

# First Aid Policy

(Statutory)

Reviewed/Approved Trustees' Resources, Audit & Risk Committee: 21/02/2023

**Review Cycle:** Every Two Years

**Review Date:** Spring Term 2025

## **Policy Statement:**

The school recognises its responsibility as an employer to provide so far as reasonably practicable, a safe and healthy work place and working environment, both physically and psychologically, for all its students, employees, volunteers, and other visitors on the premises.

Parents have the prime responsibility for their child's health and should provide the school with all relevant information.

The Burgate School and Sixth Form recognises that students, staff and visitors may be taken ill, have longer term medical needs which require treatment or may suffer an accident whilst on the premises.

The Burgate School and Sixth Form recognises its responsibility to provide appropriate short-term care in these circumstances and to take all necessary steps to aid a fast recovery.

Groups and clubs letting facilities will be expected to provide a named person to provide first aid in an emergency.

The Burgate School and Sixth Form recognises that it must address the needs of all students who have Special Educational Needs, and that there is a continuum of needs and a continuum of provision.

It is committed to meeting the special needs of all its students, including those with statements of Special Educational Needs and those with special gifts and talents, ensuring for all the greatest possible degree of success to a broad and balanced curriculum.

## **First Aid Provision:**

- Trained first aiders to take charge of first-aid arrangements
- A suitably stocked and labelled first-aid container situated in the school office
- First Aid kits stationed in designated areas of the school
- First-aid provision available during extended school hours and on trips and visits
- A Medical Area available for treatment and rest. This is not always supervised and sick or injured students, or staff should not be left without arrangements having been made to supervise them

- It is not expected that anyone will remain in the Medical Area for more than a short period of time
- A defibrillator is located in the main school office – staff are trained as part of their first aid training
- A community defibrillator is located outside of the drama block

#### **Trips and Visits:**

- A suitably qualified first aider will accompany all trips and visits
- Portable first aid kits will be carried on all trips and visits
- Trip leaders will ensure essential student medications are taken on school trips and visits and administered by trained staff following school protocol. Trip leaders will ensure they have medical details of all students on trips and visits and follow school procedure

#### **Activities Involved in the Implementation of This Policy:**

##### **Staffing**

There will be sufficient trained staff to meet the statutory requirements and assessed needs.

A core of first aiders must complete a training course approved by the Health and Safety Executive (HSE) and receive refresher training every 3 years. Specialist training is completed by a core of staff to ensure cover of specific medical issues. Additional staff receive one day first aid training to support trips and visits.

##### **Duties**

The main duties of a first-aider are as follows:

- Take charge when someone is injured or becomes ill
- Give immediate help to casualties with common injuries or illnesses and those arising from specific incidents at school
- When necessary, ensure that an ambulance or other professional medical help is called.
- Contact parents or carers to inform them of the situation to allow them to make suitable arrangements
- Enter details of injuries and treatment outcome in the appropriate record books. Administer medication and keep appropriate records
- Restock the first-aid kits

##### **Procedures:**

If a student, member of staff or member of the public is taken ill, they should make their way (if in any doubt ensure they are accompanied) to the back of the school office. A member of the first aid team will be called; if it is deemed inadvisable to move them a member of the team will be sent to the casualty.

##### **Head Injury**

Our procedure for head injuries is as follows:

- Give appropriate first aid
- Contact parents
- If student is staying in school - email teachers so they are aware
- Ensure other students who will be with the student are aware and know to bring them back to first aid if needed
- A yellow head injury alert to be sent home with the student

For a student who is too unwell to continue at school, arrangements will be made for them to be collected. A record of all actions taken will be recorded in the First Aid Log. When necessary, parents will be informed about treatment given. Contact with parents should only be made by a member of the First Aid Team or a member of staff with managerial responsibility.

PE staff are required to ensure they have a mobile phone or walkie-talkie with them to ensure they can contact the main school in an emergency to request support and allow two way communication with emergency services.

#### **Injuries to students on PE fixtures.**

For serious injuries such as obvious impact injuries including fractures/dislocations and head injuries, staff will follow first aid procedures, administer first aid and involve emergency services as appropriate. PE staff will ensure a parent is contacted as soon as they have stabilised/dealt with the injury to make certain parents have the full information at the earliest opportunity and give parents the opportunity to leave their child with the school and in the school's care or to come and collect their child.

When available, such as at RFU rugby and county athletics/X-country events, the school will always follow the advice and guidance of the medical personnel present.

#### **Emergency Situations:**

If a medical condition or injury cannot be treated at the school, arrangements must be made to call the emergency services and inform parents (or next of kin if a member of staff or a visitor is involved). The first aider will continue care until the emergency services arrive.

Incidents requiring use of the defibrillator will be attended by a trained member of staff who will follow their training procedure.

The availability of a training DVD on the shared area is highlighted to all staff so they can familiarise themselves with the use of our defibrillator unit.

First aiders must be trained to recognise and respond appropriately to the daily and emergency needs of children with chronic medical conditions. When necessary, discussion will take place with parents or carers and medical professionals to ensure information, procedures and medication are current and accurate. Parents are responsible for providing medication and informing school of any changes. Where appropriate IHCP/Alert sheets will be created for students with medical conditions using information from parents/carers and medical personnel; these will be shared with staff.

Children with asthma need to have immediate access to their reliever inhalers. Spare inhalers may be provided by parents and kept in an unlocked cabinet in the school office with the student's asthma card. A spare asthma kit with inhaler and disposable spacer is also stored in the cabinet.

Children with diabetes are encouraged to manage their own medication and condition. Trained staff are available to support students if required. This should be discussed with child and parent. The Head of Learning Support and Student Welfare will liaise with specialist nursing services who will supply advice and training to staff when required.

The care of children with epilepsy should be discussed with the parents, child, medical professionals and the Head of Learning Support and Student Welfare

**Anaphylaxis** – parents and child should discuss allergies as part of the individual health care plan. Pre-loaded injection devices should be provided by the parents in the correct container, labelled with their

child's name; (a number of staff will be trained to administer these in an emergency). The child will carry a pen at all times; a second pen must be stored in an unlocked cabinet in an easily accessible area of the school office. An emergency plan and contact details sheet must be completed and displayed for all staff. The catering manager completes external training to ensure compliance with allergy guidelines when preparing and presenting food in schools. Parents are responsible for providing in date medication; if a student does not have access in school to in date medication parents will be asked to collect their child and resolve the situation before returning them to school. The same applies for trips and visits when the student will be unable to leave the school site and collection will be arranged.

From 1 October 2017, schools in England have been allowed to purchase adrenaline auto-injector (AAI) devices without a prescription, for emergency use on children who are at risk of anaphylaxis but whose own device is not available or not working. We have taken part in this opportunity and have spare auto-injectors in school.

At the time of this review there is a worldwide shortage of adrenaline injectors – as a school we are following the guidance from Department of Health and Social Care.

**If the school has to administer this injection an ambulance must always be called.**

**Please see Medicines and Supporting Students with Medical Conditions Policy for more information.**

### **Medicine in School:**

Asthmatic students should carry their inhalers with them at all times. Teachers, who take asthmatic students out of school (even to the field) or teach asthmatics in an environment that may cause a reaction, are requested to ask students to show their inhalers prior to the lesson.

Diabetic students may carry food and drink to consume whenever they may need it (the exception being Science lessons).

All other medicines should be handed in to the school office, with a signed consent form completed by parents/carers, to be stored in the student medication locker. All medicines will be administered by a trained member of staff in strict accordance with the instructions and a log made of the date, time and dosage. Parents are responsible for providing in date medication.

### **Recording Accidents or Diseases:**

Accidents that occur on school premises must be reported to the Headteacher or a relevant member of LT and an Incident Report completed. A serious accident that happens to employees, students or visitors must be recorded within 15 days from the day of the accident via the H&SE website in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) and in the Accident Book together with any relevant outcomes. A serious accident (one that involves death, hospitalisation or 7 + days off work not counting the day of the accident) must be reported as must those which are:

- A result of any school activity
- A result of defective premises or equipment within the school
- Incidences of COVID-19 in the workplace

a complete list of recordable incidents is available on the HS&E website <http://www.hse.gov.uk/riddor/>

All records are kept for a minimum of 3 years.

These records may be required for insurance purposes and will also be analysed to look for trends and patterns that may inform future first-aid assessments and planning.

**Insurance:**

Students, and visitors are covered by Public Liability Insurance for death, injury or illness up to a ceiling of £10,000,000.

Employees are covered by Employers Liability Insurance for death, injury or illness arising from their employment for up to £10,000,000.

**Hygiene Protection:**

All staff should take precautions to avoid infection and must follow basic hygiene procedures. Staff should have access to single-use disposable gloves and hand washing facilities and should take extreme care when dealing with blood or other body fluids. Appendix 1 gives detailed information.

**\*Since March 2022 when the final Covid restrictions were lifted the UK Health and Security Agency (UKHSA) has advised that COVID-19 should be managed like other respiratory infections, such as flu.**

\*<https://educationhub.blog.gov.uk/2022/12/14/what-are-the-latest-rules-around-covid-19-in-schools-colleges-nurseries-and-other-education-settings/>

In the event of a suspected case of Norovirus, Influenza or COVID 19 the student will be isolated, and PPE equipment and suitable precautions will be used to reduce transmission. Parents will be contacted to collect the student as a matter of urgency. All spillage of biohazard fluids (e.g. vomit, blood) will be cleared by the site team using a biohazard kit. A deep clean will be scheduled for the area.

**Child Protection:**

If any concerns are raised that have child protection implications (e.g. unexplained marks or scars) whilst a student or student is being treated for first aid the first aider must inform the Designated Safeguarding Lead or a member of the team who will take appropriate action.

All staff receive annual Statutory Safeguarding Training.

**Liaison with External Agencies:**

The school is supported by the School Nursing Team; key members of school staff can refer students for advice and guidance.

In line with national procedures the School Nursing Team implement immunisation programmes for students in school.

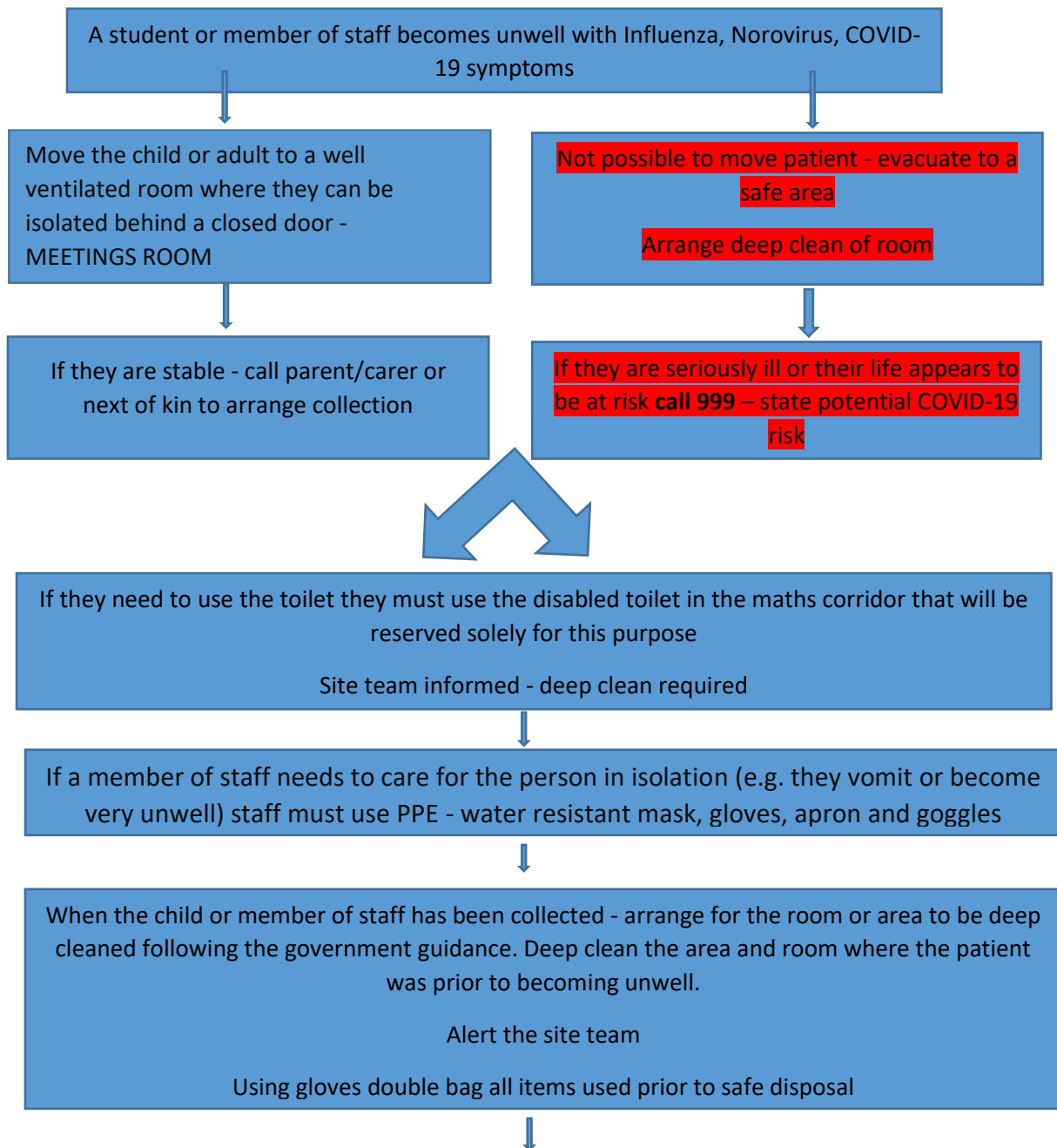
Community First Responders to support maintenance of Community Defibrillator.

**Monitoring**

The academy's first aid policy will be reviewed every two years by the Board of Trustees' Resources, Audit & Risk Committee.

Appendix 1

Flow Diagram detailing actions related to any suspected case of Influenza, Norovirus, COVID-19 in school.



Try to assist at a safe distance from the casualty as much as you can and minimise the time you share a breathing zone.

If they are capable, tell them to do things for you, but treating the casualty properly should be your first concern. Remember the 3P model – preserve life, prevent worsening, promote recovery.

**Preserve life: CPR**

- Call 999 immediately – tell the call handler if the patient has any COVID-19 symptoms
- Ask for help. If a portable defibrillator is available, ask for it
- Before starting CPR, to minimise transmission risk, use a cloth or towel to cover the patient’s mouth and nose, while still permitting breathing to restart following successful resuscitation
- If available, use:
  - a fluid-repellent surgical mask
  - disposable gloves
  - eye protection
  - apron or other suitable covering
- Only deliver CPR by chest compressions and use a defibrillator (if available) – **don’t** do rescue breaths

**Prevent worsening, promote recovery: all other injuries or illnesses**

- If you suspect a serious illness or injury, call 999 immediately – tell the call handler if the patient has any COVID-19 symptoms
- If giving first aid to someone, you should use the recommended equipment listed above if it is available
- You should minimise the time you share a breathing zone with the casualty and direct them to do things for you where possible

**After delivering any first aid**

- Ensure you safely discard disposable items and clean reusable ones thoroughly
- Wash your hands thoroughly with soap and water or an alcohol-based hand sanitiser as soon as possible