



St Hilda's School
HARPENDEN
Caring, Curious & Confident

FIRST AID POLICY

Name of Policy	First Aid Policy
Reviewed by	Dan Sayers
Review Date	22 June 2023
Next Review Date	June 2025
To be Read in Conjunction with	Department of Education: First Aid in Schools Guidance 2014 Education (School Premises) Regulations 2012
Legislation Referenced	

Unless otherwise stated, all Policies of St Hilda's School apply to the school in its entirety. This comprises all staff and pupils in the Early Years Foundation Stage (EYFS), the Junior School (Key Stage 1) and the Senior School (Key Stage 2).

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1. INTRODUCTION

The Board of Governors of St Hilda's School accept their responsibility under the Department of Education: First Aid in Schools Guidance 2014, which states that employers must provide adequate and appropriate equipment, facilities and qualified First Aid personnel. It acknowledges the importance of providing First Aid for employees, pupils and visitors to the school.

St Hilda's School falls into the low risk place of work category and so provides a minimum of one First Aider for every 100 employees. The school also provides cover for absence, out-of-school activities and trips, out-of-hours activities and holiday periods. Some subjects taught may also have a higher risk such as PE, Science and Design and Technology.

The school's arrangements are founded on the following principles:

- All employees have a duty to bring First Aid support to those in need
- To report, record and where appropriate investigate all accidents
- Provide equipment and materials to carry out First Aid treatment
- To provide training for employees, to maintain a record of training, and to review that training annually. Refresher training will be provided every three years.
- Establish procedures for managing accidents in school which require First Aid
- Provide information for employees on arrangements for First Aid. All new members of staff will be advised of First Aid procedures, facilities and personnel during their induction. Information can be found in the Employee Handbook and on the staff notice boards in the office

2. PROVISION

Records are kept by the designated First Aiders and the School Office. Supplies are held in the main Office. These are checked regularly and re-stocked as necessary. Content of First Aid kits can be found in Annex A.

There are also small First Aid bags for use on school trips. These are located in the school office. Coaches used for educational visits have First Aid kits. The school car is also provided with a First Aid kit.

In compliance with the Education (School Premises) Regulations 2012, a room is made available for medical treatment. This facility will contain the following and be readily available for use:

- Sink with running hot and cold water.
- Paper towels.
- A range of First Aid equipment (at least to the standard required in First Aid boxes) and proper storage.
- Chair.
- A bed (with waterproof cover), pillow and duvet.
- Soap.
- An appropriate record-keeping facility.

All employees will be provided with a copy of the School's First Aid and Administration of Medicines policies via the shared staff area and school website.

The School has a defibrillator on site. All staff are trained in its use.

3. REPORTING AN ACCIDENT / SUMMONING HELP

It is the school's policy to ensure that at least one person qualified in first aid is on the school site when children are present. Pupils should report to a teacher or member of staff on duty who will then refer the pupil to the office or First Aider.

In the event of absence of the School Office staff, a qualified member of staff will be designated to the role of First Aider and should be available at all times, if required. Pupils are advised to seek help in the office where a First Aider can be contacted. It is the responsibility of the designated person to assess the situation, administer First Aid and seek professional help as necessary, including contacting emergency services and parents.

A record is kept of all treatment given. For minor incidents a slip should be completed in an Incident Report Book, the original remains in the book, the duplicate copy is either given to the parent upon pick up (Form I and below) or given to the pupil to give to the parent.

For all serious or significant incidents (including but not limited to: broken bones, loss of consciousness, use of Epipen) an ambulance will be called and parents will be notified immediately. Full address details are displayed by all of the telephones in the school office to be given to the emergency services. Details of serious or significant incidents will be kept on an Accident File.

All rooms and areas of the School have a red emergency card that can be taken to the school office, to summon immediate assistance, detailing the location of the incident.

If a pupil receives a bump to the head, they are required to wear a wristband for the remainder of the day so staff can monitor for any signs of concussion. Parents will be notified.

A list of staff members who hold a First Aid at Work Certificate is displayed in the School Office, the Dining Room, the Medical Room and the Staff Room. The Nursery staff have a paediatric first aid certificate in line with EYFS requirements. Other members of staff may be required to take the one day First Aid course. This is a voluntary course and allows staff to take charge in a situation and call emergency services as necessary.

If a member of staff or a pupil has an accident at work, this must be reported to the First Aider and an accident form must be completed, which is held by the Compliance Officer. The Headteacher will be informed as necessary. If the accident is reportable under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, 2013), the Business Manager (or Headteacher in their absence) must immediately notify the Health and Safety Executive (tel. 0845 300 9923).

The list of 'specified injuries' in RIDDOR 2013 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.

For children an incident is reportable if:

- The accident was caused by the condition, design or maintenance of the premises or equipment.
 - There was inadequate arrangements for supervision of an activity.
- Note: If an accident that results in an injury arises because of the normal rough and tumble of a game, the accident and resulting injury would not be reportable

4. OFF-SITE ACTIVITIES

For all off-site activities or trips, a risk assessment must be done. Staff must check with the School Office for medical details. A travel First Aid kit and appropriate medication should be collected from the School Office. For all trips, a member of staff will be designated as the First Aider.

In the event of an accident or illness on the school field, the PE staff are qualified First Aiders and can administer First Aid. In the event of serious injury, the emergency services should be contacted without delay. All incidents must be reported and recorded.

Provision on school visits and journeys will be determined by the risk assessment. A member of staff will be designated to carry a First Aid kit at all times.

All employees at the school will be informed of the following:

- Arrangements for recording and reporting incidents
- Arrangements for First Aid
- Employees with First Aid qualifications
- Location of First Aid equipment

5. INDIVIDUAL ACTION PLANS

Parents of pupils with a serious medical condition or allergy must provide the School with an Individual Action Plan. This should include details of symptoms, medication and / or treatment to be administered, dosage of medication and when to call emergency services. It should also include details of any training that is required by school staff.

All Individual Action Plans are displayed in the school office.

APPENDIX 1

PROCEDURE FOR DEALING WITH THE SAFE DISPOSAL OF BODY FLUIDS

- Spillages of blood, vomit, urine and excreta should be cleaned up promptly. Other children must be kept away from the spillage.

The following general actions must be taken by the person dealing with the spill:

- Clear the immediate area of people. Hazard signs and cordoning may be necessary, according to the circumstances.
- Ensure that any cuts or abrasions on the hands are covered with a waterproof dressing.
- Disposable personal protective equipment (PPE), including latex gloves or equivalent and a disposable plastic apron must be worn.

Cleaning blood and body fluid spills on **hard surfaces**: -

- The spillage should be cleaned up using disposable absorbent paper towels.
- The area should be washed with detergent and hot water, using disposable paper towels.
- The area should then be washed again using an appropriate disinfectant, which is effective against viruses, using manufacturer's instructions.
- All PPE and waste generated when mopping up body fluid spills must be disposed of into a yellow plastic waste bag which should then be sealed and stored safely for final disposal.
- On completion of the cleaning procedure and disposal of waste and PPE, hands must be thoroughly washed.

Cleaning blood and body fluid spills on **soft surfaces**: -

- Spillages on carpets or upholstery should initially be cleaned up with absorbent paper towels.
- The area should then be washed with detergent and hot water and dried thoroughly.
- A second cleaning should then be carried out using a steam cleaner.
- Spills on clothing should be sponged with lukewarm soapy water and washed as soon as possible in the hottest wash the fabric will withstand. Heat from tumble-drying will also help to eradicate pathogens, as will ironing.
- All PPE and disposable paper towels and cloths etc should be disposed of into yellow plastic waste bags which should then be sealed and stored safely for final disposal.
- On completion of the cleaning procedure and after disposal of waste and PPE, hands must be thoroughly washed.

APPENDIX 2 FIRST AID KIT CONTENTS AND LOCATION

The School holds the following first aid kits:

Small kit: one for each classroom and one for the dining hall (lunch time supervisors)

Assorted sized plasters
Small, medium and large sterile gauze dressings
Eye pad sterile dressing
Conforming bandage
Alcohol-free sterile cleansing wipes
Disposable gloves
Face shield
Adhesive microporous tape
Saline solution Vial
Incident Report Book & pen

Large Kit (one in the office, one in the staff room and one for the Sports outdoor office)

Assorted sized plasters
Small, medium and large sterile gauze dressings
Eye pad sterile dressing
Conforming bandage
Alcohol-free sterile cleansing wipes
Disposable gloves
Face shield
Adhesive microporous tape
Tweezers
Tough cut scissors
Foil blankets
Burn gel sachet
Saline solution vial
Safety pins
Box of tissues
Incident Report Book & pen

The Office holds:

Aspirin (for adults if experiencing chest pains)
Epipens (x 2) for emergency use
Inhaler and spacer for emergency use
Clingfilm (for burns dressings)
Nurofen 3months – 12 years
Benedryl Children 2+ years

Kitchen has specific burns kit