

LEICESTER GRAMMAR SCHOOL TRUST

LEICESTER GRAMMAR JUNIOR SCHOOL

POLICY AND PROCEDURES ON THE PROVISION OF FIRST AID

This policy should be read with regard to the Administration of Medicines Policy. It refers to Leicester Grammar Junior School including Early Years Foundation Stage (EYFS).

1. Introduction

The H&S at Work Act (HSWA) 1974 places duties on employers for the health and safety of their employees and anyone else on the premises. This covers the Head Teacher, teachers, non-teaching staff, children and visitors. The Education (Independent Schools Standards) (England) Regulations 2014 require that independent schools have and implement a satisfactory policy on First Aid and have appropriate facilities for pupils in accordance with the Advice on Standards for School Premises, issued by the Department of Education (March 2015).

Leicester Grammar Junior School is under a general duty to provide a safe place of work, with suitable arrangements, including welfare. This Policy describes what facilities are in place, however, the Codes of Practices outline procedures in respect of administering medicines, and the responsibilities of relevant staff.

Leicester Grammar Junior School is committed to providing sufficient numbers of first aid personnel to deal with accidents and injuries occurring at the School. To this end, Leicester Grammar Junior School will provide information and training on first aid to staff to ensure that they can meet the statutory requirements and the needs of the school are met. To reflect the age of the pupils this training will be at paediatric first aid or first aid for schools level.

2. Arrangements for securing first aid provisions

First Aiders are employees who have been trained and appointment as a nominated First Aider. At least one person with a current Paediatric First Aid certificate must be on the premises at all times when EYFS children are present. From 1st September 2016 all NQT EYFS practitioners must hold a current PFA to be included in the staff:child ratios

First Aiders are qualified personnel who have received training and passed an examination in accordance with H&S Executive requirements. The first aid training received by employees must also be approved by the local authority and consistent with the

requirements set out in 'Statutory Framework for the Early Years Foundation Stage'. This training will also be relevant to a school setting and will cover paediatric issues. The first aiders renew their qualifications as recommended to ensure that their skills are maintained.

Leicester Grammar Junior School also has access to the School Nurse based at Leicester Grammar School who will provide advice and assistance when required.

For responsibilities of a First Aider refer to Appendix 1.

3. Legal indemnity of first aiders

It is unlikely as first aid personnel rendering assistance will become subject to legal action because of a deterioration in the injured person's condition. However, Leicester Grammar Junior School has arranged to guard against this possibility by providing, through its insurance policies, indemnification for any member of staff who assists a person who becomes ill/injured either on or off the school premises but in association with school business.

4. Principle first aider

The principle first aider is responsible for the up-keep and re-stocking of the first aid room and first aid boxes situated around the school. The role and responsibilities of the principal first aider are listed in Appendix 2.

5. First aid room and kits

The main first aid room for LGJS is located next door to the School office. It is fully stocked with first aid resources, a fridge, a sink and a trolley. Adrenaline auto-injectors and medicines needed by pupils in an emergency are also located in an unlocked, wall mounted cupboard in this room.

First aid boxes are also located at suitable locations around the School (refer to appendix 4). Each box contains first aid requisites, a list of contents and a general guidance leaflet as recommended by the Health and Safety Executive. Staff are expected to inform the principle first aider when it needs re-stocking.

There are first aid rooms in the sports hall and pavilion which LGJS pupils and staff can access whilst in their locality. These are fully equipped with the resources that may be required and the stock levels are checked on a regular basis.

School field trip first aid kits are to be made available for those persons who are required to undertake their work/activity away from their normal place of work, where an assessment has highlighted that access to such facilities may be restricted. Examples of these circumstances include (but are not exhaustive) school trips at home and abroad, persons travelling in vehicles, sporting or social events arranged or supported by the School. However, if attending the premises of a third party where first aid arrangements have been assessed to be suitable and the third party can cover the School's needs, then persons in attendance should be provided with relevant information of the first aid arrangements prior to attending and then made familiar of the arrangements again on their arrival to the third party premises.

6. Pupils and staff with on-going medical conditions

On entrance to the School, every pupil's parent or guardian is required to complete a "Special Circumstances Form".

Each year a data collection sheet is sent home which includes a student health questionnaire. Once completed this is returned to school and each child's medical records are updated as necessary.

These forms provide the staff and School Nurse with information in regards to the child's past medical history including the nature and effect of any disability. The information required to keep the child safe whilst in school is then communicated to the relevant staff through records, and sheets giving details of other relevant medical information will also be displayed in the First Aid Room and must be referred to by all staff before administering First Aid.

In the case of life threatening conditions this information is displayed with a photograph in the child's classroom, the staffroom, the First Aid room, the P.E. office and the school kitchens. For example, allergies requiring an Adrenaline auto-injector.

An information sheet, which includes all children in school in need of more routine medication, such as inhalers, is also compiled at the beginning of each academic year and circulated to all teaching staff. These procedures ensure staff members are fully up to date, can identify pupils with ongoing health needs and will be aware of the treatment possibly required in an emergency.

Staff are encouraged to provide similar information to the nurse regarding their own past medical history. This is treated with the strictest confidence and would only be disclosed to medical staff in the event of an emergency. It is stored in a locked cupboard in the Senior School Medical Room to which the School Nurse or a designated first aider in her absence, have sole access.

If staff are taking medication which may affect their ability to care for children they should take medical advice and inform the Head Teacher. A decision will then be made regarding their fitness to work. Staff medication must be securely stored out of reach of children.

7. First aid procedures

Each break time there is a nominated first aider on first aid duty.

First aid should be rendered, but only as far as knowledge and skills admit.

Precautions should be taken to protect the staff member from coming into contact with bodily fluids. Good hand hygiene should be adhered to at all times either through the use of disinfectant hand gel or by a good hand washing technique. In the case of a bodily fluid spillage a site services team member must be contacted and the bodily spillage kit retrieved and utilised. If a member of staff has concerns regarding coming into contact with bodily fluids whilst carrying out first aid, they should contact the School Nurse.

Any first aider who sees a child must record the details in the First Aid Book, however trivial. Parents must be notified, using 'the note home form', of any first aid administered.

In the case of a head injury, a head injury notification wrist bracelet should be worn by the child and readily displayed to staff and parents.

As soon possible after an accident occurring to a pupil, employee or visitor, the incident must be fully and accurately reported on the appropriate accident form and entered into the First Aid Book in the First Aid Room. Accident forms can be obtained from the following places: LGJS First Aid Room; Nurses Room, Senior School; First Aid Room in the pavilion; First Aid Room in the sports hall. The form should be completed fully and promptly sent to the Nurse for evaluation. Where possible detailed statements should be obtained from witnesses.

If necessary, the Head teacher, Business Director and Facilities Service Manager will be informed and an investigation taken place. A report will also be made a LGJS representative to the Health and Safety committee. This is to ensure any accidents are followed up and measures have been put in place to prevent the accident reoccurring in the future.

If it is evident that hospital attention is necessary, the School Nurse or first aider will decide the most appropriate way of transporting the patient. If an ambulance is required, the emergency 999 service should be used. In cases of a less severe nature it may be appropriate to transport them to hospital by one of the three following options.

- Contacting the parents and request that they undertake the duty themselves.
- Using the school minibus with the School Nurse or any other member of staff accompanying.
- Using a taxi with the School Nurse or other member of staff accompanying.

No child will travel to hospital unaccompanied. Whilst at the hospital, staff remain “in loco parentis” until parents relieve them of their duty of care for the child.

If an accident occurs at an isolated facility with only one member of staff present, additional staff will be summoned by a school mobile phone which should always be carried when in an isolated place.

8. Illness and infectious diseases

Children with infectious diseases should not in general attend school. Although mild snuffles and colds need not necessarily prevent a child attending, diarrhoeal illness etc should be a reason for a child to stay at home.

If a child becomes ill whilst at school, parents must be contacted and the child taken home. The school should notify other parents if a significant risk exists, or may exist to other children and/or staff.

A child with an infectious disease should be excluded from school until fully recovered or until the required period has passed.

A list of notifiable diseases is displayed in the Medical Room. If a child suffers from a notifiable disease, the Child must not attend school until their GP has determined them fit to do so. The Head Teacher and School Nurse must be informed of the diagnosis without delay. It is the GP's responsibility to notify the Director of Public Health via the Duty Room.

Further clarification and guidance on infection control in schools and childcare settings can be found at:

http://www.publichealth.hscni.net/sites/default/files/A2%20Schools%20poster_1.pdf

9. Near misses and dangerous occurrences

A near miss is any incident which could have resulted in an accident.

A dangerous occurrence is a near miss which could have led to serious injury or loss of life.

Both of these must be recorded in the “near miss book” and the Facilities Service Manager informed. Suitable action can then be taken to avoid similar accidents in the future.

10. Reporting of injuries, diseases and dangerous occurrences regulations 1995 (RIDDOR)

It is a legal duty to report and record some accidents and illnesses to the Health and Safety Executive. Once the patient has received medical attention, the Facilities Service Manager and/or School Nurse will decide if the incident is reportable under the above regulations and make the necessary arrangements.

Reporting can be done online or by telephone. HSE telephone number: 0845 3009923. Advice on RIDDOR can be found at:

<http://www.hse.gov.uk/riddor/>

Any person whilst on duty who suffers an injury as a result of an accident that occurred off the school site should also report in accordance with the aforementioned procedure. In addition, accidents occurring on a third party's site should be reported with the arrangements applying at that site.

11. Safe systems of work

The following arrangements should be followed in order to ensure that suitable and sufficient provision of first aid staff and equipment is available with the School.

- First Aiders should inform the School Nurse that their training certification period is nearing (6 months minimum) expiry.
- The Facilities Service Manager must ensure that staff are familiar with the identity and location of their nearest first aider and first aid box.
- The name(s) and location(s) of first aiders and equipment must be displayed adequately throughout the School.
- Ensure that the principal first aider maintains first aid boxes ensuring that the contents have not expired.
- Maintain easy access to a first aider and first aid box.
- Ensure that all staff are familiar with requirements of this policy through instruction and training.

12. Review of first aid procedures

A review of first aid procedures will take place each year.

Staff should be familiar with the arrangements for administering first aid. Pupils must know whom to contact in case of accident or illness (i.e. nominated First Aider on duty).

Julia Parsons
School Nurse

Appendix 1- Responsibilities of first aiders

All appointed First Aiders at Leicester Grammar Junior School have the following responsibilities to:-

First Aid Practice

- Be readily available.
- Follow the principles and practices as laid down by the first aid course and manuals.
- Comply with the aims of first aid:-
 - To preserve life
 - To prevent the condition worsening
 - To promote recovery
- Not to ignore accidents or illness under any circumstances, or to refuse to give treatment and assistance if required to do so.
- Not to undress any patient unnecessarily.
- Safeguard the patient's clothing and possessions.
- Respect the patient's confidentiality at all times, and to discuss the patient's condition with only those necessary.
- Maintain the highest practicable level of cleanliness whenever treating a patient.
- Maintain a record of all patients treated, no matter how trivial.
- Attend refresher courses as necessary.

In an emergency:

- Quickly and accurately assess the situation.
- Identify the condition from which the casualty is suffering; but not to treat any illness or injury which is beyond your capability.
- Give immediate, appropriate and adequate treatment, bearing in mind that a casualty may have more than one injury and that some casualties will require more urgent attention than others.
- Arrange, without delay, for the transfer of a casualty (should it be required) to their GP, hospital or home, according to the seriousness of the condition.
- Stay with the casualty until they are handed over to the care of a doctor, paramedic, the hospital A & E unit or other appropriate person.

Appendix 2- Responsibilities of principle first aider

It is the role of the Principal First Aider to assist the Head teacher and Staff to meet their responsibilities for first aid by:-

- Familiarising themselves with this Policy.
- Regularly carrying out an audit to ensure that the first aid cabinet/kits throughout the School contain the minimum supplies which are required under law.
- Check the Kinders first aid box on a weekly basis and remaining first aid boxes every half term. Sign the checklist form, held in the first aid room, to confirm this has been done.
- Ensure that emergency medicines, such as asthma inhalers and adrenaline pens, should be readily available to children and not locked away and are stored in a way that is easy to access.
- Ensure that all date-expired medicines are return to parents or taken to the School Nurse for safe disposal.

Appendix 3- Staff with first aid qualifications 2018-2019

NAME	COURSE ATTENDED	VALID UNTIL
MIDWINTER Rachel	Paediatric First Aid	18-19 th Nov 2018 Booked 5-6 th Nov 2018
COPSON, Rebecca	Paediatric First Aid	12-13 th May 2019
BARNETT Alison	Paediatric First Aid	12-13 th May 2019
WILLIS, Susan	Paediatric First Aid	8/9 th June 2019
JACKSON Susanne	Paediatric First Aid	8-9 th June 2019
HILL Carol	Paediatric First Aid	6-7 th October 2019
WHITE Alison	Paediatric First Aid	6-7 th October 2019
DIXON, David	Schools First Aid	10 th January 2020
BRIGHT Mikaela	Schools First Aid	10 th January 2020
ELLIS Karen	Schools First Aid	10 th January 2020
FULTON David	Schools First Aid	10 th January 2020
GANGAR Paula	Schools First Aid	10 th January 2020
GREEN, Sara	Schools First Aid	10 th January 2020
EVANS Sharon	Schools First Aid	10 th January 2020
TUTT, Katie	Schools First Aid	10 th January 2020
WHITTAKER, Helena	Schools First Aid	10 th January 2020
WILLIAMS, Catherine	Schools First Aid	10 th January 2020
COSTCIANI Zoe	Schools First Aid	10 th January 2020
PECK Rebecca	Schools First Aid	10 th January 2020
GEIER Joan	Paediatric First Aid	13-14 th March 2020
SUTTON Catherine	Paediatric First aid	13-14 th March 2020
WILSON Phil	Paediatric First Aid	15-16 th June 2020
PATTEN Beth	Forest School First Aid	9-10 th Oct 2020

ASHBERRY, Fiona	Schools First aid	9th January 2021
BARRE Alison	Schools First aid	9th January 2021
BRAID, Nicola	Schools First aid	9th January 2021
CHENEY Nicki	Schools First aid	9th January 2021
DAVIES, Catherine	Schools First aid	9th January 2021
DESI Angi	Schools First aid	9th January 2021
DIXON, Alex	Schools First aid	9th January 2021
HART Louise	Schools First aid	9th January 2021
JONES, Graham	Schools First aid	9th January 2021
KIDD, Carole	Schools First aid	9th January 2021
McQUILLAN, Cathryn	Schools First aid	9th January 2021
OSELTON Dan	Schools First aid	9th January 2021
PROVIS Melanie	Schools First aid	9th January 2021
RILEY Sam	Schools First aid	9th January 2021
SHEPHARD, Katy	Schools First aid	9th January 2021
SMITH Julie	Schools First aid	9th January 2021
TAYLOR Lucy	Schools first aid	9th January 2021
THACKER, Janine	Schools First aid	9th January 2021
WESTON, Sarah	Schools First aid	9th January 2021
WILDSMITH Jack	Schools First aid	9th January 2021
WILKINSON, Laura	Schools First aid	9th January 2021
KARDAS Karol	Emergency First Aid for Sport	5th June 2021
DOWSETT Lucy	Emergency First Aid for Sport	5th June 2021
GIBSON Andrea	Paediatric First Aid	25-26th June 2021

Appendix 4- Location of first aid kits in Leicester Grammar Junior School

Location	Location in that room	Other information
First Aid Room	In wall cupboard	And Accident book
Staffroom	On top of pigeon holes	
Kinders	Big blue box next to external door	And Accident Book
Art Room	Above fridge	And book to record any usage
3D	In cupboard under sink	And book to record any usage
5A	In cupboard under sink	And book to record any usage
6F	In walk in cupboard	And book to record any usage
6E	In cupboard under sink	And book to record any usage

Appendix 5- Emergency procedures (Illness and accident)

If anyone should become ill or suffer an injury as a result of an accident, the procedures below should be followed:

1. **Assess the situation.** Ensure the situation is safe to approach. Take a few seconds to look around and observe for any danger or potential hazards.
2. **Make the area safe.** If safe to do so, remove or reduce any dangers or potential hazards before attending to the patient. If it is not possible to sufficiently reduce the danger to a level that allows the rescuer to safely enter the situation, then the emergency services must be contacted ASAP; the patient should be given all possible reassurances.
3. **Administer first aid.** First aid should be rendered, but only as far as knowledge and skills admit and it is safe to do so.

Precautions should be taken to protect the staff member from coming into contact with bodily fluids. Therefore, they should wear disposable gloves and a plastic apron when administering first aid. Good hand hygiene should be adhered to at all times either through the use of disinfectant hand gel or by a good hand washing technique.

In the case of a bodily fluid spillage a site services team member must be contacted and the bodily spillage kit retrieved and utilised. If a member of staff has concerns regarding coming into contact with bodily fluids whilst carrying out first aid, they should contact the School Nurse.

4. **Get help.** If required, further first aid support should be summoned. If the patient is within the School grounds and circumstances necessitate the School Nurse should be sent for. In the absence of the School Nurse, one of the qualified first aiders should be called. List of their names are displayed in the First Aid Room.

5. **Transport to hospital.** If it is evident that hospital attention is necessary, the School Nurse or first aider will decide the most appropriate way of transporting the patient. If an ambulance is required, the emergency 999 service should be used. In cases of a less severe nature it may be appropriate to transport them to hospital by one of the three following options.

- Contacting the parents and request that they undertake the duty themselves.
- Using the school minibus with the School Nurse or any other member of staff accompanying.
- Using a taxi with the School Nurse or other member of staff accompanying.

No casualty who is a child should be allowed to travel to hospital unaccompanied.

If the accident occurs at an isolated facility with only one member of staff present, additional staff will be summoned by a school mobile phone which should always be carried when in an isolated place. Whilst at the hospital, staff remain "*in loco parentis*" until parents relieve them of their duty of care for the child.

6. **Notification of parents.** In cases of an emergency, the School Nurse or First Aider will contact reception who will notify the child's parents with minimum delay.

7. **Accident forms.** As soon as possible after the incident every case of injury or accident to a pupil, employee or visitor must be fully and accurately reported on the appropriate accident form (in the back of the First Aid Book) **and** be entered into the First Aid Book in the First Aid Room. Where possible detailed statements should be obtained from witnesses.

Accident forms (in blue folders) can also be obtained from the following places:

- Nurses Room, Senior School.
- First Aid Room in the pavilion.
- First Aid Room in the sports hall.

The Head teacher will be informed of any relevant information and a report given at the Health and Safety meeting every quarter.