



Stormont School

13a FIRST AID: POLICY GUIDANCE

Policy Type	Statutory
Regulation	ISSR Part 3, Paragraph 13
Approval Committee	Health & Safety Committee
Last Review	Spring 2022
Next Review	Spring 2023

The policy will be published on the website for current and prospective parents, governors, staff and volunteers.

Hard copies are available from the School Office.

FIRST AID POLICY STATEMENT

1. Scope

This policy guidance applies to staff, visitors and pupils at Stormont School including those pupils covered by the Statutory Framework for the Early Years Foundation Stage (EYFS). References to staff includes all relevant adults, including volunteers and visitors

2. Objectives

- 2.1. To ensure that there is an adequate provision of appropriate first aid at all times.
- 2.2. To ensure that where individuals have been injured there are suitable mechanisms in place to provide remedial treatment.

3. Statutory Guidance

This statutory policy has been reviewed in accordance with the paragraph 13 of the Independent Schools Regulatory Requirements (ISRRs):

The standard in this paragraph is met if the proprietor ensures that first aid is administered in a timely and competent manner by drawing up and effective implementation of a written first aid policy.

4. Responsibilities

4.1. Board of Governors. The **Board of Governors** is responsible for:

- ensuring that Stormont School has an appropriate policy;
- ensuring that the School meets the requirements of statutory regulations.
- ensuring that suitable provision is made for the short-term care of sick and injured pupils;
- ensuring that staff are appropriately consulted and trained;
- ensuring that accidents are recorded and parents informed; and
- ensuring there are arrangements for pupils with particular medical conditions (for example, asthma and diabetes).

4.2. Head Teacher. The Head Teacher delegates to the Bursar responsibility for

- the internal management of first aid;
- determining the first aid needs of Stormont School, taking into account, among other things, the number of staff and pupils, size, location and work activity;
- developing and reviewing detailed procedures;
- monitoring the training and expertise of first aid staff;
- liaising with the person responsible for first aid;

- informing staff of the arrangements that have been made in connection with the provision of first aid (including the location of equipment, facilities and personnel) and ensuring that there is at least one appropriately qualified person on site when children are present;
- ensuring that staff, pupils and parents are aware of Stormont School's health and safety and first aid policy and procedures.
- ensure that adequate space is available for catering to the medical needs of pupils
- report specified incidents to the HSE when necessary

4.3. First Aid Coordinator. Miss Clare Stephens has been appointed by the Head Teacher as the competent person responsible for the day to day management of first aid who will:

- be responsible for the implementation of this policy.
- ensure that the first aid provision is adequate and appropriate;
- carry out appropriate risk assessments and ensure that they are completed and appropriate measures are put in place (in liaison with the Bursar);
- ensure that the number of first aiders/appointed persons meets the assessed need (in liaison with the Bursar);
- ensure that appropriate training is provided and monitor the competence of first aiders (in liaison with the Bursar);
- ensure that the equipment and facilities are fit for purpose;
- ensure that all staff know the procedures for calling for first aid, and their duties towards any person requiring first aid; and
- regularly keep the Headteacher and Bursar informed of the implementation of the policy.

4.4. Employed Staff.

- Teachers' conditions of employment do not usually include giving first aid. Staff may, however, volunteer to undertake first aid tasks. Certain support staff will be required to administer first aid as part of their contract. They must be appropriately trained.
- All staff in charge of pupils (including volunteer staff) must use their best endeavours at all times, particularly in emergencies, to secure the welfare of the pupils in the same way that parents would be expected to act towards children.
- Trained staff may take action beyond the initial management stage. Other staff must provide aid only to the level of qualification or competence they possess.
- If First Aid is required for more than a minor injury, staff must not move the patient unless the patient needs to be moved away from an immediate hazard or danger.
- Staff who deal with a first aid incident must ensure that the incident is recorded. This includes incidents on out-of-school activities.

- Ensuring they know who the first aiders in school are
- Completing accident reports for all incidents they attend to where a first aider is not called
- Informing the Headteacher or their manager of any specific health conditions or first aid needs

4.5. Appointed Person(s) and First Aiders.

4.5.1. The school will ensure it has sufficient and appropriately trained paediatric first aiders and Emergency First Aid at Work trained staff. It will also ensure it has sufficient numbers of staff who have the Pool Responder Qualification.

The Paediatric First Aiders are responsible for:

- Taking charge when someone is injured or becomes ill
- Ensuring there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits
- Ensuring that an ambulance or other professional medical help is summoned when appropriate

First aiders are trained and qualified to carry out the role and are responsible for:

- Acting as first responders to any incidents; they will assess the situation where there is an injured or ill person, and provide immediate and appropriate treatment
- Sending pupils home to recover, where necessary
- Filling in an accident report and completing the First Aid report on Engage on the same day, or as soon as is reasonably practicable, after an incident
- Keeping their contact details up to date. Our school's paediatric first aiders are listed in Appendix 1. Their names will also be displayed prominently around the school.

5. **First Aid Provision**

5.1. The minimum first aid provision is:

- one suitably stocked first aid container;
- information for staff on first aid arrangements;
- arrangements for off-site activities; and
- out-of-school hours provision e.g. lettings.

5.2. The level of first aid provision and number of first aiders is determined on the basis of the likelihood of injury arising in school. A risk assessment of first aid needs will consider the following factors:

- Proximity and accessibility to emergency services;
- Staffing levels;
- New members of staff (untrained staff);

- Risk levels and any areas with specific hazards (kitchen, playground);
- The needs of individuals (lone workers, pupils with special needs and disabilities);
- Members of public on the site;
- Unforeseeable absence of first aiders.

- 5.3. The number of certificated first aiders will not, at any time, be less than the number required by law. The school (Bursar) will ensure that there are sufficient suitable persons trained either as first aiders, paediatric first aiders or emergency first aid trained persons. A list of members of staff who are trained appointed persons will be displayed on noticeboards in the School in Pre-prep, the Office, Staff-Room and On Teams.
- 5.4. In particular, the school will ensure that there is always at least one first aider on site when pupils are present.
- 5.5. In addition, to meet the requirements of the Statutory Framework for the Early Years Foundation Stage there will always be a member of staff trained in paediatric first aid on the premises or on outings when EYFS children are present.
- 5.6. The school will also ensure there are suitably trained first aid persons present for school events on site, including those run by the Stormont Parents' Association.
- 5.7. First Aid provision will be considered as part of the planning process for trips away from school. Suitable arrangements will be put in place in accordance with the Educational Visits Policy, to include the requirement for a qualified first aider to accompany the trip, who will be responsible for taking charge of a situation should it arise (for example, calling for assistance if a serious injury or illness occurs).
- 5.8. Contractors, visitors, service users and others working temporarily on the premises shall be made familiar with the first aid arrangements. Where contractors have their own site compound, they will be responsible for including such arrangements within their site documentation and for the communication of the same to their operatives as part of their independent site induction.
- 5.9. The arrangements for First Aid provision when facilities are hired to third parties will be confirmed at the time the booking contract is entered into. Unless expressly advised to the contrary, hirers will have access to the First Aid boxes relevant to the areas that have hired and will be required to report to the school any accidents or incidents requiring First Aid or other treatment that may arise during the course of the hire.

6. Duties of a First Aider

6.1. Qualifications

6.1.1. No person should administer first aid unless he or she has received proper training.

6.1.2. All staff providing first aid in Stormont School must have an appropriate first-aid qualification and remain competent to perform their role. Typically, first-aiders will hold a valid certificate of competence in either First Aid at Work (FAW) or Emergency First Aid at Work (EFAW). EFAW training enables a first-aider to give emergency first aid to someone who is injured or becomes ill while at work. FAW training includes EFAW and equips the first-aider to apply first aid to a range of specific injuries and illnesses.

6.1.3. In addition, the Statutory Framework for the Early Years Foundation Stage (EYFS) mandates specific first aid requirements for all schools and early years' providers attended by young children (i.e. children up to the end of the academic year in which the child has their 5th birthday).

6.1.4. Qualified first aiders will receive updated training every three years. There will be general staff training on first aid matters on a regular basis (for example, annual anaphylaxis awareness training will be offered). Details of qualifications are recorded by the bursar's assistant, who also makes arrangements for renewals as and when they become due.

6.2. A First Aider must:

- complete a training course every three years;
- give immediate help to casualties; and
- ensure that when necessary, an ambulance or other professional medical help is called.

First aiders will be expected to follow any appropriate government guidance.

7. First aid procedures

7.1. **In-school procedure.** In the event of an accident resulting in injury:

- The closest member of staff present will assess the seriousness of the injury and seek the assistance of a qualified first aider, if appropriate, who will provide the required first aid treatment
- The first aider, if called, will assess the injury and decide if further assistance is needed from a colleague or the emergency services. They will remain on scene until help arrives
- The first aider will also decide whether the injured person should be moved or placed in a recovery position
- If the first aider judges that a pupil is too unwell to remain in school, parents will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parents
- If emergency services are called, the Headteacher or if not available the School Administrator team will contact parents immediately
- The relevant member of staff will complete the accident form on Engage or an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury
- The First Aider will contact one of the Housekeeping Staff or Caretakers to support the safe cleaning of spillage of body fluids.

7.2. **Off-site procedures** When taking pupils off the school premises, staff will ensure they always have the following:

- A mobile phone
- A portable first aid kit
- Information about the specific medical needs of pupils
- Access to parents' contact details

Risk assessments will be completed by the lead member of staff prior to any educational visit that necessitates taking pupils off school premises.

There will always be at least one first aider with a current paediatric first aid certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

There will always be at least one first aider on school trips and visits in Key Stage 1 and 2

8. Number and Location Of First Aid Boxes

- 8.1. The minimum requirement is for one suitable stocked first aid box, but first aid boxes will be provided in areas of the school where accidents are considered most likely.
- 8.2. There is no mandatory list of items to put in a first aid box. As a guide, where activities involve low-level hazards, a minimum stock of first aid items would be per the guidance given in HSE document "Basic advice on first aid at work" INDG 347. The contents of the first aid boxes will be reviewed regularly and replenished as necessary.
- 8.3. First aid boxes are placed in clearly identified accessible locations around the school and are fully stocked with suitable first aid materials.
- 8.4. A typical first aid kit in our school will include the following:

- A leaflet with general first aid advice
- Regular and large bandages
- Eye pad bandages
- Triangular bandages
- Adhesive tape
- Safety pins
- Disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes
- Scissors
- Cold compresses
- Burns dressings

No medication is kept in first aid kits.

First aid kits are stored in:

- The Pre-Prep
 - The Sports Hall
 - By the Main Door (for Prep Break times)
 - Art Room
- 8.5. Details of the closest first aid box will be displayed in each classroom, office and other general areas and will be included on the First Aid notices displayed on school noticeboards. Each classroom has a stock of plasters, Alcohol-Free Cleansing Wipes for minor cuts, ice packs and sick bags.
 - 8.6. The qualified first aider accompanying a school trip will be responsible for the travel First Aid box whilst it is off-site.

9. Risk Assessments

- 9.1. The persons responsible for First Aid, in liaison with the Bursar, must make suitable and sufficient risk assessments in the school to determine any extra provision required over and above the minimum provision.
- 9.2. The risk assessments must also cover the risks to staff and also any non-staff who may come into the school.

10. Insurance

- 10.1. Stormont School has in place adequate insurance arrangements that provide appropriate cover for claims arising from actions of staff acting within the scope of their employment.
- 10.2. Stormont School also has adequate liability insurance in place to cover accidents to pupils, visitors and staff.

11. Training

- 11.1. Stormont School will provide adequate and appropriate training for first aid staff and appropriate information for all staff to enable them to carry out their duty of care.
- 11.2. Stormont School will ensure that there are sufficient trained members of staff to meet statutory requirements and the assessed needs, allowing for staff who are absent or off-site.
- 11.3. Appropriate records will be maintained to record details of staff members who are trained to provide first aid and to monitor the provision of updates to training. The Bursar will review first aid training needs at minimum on an annual basis to ensure that the provision remains adequate.

12. Guidance

National guidance is provided in the government's document 'First Aid in Schools' (2014), and in the Health and Safety Executive's 2013 guidance on The Health and Safety (First Aid) Regulations 1981.

13. Equal Opportunities

- 13.1. Stormont School will take particular care with the first aid provision for its disabled staff and pupils.
- 13.2. As appropriate, risk assessments will be done by the Bursar and the person responsible for first aid, in liaison with the Headmistress, and suitable provision will be made.
- 13.3. Where necessary, a Personal Emergency Evacuation Plan (PEEP) will be put in place in accordance with the Fire Prevention Policy.

14. Records and Reporting

- 14.1. First aiders must ensure that accidents and incidents for which they have provided support are accurately recorded. Such reports will be reviewed at the Health and Safety Committee meeting on a termly basis and discussed with the Governor who sits on the Health and Safety Committee reporting to the Board of Governors. The record must include:
 - (a) date, time and place of the incident;
 - (b) name (and job, if relevant) of the injured or ill person;
 - (c) details of the injury/illness and what first aid was given;
 - (d) what happened to the person immediately afterwards (for example, went back to work, went home, went to hospital);
 - (e) when parents were contacted if applicable;
 - (e) name of the first-aider or person dealing with the incident.

14.2. The reporting of accidents and incidents will be done under Stormont School's reporting arrangements including those that need to be reported under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

15. Reporting to the HSE

15.1. The Bursar will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7)

15.2. The Bursar will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

15.3. Reportable injuries, diseases or dangerous occurrences include:

- Death
- Specified injuries, which are:
 - Fractures, other than to fingers, thumbs and toes
 - Amputations
 - Any injury likely to lead to permanent loss of sight or reduction in sight
 - Any crush injury to the head or torso causing damage to the brain or internal organs
 - Serious burns (including scalding)
 - Any scalping requiring hospital treatment
 - Any loss of consciousness caused by head injury or asphyxia
 - Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident)
- Where an accident leads to someone being taken to hospital
- Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
 - The collapse or failure of load-bearing parts of lifts and lifting equipment
 - The accidental release of a biological agent likely to cause severe human illness
 - The accidental release or escape of any substance that may cause a serious injury or damage to health
 - An electrical short circuit or overload causing a fire or explosion

Information on how to make a RIDDOR report is available here: [How to make a RIDDOR report, HSE](http://www.hse.gov.uk/riddor/report.htm) <http://www.hse.gov.uk/riddor/report.htm>

16. Monitoring and Review

16.1. Monitoring of the first aid arrangements will be done via the health and safety management system.

16.2. The Health and Safety Committee will review the first aid needs and arrangements annually, and will ensure that the appropriate level of first aiders/appointed persons are in post, and that the appropriate standards are met.

16.3. As part of the Health and Safety management arrangements, the Health and Safety Committee will report any First Aid matters to the Governor who sits on the committee on a termly basis, and will review the policy annually.

17. Medical Care

17.1. Any medicines needed to be kept at school for the provision of first aid, are kept in locked cupboard located in Pre-prep/ First Aid Room. This locked cupboard should be used for the safe storage of staff medicines. This procedure is limited to the provision of first aid, but the school also has arrangements in place for:

(i) dealing with pupils who have special educational needs or specialist medical needs. An Individual Health care plan will be created should there be additional medical needs. This will be lead by First Aid Coordinator in liaison with the parents.

(ii) provision of immunisations;

(iii) holding medical records; and

(iv) dealing with medicines and treatments brought to school for pupils. If a pupil requires medication such as an inhaler or epi-pen, all staff are aware of who these pupils are. In Pre-prep inhalers are kept in a red draw string bag in the classroom and brought out to the playground, Sports Hall and trip with the pupil. In Prep, the girls have their inhaler or epi pen on them. Inhalers are kept in the girl's school bags and epi-pens worn in a green bumbag. These should be taken to all lesson and out to break. A spare Ventolin inhaler is kept in the locked Medicine cupboard located in Pre-prep. Disposable spacers are also in the cupboard.

17.2 The school does not administer medications to pupils unless in an emergency first aid situation or as previously directed by a medical professional. For children requiring medication in school, the First Aid Coordinator is responsible for writing an Individual Health Care Plan and sharing this with all relevant staff as well as updating the school MIS. They are also responsible for implementing the Health Care Plan and reviewing it on a termly basis.

Appendix 1: List of Paediatric Trained First Aiders- See separate document.

Appendix 2: Protection from Blood Borne Viruses and Other Bodily Fluids

Body Fluid Spillage Policy

Blood and body fluids (e.g. faeces, vomit, saliva, urine, nasal and eye discharge) may contain viruses or bacteria capable of causing disease. It is therefore vital to protect both yourself and others from the risk of cross infection. In order to minimize the risk of transmission of infection both staff and pupils should practice good personal hygiene and be aware of the procedure for dealing with body spillages.

Actions to be taken after direct contact with blood / bodily fluids

If direct contact with another person's blood or other bodily fluids occurs the area should be washed as soon as possible with soap and water.

If contact is made with the lips, mouth, tongue, eyes or broken skin, these should be washed out thoroughly with clean, cold tap water. Where running water is unavailable saline should be provided to wash out the eyes.

Hands should be washed using soap, water and dried using paper towels.

If a cut or puncture wound is sustained (e.g. by hypodermic needle from an adrenalin device, bite etc.) the wound should be squeezed to encourage bleeding, washed with soap and water and covered with a waterproof dressing.

Any incident in which another's blood may have entered a person's bloodstream through a cut or abrasion or by splashing in the mouth or eyes should be reported firstly to the School Bursar and then to their doctor.

Staff Contact

Housekeeping or Caretakers to be contacted initially so that he can arrange for a member of his/her team to clean the area appropriately.

The initial clean-up of the situation should be carried out by the person(s) who is at the scene of the incident and follow the 'Initial Clean Up Procedure'.

In the event of a member of Housekeeping or Caretakers not being available then there are disposable clean up kits available in the Pre-Prep First Aid area.

Initial Clean Up Procedure

Get some disposable gloves from the nearest First Aid kit.

Place absorbent towels over the affected area and allow the spill to absorb. Wipe up the spill using these and then place in a bin (which has a bin liner).

Put more absorbent towels over the affected area and then contact the Caretaking Staff for further help.

The bin that has had the soiled paper towels put in, then needs to be tied up and ideally placed in the yellow bin or double bagged and put in an outside bin.

Any article of clothing that has got contaminated with the spill should be wiped cleaned and then put in a plastic bag and tied up for the parents to take home.

The area then needs to be cordoned off until cleaned.

If a cleaner is not immediately available then a disposable cleaning kit will need to be used.

If the spillage has been quite extensive then the area may need to be closed off until the area can be cleaned correctly.

Mops should never be used for cleaning up blood and bodily fluid spillages. Use disposable paper towels or cloths.

Separate cloths and mops should be used for general cleaning of kitchens, toilets and other general areas. Disposable cloths should, where possible, be used. If it is necessary to use a non-disposable brush, they should be thoroughly disinfected.

Protective gloves, and where appropriate protective clothing, should be worn when handling soiled laundry. Soiled pupil's clothing should be bagged to go home, never rinsed by hand at School.

Procedure for Blood and Other Body fluid Spillage

Personal Protective Equipment (PPE)

Disposable vinyl or powder free gloves and disposable aprons should be worn for any activity where there is risk of contamination with blood or bodily fluids. Hands should be washed immediately after removal of gloves. PPE can be found in Pre-Prep and in the First Aid Room. They are single use and are to be discarded after the task is completed.

Gloves to be worn at all times.

Any soiled wipes, tissues, plasters, dressings etc must ideally be disposed of in the clinical waste bin (yellow bags). The waste should be bagged in a nappy sack prior to be thrown away. If not available, then the glove being used needs to be taken off inside out so that the soiled item is contained within and placed in a bin which is regularly emptied.

When dealing with a spillage, absorbent paper hand towels need to be placed on the affected area so absorbing the spill.

If a disposable spillage kit is available then the instructions for use should be followed.

If not then contaminated paper towels need to be placed in a bin with a bin liner, tied up and ideally put in a yellow bin or put in another bin liner and put in an outside bin.

The area must be cleaned with disinfectant following the manufacturer's instructions.

A 'Wet Floor Hazard' sign then needs to be put by the affected area.

The area should then be ventilated well and left to dry.

All reusable cleaning up equipment then needs to be appropriately disinfected according to the manufacturer's instructions.

Wash hands.

Action To Take

If broken skin encourage bleeding of the wound by applying pressure.

Wash thoroughly under running water

Dry and apply a waterproof dressing.

If blood and body fluids splash into your mouth – do not swallow.

Rinse out mouth several times.

Report the incident to a member of Senior Management.

If necessary take further advice from NHS Direct.

An accident form will need to be completed and it may need to be rep