damage to the eyes, respiratory system or other vital organs
- any scalping requiring hospital treatment
- any loss of consciousness caused by head injury or asphyxia
- any other injury arising from working in an enclosed space which:
  - leads to hypothermia or heat-induced illness
  - requires resuscitation or admittance to hospital for more than 24 hours.

An accident that happens to pupils or visitors must be reported to the HSE on Form 2508 if the person involved is killed or is taken from the site of the accident to hospital and the accident arises out of or in connection with work. Like fatal and major injuries to employees or dangerous occurrences, these accidents must be notified to HSE without delay and followed up in writing within ten days on Form 2508.

In HSE's view, an accident must be reported if it relates to:

- Any school activity, both on or off the premises
- The way a school activity has been organised and managed (e.g. the supervision of a field trip)
- Equipment, machinery or substances
- The design or condition of the premises.

Claremont School keeps readily accessible accident records on ESH Manager 360 Accident Reporting database - also, in some cases, paper copies for staff that do not have access to 360. These records must be kept for a minimum of three years, in accordance with HSE recommendations. This record is not the same as the Department of Social Security B1510 Statutory Accident Book or the RIDDOR record, although the three might be combined, providing all the information required by the legislation is included in the replacement record.

Any first aid treatment given by first aiders and appointed persons must be recorded on the School database, Engage. This should include:

- The date, time and place of incident
- The name (and class) of the injured or ill person
- Details of the injury/illness and what first aid was given
- What happened to the person immediately afterwards (for example, went home/resumed normal duties/went back to class/went to hospital)
- Name and signature of the first aider or person dealing with the incident
- Completed accident forms should be passed to the School Nurse at the Senior School or the Health Care Assistant at the Prep School, so that the information can be entered onto the ESH Manager 360 online database for accident reporting.

### **Body Fluid Spillage**

Staff have been instructed on the adequate safe disposal of spilt body fluids, such as blood, vomit, urine and faeces.

- A tub of chlorine granules is available to make the cleaning up of such fluids safer and more effective. Adequate cleaning materials are available.
- Ensure that it is used in a well-ventilated area.
- All staff are fully aware of the need to wear disposable gloves and aprons, if possible, when handling such fluids and of the need to discard into the yellow bins provided.
- Staff are aware of the need to document such spillage appropriately.

### **Medical Conditions**

Training can be given for the management of Asthma, Anaphylaxis and First Aid. If a child develops a chronic illness, such as Diabetes, the School Nurse will give training to those involved in the care of the child.

### **Medication**

The giving of medication is covered under the School's "Administration of Medicines Policy". Opus training is given to the boarding staff and designated members of office staff on both sites.

Designated first aiders are permitted to give medication, but only with signed parental permission.

Over-the-counter stock medication is available on all sites (boarding houses for boarders, Prep School and Senior School Medical Centres for during the day).

Asthma inhalers are kept in both Medical Centres and one in each of the boarding houses. Epi-Pens are kept in the Medical Centre at the Prep School and the front office at the Senior School; these are only for the pupils who they are prescribed.

Before undertaking any off-site activities/trips, the designated first aiders for the trip should email the Medical Centre staff, who will review the trip list of pupils attending and ensure any prescribed medication accompanies the pupil on the trip, along with a copy of their care plan.

### **Appointed Persons**

In the absence of the School Nurse at the Senior School or Health Care Assistant at the Prep School, the appointed first aiders will be office staff.

Ninety percent of all the Nursery staff hold paediatric first aid training.

### **Intimate Care**

In no circumstances will any member of staff at Claremont School (excluding nursery- see intimate care policy) offer clinical assessment to any areas of a student that can be considered intimate. Advice will be given to parents/house parents to seek medical advice, either from A&E, or General practise dependent on need.

All first aiders when providing care to students, that requires the removal of clothing, eg abdomen, chest, upper thigh etc, will require a chaperone in every incidence.

### **Policy Owner**

The policy owner is the School Nurse.

### **Issue Date**

Issue date: September 2023

### **Review Date**

This policy will be reviewed annually. The next review is due in September 2024.