



CITY OF LONDON SCHOOL FOR GIRLS

FIRST AID POLICY

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1. Introduction

- 1.2 The policy adheres to the principles set out by the Department for Education in Guidance on First Aid in Schools and the guidance notes published by the Health and Safety Executive to assist us in complying with the duties placed us by the Health and Safety (First Aid) Regulations 1981.
- 1.3 This document forms the basis of our risk assessment to ensure that we have suitable provisions i.e. sufficient numbers of first aiders, first aid accommodation, information sharing, appropriate reporting systems and individual responsibilities.
- 1.4 The policy covers the following areas:
- First Aid · Illness and Accidents
 - Guidance for dealing with Head injuries
 - Guidance on when to call for an ambulance
 - Reporting of incidents
 - Hygiene procedures for spillage of body fluids
- 1.5 This policy should be read in conjunction with:
- The Health and Safety Policy
 - The Medicines and Medical Conditions Policy
 - The Educational Visits Policy
 - CoL HSG 44 – First Aid Guidance
- 1.6 This policy has regard to Part 3 (Welfare, health and safety of pupils), Paragraph 13 (First Aid) of the Independent School Standards Regulations.

2. General Principles

- 2.1 The first aid provisions set out in this document apply to staff, pupils and all visitors to site. These arrangements are in recognition that first aid can save lives and prevent minor injuries from becoming major ones.
- 2.2 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 a treatment room, but it is important to ensure that all necessary follow up action is taken.
- 2.3 Parents should be informed immediately if the accident is sufficiently serious that a pupil may have difficulty getting home or if she has to be referred to hospital. The pupil’s Form Tutor (or Head of Year) and the Senior Deputy Head are also informed at the earliest opportunity.

3. First Aid Provision and Responsibilities

- 3.1 The arrangements for first aid provision will be monitored by the School Nurse in conjunction with the Senior Deputy Head. The nurse will liaise with Heads of Department

to ensure the appropriate provisions are available throughout the school, and where necessary off-site.

- 3.2 Line managers will ensure that all staff are informed, as part of new starter induction programme as well as when changes are made, of the first aid procedures, this will include: basic protocols, locations of equipment, facilities, first aid personnel and reporting systems. New pupils will be informed about first aid arrangements through their Form Tutor.
- 3.3 Supplies of first aid material are held at various locations throughout the School (see Appendix 1), this is determined through our risk assessment process by the School Nurse. Signs are posted around the School indicating the location of the nearest first aid station and where first aiders can be found in the case of an emergency, and all staff will be advised of their position at induction. The contents of these first aid stations will be checked termly by the School Nurse. Where first aiders, or other staff, have used materials from the boxes they should notify the nurse so that the stock can be replenished. and any deficiencies made good without delay.
- 3.4 The School Nurse, in consultation with the Senior Deputy Head, is responsible for maintaining a list of current certificated first aiders. This is updated at the beginning of each academic year, and at other times as necessary. This list will be posted on notice boards in common areas across the school, in practical classrooms and in the staff room. The School Nurse will ensure that, at any time, numbers (including outside school term or core teaching hours) are in line with, or exceed, legislative guidelines.
- 3.5 When selecting first aiders, consideration will be given to the individual's reliability, communication skills, aptitude, ability to cope with stressful and physically demanding emergency procedures and practicality on being available when required i.e. able to leave their normal duties and immediately attend to an emergency.
- 3.6 The role of the first aider is to give immediate assistance to casualties who are injured or become unwell. Where necessary they will ensure that professional medical help e.g. School Nurse is called and/or an ambulance. They will need to keep proper records when treatment is provided, even if first aid assistance has been refused.
- 3.7 First aiders will need to ensure they continually update and practice their skills and become familiar with the layout and equipment available in the medical suite by arranging a visit to the school nurse.
- 3.8 Where required in the educational visits risk assessment, first aiders may be called upon to attend to provide appropriate levels of support.
- 3.9 Anyone needing first aid should, in the first instance, contact their local first aider who will deal with immediate treatment and refer them on to the school nurse, if necessary. If a local first aider or the School Nurse are unavailable, the person seeking assistance should go to Reception, from where a first aider will be summoned.
- 3.10 **First Aid Training:** The School Nurse is responsible for facilitating first aid training for School staff. They will also ensure that at any given time (including outside of school term and evening) there are sufficient numbers of first aiders to meet or exceed legislative

guidelines. An assessment will be made in terms of age and activities undertaken to ensure appropriate coverage of skills and available staff to deal with emergencies, this will include those trained as follows:

- Registered nurse on duty during core school hours;
- First Aid at Work (FAW) – 3-day certificated training
- Emergency First Aid at Work – (EFAW) – 1-day Training

3.11 **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. The CoL document HSG 51 Guidance on Defibrillators sets out the approach the school follows. It will be the responsibility of the School Nurse to ensure the AED is checked, as per manufacturers guidance, and is effectively maintained. AEDs are 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. This will be delivered by the School Nurse.

3.12 **Trips and visits:** Adequate and appropriate first aid provision will form part of the risk assessment for all out-of-school activities. A first aid kits will need to be requested from the school nurse for every school trip and a responsible person allocated to take charge of the situation (i.e. calling for assistance if a serious injury or illness occurs). Further information about the first aid arrangements for school trips and visits is contained in the Educational Visits Policy.

3.13 **Recording incidences of the provision of first aid:** A record will be made of all occasions that any member of staff, pupil or other person receives first aid treatment either on the school premises or as a part of a school-related activity. The person giving the first aid should report this using the School's Health and Safety reporting form on the Staff Intranet. (Also see the Reporting Incidents section below.)

4. Illness and Accidents

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

4.2 Illness

4.2.1 When a pupil feels ill at school, she should be escorted to the School Nurse who will decide on what action should be taken. Staff with first aid qualifications may be asked to administer aid, but it is the School Nurse (or, in their absence, a member of the Senior Management Team (SMT)) who is responsible for deciding whether the pupil should be allowed to go home or be sent to hospital. In the event of the School Nurse and the SMT 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').

4.2.2 If the School Nurse is not available, a pupil requiring treatment should report to reception who will arrange for a first aider to be summoned.

4.2.3 If the illness is not severe and does not require treatment, the pupil may be invited to rest in the Medical Centre with a member of staff, until she feels better.

4.2.4 If the School Nurse or a member of SMT decides that a pupil should go home, then a parent / carer must be contacted to collect the pupil. If the pupil is not fit for lessons but can safely return home and there is no one available to collect her, she may be allowed home if the parent gives permission. In such cases the pupil is to be instructed to ring the school to confirm she has returned home safely. In exceptional cases, the School Nurse or a member of SMT may ask a member of staff to accompany the pupil home in a taxi.

4.2.5 If the pupil requires medication, the School Nurse may administer it according to the guidelines within the School's Medical Conditions, Medicine and Infection Control Policy.

4.2.6 If the pupil requires care at a hospital, the parents / carers are to be informed immediately. If deemed to be a non-emergency, a parent / carer should be asked to collect the pupil without delay and accompany her 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 daughter. In these circumstances, parents must make every effort to attend to their daughter as quickly as possible.

4.3 **Accidents**

4.3.1 If an 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.

4.3.2 The Head or Senior Deputy Head (or, in their absence, another member of the SMT) must be contacted immediately if the injury is of a serious nature. The Compliance Manager and/or the Facilities Manager should also be contacted so that an accident investigation can be conducted, if required.

4.4 **Head Injuries**

For head injuries and suspected concussion please refer to the Head Injuries and Concussion protocol (see Appendix 2).

4.5 **Recording illness, injuries and accidents**

All incidences of illness or injury or accidents which result in a visit to the School Nurse are to be recorded, as outlined in the Reporting Incidents section below.

5. **Guidance on when to call for an Emergency Ambulance**

5.1 An emergency 999 ambulance should be called when 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 · 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) · suspected fracture to a limb · 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

5.2 If, for whatever reason, a qualified first aider is not available, the above guidelines should be used to determine whether to call for an emergency ambulance.

5.3 **Contacting emergency services**

Should the need arise for an emergency ambulance to be summoned, the first aider should:

- remain calm
- ask a bystander to call 999 and request an ambulance

The caller should:

- be ready to provide details of their name, telephone number, address and exact location within the school
- relay the condition of the casualty, as assessed by the first aider, and how the casualty came to be in this condition
- provide details of the number of casualties along with names, age and gender if these details are known
- ask that ambulances come to City of London School for Girls, St Giles Terrace, Barbican, London EC2Y 8BB if possible, it should be arranged for a member of staff or bystander who knows the location of the casualty to meet the ambulance 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.

6. Reporting Incidents

6.1 The School Nurse records all visits by pupils requiring attention or treatment. This is done on the confidential school management information system and covers illnesses and accidents. The following details are recorded:

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

6.2 Any accidents involving pupils or staff which may have been preventable, or which arose out of, or in connection with work, are to be recorded on a Health and Safety Form on the School Intranet. These forms should be used to report accidents, near misses or other Health and Safety concerns. Details of the accident should be recorded as promptly as possible, together with names of any witnesses, while details are still fresh in the mind. 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 (and year group, if known, for a pupil)
- Nature of illness / accident
- Details of any First aid administered
- whether parents are contacted and whether a pupil is sent home or to hospital

6.3 The School Nurse will liaise with the Compliance Manager to decide which incidents need to be reported to the City of London Corporations Reportline (02073321920). CoL Guidance on Reporting School Accident, Incidents and Dangerous Occurrences, HSSG 01, will be followed. Any resulting investigation reports will be completed by the Compliance Manager, or Facilities Manager in their absence.

6.4 It is important that any lessons learned from accidents are taken fully into account to prevent a recurrence. All incidents, including “near misses”, will be fully investigated by the Compliance Manager or in their absence the Facilities Manager. The more serious the incident, the more intensive the investigation should be to determine:

- What happened
- The lessons that can be learned
- The changes, if any, that need to be made to risk control measures to avoid a recurrence.

6.5 Further information regarding accident reporting and recording can be found in the Health and Safety Policy.

7. Hygiene procedures for spillage of body fluids

7.1 The Hygiene Procedures for dealing with the spillage of Body Fluids are given in Appendix 3.

8. Review of policy

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