

13a First Aid Policy

A copy of this policy is published in the following area:

The school's website

Date Reviewed: April 2021

Date for review: April 2022

Reviewed by Emma Ellison, Deputy Head Pastoral and Charlie Fraser, Operations Manager

1. Introduction

1.1 The Health and Safety (First-Aid) Regulations 1981 requires Truro School to provide adequate and appropriate equipment, facilities and personnel to enable first aid to be provided to employees if they are injured or become ill at work. Employers also have a health and safety responsibility to non-employees and so this policy considers and makes allowance for the likely risks to pupils and visitors. Under the National Minimum Standards for boarding, Truro School is required to implement appropriate policies for the care of boarders who are unwell and to ensure that the physical and mental health and emotional wellbeing of boarders is promoted. This includes the requirement for a First Aid policy.

1.2 This Policy recognises that the provision of First Aid should include all staff, pupils and visitors (including contractors).

1.3 This policy should be read in conjunction with:

- The Health and Safety Policy
- Administration of Medications Policy
- Allergy and EpiPen Policy
- Anaphylaxis Policy
- Asthma Policy
- Concussion Policy
- Diabetes Policy
- Eating Disorders Policy
- Epilepsy Policy
- First Aid Trained staff
- General Health Policy
- Self-Harm Policy
- Off-Site Visits Policy
- Medical Handbook for Boarding

2. Aim

2.1 The aim of this policy is to provide clear guidance and information on how Truro School fulfils first aid requirements, manages illness and accidents and the reporting process within the school.

2.2 The policy adheres to the principles set out by the Department for Education in *Guidance on First Aid in Schools, 2014*¹ and *Supporting pupils at school with medical conditions 2015*².

2.3 The policy covers the following areas:

- General Principles
- First Aid
- Treatment of pupils with Allergies
- Hygiene procedures for spillage of body fluids
- Administration of Medicines
- Illness and Accidents
- Reporting of Incidents
- Guidance on when to call for an ambulance

3. General Principles

3.1 Staff and parents will be informed of the School's First Aid arrangements and procedures.

3.2 In the event of an accident or injury to a pupil, it is important to remember the responsibilities of the School 'in loco parentis'. Not only must the pupil receive immediate attention, either at the site of the accident or in the Medical Centre, but it is important to ensure that all necessary follow up action is taken.

3.3 Parents will be informed immediately if the accident is sufficiently serious for referral to hospital. The pupil's Form Tutor, Head of Year and the Deputy Head Pastoral (or member of SLT) will be informed if transfer to hospital is needed at the earliest opportunity. For other injuries the School Nurse will contact a parent/guardian as appropriate following a proper assessment.

3.4 An appropriate number of suitably trained people will be appointed as First Aiders and Appointed Persons to meet the needs of the School as identified in the health and safety risk assessment carried out in accordance with The Management of Health and Safety at Work Regulations 1992.

3.5 Relevant training is provided and training needs are monitored

¹ See <https://www.gov.uk/government/publications/first-aid-in-schools>

² See <https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3>

4. First Aid

4.1 First Aiders.

- The School Nurse is the initial point of contact for First Aid at Truro School.
- Sufficient trained first aiders to cover day to day and other school activities will be provided and a first aider will accompany pupils on visits out of school.
- First aiders will give immediate help to those with common injuries or illnesses and those arising from specific hazards, and where necessary ensure that an ambulance or other professional medical help is called.

4.2 Appointed Persons.

- The school may also have appointed persons in addition to first aiders. Their duties will include:
 - Take charge when someone becomes ill or is injured.
 - Look after first aid equipment, e.g. restocking of supplies.
 - Ensure that an ambulance or other professional medical help is called when appropriate.

4.3 First Aid Boxes.

- First Aid boxes will be provided in areas of the school where accidents are considered most likely, and in each Boarding House.
- A First Aid box will be held in every school vehicle and provided for all hired vehicles.
- A First Aid box will also be taken when pupils leave the school on organised trips or participate in sports events.
- First Aid boxes will be monitored by appointed persons and recalled twice a year by the Medical Centre to be checked and replenished as necessary.
- The contents of a First Aid box will be in accordance with the guidance given in the DFE Guidance on First Aid in Schools.

4.4 Automated External Defibrillation (AEDs)

- The School recognises that in the case of cardiac arrest early intervention is vital to optimise survival and this includes the early use of a defibrillator. If used in the first 3-5 minutes of a collapse the survival rates can be as high as 50-70%.
- The AED is located in the Reception area of the Sir Ben Ainslie Sports Centre. The use of AEDs is designed so that even lay bystanders can use them by following the voice prompts and this is then combined with cardiopulmonary resuscitation (CPR). However, the School aims to give an awareness and basic training to school staff and pupils in their use.

4.5 First Aid Notices

- Notices displaying information on how to contact the Medical Centre in an emergency along with details of where the Automated External Defibrillator is held and how to obtain it will be posted throughout the school, predominantly by all exit doors, in all classrooms, rest areas and in prominent points in circulation spaces.

4.6 Access to First Aid

- All pupils and staff will be given information on the provision of first aid at their induction.
- The School Nurse is on duty in the Medical Centre from 0830 – 1700 Monday to Friday during term time. They will administer first aid and deal with accidents and emergencies or when someone is taken ill.
- The School Nurse will signpost pupils to the appropriate medical services.
- First Aid arrangements for School Trips and Visits are contained in the Off Site Visits Policy. Adequate and appropriate first aid provision will form part of the arrangements for all out-of-school activities. First Aid Kits will be taken on School trips and the Qualified First Aider is appointed to be responsible for the kit and for taking charge of the situation (i.e. calling for assistance if a serious injury or illness occurs).
- A trained First Aider will be present when the Sir Ben Ainslie Sports Centre and/or Swimming Pool are open.
- During Medical Centre out-of-hours (Weeknights 1700 to 0830 and Friday 1700 to Monday 0830 there is always a School Nurse on call for advice and assistance to the boarding community only. The resident boarding staff will prioritise and co-ordinate the response to medical emergencies, seeking advice from the School Nurse if necessary.

4.7 Training

- Truro School will assess the level of First Aid Training required and provide training commensurate to the need, but predominantly in the following categories:
 - First Aid at Work (FAAW) – 3 Days
 - First Aid in the Outdoors (FAO) – 2 Days
 - Emergency First Aid at Work (EFAW) – 1 Day
- Details of First Aiders can be found on the H&S Section of the intranet.
- Resident boarding staff will attend a HSE recognised First Aid and Mental Health First Aid course. They will also receive training by the School Nurse on medicine administration, use of (AAI) auto adrenaline injectors and relevant medical conditions of boarders.
- Staff in the Dining Room, Cookery School, and boarding staff are all given AAI training.
- Teaching staff are invited to come for AAI training as appropriate for pupils they come into contact with.

5. Treatment of Pupils with Allergies

5.1 The Medical Centre maintains an online list of pupils with allergies and those carrying Auto-Adrenaline Injectors (AAIs) for severe allergies which is sent to all staff when a new pupil is added to this list.

6. Hygiene Procedures for Spillage of Body Fluids

6.1 The Hygiene Procedures for dealing with the spillage of Body Fluids can be found in the General Health Policy

7. Administration of Medicines

7.1 Medicines will be administered in accordance with the Administration of Medicines, Administration of Medication Protocol for Boarding House Staff and Medicines and Lotions Protocol.

8. Illness and Accidents

8.1 If the pupil is not well enough for lessons it may be possible for the child to go home with the parents' permission if they cannot collect themselves. However, this is a decision for the School Nurse to make with agreement from a member of SLT.

8.2 In the event of a pupil becoming ill or having an accident the following procedures are to be followed:

Illnesses

- When a pupil feels ill at School, they should be escorted to the Medical Centre and the School Nurse will decide on what action should be taken. If they cannot be taken to the Medical Centre the School Nurse will attend to the pupil where they are.
- Staff with First Aid qualifications may be asked to administer aid until the School Nurse arrives but it is the School Nurse, or, in her absence, a member of the Senior Leadership Team or Head of the Boarding House in the evening and at weekends, who is responsible for deciding whether the pupil should be allowed to go home or be sent to Hospital, taking advice from the First Aider attending to the pupil. In the event of the School Nurse and the Senior Leadership Team all being absent, it is incumbent on staff to act as a reasonable parent would act in the circumstances, i.e. they must fulfil their duties 'in loco parentis'.
- If the illness is not severe and does not require treatment, the pupil may be invited to rest in the Medical Centre.
- If the School Nurse, in conjunction with a member of SLT, decides that a pupil should go home, then a parent or guardian must be contacted to collect the pupil.
- If the pupil is has been deemed not fit for lessons but can safely return home and there is no one available to collect him/her, they may be allowed home if the parent and a member

of SLT gives permission. In such cases the pupil is to be instructed to ring the School to confirm they have returned home safely.

- If the pupil requires medication, only the School Nurse may administer it in accordance with the guidelines contained within the School's Administration of Medicines Policy.
- If the pupil requires care at a hospital, the parents or guardian are to be informed immediately. If deemed to be a non-emergency, a parent or guardian should be asked to collect the pupil without delay and accompany them to a hospital of their choice. If it is deemed necessary to attend hospital without delay, the pupil is to be accompanied to the hospital by a member of the School staff who will wait with the pupil until a parent arrives and assumes responsibility for their child. In these circumstances, parents will be expected to make every effort to attend to their child as quickly as possible.
- If the pupil has to be taken to hospital, the School Nurse, or a member of SLT, will arrange for one of the following methods of transport to be used, depending upon the urgency and nature of the circumstances:
 - School vehicle
 - Taxi
 - Ambulance

Accidents

- Victims of accidents should be taken to the Medical Centre where the same procedures as given above will apply. However, if the accident is of such a nature that the victim should not or cannot be moved the School Nurse and/or a qualified First Aider should be contacted immediately.
- For head injuries and suspected concussion please refer to the School's Concussion Policy.
- The Headmaster or Deputy Head Pastoral (or, in their absence, another member of the SLT) must be contacted immediately if the injury is of a serious nature.
- Details of any accident which requires treatment will be recorded in the Accident Book.

9. Reporting of Incidents

9.1 The School Nurse records all visits to her by pupils and staff requiring attention or treatment. This covers illnesses and accidents and the following details are recorded:

- Name
- Date
- Time
- Nature of illness/accident (and location if appropriate)
- Details of any first aid and/or treatment administered
- Whether parents are contacted and whether a pupil is sent home or to hospital

9.2 Any accidents involving pupils which may have been preventable, or which arose out of, or in connection with the premises or school activities are to be reported to the Health and Safety Advisor who will investigate and submit a RIDDOR report to the HSE if necessary.

9.3 Details of the accident should be recorded as promptly as possible, together with names of any witnesses, while details are still fresh. The following information should be recorded:

- Name of person reporting the incident
- Date of the incident
- Time of the incident
- Location of the incident
- Name of affected person
- Nature of illness/accident
- Details of any First Aid and/or treatment administered
- Whether parents are contacted and whether a pupil is sent home or to hospital

9.4 It is important that any lessons learned from accidents are taken fully into account to prevent a recurrence. All incidents, including “near misses”, are fully investigated. The investigation should be to determine:

- What happened
- The lessons that can be learned
- Any changes that need to be made to risk control measures to avoid a reoccurrence.

9.5 The reporting process for Accidents and Incidents will be predicated by their seriousness and follow the guidance in the Incident Reporting Protocol.

9.6 Further information regarding Accident reporting and recording can be found in the Health and Safety Policy and in the Incident Reporting Protocol.

10. Guidance on when to call for an Ambulance

10.1 An emergency 999 ambulance should be called when the School Nurse or a qualified First Aider has assessed a casualty and deemed it necessary to do so based upon the knowledge acquired through their training. Usually this will be for casualties with the following problems:

- any instance in which it would be dangerous to approach and treat a casualty
- unconscious
- not breathing
- not breathing normally and this is not relieved by the casualty’s own medication
- severe bleeding
- suspected fracture to a limb
- severe asthma attack
- collapsed diabetic
- neck or spinal injury
- injury sustained after a fall from a height (higher than 2 metres)
- injury sustained from a sudden impact delivered with force (e.g. car knocking a person over)
- anaphylaxis (*make sure to use this word when requesting an ambulance in this case*)
- seizure activity that is not normal for the casualty, especially after emergency medication has been administered

- symptoms of a heart attack or stroke
- rapid deterioration in condition despite the casualty not initially being assessed as requiring an ambulance

IF IN DOUBT, IT IS BETTER TO CALL FOR AN EMERGENCY AMBULANCE THAN NOT

10.2 If the School Nurse or a qualified First Aider is not available, the above guidelines should be used to determine whether to call for an emergency ambulance.

10.3 How to call for an emergency ambulance

Should the need arise for an emergency ambulance to be summoned, the First Aider should:

- remain calm
- ask a bystander* to call 999 and, when prompted for which service is required, ask for an ambulance

**Should a bystander not be available it may be necessary for First Aiders to leave the casualty and make the call themselves, relaying this information to the operator*

The caller should answer the questions as asked by the emergency service. Information required will include:

- Casualties name, age, consciousness level, any bleeding, any other illnesses, any allergies.
- the condition of the casualty, as assessed by the First Aider, and how the casualty came to be in this condition
- Telephone number you are calling from, postcode of school and location. Ask that the ambulance comes to Truro School.
- If applicable provide details of the number of casualties along with names, age and gender if these details are known
- Contact the Duty Caretaker to make them aware an ambulance has been called and tell them the location it needs to report to on arrival
- communicate any dangers or hazards into which the ambulance may be arriving
- stay on the line with the emergency operator until they have cleared the line
- return to the casualty immediately after the call to inform the First Aider that an ambulance is on the way and to bring a First Aid kit, blanket and AED if necessary

11. References

References:

Department of Health National Minimum “*Standards for Boarding Schools*”, March 2002
 Department for Education & Employment “*Guidance on First Aid for Schools*”,
 Health and Safety at Work etc. Act 1974
 Health and Safety (First-Aid) Regulations 1981
 The Management of Health and Safety at Work Regulations 1992
 Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)1995

Annexes:

- A. First Aiders & Appointed Persons Responsibilities
- B. Individual Responsibilities

Annex A - First Aiders & Appointed Persons Responsibilities

PRACTICAL ARRANGEMENTS

During term-time the School Nurse should be contacted in the first instance to attend to casualties with common injuries or illnesses and those arising from specific hazards at school. If the nurse cannot be contacted the First Aider should make the appropriate necessary response such as giving instruction to call an ambulance

FIRST AIDERS

A first aider is someone who has completed a training course approved by the Health and Safety Executive in administering first aid and whose certificate has not expired. The HSE recommended number of certified first-aiders is one per 100 pupils/staff. A first aider can undertake the duties of an appointed person. First aiders are appointed giving due consideration to their reliability and communication skills, ability to cope with stressful and physically demanding emergency procedures and their normal duties.

Truro School First Aiders must:

- Have completed a 1, 2 or 3 day training course approved by the HSE. The First Aider is responsible for ensuring that the qualification is up to date (First Aid at Work qualification requires requalification every 3 years) and for liaising with the H&S Advisor for requalification or further training.
- Ensure that, during term-time, **any** casualty is seen by the School Nurse during normal working hours. Except in extreme circumstances they will take the decision as to whether an ambulance is called. Outside term-time or normal working hours, an ambulance or other professional medical help should be called when necessary.
- Ensure that all accidents or incidents are recorded in the accident book and brought to the attention of the Health & Safety Advisor.
- Wear disposable gloves where any loss of blood or body fluid is evident.
- Ensure that wherever possible a child who is sent to hospital by ambulance is either accompanied in the ambulance at the request of paramedics or followed to a hospital by a member of staff to act in loco parentis if a relative cannot be contacted. In some instances, immediate transfer without accompaniment may be necessary.
- Ensure any depleted first aid box is restocked.

HEADS OF DEPARTMENT

The Heads of Department is responsible for nominating a person to check and replenish the first aid kits in their departmental area.

Annex B - First Aiders & Appointed Persons Individual Responsibilities

Individual	Area	Details
Health & Safety Advisor	Risk Assessment	To identify any additional first aid requirements for individual departments
Health & Safety Advisor	First Aid Policy	In conjunction with Deputy Head Pastoral and School Nurse
Health & Safety Advisor	Information Notices	First Aid Arrangements AED Details Maintain qualified First Aiders details on the intranet
Health & Safety Advisor	First Aid Training	Arrange First Aid Courses and training
Health & Safety Committee	First Aid Training	Identification of Dept FAAW and appointed person training needs
Health & Safety Advisor	School Safety Guide	Ensure consistency between 1 st Aid Policy and Safety Guide, liaising with HR staff
HR Director	Staff Handbook	Ensure consistency between 1 st Aid Policy and Staff Handbook, liaising with H&S Advisor
School Nurse	First Aid Boxes	6 monthly check and replenishment
Departmental Appointed Person	First Aid Boxes	Regular checks and replenishment as required of Dept First Aid boxes
Facilities Officer	First Aid Boxes	Regular checks and replenishment as required of Dept First Aid boxes
Business Director	Insurance	Arranging insurance cover for claims arising from actions of staff acting within the scope of their employment

Annex C - First Aid Training Matrix

Role/Activity	Emergency First Aid (1 Day)	First Aid at Work (3 Day)	First Aid in the Outdoors	NPLQ	First Aid Awareness
Lifeguards and Sports Assistants				√	
Sports Staff, Coaches	√				
Heads of Girls & Boys Boarding	√				
Resident Boarding Staff	√				
Non Resident Boarding Tutors	√				
Academic Trips (Local/1 Day)	√				
Academic Trips (National/multi days)	√				
Overseas Trips	√	As required			
D of E & Outdoor Pursuits			√		
Wednesday Afternoon Activities	√				√
Drama	√				
Catering	√				
Permanent Drivers	√				
Caretakers	√				
Grounds Staff	√				
Office, Classroom based & Admin staff	√				√

NB.

The First Aid cover required for Overseas Trips will be Risk Assessed on a trip by trip basis and if the 3 day First Aid at Work is deemed necessary a member of staff from the trip will undertake the training.