



First Aid Policy

Applies to:

- The whole school, along with all activities provided by the school, including those outside of the normal school hours;
- All staff (teaching and support), governors and volunteers working in the school.

Related Documents

- Educational Visits and Off-site Activities Policy
- Health & Safety, Risk Assessment and Welfare Policy
- Health and Safety Manual
- Drugs and Other Substances Policy
- Covid-19 School Risk Assessment

Availability

This policy is made available to parents, staff and pupils in the following ways: via the school website, within the Parent Policies Folder in the reception area, and on request a copy may be obtained from the school office.

Monitoring and Review

This policy is subject to continuous monitoring, refinement and audit by the Principal, and is formally reviewed annually.

Signed:

Darryl Wideman
Principal
September 2023

Policy Statement

The school undertakes to ensure compliance with all the relevant legislation with regard to the provision of First Aid for pupils, staff, parents and visitors. We ensure that procedures are in place to meet that responsibility.

Aims

- To identify the First Aid needs of the school in line with current legislation regarding the Management of Health and Safety at Work Regulations.
- To ensure that First Aid provision is available at all times when people are on and off the premises used by the school.
- To ensure that, when recruiting staff, an appropriate number of successful candidates hold relevant First Aid qualifications and have been suitably trained, or are prepared to undertake training.
- To maintain a record of all First Aid training at the school, and to review First Aid needs and procedures annually.
- To provide on-going training and ensure monitoring of training needs.
- To provide sufficient appropriate resources and facilities that are clearly labelled and accessible.
- To provide awareness of health and safety issues and conduct risk assessments within the school and on school trips to prevent, where possible, potential dangers or accidents.
- To inform staff, parents and pupils of the First Aid arrangements at the school.
- To report, record and, where appropriate, investigate all accidents.
- To keep accident records and to report to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulation (RIDDOR) in force at the time.
- To maintain up to date pupil information on iSAMS at the beginning of each academic year, and as appropriate thereafter, along with pupils' individual healthcare plans.
- To ensure that all members of staff have read and understood this First Aid Policy.

First Aid Facilities

The Principal must ensure that the appropriate number of First Aid containers are available according to the risk assessment of the site.

All First Aid containers must have an identifiable first aid cross and be clearly labelled 'First Aid', and Sports First Aid Kits are stored in First Aid bags, which must have an identifiable first aid cross and be clearly labelled 'First Aid'.

First Aid containers always accompany the children when using any specialist facilities and during any offsite activity / educational visit. They must accompany PE & Games teachers off-site. All vehicles carry a First Aid kit and sports staff always carry First Aid boxes to all activities off site;

First Aid containers should be kept near to hand washing facilities, and spare stock should be kept in school, where it is administered by the School Nurse as required.

First Aid kits are available in the following locations:

- First Aid office;
- main reception area;
- Riverside Bistro kitchens;
- science preparatory room;
- café;
- portable First Aid kits for general use are kept in the medical room and reception;

- Sports Department members have their own individual First Aid kit and stock of First Aid items;
- A large First Aid kit is stored at the tennis courts.

The School Nurse checks the contents of kits every half term and restocks as necessary. A kit should also be checked every time it has been used. It is the responsibility of the person who opened the First Aid kit to report missing items to the School Nurse.

The First Aid room is located in the ground floor corridor of the Sixth Form Centre. At no time should an injured or seriously ill person be left unattended in the designated room.

The school has an Automated External Defibrillator (AED), which is stored at reception in an open cabinet and can be used by anyone in accordance with the UK resuscitation guidelines. A list of trained AED staff is available at reception.

First Aid Training

The Human Resources Department is responsible for monitoring the first aid training of staff and for keeping records of that training. The list of staff with current First Aid Certificates is available from reception, the staff room and the medical room. A list of qualified First Aiders' qualifications is saved at the end of this policy (Appendix 1). First Aid qualifications are updated every three years in accordance with regulations, and the school organises First Aid training for all staff in the sports department, trip leaders and other members of support staff as appropriate.

Relevant members of staff are trained annually in the use and administration of EpiPens and Automated External Defibrillation. New members of staff complete an online Educare First Aid module before they join the school.

First Aid in School

First Aid trained staff are responsible for dealing with incidents requiring First Aid. If there is any concern about the First Aid that should be administered, the School Nurse must be consulted.

During lesson time, First Aid is administered by the School Nurse. If the School Nurse is not available, a qualified class teacher or member of the support staff, or one of the First Aiders, will assist the pupil. If an accident occurs in the playground and First Aid is required, a trained First Aider on duty in the playground will assist the pupil and, if necessary, call the School Nurse. Staff who are not qualified First Aiders will refer anyone requiring First Aid to the medical room (or reception, if unattended), ensuring they are accompanied if required.

Notices are displayed in prominent locations throughout the school identifying how to summon First Aid in an emergency, who the First Aiders are and their contact numbers and location details. All First Aid signs and containers must be identified by a white cross on a green background. A written record is kept of all First Aid administered either on the school premises or as part of a school-related activity.

First Aiders' Procedures

Procedures for dealing with sick or injured pupils:

- between 8.15am and 4.15pm, the School Nurse deals with any accidents or injuries; if the School Nurse is not available, a First Aider must be contacted to deal with the pupil;
- action taken is recorded on the Evolve online accident record;
- the School Nurse medically assesses the pupil and treats them accordingly; if the child is then well

- enough, he/she returns to class;
- parent(s) are telephoned if the pupil is too unwell to stay at school; if they wish to collect their child, appropriate arrangements are made;
- if a severe illness or injury is suspected, the emergency services are called and support staff contact the parents to inform them; a member of staff accompanies the pupil in the ambulance, while the School Nurse remains at school for the remaining pupils;
- in accepting a place at the school, parents are required to give their permission for the Principal to provide consent, on the advice of qualified medical opinion, for emergency medical treatment including general anaesthesia and surgical procedure under the NHS, if the school is unable to contact a parent;
- if any issue arises during treatment or discussion with a pupil that the School Nurse feels should be taken further, they will telephone or speak to the parents and/or the Designated Safeguarding Lead following the Safeguarding Policy.

First Aiders have up to date Emergency First Aid training and some have a full and current First Aid at Work Certificate. They are not, however, medically qualified and hence cannot give medical advice.

Paediatric cardiac arrest is unlikely to be caused by a cardiac problem and is more likely to be due to a respiratory problem, making ventilation crucial to the child's chances of survival. However, for those not trained in paediatrics resuscitation, the most important thing is to act quickly to ensure the child gets the treatment they need in a critical situation.

The person responsible for responding to the accident is also responsible for reporting the procedure. If a notification of a serious accident causing death, major injury and/or dangerous occurrences is needed, this is the responsibility of the Director of Operations, who is the school's Health and Safety Officer, or, for minor injuries, the designated Receptionist. The Accident/Incident reports are kept on the online Evolve system for all injuries and the procedures to be followed are clearly outlined in the First Aid Policy. The arrangements for First Aid for sports, outdoor pursuits and field trips are the responsibility of the Trip Leader and supervising staff.

Hygiene/Infection Control

In order for the school to maintain hygiene standards and reduce the risk of infections spreading:

- hands must be washed before and after giving First Aid;
- single-use disposable gloves must be worn when treatment involves blood or other body fluids;
- any soiled dressings, etc., must be put in a clinical waste bag and disposed of appropriately;
- any body fluids on the floor should have absorbent granules sprinkled on them and be swept up with the designated dustpan and brush; if possible, the area should be bleached;
- body fluid spillages on hard surfaces should be cleaned up and then bleached;
- exposed cuts and abrasions should always be covered.

There are several hand sanitiser stations around the school for use when hand washing facilities are not in the immediate vicinity.

If a pupil or staff member is suspected of having an infectious disease, in accordance with national guidelines for schools, they will be isolated and sent home with specific instructions on when to return.

Staff have access to PPE, should the risk of infection warrant it.

Incident Reporting

All incidents/injuries/minor head injuries and treatment are recorded on the Incident/Accident online Evolve system, which is managed by the School Nurse. All staff have access to the Accident Book and are able to record all incidents.

Parents are always contacted if there is a head injury, no matter how apparently minor.

Should a pupil have a diagnosis of concussion, they are added to the Graduated Return to Play pathway and require their GP to certify them fit to play:

<C:\Users\nurse.RHS\OneDrive - radnorhouse.org\HEADCASE GRTP.pdf>

Any significant injury also needs to be entered in the Evolve Accident Book. This is completed by the person administering First Aid and by the person who has dealt with the accident. If possible, at the earliest opportunity it should be signed by the person who was the subject of the injury.

Radnor House follows the Department of Health's guidance on infection control in schools:

<C:\Users\nurse.RHS\OneDrive - radnorhouse.org\GFIS.pdf>

A pupil should not be in school if they have vomited or had diarrhoea in the previous 48 hours.

Any infectious diseases or sharps injuries are reported in accordance with national guidelines.

Sharing of Information

The School Nurse informs all members of staff of the updated list of pupils who are known to have medical conditions/problems via the weekly Medical Radar. This list is reviewed each time a pupil is added or deleted from it.

Medical details of pupils for out of school visits can be obtained from Evolve (via ISAMS), and these are taken on all school trips. For overseas or residential trips, up to date medical consent forms are obtained for all pupils attending.

There is a central dietary list for allergies and intolerances that is updated by the School Nurse and shared with the staff and catering team.

Accidents

Work-related or any other kind of accidents on or off the premises involving death or major injury (including as a result of physical violence) must be reported immediately to the HSE without delay. All accidents must be reported in the Staff/Visitor Incident online Evolve system.

Work-related accidents that prevent the injured person from continuing with his/her normal work for more than three days must be reported to the Head of HR within ten days. In cases of work-related diseases, a doctor must notify the school (for example: certain poisonings; lung diseases; infections such as tuberculosis or hepatitis; occupational cancer). Certain dangerous occurrences (near misses – reportable examples: bursting of closed pipes; electrical short circuit causing fire; accidental release of any substance that may cause injury to health) must also be reported to the school Health and Safety Officer.

For more information on how and what to report to the HSE, please see: <http://www.hse.gov.uk/riddor/index.htm>. It is also possible to report online via this link.

Practical Arrangements at the Point of Need

An ambulance must always be called:

- in the event of a serious injury;
- in the event of any significant head injury;
- in the event of a period of unconsciousness;
- whenever there is a possibility of a fracture or where this is suspected; and
- in the event of a severe allergic reaction.

Appendix A: Administration of Medicines

Protocol

Agreement for the administration of medication to pupils is via 'in loco parentis' and the duty of care held by the school.

A pupil will never be forced to accept medication. The School Nurse will document refusal to accept medication and notify parents/guardians accordingly.

Non-Prescribed Medication

All non-prescribed medicines are stored in a locked cupboard. The key to the locked cupboard is held by the School Nurse or whoever is on duty in their place. The medical room stocks over the counter medicine and the School Nurse can dispense medication if consent has been given in the Pupil Information Form.

The following protocol is used for the administration of non-prescribed medication by trained staff:

- the reason for giving the medication is established;
- a check is made to ensure the pupil is not allergic to the medication;
- a check is made to establish the last time the medication was taken to ensure the maximum dose is not exceeded;
- pupils are asked if the medication has been taken before and, if so, if there were any problems noted;
- a check is made of the expiry date on the medication package or container;
- pupils take medication under the supervision of the person issuing it, except in a few situations where the pupil is deemed 'Gillick Competent' to self-administer medication;
- a confidential record is kept both in the treatment book and on the pupil database.

Prescribed Medication

Prescribed medications are only issued to the pupil to whom they have been prescribed (i.e. the pupil named on the label of the medicine to be administered). The school does not hold a stock of prescribed medicines.

Individual prescriptions, such as antibiotics, are processed for the named pupil.

Receiving Medication from Home to Administer in School

The School Nurse must be notified of all medication brought into school by any pupil. All medication must be in the original container. All medication must be clearly labelled with:

- pupil's name;
- reason for taking the medication;
- name and strength of the medication;
- dosage and frequency the medication should be given; and
- expiry date.

If two medications are required, these should be in separate, clearly and appropriately labelled containers.

On arrival at school, all medication is to be handed to the School Nurse unless there is prior agreement between the school and parent(s) for the pupil to carry medication (e.g. asthma inhalers)

No pupils should carry any over the counter medication (OTC) whilst in school. All medication should be stored in the medical room.

Controlled Drugs

The medical room holds controlled drugs where these have been prescribed for pupils. These drugs are stored in a locked non-portable container and only the School Nurse or named staff have access. A record of the drug and usage is kept for audit and safety purposes.

Administration of Medicines in an Emergency

Neither qualified First Aiders nor any employee, other than the School Nurse, are to dispense pharmaceutical products including aspirin (and related products) except where prior written permission is given. The exception is those staff who are trained to administer adrenaline auto-injectors and inhalers or if a non-qualified person is directed by a clinician after dialling 999 and receiving instructions from the personnel there.

Storage of Medication in School

Medication must be stored in a locked cabinet, with the keys held by the School Nurse or kept in an accessible but restricted place known to the School Nurse and teaching staff, e.g. emergency adrenaline auto-injectors and inhalers. A fridge is available for items requiring cold storage.

Self-Administration of Medication (Gillick Competency)

Parents must provide a written request/information to the School Nurse if a pupil wishes to self-medicate (examples include insulin, asthma medication, allergies requiring adrenaline auto-injectors). This will be authorised if a pupil is over sixteen years of age or, if under sixteen, is deemed Gillick Competent and has been trained and is considered to be competent to administer their own medication.

Overdose of Medication

If there is a suspicion of overdose of medication, the medical room should be contacted immediately for emergency advice and treatment or referral as necessary.

Emergency Medication

Emergency medication is detailed in the pupil's individual care plan. This type of medication is readily available and the care plan is checked and reviewed at the start of each academic year.

The school stocks emergency asthma inhalers and auto-injectors as a backup in an emergency, though this medication does not replace that of the pupil. It is the parents' responsibility to notify the School Nurse of any change to the medication prescription for emergency treatment.

Procedures in the Care Plan will identify:

- medical details of reasons for medication;
- how to administer;
- any other action to take;
- where the medication is stored;
- contact arrangements for parents/guardians;
- support for pupils witnessing the event;
- recording systems.

Alternative Medicines

All complementary or alternative therapies being taken should be notified to the School Nurse to ensure avoidance of potential interaction with other medications being taken or considered for use.

Parents should be aware that some medications prescribed overseas may not be licensed for use in the UK. No overseas medicine will be given by the School Nurse, and a pupil is required to have a UK prescription written by a UK GP or consultant.

Disposal of Medication

A record is kept of unused or expired prescribed medication returned from the medical room to the parents of pupils. The record includes:

- name of medication;
- name of pupil;
- reason for return of medication, such as expired or no longer required;
- strength of medication;
- quantity returned to pharmacy;
- signature of the member of staff returning the medication;
- signature of pharmacist receiving the returned medication.

Over the Counter Medicines on School Trips

Medicines may be given by non-medical staff when there is no nurse available, for example during a school trip, when they have been trained in the administration of specified medication and have the parents' consent. These medicines will be over the counter medicines. Where the pupil has been assessed by the School Nurse and deemed to be competent to take their own medication, for example inhalers, adrenaline auto-injectors, insulin and/or any emergency medicine, staff will still supervise these pupils. The medicines must be administered according to the agreed protocol below.

Prior to administration, a full assessment of why the medication is needed and if it is safe to give it must be carried out, as follows:

- the reason for giving it must be established;
- the pupil must be asked if s/he has had the medication before and, if so, whether there were any problems;
- the medication must be undamaged, including the packaging, and in date; it must be stored in an appropriate environment;
- the medication must be given according to manufacturer's guidelines on the container;
- the pupil must be asked if they have taken any medication recently and what for, and it must be checked if it is contra-indicated to give any further medication;
- the pupil must take the medication under the supervision of the person issuing it;
- the details of the administration must be recorded in the book supplied;
- a specimen signature must be provided and kept of all those administering medication for future reference;
- details to record are: date, time, name of pupil, reason for administration, medication, dose, signature of pupil and staff, stock level, and if the School Nurse has been notified of the administration;
- all records are liable for inspection by CSCI under relevant legal powers, so an audit trail must be provided for any treatment;
- an accurate record of stock held must be kept;
- if a pupil refuses an offered medication, this will be recorded, together with the reason;
- if medication is dropped or wasted, it must be recorded.

Medical matters are confidential so, while acting in a medical role, the non-trained member of staff must abide by these ethics and only discuss with medical staff for support or reporting. Any discussion with non-medical staff must be agreed and only on a need-to-know basis in the best interest of the pupil.

Drug Administration Errors

If an error is realised, clinical advice must be sought immediately, no matter how trivial it may seem. The appropriate line manager, School Nurse and the pupils' parents must be informed.

If there is any doubt on any issue, further advice must be sought by dialling 111 or the local accident and emergency department.

Appendix B: RIDDOR

Reporting to HSE

The school is legally required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (SI 1995/3163) (RIDDOR) to report the following to the HSE (most easily done by calling the Incident Contact Centre (ICC) on 0845 300 99 23).

The Principal is responsible for the accurate keeping of records and reporting, but may delegate the day-to-day administration to the Director of Operations. There must be a record of any reportable injury, disease or dangerous occurrence, which must include: 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. This record can be combined with other accident records.

The following accidents involving employees or self-employed people working on the premises must be reported to the HSE:

- 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;
- accidents resulting in the person being killed or being taken from the site of the accident to hospital and the accident arises out of or in connection with work, i.e. if it relates to:
 - any school activity, both on or off the premises;
 - the way the school activity has been organised and managed;
 - equipment, machinery or substances;
 - the design or condition of the premises.

HSE must be notified of fatal and major injuries and dangerous occurrences without delay. The Director of Operations will report the incident to HSE and also to our insurers.

The Nature of the Work, the Hazards and the Risks

The following table, compiled using information from the Health & Safety Executive, identifies some common workplace risks and the possible injuries that could occur:

Risk	Possible injuries requiring first aid	Assessed risk to employees, pupils and visitors/contractors
Manual Handling	Fractures, lacerations, sprains and strains (mainly pertains to kitchen/cleaning and maintenance staff)	Low
Slip and trip hazards	Fractures, sprains and strains, lacerations. (mainly pertains to pupils)	Low
Machinery	Crush injuries, amputations, fractures, lacerations, eye injuries – there are very few machines within the school which are capable of causing amputations and fractures.	Low
Work at height	Head injury, loss of consciousness, spinal injury, fractures, sprains and strains – working at heights is restricted to adults, below one metre an adult can work alone; over one metre a full-size ladder or scaffold tower is used with two or more people present at all times.	Low

Workplace transport	Crush injuries, fractures, sprains and strains, spinal injuries – it is unlikely that workplace transport injuries will occur as the minibus is only used for people carrying.	Low
Electricity	Electric shock, burns – all hardwiring is tested every five years and PA 100% every three years. There is also an annual visual H&S self-audit which should identify any shortcomings and these would then be rectified; coupled to this is the appointment of H&S reps who are responsible for monitoring all H&S matters within their area of responsibility.	Low
Chemicals	Poisoning, loss of consciousness, burns, eye injuries – all chemicals are kept under lock and key and their issue and use is supervised by qualified adults/personnel.	Low

Appendix C - Radnor House - List of First Aiders and their Qualifications Autumn 2021

Surname	Forename	Course	Institution	Start	End	Expiry
Lucas	Hannah	Emergency First Aid at Work	Pro Training	05/06/2023	05/06/2023	04/06/2026
Russell	Emily	Emergency First Aid at Work	Pro Training	05/06/2023	05/06/2023	04/06/2026
Greenhalgh	Hannah	Emergency First Aid at Work	Pro Training	05/06/2023	05/06/2023	04/06/2026
Willis	Mark	Emergency First Aid at Work	Pro Training	05/06/2023	05/06/2023	04/06/2026
Gandemer	Nadege	Emergency First Aid at Work	Pro Training	05/06/2023	05/06/2023	04/06/2026
Clarke	Oliver	Emergency First Aid at Work	Pro Training	05/06/2023	05/06/2023	04/06/2026
Melling	Karen	First Aid at Work	Red Cross	12/02/2020	12/02/2020	12/02/2023
McNab	Clare	Emergency First Aid at Work	Pro Training	05/06/2023	05/06/2023	04/06/2026
Behan	Anthony	Emergency First Aid at Work	RHT School Nurse	08/06/2021	08/06/2021	07/06/2024
Bird	Lucy	Emergency First Aid at Work	RHT School Nurse	08/06/2021	08/06/2021	07/06/2024
Curtis	Laura	Emergency First Aid at Work	RHT School Nurse	08/06/2021	08/06/2021	07/06/2024
Dalessandro	Santa	Emergency First Aid at Work	RHT School Nurse	08/06/2021	08/06/2021	07/06/2024
Jones	Adam	Emergency First Aid at Work	RHT School Nurse	08/06/2021	08/06/2021	07/06/2024
Khan	Rebecca	Emergency First Aid at Work	RHT School Nurse	08/06/2021	08/06/2021	07/06/2024
Leslie	Tracy	Emergency First Aid at Work	RHT School Nurse	08/06/2021	08/06/2021	07/06/2024
Meller	Henry	Emergency First Aid at Work	RHT School Nurse	08/06/2021	08/06/2021	07/06/2024
Spiers	Shonagh	Emergency First Aid at Work	RHT School Nurse	08/06/2021	08/06/2021	07/06/2024
Weir	Don	Emergency First Aid at Work	RHT School Nurse	08/06/2021	08/06/2021	07/06/2024