



## **First Aid Policy**

**November 2024**

**Review Date: November 2025**

**Mrs C L Jones**  
**Headteacher**



## **First Aid Policy**

**This policy applies to all sections of the School**

### **Authority**

This policy has been prepared in accordance with DFE Guidance on First Aid in Schools and has been authorised by the Proprietors of the School. Its status is advisory only. It is available to staff, parents, prospective parents and pupils via the web site.

It is designed to comply with common law and the Health and Safety at Work Act 1974 and subsequent regulations and guidance to include the Health and Safety (First Aid) Regulations 1981 in respect of an employer's duty to provide adequate and appropriate equipment, facilities and personnel to enable First Aid to be given to employees in times of illness or accident. This policy is also designed to comply with the School's duties to pupils and visitors and Paragraph 13 of the Education (Independent School Standards) Regulations 2014.

Nothing in this policy affects 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 at the site of the incident.

### **Contagious Diseases including Covid-19**

Public Health England states it is critical that assistance is given immediately to pupils who need care and receive it promptly and appropriately in the event of a medical emergency, such as anaphylactic reactions.

### **Definition**

'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. First Aid does not generally include giving tablets or medicines to treat illness.

### **Responsibilities**

The School, both as an employer and in providing appropriate care for pupils and visitors, has overall responsibility for ensuring that there is adequate and appropriate First Aid equipment, facilities and qualified First Aid personnel and for ensuring that correct First Aid procedures are followed.

All staff to be aware of First Aid procedures and know who to contact in the event of illness, accident or emergency. All staff should ensure that this policy is followed in relation to the administration of First Aid and will use their best endeavours, at all times, to secure the health, safety and welfare of pupils.



Anyone on the School premises is expected to take care for their own and others' safety and to seek First Aid treatment if necessary.

The Proprietor has overall responsibility for ensuring that there is adequate and appropriate First Aid equipment, facilities and qualified First Aid personnel and for ensuring that appropriate First Aid procedures are followed.

The Proprietor is responsible for ensuring the School has adequate First Aid equipment and facilities and that an adequate number of qualified First Aid staff are on site at all times.

The Proprietor is responsible for ensuring that staff have appropriate and necessary First Aid training as required and that they have sufficient understanding, confidence and expertise in relation to First Aid.

The Proprietor delegates the day to day responsibility for ensuring stocks of First Aid consumables are checked and maintained to the First Aiders below:

### **First Aiders**

Mrs Weston (qualified First Aider) ensures that stocks of First Aid consumables are maintained. Mrs Weston also has responsibility for the oversight of the Medical Room and for the care of pupils who need to use it. Her role is also to maintain the Pupil, Staff and Visitors, Accident Book, Near Miss Register, Pain relief Register and Register of Medication brought into school and to contact parents if pupils are ill or have suffered an injury whilst at school.

At least one qualified first aider is always present in both Lower and Senior Schools when children are present.

A list of certificated, qualified First Aiders, including those with a paediatric First Aid qualification, is displayed in both Lower and Senior School Staff Rooms; the main office and the Headteacher's PA's Office.



### **Lower School**

#### **Paediatric First Aiders: training August 2023, renewal date August 2026:**

Jane Ramsay	Kim Siddon
Alison Currall	Catherine Clarke
Mim Slater	Emma Tate
Gareth Wingrove	

### **Upper school**

#### **First Aiders: Emergency First Aid at Work training 16<sup>th</sup> June 2022, renewal date June 2025**

Emma Wilson	Nathan Ball
Andrea Howard	Suzanne McLean
Deborah Weston	

### **Staff Restaurant**

#### **Paediatric First Aiders: training August 2023, renewal date August 2026:**

Michelle Sanders

Sarah Tadman

First Aiders have responsibility for ensuring that their qualifications are kept up to date. First Aid at Work certificates are issued for a three year period only and then further certification is necessary. Other First Aid qualifications are also renewed as required on certificate expiry dates. Epi Pen training is part of Staff INSET. A team of staff are epi-pen trained on an annual basis. In cases where a pupil has a specific medical condition e.g. Diabetes, specialist nurses deliver training to appropriate staff.

All staff are to be aware of the First Aid procedures and who to contact in the event of any illness, accident or injury. All staff should ensure that this policy is followed in relation to the administration of First Aid and will use their best endeavours, at all times to secure the health, welfare and safety of pupils.

The nature of the First Aid provision and arrangements at the School has been risk assessed, taking into account in particular:

- The layout of the School premises
- The nature of activities taking place on site
- The likely response time of emergency services
- Previous accident records
- Off-site activities



## **First Aid Boxes**

First Aid boxes are located throughout the school as per the list at Appendix A.

The basic contents are:

- a supply of individually wrapped plasters
- sterile eye pads with bandage
- triangular bandage
- safety pins
- a selection of sterile wound dressings in various sizes
- disposable gloves
- antiseptic wipes
- eye wash solutions
- an \*accident form

\*If not completed at the accident location an accident form should be completed as soon as possible after the incident so that records can be kept according to legislation and for insurance purposes.

It is the responsibility of the Senior First Aider (Mrs Weston) to check termly that the boxes are complete. Any person who uses an item from a box is to inform the Administration Office as soon as possible so that it can be replaced (stock replacement slips are included in each First Aid box). Mrs Weston will ensure that First Aid boxes are maintained and correctly stocked. She will also examine the contents at the time to ensure that any items which have reached their expiry date are replaced and disposed of safely.

No medication is included in the First Aid boxes.

First Aid boxes will not contain Epipens as all pupils known to have severe allergic reaction to nuts or other allergens are responsible for carrying their own. A spare Epipen, for the individual pupil, is provided by parents in a named box, to be kept in the Medical Room for emergency use.

All staff taking an educational visit must see Mrs Taylor or Mrs Weston well in advance in order to arrange collection of a First Aid Box. When activities take place away from School, First Aid requirements will vary according to the nature of the activity and associated risks. Consideration of First Aid requirements is included in the risk assessments for educational visits. The School mini buses carry First Aid Boxes.

Eye wash stations are positioned in locations where there may be an increased risk of injury to the eye. The locations of eye wash stations are indicated by signage. Expiry dates of eye wash solutions are included in the regular checking of first aid kits.



## **Medical Room**

This is located in the Reception/Administrative block adjacent to the school office. The Medical Room is used for medical treatment, including First Aid when required and can be used for the care of pupils during school hours. Mrs Weston provides support and care for pupils in the medical room. In her absence, cover will be provided by another qualified First Aider. The medical room has essential First Aid facilities and resources and the School reserves this room exclusively for giving medical treatment.

## **Information on Pupils**

On admission to the School, parents complete a medical questionnaire. Where a pupil has a medical condition, an individual Health Plan is drawn up and agreed by parents. This involves viewing pupils' confidential medical records and the provision of essential medical information regarding allergies, recent accidents or illnesses or other medical conditions which may affect a pupil's functioning at the School. This information will be given to the Headteacher and staff on a need to know basis.

This information will be kept confidential but may be disclosed to the relevant professionals if it is required to safeguard or promote the welfare of a pupil or other members of the School community.

Staff are reminded of Health Care Plans; pupil medical conditions and any new form of treatment/alteration to plans/arrangements in relation to Health care by the SENCO on an annual basis or immediately as required. Essential medical information is always highlighted at staff briefings as necessary.

## **Pupils with particular medical conditions**

Pupils with particular medical conditions, e.g. severe food allergies, asthma, epilepsy, diabetes, are recorded on the school management information system with their basic medical condition and dietary needs. The same details, plus photographs of the pupils and their care plans, are retained in hard copy form by the Admissions Secretary in the school office. Hard copies of special dietary needs, including food allergies, are retained by the school kitchen and in the staff room.

Pupils with certain conditions/disabilities will have a copy of their Individual Health Care Plan stored on their file. This is shared with all staff and is taken on trips and visits outside School.

## **Hygiene and infection control when dealing with a medical incident**

Common sense infection control measures (such as hand washing and the use of disposable gloves when dealing with blood or bodily fluids) must be followed by all staff when dealing with medical incidents.

Children may not return to School for 48 hours after vomiting or diarrhoea and parents must inform the School if their child contracts any infectious diseases.

Hand washing facilities and/or alcohol gel dispensers are available throughout the school.



Single use disposable gloves are to be found in medical kits and must be used at all times when providing treatment involving blood or body fluids.

Yellow bags for the disposal of contaminated items are available from Medical Room.

### **Action in the Event of an Accident or Injury**

First Aid trained members of staff have valuable skills and they should wherever possible, assess all injuries in situ. However, it is accepted that those with minor injuries may report directly to the Medical Room.

Any casualty assessed by the First Aider and judged capable of moving should be accompanied to the Medical Room.

In an extreme emergency an ambulance should be called by dialling 999.

Although not definitive, the following injuries or conditions should require the attendance of an ambulance:

- traumatic injury to head, back, spine, neck
- fracture of the skull, pelvis, or spine
- fracture of a bone in the leg or ankle
- heavy bleeding
- loss of consciousness
- penetrating eye injury
- breathing difficulties
- heart attack
- shock
- severe scald or burns
- other injury, including requiring immediate medical treatment that the First Aider deems necessary.

Casualties with suspected fractures or back or neck injuries must not be moved unless the ambulance personnel are present. For the patient's safety and insurance reasons, they must NOT be moved on the instructions of ANY bystander.

A person will be detailed by the Headteacher or office staff to receive the ambulance at the nearest port of entry to the school and to direct the ambulance staff to the casualty.

If parents are unable to complete the journey to the school to accompany their child to hospital a familiar member of staff will accompany the casualty in the ambulance and remain at the hospital until the parent or guardian arrives. A copy of the pupil's medical and parental contact information will be provided by the administration staff to provide basic details for medical staff.

Where there is an urgent need for surgical or medical treatment to be given and the parents cannot be contacted, the decision about the competence of the child to give or withhold consent to urgent surgical or medical treatment, in the absence of the parent, must be the responsibility of the doctor.

If an ambulance is called, the main office should be notified immediately. There is then a procedure to be followed to ensure the ambulance is met and directed to the correct location, the gates are opened to allow access and the access route is free from obstruction by pedestrians.



If an ambulance is called when away from School, the Headteacher and Proprietor must be contacted.

### **Major Incidents**

In the event of a major incident involving a number of casualties, the following action is to be taken by the senior person at the scene:

During School Hours:

- Inform the Office and state location and brief details of incident and number of casualties
- The office staff will call an ambulance and Police via a 999 call
- Contact and inform the Headteacher and/ or Principal
- Contact parents or next-of-kin

Out of School Hours:

- Call for Ambulance and Police via a 999 call
- Inform the Headteacher and Principal and state location and brief details of incident and number of casualties
- Remain at the scene to act as liaison between the emergency services and the Headteacher and Principal

### **Head injuries**

All head injuries should be regarded as potentially serious, irrespective of the extent of external injury. It is important to monitor any person with a head injury very carefully, looking for key signs such as sickness, dizziness, incoherence and drowsiness. The school policy with regard to head injuries is always to 'play safe'.

Parents will be asked to collect their child and seek expert medical attention.

The First Aider will ensure that any pupil who has been treated for a head injury, no matter how minor, takes home a note advising parents of developing symptoms that may require medical investigation.

### **Informing Parents**

When an accident occurs, a First Aider, a member of the office staff or teaching staff will inform the parents of how the accident occurred; the injury sustained and any action taken.

In the case of any significant injury, the pupil's parents may be asked to collect the pupil if the injury requires a visit to a hospital accident and emergency department.

If an accident happens during a sporting fixture or practice out of normal school hours, the member of staff in charge will ring the parent to inform them of the incident, what treatment has been given, and suggest follow-up treatment.





## **Accident Reporting**

All accidents are to be reported internally as soon as possible after they occur by the member of staff who deals with it. Accident report forms are available from the Medical Room or from the administration office.

The registering Authority (ISI) will be notified of any serious accident, illness, injury to or death of a child while in our care and any action taken (with regard to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995). Notification will be made as soon as reasonably practicable but in any event within 14 days of the incident occurring. If there is reason to believe that any child or member of staff is suffering from a notifiable disease, action will be taken on advice given by the Health Protection Agency and the Registering Agency notified of any actions taken.

Incidents e.g. broken bones involving hospital treatment are recorded as a serious incident and may need referring to the Health and Safety Executive (0845 300 99 23) under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

The School will inform the parents of any accident, injury, First Aid treatment or medication administered to pupils under 5 on the same day.

Mrs Weston ensures that the accident forms and books are filled in correctly and that the accident is reported to the HSE under RIDDOR 2013 and the HSE are kept informed as necessary. The School has a legal obligation under the reporting of Injuries, Diseases and Dangerous Occurrences Regulations to report certain accidents involving staff, pupils or visitors.

In the event of an accident which involves personal injury to staff an accident form should be completed. The circumstances of the accident will then be investigated by the Headteacher who will report any concerns to the Proprietors.

Records of accidents where a person is injured will be kept for at least 3.5 years or if they are under 18, until they are 22.

## **Sports Lessons and Fixtures**

A member of staff with knowledge of emergency first aid should be present at all sports lessons, fixtures and events.

PE staff should ensure that they have access to a First Aid bag and a mobile phone during any sports lesson or fixture to enable them to contact the school office for first aid assistance or in the case of a serious injury contact the ambulance service.

## **Educational visits and Off-site visits**

Staff should consider carefully the likely risk to pupils and staff prior to the departure of a trip and a risk assessment should be completed. Arrangements for the trip will reflect this assessment, and in particular the need for First Aid cover.



At least one qualified First Aider must accompany any school party involved in any adventurous sport/activity or trip abroad. It is recommended that all other trips are accompanied by a member of staff who is at least 'Save a Life' qualified. All First Aiders should have access to a First Aid kit.

### **Procedure in the Event of illness**

If a pupil is unwell during lessons the member of staff present will assess the situation or seek guidance from a First Aider. Generally the pupil will be accompanied to the medical room. A First Aider will then decide if the pupil should go home because they are too unwell to remain in School or are infectious and pose a threat to the School community or they have received a minor injury which means they can no longer remain in School.

If it is decided that a pupil should go home then parents will be contacted. The pupil will be cared for by a First Aider until parents arrive.

If a pupil does go home, the main office and Form Tutor will be informed.

Pupils are not allowed to return to School if they have suffered vomiting or diarrhoea for 48 hours and parents must notify the School if their child contracts any infectious diseases.

First Aid staff must follow Universal Infection Control procedures to prevent acquiring or spreading infection.

This procedure includes:

- The use of personal protective equipment such as gloves, aprons
- Hand washing
- Action to be taken in the event of needle stick injuries
- Cleaning procedures
- Measures to prevent an outbreak of infection

### **Dissemination of Information**

This policy statement is reviewed on an annual basis, by the Headteacher, the School Administrator and the Senior First Aider, and it forms part of the staff handbook issued to all staff, teaching and support.

A copy of this policy is provided for parents on the Kirkstone House School website.

### **Monitoring**

Accidents are reviewed by the Headteacher as follows:

- On a weekly basis when consideration is given to any actions required to prevent reoccurrence
- On a half termly basis to consider any patterns of recurring accidents that may be present e.g. in terms of the nature of accidents or locations or activities which might require further investigation.



- Actions to prevent reoccurrence are discussed with the Proprietor.

**Appendices:**

- Location of First Aid Boxes
- Bodily Fluid Spillage
- Policies for specific medical needs management



## **Appendix A to the Policy on First Aid**

### *Location of First Aid Boxes*

Medical Room (fully equipped) (Box 1, Box 2, Box 3)	Science Practical Room Library/Sports Hall Art Room Learning Support	Dining Room Boys' Changing Room Music School
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### ***Lower School***

*Staff Kitchen*

Staff Room

### **School Vehicles**

School Minibuses x 2

## **Appendix B to the Policy on First Aid**

### *Guidelines for Dealing with Spillage of Bodily Fluids*

The term *bodily fluid* describes blood, vomit, urine, faeces, cerebrospinal fluid, sputum, or any other bodily secretion or excretion.

In the event of a spillage, staff should use a body fluid spillage kit and wear appropriate protection i.e. disposable gloves, disposable plastic apron and if necessary eye and mouth protection with goggles and mask, if splash or spray is anticipated. Clear up the spillage by:

- Putting on gloves
- Covering the fluid with the supplied granules and leaving for 90 secs
- Using the supplied scoop, scoop into the yellow bin-bag
- Spraying the area with anti-bacterial/disinfectant spray to disinfect and remove smell
- Disposing of the bin-bag at the medical room

Disposable gloves/aprons are provided in all First Aid boxes along with a yellow plastic bag for disposal. This should be sealed and taken to the Medical Room and not treated as general waste.

A spillage kit can be obtained from:

- the Medical Room,
- the Senior School office
- the Lower School Staff Room
- the Dining Room.

After use, dispose of gloves, apron and towels in the yellow plastic bag provided.

For small amounts of fluids paper towels can be used. Disposable gloves should be worn and these and the paper towels disposed of in the yellow plastic bag.

Care should be taken to wash any area of the skin, which has been contaminated during treatment, with soap and water.



Authorised by

*Carmine Jones*

Mrs C L Jones  
Headteacher  
On behalf of the Proprietors

Dated

November 2024

Date of next review

November 2025



## First Aid, Specific Medical Need and Medicines

Suzanne Stevens has overview of the Health & Safety Policies

