

First Aid Policy

This policy outlines Gayhurst School's responsibility to provide adequate and appropriate first aid to pupils, staff, parents and visitors and the procedures in place to meet that responsibility. This policy is reviewed annually.

Aims

- To identify the first aid needs of the School in line with Management of Health and Safety at Work Regulations 1992 and 1999
- To ensure that first aid provision is available at all times while people are on the school premises, and also off the premises whilst on school trips.

Objectives

- To appoint the appropriate number of suitably trained people as first aiders to meet the needs of the school
- To provide relevant training and ensure monitoring of training needs
- To provide sufficient and appropriate resources and facilities
- To inform staff and parents of the school first aid arrangements
- To keep accident records and to report to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

Responsibilities

The Governors through the Head and Bursar are responsible for putting this policy into practice and for developing detailed procedures to ensure the aims are met including ensuring the policy is known by all. The Head and Bursar will also select first aiders by considering their:

- Reliability and communication skills
- Aptitude and ability to absorb new knowledge and learn new skills
- Ability to cope with stressful and physically demanding procedures
- Normal duties – a first aider is likely to be in a position where risk assessment has shown increased likelihood of use but is available to leave to immediately go to an emergency.

The first aider must have completed and keep updated a training course approved by the Health and Safety Executive (HSE). S/he will:

- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school
- When necessary ensure that an ambulance or other professional medical help is called.
- Check the contents of the first aid boxes

All staff are expected to do all they can to secure the welfare of all.

Procedures

A risk assessment must be carried out at least annually or when circumstances alter. This will include:

- a review of the school first aid needs following any changes to staff, pupils, building/site, activities, off site facilities etc.



- monitoring the number of trained first aiders, arranging refresher and full training courses as required
- checking the first aid boxes for contents and ordering replacement items (termly task)

The school is generally a low risk environment however the needs of specific times, places and activities are considered as part of the risk assessment to confirm provision requirements, in particular: off site PE; school trips; science labs; Art room; adequate provision in case of absence and out of hours provision (including during the holidays). The recommended number of certified first aiders is one per 100 pupils/staff.

First aiders will hold a valid certificate of competence (a copy is to be held on their personnel file) for the age range of people who may require treatment, issued by an organisation approved by the HSE and these will be renewed on a three year cycle. A first aider will be present on site whenever children are in attendance. Current First Aiders are:

<i>Nursery</i>	<i>Junior School</i>	<i>Senior School</i>	<i>Support (Main School)</i>	<i>After School Club</i>
Judith Wilson Early Years First Aid 26/05/12	Celia Kirkbride Early years First Aid 05/09/12	David Halford School First Aid 25/09/12	Sue Harper School First Aid 08/03/13	Julie Crees Early years First Aid and anaphylaxis 05/01/12
Camilla Lennon Early years First Aid and anaphylaxis 19/09/12	Jayne Fryer Early years First Aid 01/09/12	Simon Kearns Schools First Aid and anaphylaxis 28/04/12	Martin Collier Gow First Aid for Work 20/01/14	
Alison Walton Early years First Aid 01/09/12	Shona Baker Early years First Aid 01/09/12	Hayden Wardrop School First Aid and anaphylaxis 28/09/12		
	Sylvia Church Paediatric 1 st Aid in Childcare 27/03/13	Sam Brown School First Aid 02/12/13		
	Hilary O'Flanagan Early years First Aid 01/09/12	David Bushnell School First Aid 17/01/10		

First Aid containers will be clearly marked and have minimum contents as per the HSE minimum recommended list:

- A leaflet giving general first aid advice
- 20 individually wrapped sterile adhesive dressings of various sizes
- 2 sterile eye pads
- 4 individually wrapped (preferably sterile) triangular bandages
- 6 safety pins
- 6 medium sized individually wrapped sterile unmedicated wound dressings
- 2 large sized individually wrapped sterile unmedicated wound dressings
- 1 pair disposable gloves
- No tablets or medication

Whenever a first aider uses products they should advise Sue Harper and detail the quantity of supplies remaining so she can order replacements if required.

Boxes will be in:

- Each minibus (and every hired vehicle)
- Teachers' kit in Pease Field container
- Gibbs Hall
- Main Office first aid room
- Science Preparation Room
- Kitchen
- Maintenance Room
- Nursery
- Junior School First Aid Room

Medical treatment areas are:

- First Aid room adjacent to the school office in the main building
- First Aid room in Little Gayhurst
- Nursery

Basic hygiene procedures must be followed by staff, single use disposable gloves must be worn when treatment involves blood or other body fluids (Inc vomit, diarrhoea) and care should be taken when disposing of dressings or equipment. Sponges and water buckets must not be used for first aid purposes in order to reduce the risk of contamination. All body fluid spillages must be cleaned immediately to reduce the spread of infections. Absorbent granules should then be used and all items disposed of into the external dustbins for disposal.

If a pupil/staff member/visitor has an accident they should be accompanied to the nearest first aid treatment area (serious incidents may be referred to the main first aid room adjacent to the office after initial checks) unless they cannot be safely moved. In such a case, a first aider will attend to them. If a pupil needs first aid during a Games lesson taking place on Pease Field, the Games



teacher is responsible for first aid. (The PE/Games teacher should always inform the class teacher of any injury to a Junior School pupil so that the necessary procedure can be followed in reporting to parents.)

For support reasons, a mobile phone is to be taken to Pease Field and a walkie-talkie has been provided to the Sports Department and there are various telephone points around the school, pupils may be used for this task where they are judged responsible enough and the situation would not place them at harm.

Assistance should be provided to the first aider by other staff as per their directions, including controlling any other persons in the vicinity, directing an emergency vehicle and/ or getting a second first aider.

However if necessary, an ambulance will be called at the earliest opportunity by the school receptionist without waiting for the first aider. If a pupil needs to attend hospital, they will be accompanied by a staff member.

Where a pupil needs to go home, a family member (or in the case of a staff member or other visitor to site who is too unwell to take themselves home, a next of kin) will be contacted. If there is any doubt over the health or welfare of the pupil, parents will be contacted. The responsibility to provide current contact details remains with the parent; however this information will be sought on a regular basis by Gayhurst. If the parents are not able to be contacted, the pupil will be looked after in the medical room.

Where an incident has occurred but the pupil does not require removal from school, parents will be informed either by telephone, via discussion at the end of the day or via contact in the pupils' diary. In the case of a severe injury an advisory notice is provided. An advisory note must go home if there is any accident to the head of a child. Any parent wishing to discuss an accident should initially contact the main office.

All accidents must be logged using the accident forms held in the main office, the report forms must be completed in full and as soon as possible after the accident and are to be kept for a minimum of seven years. Accident records can be used to help identify trends and areas for improvement, they can also help identify training or other needs and may be useful for investigative purposes. They must include:

- The date, time and place of incident
- The name of the injured or ill person
- Details of their injury or illness and what first aid was given
- What happened to the person after their treatment
- Name and signature of the first aider dealing with the incident.

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) some accidents must be reported to the HSE (Contact Centre on 0845 300 99 23), these include:



- Accidents resulting in death or major injury, which is defined as:
 - Fracture other than to fingers, thumbs and toes;
 - amputation;
 - dislocation of the shoulder, hip, knee or spine;
 - loss of sight (temporary or permanent);
 - chemical or hot metal burn to the eye or any penetrating injury to the eye;
 - injury resulting from an electric shock or electrical burn leading to unconsciousness, or requiring resuscitation or admittance to hospital for more than 24 hours;
 - any other injury: leading to hypothermia, heat-induced illness or unconsciousness; or requiring resuscitation; or requiring admittance to hospital for more than 24 hours;
 - unconsciousness caused by asphyxia or exposure to harmful substance or biological agent;
 - acute illness requiring medical treatment, or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin;
 - acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material
- Accidents which prevent the injured person from doing their normal work for more than three days
- Reportable Diseases; if a doctor notifies you that your employee suffers from a reportable work-related disease, then you must report it to the enforcing authority. These include:
 - certain poisonings;
 - some skin diseases such as occupational dermatitis, skin cancer, chrome ulcer, oil folliculitis/acne;
 - lung diseases including: occupational asthma, farmer's lung, pneumoconiosis, asbestosis, mesothelioma;
 - infections such as: leptospirosis; hepatitis; tuberculosis; anthrax; legionellosis and tetanus;
 - other conditions such as: occupational cancer; certain musculoskeletal disorders; decompression illness and hand-arm vibration syndrome.
- Reportable dangerous occurrences (near misses) such as:
 - collapse, overturning or failure of load-bearing parts of lifts and lifting equipment;
 - explosion, collapse or bursting of any closed vessel or associated pipework;
 - electrical short circuit or overload causing fire or explosion;
 - any unintentional explosion, misfire, failure of demolition to cause the intended collapse, projection of material beyond a site boundary, injury caused by an explosion; Accidental release of a biological agent likely to cause severe human illness;
 - unintended collision of a train with any vehicle;
 - explosion or fire causing suspension of normal work for over 24 hours;
 - sudden, uncontrolled release in a building of: 100 kg or more of flammable liquid; 10 kg of flammable liquid above its boiling point; 10 kg or more of flammable gas; or of 500 kg of these substances if the release is in the open air;
 - accidental release of any substance which may damage health.

Information on pupil and staffs medical conditions is sought upon entry to the school and retained on their file and information on serious medical conditions will be held in the medical rooms. This information will be shared in order to ensure their needs are met and may be held out of filing cabinets for example food allergy information will be provided to the catering contractor and held in the kitchen servery (inc photographs of pupils with specific food allergies).



It remains the responsibility of the pupils' parent or staff member, to ensure this information remains current and accurate.

If a pupil brings medication into school for self-medication e.g. asthma inhalers, it is the parents responsibility to ensure that they inform the school and that they understand the medication will be the responsibility of the child.

Gayhurst does permit the issue of medication to pupils on a voluntary basis. A parent/guardian wishing medication to be issued during the school day must provide it in the original container labelled with the child's name and dosage instructions to the main office. They will be required to complete a medication form, the reverse of which will be used to record its issue by a first aider.

Appendix A provides information on the management of (current) common conditions within the school community.

If a pupil is absent from school owing to illness, the parent will usually telephone the School Office and any message is passed on to the form/class teacher.

On return to school, the parents either complete a Gayhurst School Sickness Form, or write a letter, stating reason for the absence. The form/class teacher signs the note and sends it to the Office for filing. The relevant mark is made in the School Register.

In addition to the annual safety checks, risk assessments of teaching will provide opportunities to raise staff awareness of possible hazards in teaching areas or subjects. Any staff member with concerns about this policy or first aid provision within Gayhurst (including off site activities) or who wishes to be considered for first aid training, should discuss their concerns with the Head or Bursar.

Training

New staff will be provided with this policy and information via the staff handbook and to time with the school receptionist who is the lead first aider. Information will be provided to staff on any changes to the arrangements via staff meetings and memo's.

Training in related areas such as use of epipens, treatment of specific conditions such as epilepsy will be arranged on a needs led basis using the local health services.

Further advice on seasonal first aid issues will be provided as received from the Health Protection Agency and/or local Primary Care Trust to supplement this policy.

Individual staff or role holders identified as requiring first aid training will be sent on the first available course. Such courses shall be school and age appropriate (i.e. include paediatric provision) and shall be renewed within three years of the original date.



Review

This policy and its effective implementation shall be reviewed annually by the Bursar in conjunction with the Headmaster.

This policy is subject to review in the Autumn Term by the Governors Finance and General Purposes Committee under the lead of Chair of Governors Peter Cooke.

Appendix A

Information sheet regarding the management of common medical conditions within Gayhurst School:

Asthma

If an inhaler is needed the parents should inform the school. A doctor's note supplying information of dosage is required.

Pupils are required to have TWO inhalers at school. Both should be clearly named.

Senior School – One inhaler is carried by the pupil at all times. A list of pupils requiring inhalers is posted on the board in the Games Office. The Games staff are responsible for collecting inhalers from pupils at the beginning of Games lessons so that they can be taken to Pease Field along with the First Aid bag. The inhaler should be returned to the pupil at the end of the lesson. The same procedure applies when a pupil is taking part in a match either at home or away.

The second inhaler is kept in the School Office for use in an emergency.

Junior School – One inhaler is kept in the classroom, and the second one in the School office.

All inhalers are given to Games staff at the beginning of Games lessons so that they can be safely looked after along with the First Aid bag. These are returned at the end of the lesson. The same procedure applies if the pupil is taking part in an away match.

Epipens

Parents should inform the school if their child requires an epipen. Staff are trained in epipen use. One epipen is kept in the classroom and a spare one is kept in the School office.

Diabetes

Parents should inform the school of the specific nature of their child's condition and any requirements during the school day. Staff will receive training in diabetes management. Support likely to be required includes support for blood glucose monitoring, a readily accessible and private area for the child to self medicate or be supported in medicating, emergency supply box (contents to be supplied by parents) and assistance with dietary management



GAYHURST SCHOOL FIRST AID RISK ASSESSMENT

Hazard	Parties at Risk	Current Position	Existing control measures	Is Risk Control Effective?	Further Action Required
Activities	All	Few hazardous activities e.g. PE, science lessons Few hazardous substances, processes and equipment e.g. manual handling No animals on site	Risk Assessments for each new activity /trip, annual review of risk assessments for existing. First aid provision for all activities/trips. Suitable staff ratios to reduce risks. Processes verified as necessary and assessed before commencement	Yes	Ongoing review
Work hours	All	Day school 8am till 5.30pm Approx: 320 pupils, 60 staff Variable numbers of other visitors including contractors, parents, hirers. Some work occurs at times of low occupancy Cleaners work as part of team Signing in and out system in operation Minimal lone working- lone work requires phone in/out; access to first aid.	Appropriate numbers of first aiders across the site Mobile phone issued to Premises manager and Head as most likely to be on site alone.	Yes	Ongoing review- consider training of caretaker.



Hazard	Parties at Risk	Current Position	Existing control measures	Is Risk Control Effective?	Further Action Required
Knowledge	All	Information sought from staff/pupils Training available to all staff. Currently 16 staff are trained in first aid (2 support i.e. holiday workers) School is not remote from emergency services and has clear access from two roads. Two hospitals in locality with A&E facilities. Accident history does not indicate a high risk site/activities	Pupils and staff are required to advise school of medical conditions so appropriate training and /or prevention techniques can be used First aiders are trained to HSE standards for age of all on site. Sports staff training is high. Good awareness of policy and practice amongst staff. Induction packs for new staff and volunteers. Good set of contact data for pupils families and staff next of kin	Yes	Annual re-issue of medical forms to pupils families
Site	All	Several buildings occupy the site with some distance between them. One building has three floors, remainder are single storey. Certain areas of site, such as Pease Field, are more remote than others,	Mobile phone and walkie-talkie technology used for communication. Sufficient trained numbers of staff to cover geographical areas. Good selection of first aid provision points across site and two first aid rooms are available	Yes	