

BULLERS WOOD SCHOOL

First Aid Policy



Policy created by: Deputy Headteacher	Date of Adoption: July 2021	Date to be Reviewed: July 2023
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AIMS

The aims of our first aid policy are to:

- Ensure the health and safety of all staff, students and visitors
- Ensure that staff and governors are aware of their responsibilities with regards to health and safety
- Provide a framework for responding to an incident and recording and reporting the outcomes

1. LEGISLATION AND GUIDANCE:

- The Health and Safety (First Aid) Regulations 1981, which state that employers must provide adequate and appropriate equipment and facilities to enable first aid to be administered to employees, and qualified first aid personnel
- The Management of Health and Safety at Work Regulations 1992, which require employers to make an assessment of the risks to the health and safety of their employees
- The Education (Independent School Standards) Regulations 2014, which require that suitable space is provided to cater for the medical and therapy needs of students

This policy complies with our funding agreement and articles of association.

2. ROLES AND RESPONSIBILITIES:

The school's appointed person is Principal First Aider. They 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 students home to recover, where necessary
- Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident
- Keeping their contact details up to date

Our school's Principal First Aider and other qualified first aiders are listed in Appendix 1. Their names will also be displayed prominently around the school.

The Governing Board

The governing board has ultimate responsibility for health and safety matters in the school, but delegates operational matters and day-to-day tasks to the headteacher and staff members.

The Headteacher

The headteacher is responsible for the implementation of this policy, including:

- Ensuring that an appropriate number of appointed persons and/or trained first aid personnel are present in the school at all times
- Ensuring all staff are aware of first aid procedures
- Ensuring appropriate risk assessments are completed and appropriate measures are put in place

- Undertaking, or ensuring that managers undertake, risk assessments, as appropriate, and that appropriate measures are put in place
- Ensuring that adequate space is available for catering to the medical needs of students
- Reporting specified incidents to the HSE when necessary (see Section 6)

Staff

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in school are
- Completing accident reports (see Appendix 2) for all incidents they attend to where a [first aider/appointed person] is not called
- Informing the headteacher or their manager of any specific health conditions or first aid needs

3. FIRST AID PROVISION:

The Principal First Aider is based in the School Admin Office and students and staff can seek assistance here. The Medical Room is available for students receiving first aid assessment and treatment. The room is cleaned thoroughly each day and the couch is sanitised regularly. The room is kept stocked and maintained by the Principal First Aider.

4. HYGIENE AND INFECTION CONTROL

Notices and posters, e.g. “NOW WASH YOUR HANDS” and “CATCH IT, BIN IT, KILL IT” (Flu) and Hygiene information are clearly seen around the school and toilet areas. Staff and students are reminded of the importance of personal hygiene, which includes regular washing and cleansing of hands, using a tissue for coughs and sneezes and disposing of it properly. There are cleaning agents and soap dispensers in all toilets, kitchens and medical areas. Tissues are readily available from classrooms and the Medical Room. In addition, staff wear protective disposable latex-free gloves and take care when dealing with spillages of blood or other body fluids and disposing of dressings or equipment.

5. IN-SCHOOL PROCEDURES

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 student 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 Principal First Aider will contact parents immediately
- The First Aider who attended the scene will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury

In the event of a student feeling unwell in school:

If a student becomes unwell during the school day, the teacher should press the life belt button and request Walkabout accompanies them to the School Admin Office. The First Aider will assess the student and if necessary admit the student to the Medical Room. The First Aider will

monitor students being referred to the Medical Room and will notify Heads of Year when students are being regularly referred. No student will be sent home unless they are collected. Students will be sent back to class if deemed well enough.

6. OFF-SITE PROCEDURES

When taking students off the school premises, staff will ensure they always have the following:

- ✓ A school mobile phone
- ✓ A portable first aid kit
- ✓ Information about the specific medical needs of students
- ✓ Parents' contact details

The First Aider will make staff aware of students with medical needs, and relevant emergency procedures. A copy of any Health Care Plans should be taken on visits in the event of the information being needed in an emergency. The group leader will ensure that all staff on educational visits are aware of the medical needs of all students in their group and that any medication given to staff for safe keeping is stored securely and appropriately, and is accessible when needed. Records (the same as those kept on the administration of medication at school) are kept by the member of staff administering the medication. Risk assessments will be completed by the School Party Leader prior to any educational visit that necessitates taking students off school premises. First aid boxes must be taken on overseas/overnight school visits and journeys. They must be checked by the First Aider prior to issue and must be collected from and returned to the Medical Room by the organiser of the visit.

7. OFF-SITE EDUCATION OR WORK EXPERIENCE

Schools are responsible for ensuring, under an employer's overall policy, that work experience placements are suitable for students with a particular medical condition. Schools are also responsible for students with medical needs who are educated off-site through another provider such as the voluntary sector, a training provider or further education college. Bullers Wood School will undertake an overall risk assessment of the whole activity and will visit the workplace to assess its general suitability. Parents and students must give their permission before relevant medical information is shared on a confidential basis with employers.

8. INFECTIOUS CONDITIONS AND DISEASES

The First Aider will maintain an information file on infectious diseases and appropriate action to be taken. Where the School is notified that a student or member of staff has an infectious disease, reference is made to that information and/or Bromley NHS Trust and appropriate action taken. Please see Appendix 4 - Emergency Procedures in the event of a Pandemic

9. FIRST AID EQUIPMENT

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 medical room
- Reception (at the desk)
- The school hall
- All science labs
- All design and technology classrooms
- The school kitchens
- School vehicles

10. RECORD KEEPING AND REPORTING

All accidents or injuries (students and staff) must be recorded on CPOMS by the First Aider. The report must be submitted to the Office Manager for investigation and to ascertain whether the accident constitutes a report under RIDDOR. The First Aider and the Office Manager will discuss any serious injury and monitor student recovery.

An accident form will be completed by the first aider/relevant member of staff on the same day or as soon as possible after an incident resulting in an injury

As much detail as possible should be supplied when reporting an accident, including all of the information included in the accident form at Appendix 2

A copy of the accident report form will also be added to the student's educational record by the Principal First Aider

Records held in the first aid and accident book will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of by the Office Manager.

11. REPORTING TO THE HSE

The Office Manager 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).

The Office Manager 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.

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 scalding 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>

12. ACCIDENTS AND INJURIES

Minor Injuries - Some injuries of a minor nature can be treated, at the discretion of the member of staff, in the department where they occurred (e.g. for a very mild burn the student will be asked to hold the affected area under cold running water). If in doubt or for a less minor injury, students, staff and visitors are referred to the Medical Room for attention. Any injuries and treatment given to students by staff are recorded in their contact book.

More Serious Injuries/illnesses - A qualified first aider must be informed immediately and if necessary attend the affected person immediately. In some cases, however, the student is able to make their own way, accompanied by staff/student, to the Medical Room. Advice on sending a student, staff member or visitor to hospital is usually given by the first aider called to attend or, in the case of PE injuries, by the PE staff. In an acute emergency an ambulance may be called by any member of staff who must notify the First Aider at the earliest opportunity. The parent or carer, in the case of a student, must be contacted as soon as possible. A member of staff will accompany an injured student to hospital and remain with her/him until the parent arrives. Staff should never take children to hospital in their own car; and will instead call an ambulance. The Headteacher or, in his absence, the Deputy Headteachers must be informed as soon as possible of accidents or illnesses requiring hospital treatment.

13. NOTIFYING PARENTS

The Principal First Aider will inform parents of any accident or injury sustained by a student, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

14. REPORTING TO OFSTED AND CHILD PROTECTION AGENCIES

The school's Designated Safeguarding Lead and/or Headteacher will notify Ofsted of any serious accident, illness or injury to, or death of, a student while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

The DSL will also notify the LADO of any serious accident or injury to, or the death of, a student while in the school's care.

15. TRAINING

All school staff are able to undertake first aid training if they would like to.

All first aiders must have completed a training course, and must hold a valid certificate of competence to show this. The school will keep a register of all trained first aiders, what training they have received and when this is valid until (see Appendix 3).

Staff are encouraged to renew their first aid training when it is no longer valid.

The First Aider organises first aider training, epipen training and Defibrillator training for staff. Senior Leaders and Heads of Department may nominate staff to be first aid trained. The list of qualified first aiders in school is regularly updated and distributed by the Principal First Aider.

16. MONITORING ARRANGEMENTS

This policy will be reviewed by the Deputy Headteacher every two years.

At every review, the policy will be approved by the Headteacher and full governing board.

17. LINKS WITH OTHER POLICIES

This first aid policy is linked to the

- Health and safety policy
- Risk assessment policy
- Policy on supporting students with medical conditions

Appendix 1 – List of First Aiders

 QUALIFIED FIRST AIDERS 					
STAFF		Valid from	Valid To	Ext	Certificate
LINDA	ALEXANDER	10.10.2019	10.10.2022	333	EFAW
FIONA	BJORCK	15.12.2020	15.12.2023	303	EFAWS
CLARE	BOND	30.06.2021	30.06.2024	361	EFAWS
SINEAD	BUCKINGHAM	30.06.2021	30.06.2024	343	EFAWS
EMINE	CARTER	30.06.2021	30.06.2024	354	EFAWS
DEBBIE	DYER	01.08.2019	01.08.2022	355	EFAW
AALIYAH	EARL	30.06.2021	30.06.2024	332	EFAWS
KAREN	FAIRHURST	20.10.2020	20.10.2023	379	EFAWS
STEVE	FIELDER	30.06.2021	30.06.2024	312/334	EFAWS
RACHEL	GIACOPAZZI	21.11.2018	21.11.2021	407	EFAW/ITC3
JANE	HASLETT	30.06.2021	30.06.2024	438	EFAWS
ELIZABETH	HEANEY	16.12.2020	16.12.2023	390	EFAWS
MARIE	HEMMINGS	03.11.2020	03.11.2023	354	EFAWS
SHANNON	KEEN	30.06.2021	30.06.2024	361	EFAWS
JO	KEMPSTER	24.06.2019	24.06.2022	339	EFAW
LAURA	KINCAID	03.11.2020	03.11.2023	389	EFAWS
KATHERINE	LEVEY	03.11.2020	03.11.2023	431	EFAWS
JULIE	LILE	24.06.2019	24.06.2022	378	EFAW
WENDY	LOVELL	24.06.2019	24.06.2022	328	EFAW
CHARLOTTE	MEADS	30.06.2021	30.06.2024	346	EFAWS
TRACEY	PATERNO	24.06.2019	24.06.2022	433	EFAW
ANDREA	PUGSLEY	12.11.2020	12.11.2023	358	EFAWS
SIMON	ROBINSON	10.10.2019	10.10.2022	380	EFAW
ANNA	STRONG	16.12.2020	16.12.2023	356	EFAWS
KATE	STUBLEY	10.10.2019	10.10.2022	301	EFAW
ALISON	ULUADAM	24.06.2019	24.06.2022	408/412	EFAW
KATE	WARD	10.10.2019	10.10.2022	303	EFAW
MERYL	WARD	10.10.2019	10.10.2022	410	EFAW
SOPHIA	WILLIAMS	30.06.2021	30.06.2024	402	EFAWS
INVIGILATORS					
DAVE	JONES	17.11.2020	17.11.2023		EFAWS
SITE TEAM					
NEIL	DEMAID	16.10.2020	16.10.2023	Radio	EFAWS
ANDREW	GREENWOOD	30.06.2021	30.06.2024		EFAWS
TREVOR	ROGERS	10.10.2019	10.10.2022		EFAW
EDDIE	SARGENT	10.10.2019	10.10.2022		EFAW
BOYS SCHOOL					
KIM	BROGDEN	30.06.2021	30.06.2024		EFAWS
SARAH	HARRISON	30.06.2021	30.06.2024		EFAWS
KAREN	MILLARD	10.10.2019	10.10.2022		EFAW
LIAM	THORNTON	10.10.2019	10.10.2022		EFAW
LOCATION OF FIRST AID BOXES					
D&T		SCIENCE			PE
H1 Woodwork room		Laboratories S1-S8			Gym
N1 Metalwork room		Sharman House- Tech Prep Room			Games Field
N3 in cupboard		Inglewood Prep Room			Sports Hall
Newton House Office		Inglewood Office			
Defibrillators					
Inglewood Entrance Hall - Defibrillator					
Bullers Wood House Reception					

Appendix 2: Accident Report form

NAME OF INJURED PERSON		ROLE/CLASS	
DATE AND TIME OF INCIDENT		LOCATION OF INCIDENT	
INCIDENT DETAILS			
Describe in detail what happened, how it happened and what injuries the person incurred			
ACTION TAKEN			
Describe the steps taken in response to the incident, including any first aid treatment, and what happened to the injured person immediately afterwards.			
FOLLOW-UP ACTION REQUIRED			
Outline what steps the school will take to check on the injured person, and what it will do to reduce the risk of the incident happening again			
NAME OF PERSON ATTENDING THE INCIDENT			
SIGNATURE		DATE	

Appendix 3: First Aid Training Log

NAME/TYPE OF TRAINING	STAFF WHO ATTENDED (INDIVIDUAL STAFF MEMBERS OR GROUPS)	DATE ATTENDED	DATE FOR TRAINING TO BE UPDATED (WHERE APPLICABLE)
E.g. first aid			
E.g. paediatric first aid			
E.g. anaphylaxis			

Appendix 4

Emergency Procedures in the event of a Pandemic

General infection control practices and good hand hygiene can help to reduce transmission of all viruses, including flu. This includes:

- Covering your nose and mouth when coughing or sneezing, using a tissue when possible.
- Disposing of dirty tissues promptly and carefully.
- Maintaining good basic hygiene, for example washing hands frequently with soap and water to reduce the spread of the virus from your hands to face or to other people.
- Cleaning hard surfaces (e.g. door handles) frequently using a normal cleaning product.

Infection Control in the event of a flu pandemic

- The Site Team will have an emergency stock pile of soap, disposable gloves, face masks and hygienic wipes to ensure that toilets and vulnerable surfaces are kept clean. An additional rota of regular toilet cleaning will be instigated to ensure there are adequate infection control measures. The Site Team will ensure that hard surfaces (e.g. door handles, light switches, taps and kitchen worktops) are cleaned more regularly than usual, using normal cleaning products.
- Staff will discourage the sharing of pens and equipment during a pandemic. The wiping and cleaning of hands and objects when being passed around (e.g. musical instruments) will be encouraged. Students will not be allowed to share wind instruments.
- Students will not be brought together in large crowds in enclosed spaces (e.g. whole school assemblies).

Main Office

Administrative staff will need to liaise to ensure that priority of staffing is given to main reception and switchboard.

Provision of Lunch

In the event of insufficient catering staff able to provide food we will ask students to bring their own packed lunch.

School Closed as a result of Government advice

The Government may also advise that schools in affected areas should close to students on child welfare grounds, to reduce the spread of infection among children. The local authority, acting on information from central Government via Government Offices and Strategic Coordinating Groups (SCGs), would inform all schools in its area when there area is affected.

Medical Room

Looking After a student who falls ill whilst in School

- Any student who falls ill during the day will be placed in isolation (where possible) until their parents can collect them; their parents will be called as soon as possible. A parent (of an older student) may organise a taxi to collect, if unable to collect themselves.
- The First Aider will look after the student in the Medical Room, with the door to the room left open.
- The First Aider should not sit/stay within one metre of the student unless the student needs assistance in which case the member of staff should wear a disposable apron and surgical face mask (which constitute 'personal protective equipment', or PPE). Gloves are not essential, though wearing gloves might be useful to remind the member of staff not to touch their own face during contact with the student. They are however

no substitute for hand-cleansing, which should be carried out frequently, and always before and after contact with a symptomatic student.

- It would be desirable for the student to wear a surgical mask, but that may be impractical.
- In order to minimise the risk to colleagues from used PPE, it is essential that PPE is removed in a standard manner. To begin with, staff should remove the apron, and then remove the surgical mask from their face, avoiding touching the front of the mask (by using the tapes). If gloves have been worn, they should be removed first, by turning them inside out in one single motion, and then the apron and the mask should be removed.
- All used PPE should be placed in a specific labelled dustbin that has a lid, and needs to be disposed of as clinical/infectious waste. After disposing of the PPE in the bin, you must wash your hands with soap and water, or hand cleansers if soap and water are not available. Staff will be trained in the use of PPE. The Department of Health is developing training materials for this purpose.
- When the student has gone home, the isolation room will be cleaned before its next use – with warm water and detergent, a normal household cleaning product or disinfectant.
- The Medical Room will be cleaned regularly. In the event of requiring an additional medical room, the Library will be used as a temporary location.