



FIRST AID POLICY

Introduction

In accordance with Health and Safety legislation (Health and Safety (First Aid) Regulations 1981), it is the responsibility of the Governing Body to ensure adequate and appropriate First Aid provision at all times when there are people on the school premises and for staff and students during off-site visits and activities.

This Policy outlines the school's responsibility to provide safe, appropriate first aid (the initial assistance or treatment given to someone who is injured or suddenly taken ill) to students, staff, contractors, parents and other visitors and to ensure best practice. It includes arrangements for first aid both within the school environment and for activities off site involving students and members of staff. It will be available for all staff to access via the School intranet and is also published on the School website.

Consent to administer first aid is obtained from a student's parents/carers (referred to in this Policy as "parents") on admission to the school.

Where more than basic first aid is required, the student's parents will be notified as soon as possible.

There will be parts of this Policy where arrangements are different for visitors, staff, and students and these will be clearly stated.

This Policy should be read in conjunction with other relevant school policies and procedures, including:

- Attendance at the Medical Centre Policy and Procedures
- Medical Attention in the Absence of a School Nurse Policy and Procedures
- Medication Policy and Procedures
- Head Injury Policy and Procedures
- List of First Aiders
- List of Locations of First Aid Kits
- List of Locations of AEDs and Epipens
- Medical Confidentiality Policy.



The Governors

The Governing Body is responsible for the safety of all persons on the School premises or whilst involved in school activities. The Governors will ensure that:

- the First Aid Policy is kept up to date, in line with existing legislation and reviewed whenever required;
- insurance policies are maintained to provide full cover for claims arising from actions of staff;
- the statutory requirements for first aid are met;
- appropriate training is provided; and
- the correct procedures are followed including suitable and sufficient risk assessment of first aid provisions.

School Medical Centre

KGS has a well-staffed and managed Medical Centre which operates with thorough and efficient policies and procedures so as to ensure the safety, wellbeing and best medical care and attention for all its students and staff. There is a qualified full-time School Nurse and a Healthcare Assistant who is a qualified first aider.

School Nurse

The School has a qualified full-time School Nurse based in the Medical Room. They will provide on the spot treatment for minor injuries and advise on the immediate supervision of serious accidents.

The School Nurse will:

- Ensure they receive sufficient training, including refresher training, to be competent in undertaking their tasks.
- Undertake an assessment of the School's first aid needs, detailing any student's specific illnesses before undertaking this task.
- Maintain medical records, in particular for students with specific medical conditions. They are to ensure that any arrangements necessary for these students are put in place and staff informed.
- Where students have clearly identified long term medical needs, the School Nurse draws up an Individual Health Care Plan (IHCP). See *Medication Policy and Procedures* for further details.
- With the Assistant Health & Safety Officer and the Trips Co-ordinator, ensure that first aid cover is provided for all activities where its need is identified in a risk assessment.
- Be responsible for the security, quantity and quality of the first aid equipment; this includes first aid on any school visit or event.
- Ensure there is a suitably equipped Medical Room for first aid to be administered.
- Report accidents following the School's procedures.
- Ensure that all first aid provision and equipment is easily identified.
- Provide staff training on emergency use of Epipens and AEDs.
- Ensure that parents are informed as quickly as reasonably practicable about any significant injury or illness to students.
- Oversee the work of the Healthcare Assistant.



The Assistant Health & Safety Officer

The Assistant Health & Safety Officer will:

- Ensure that a sufficient number and spread of staff are first aid trained to meet the requirements of the Health and Safety (First Aid) Regulations 1981.
- Ensure that a first aider is present on site at all times when students are on site.
- With the School Nurse and the Trips Co-ordinator ensure that first aid cover is provided for all activities where need is identified in a risk assessment.
- Devise first aid procedures to ensure the School provides first aid training procedures.
- Ensure that first aiders receive sufficient training - full updated training is required every three years.
- Ensure that first aid notices are displayed in prominent positions and regularly updated to inform staff and students of first aid procedures.
- Liaise with the Deputy Head (Safeguarding and Development) and Director of Finance and Operations (DFO) concerning reporting accidents.
- Keep a record of all accidents reported by staff.

First Aiders

In addition to the School Nurse, there will be enough appropriately trained staff to ensure that any incident can be quickly and appropriately dealt with.

First aiders must have completed a First Aid course recognised by the HSE (the Health and Safety Executive) which is renewable every 3 years.

A list of the School's First Aiders is available in the Medical Centre and via the staff intranet. In addition, there will be a list of the nearest First Aiders and Medical Centre contact details displayed at prominent places throughout the school.

First Aid Kits and AEDs

First Aid Kits are located at various points around the School. A list of the location of first aid kits is available in the Medical Centre, via the staff intranet and displayed in the Staff Common Room.

The School also has five Automated External Defibrillators (AEDs) and Epipens at various locations across the School. A list of the locations is available in the Medical Centre, via the staff intranet and displayed in the Staff Common Room.

Duties of a First Aider

Key duties of First Aiders are to:

- Respond promptly to calls for assistance.
- Give immediate assistance to casualties with injuries and illness.
- Ensure that an ambulance or professional medical help is summoned as appropriate.



- Record details of accident and treatment.
- Advise the Medical centre of any first aid supplies used.
- Be aware of all relevant policies and procedures including the *Medical Attention In the Absence of a School Nurse Policy and Procedures*.

All Staff

All staff, including those without first aid training, should:

- Familiarise themselves and comply with this *First Aid Policy* and the *Medical Attention In the Absence of a School Nurse Policy and Procedures*.
- Ensure students are sent to the School Nurse if there is any reasonable concern about an injury or illness; safety is paramount at all times.
- Ensure they know how to contact the School Nurse (ext 8841).
- Ensure they know who the current First Aiders within their department and the building are where they predominantly work.
- Be aware of specific medical conditions of individual students.
- Report all accidents and near misses to themselves at work.

Students taken ill/ having an accident in the classroom or elsewhere in the school

If a student is taken ill or has an accident in the classroom or anywhere else in the main School site during the school day, they should be sent to the Medical Centre (accompanied if necessary). If the student is too unwell/injured to attend the Medical Centre, then the School Nurse should be called (internal 8841) to attend at the scene. If necessary, first aid will be given at the site and where required an ambulance called. If the student's condition is serious, an ambulance should be called before the arrival of the School Nurse.

The preceding paragraph also applies to any other person who is taken ill or has an accident on the school premises.

A member of staff will accompany any student taken to hospital and await the arrival of their parent.

If a child is taken ill or has an accident, their parents will be informed immediately and the treatment (or any need to send the child home) will be discussed at that point. Any treatment needed will be given as deemed necessary to keep the child comfortable and to prevent any possible spread of infection. If the child's condition is serious an ambulance should be called, and the parents informed.

Reference should be made to the *Attendance at the Medical Centre Procedure* which details the procedures to be followed in relation to every presenting student and adult at the Medical Centre.

In the absence of the School Nurse, staff follow the *Medical Emergency In the Absence of a School Nurse Procedure*.



Notifiable Diseases

Any notifiable disease to any student will be reported to Public Health England (PHE). Notifiable diseases are those identified by PHE on the Guidance on Infection Control in Schools and other Childcare Settings poster.

Student Medical Information and Records

Parents are required to complete a Medical Information Form for their child before they enter the School and to make the School aware immediately if there is any subsequent change in their child's medical condition / information so that the student's medical records can be updated.

Student medical records are maintained by the Medical Centre on iSAMS.

Students with medical conditions

The School Nurse holds medical records for all students and staff with particular medical conditions.

In cases where students have clearly identified ongoing medical needs, an Individual Health Care Plan (IHCP) is drawn up and kept with the medical records. See the *Medication Policy and Procedures* for further details.

A central and up to date list of relevant students and their medical condition(s) is compiled and overseen by the Healthcare Assistant. A live list is kept on the school's intranet system. There are lists of students with: Asthma, Allergies, Diabetes, Epilepsy and Other Medical Conditions. In the case of students with severe allergies, information is displayed in the Staff Common Room, the catering department and is held in the Medical Centre and the School Offices.

Administration of medication

Medication will be administered in accordance with the *Medication Policy and Procedures*

Bodily fluid spillage

The Facilities Team is to be informed immediately in the event of any spillage of body fluids. They are to ensure that the area is thoroughly cleaned and disinfected, taking care to ensure that they are properly protected at all times.

Activities offsite

When an activity is taking place offsite (eg trips and sporting events), the designated leader of the party or member of school sports staff should ensure that they have details of any students with medical conditions and any treatment they require. They can access this information from the Trips Coordinator and from Operoo. They are also responsible for collecting a first aid kit from the Medical Centre and for reporting any accident that occurs offsite. For trips, Trip Leaders should meet with the School Nurse to review the list of students on the trip. The date and details of this meeting must be documented.



When to call an ambulance

If the School Nurse or qualified first aider assesses a casualty and decides an ambulance should be called, or an un-qualified person is unsure about a casualty's condition, 999/112 should be rung with the utmost speed. The condition, the treatment and the location of the casualty should be clearly stated, and the instructions given by the ambulance service should be followed. The Head and Executive staff should be informed as soon as possible.

Record keeping

Records are kept of any first aid administered by the school.

Student medical records are maintained on iSAMS by the Medical Centre. Access is restricted in accordance with the *Medical Confidentiality Policy*. Records are retained for at least seven years after the Student leaves the School or until they reach the age of 25, whichever is the later.

Accident Reporting

All staff including Medical Centre staff are required to report accidents using the online Accident Report Form which can be found on the School Intranet.

Accident Report Forms will be automatically sent to the School Nurse, the Assistant Health and Safety Officer, Director of Finance and Operations, Deputy Head (Safeguarding and Development) and the relevant Head of Year.

RIDDOR Forms are completed where necessary under the statutory regulations and under the guidance and direction of the Assistant Health and Safety Officer. Accident books are also kept in the Facilities Department.

An overview of all accidents is made by the Assistant Health and Safety Officer to ensure risk assessments are carried out if necessary. This overview is sent to the Health and Safety Committee for termly review.

The following occurrences must be reported to the HSE as soon as reasonably practical but in any event within 14 days:

- Any serious accident or death.
- Any accidents falling within the RIDDOR guidelines.
- Any food poisoning that affects two or more children.

All personal data recorded or provided to a third party will be safeguarded and processed in accordance with the school's relevant Privacy Notice and the Data Protection Act 2018 (and other relevant data protection legislation).