



13a - First Aid Policy

Mission Statement

Our girls will change the world

- We are a Catholic community inspired by the vision of our founders and passionate about shaping a better future.
- We empower pupils with outstanding results, a love of learning and an alternative way of thinking.
- Augustinians are ethical leaders sowing joy, truth and courage.
- In this school freedom and generosity of spirit flourish. We seek a sustainable and prosperous future for all the world's communities.
- We cherish love for our neighbour, welcoming different faiths and cultures. Learning through dialogue we have hearts open to the whole world.

First Aid Policy (including medical provision for Pupils with particular medical conditions)

Aims

- to ensure that First Aid is administered in a timely and competent manner
- to ensure that there are adequate numbers of appropriately trained first aid staff, and Paediatric First Aiders and to maintain a record of training
- to ensure the provision of proper equipment and appropriate resources and facilities
- to ensure that First Aid is available at all times for off-site facilities as well as in the school itself
- to provide and record relevant training and ensure monitoring of training needs
- to ensure that all staff are aware of First Aid procedures and their responsibilities under this policy
- to ensure that all accidents are recorded, and, where appropriate, reported and investigated
- to ensure the immediate welfare of pupils, staff and visitors who are taken ill at school

This policy applies to all pupils, including those in EYFS, and staff.

Equality Statement

At St Augustine's Priory we are committed to ensuring equality of education and opportunity for all pupils, staff, parents and carers receiving services from the school, irrespective of race, gender, disability, religion or socio-economic background. We aim to develop a culture of inclusion and diversity in which all those connected with the school feel proud of their identity and able to participate fully in school life.

Responsibilities

The Governing Body will:

- Ensure that there is adequate and appropriate equipment, facilities and trained personnel to deliver First Aid and temporary care for those who may be injured or become unwell on School Premises and for pupils, staff and volunteers engaged in School activities whilst off site.

The Headteacher will:

- Be responsible for ensuring that all staff, parents and pupils are aware of, and have access to, this policy.

The Bursar will:

- Regularly (at least annually) carry out a review of the First Aid Policy and its implementation to ensure that the School's First Aid provision is adequate.
- Be responsible for ensuring that relevant staff have the appropriate and necessary First Aid training as required and that they have sufficient understanding, confidence and expertise in relation to First Aid.

All Staff will:

- Read this policy and ensure they are fully conversant with the procedures described within it. They must also understand that they are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of the pupils at the school.

Procedures

In accordance with the Independent Schools Standards, and the Statutory Framework for the Early Years Foundation Stage the school shall have and implement a satisfactory policy on First Aid.

The school has, as required, by Standards for School Premises, a dedicated Health Centre to cater for the medical and therapy needs of pupils, including:

- a room for the medical examination and treatment of pupils;
- a room for short-term care of sick and injured pupils. This is readily accessible, contains a washbasin with running water and is reasonably near a toilet.

The Health Centre is an appropriate-sized, well-stocked, accessible and secure medical room with a washbasin, bed and easy chair and lockable cabinets. Immediately adjacent to the Health Centre is a separate toilet with washbasin. The facility also enables therapy to be offered to those with special educational needs or disabilities who need it.

The school will ensure that:

- All staff have attended a First Aid Workshop.
- There will be at least one First Aid at Work (Basic First Aid Level 2 online) qualified person on site when students are present.
- There will be at least one Medicines Management qualified person on site when students are present.
- There will always be at least one Paediatric First Aid qualified person site if EFYS students are present.
- There will always be at least one Mental Health First Aid qualified person on the staff of the school.
- Residential trips will have at least one First Aid at Work (Basic First Aid Level 2 online) qualified person.

- Residential Trips will have at least one Medicines Management qualified person.
- Sports and PE staff will complete the First Aid at Work (Basic First Aid Level 2 online) course.

Practical arrangements at the point of need

The School Nurse has a will carry a radio at all times so that she can be contacted easily. Radios will be used by Reception and relevant staff to call for First Aid assistance.

The Health and Safety (First Aid) Regulations 1981 require employers to determine the number of people qualified to give First Aid, having regard to the size of the organisation or business.

The Regulations specify two different types of First Aid providers, as follows:

- “First Aiders”/Paediatric First Aiders: these are persons who have been trained to give First Aid/Paediatric First Aid and have received a certificate to that effect. Such persons should either have attended a course approved by the Health and Safety Executive, or be a person, such as a nurse, who has been trained and received the necessary qualification; First-aiders are responsible for:
 - responding promptly to all requests for assistance;
 - summoning further help if necessary;
 - looking after the casualty until recovery has taken place or further medical assistance has arrived;
 - reporting details of any treatment provided (for further investigation if necessary);
 - looking after the first aid equipment and ensuring that containers are re-stocked when necessary.
- “Appointed Persons”: such persons may give First Aid in the absence of a First Aider. Appointed persons are responsible for:
 - in the absence of a First-Aider, taking charge when a person has been injured or falls ill;
 - summoning further help if necessary;
 - calling an ambulance where necessary;
 - reporting details of any treatment provided (for further investigation if necessary);
 - looking after the first aid equipment and ensuring that containers are re-stocked when necessary.

First Aiders and appointed persons will be allocated to an activity or area in accordance with the level of risk of such activity or area.

First Aiders shall be designated by the Headteacher and shall be selected from such members of staff as may put themselves forward for such duty or, if there are insufficient members of staff, the Headteacher may designate such members of staff as may seem to be most suited to act as First Aiders.

Access to First Aid Kits and essential equipment

The school has a designated Health Centre where first aid provision is available.

There shall be no fewer than six portable First Aid kits, accessible at all times and with appropriate content for use with children allocated as follows:

- one for the use of the PE Department
- one for the use of the Prep

- one for the use of Nursery
- one for the use of Reception
- one for the use of the Farm
- One for use of the Art Department
- one held centrally in the Medical Centre
- Paediatric First Aiders carry smaller first aid kits with them.

The following treatments kits will be held centrally:

- Asthma First Aid Kit (Medical Centre)
- Burns First Aid Kit (Medical Centre)
- Burns First Aid (Science Block)
- Biohazard Spills Kit (Medical Centre)
- Chemical Spills Kit (Science Block)

Defibrillators will be located as follows:

- one in the centre of the school opposite the Pupils Refectory
- one outside the Health Centre

Anaphylaxis kits, including paediatric and adult pens, will be located as follows:

- one in the centre of the school opposite the Pupils Refectory
- one outside the Health Centre

Eye wash kits will be located in the Science block.

The School Nurse shall be responsible for ensuring that the medical supplies in the Health Centre and centrally managed kits and equipment are maintained, and that depleted or out of date items are replaced when necessary. Department staff are responsible for maintaining the potable First aid Kits in their areas.

Medical supplies that may be needed for the treatment of pupils with particular emergency medical requirements (such as antihistamines and EpiPen for anaphylactic shock; glucose, and drinks for the treatment of diabetes; inhalers for the treatment of asthma) are to be kept as follows:

- for Nursery, Reception, Year 1 and Year 2, any medication for the emergency treatment of pupils with special emergency medical requirements is to be kept in a marked box or bag in each classroom, with the medication labelled with the name of the pupil for whom it is being kept. The box or bag must accompany the Form Teacher or, in the absence of the Form Teacher, the Teaching Assistant, if the class is to be away from its classroom for one lesson or longer;
- for Year 3 to Year 13: pupils with particular emergency medical requirements are to carry a supply of any medication relevant to such medical requirements.
- Instructions must be written in English on all medication. School nurse to check Epi-Pens every month.

Arrangements for pupils with particular medical conditions: (e.g. Asthma, Epilepsy, Diabetes)

A Pupil Medical Information Form will be completed by the parents during the admissions process. The Form will highlight specific medical needs of a student.

Prior to the student's first day, the School Nurse will arrange a meeting with parents to address medical needs, any medication that will need to be kept or administered at School and agree an Individual Healthcare Plan where applicable.

Key details of the student's medical condition and treatment needs will be communicated to the DSL, DH Pastoral, DH Academic, Head of Year and any other relevant staff.

Pupils with asthma are required to always have one current inhaler on their person.

Arrangements for pupils with Allergies and Anaphylaxis

A Pupil Medical Information Form will be completed by the parents during the admissions process. The Form will highlight relevant allergies and anaphylaxis.

Individual Care Plans will be required for students who are prescribed an Epi Pen or Jext (AAI). Generic plans will be required for students who have allergies but who are not prescribed AAIs.

Where required, an Individual Care Plan will be agreed with the parent, and key information will be communicated to DSL, DH Pastoral, DH Academic, Head of Year, the Catering Department and any other relevant staff.

The Medical Centre will maintain a record of pupils with allergies and anaphylaxis, detailing the specific allergy, treatment and the requirement to carry Epi Pens.

Allergy infographic posters will be displayed in the Staff Room and in the serving areas of each Refectory. The posters will display the names, photographs, allergy/intolerance details for all relevant students. This information will be specifically briefed to all catering staff.

At mealtimes, staff will be present outside the Refectories and will issue yellow lanyards to designated students before they enter the food serving area, to help identify students with allergies or intolerances to the catering staff.

The catering staff will ensure that students with allergies or intolerances are not served food that has been designated as banned for the relevant student.

Pupils who are prescribed Epi Pens are required to have two (unexpired) on their person at all times as well as prescribed antihistamine.

Epi Pen treatment boxes will be located outside the Nun's Refectory and outside the Medical Centre.

Before departing on school trips, staff will check that relevant students have prescribed Epi Pens Trips or antihistamine on their person. Relevant students will not be permitted to depart on trips if they are not in possession of prescribed Epi Pens or antihistamine.

Annual staff first aid training will include instruction on anaphylaxis and the use of Epi Pens.

Individual Health Care Plans

The School Nurse (or, in their absence, another member of staff designated by her for the purpose) will agree an individual health care plan with the parents of a pupil with special medical requirements.

Completed health care plans should be returned to the School Nurse who will retain them. Discussion key arrangements with DFL, Pastoral and Head of Year.

Generic Health Care Plans

Generic health-care plans are maintained by the Health Centre and include:

- Asthma
- Anaphylaxis

Emergency Medication

Prescribed medication will be stored in the Health Centre. Parents / care givers must sign a consent form which is kept in the health centre.

Individual named folders with supplies of spare medication will be stored for pupils with anaphylaxis or asthma.

First Aiders

Training for First Aiders is renewed at least every three years with annual refresher courses as required.

Training.

Trained staff will be recorded on Policy 16C

Procedures for treatment

The following are general first aid related procedures to be followed by all staff:

- If you are aware that a staff member or pupil has been taken ill, or has had an accident, call a First Aider/Paediatric First Aider
- No staff member should use their private car to transport a casualty to hospital. If an ambulance is not required, then the parents should take their child
- Look after the casualty until recovery has taken place or further medical assistance has arrived;
- Report details of any treatment provided in the accident book or EYFS Accident log
- Ensure that first-aid kits are re-stocked when necessary, if you need to access a first aid kit for personal use, do not remove it from its designated place. Any loss or damage to first aid equipment must be reported to the School Nurse
- All drivers of vehicles hired on behalf of the school, or teachers on school-trips are expected to carry an in-date first aid kit with them at all times.

Hygiene procedures for dealing with the spillage of bodily fluids ('biohazard spills')

All staff dealing with a biohazard spill are to:

- Take precautions so as not to come into contact with blood or body fluids, wet or dry, either on themselves, their clothing or protective equipment. In particular, avoid blood or body fluids reaching the eyes or the areas inside the mouth and nose
- Wear appropriate protective clothing
- Use the biohazard spill kits which is located and available in the Medical Centre

- Place all soiled paper towel and gloves in a sealed (yellow) disposable bag and dispose of it in an approved manner
- Immediately after every clean-up of blood or body fluid, hands including arms to the elbow must be washed with warm water and soap. This should be performed even if gloves have been worn. Wash all areas that have come into contact with blood
- All biohazard spills are to be reported to the Bursar.

When to call an ambulance

Anyone may call an ambulance if they think a child or adult is at risk or in need of one.

An ambulance should be called when deemed necessary but must be called in cases of:

- inability to breath or difficulty breathing
- significant or uncontrollable bleeding
- anaphylaxis
- irregular or weak heartbeat
- significant head injury
- loss of consciousness

The process for calling an ambulance is as follows:

- Call 999, an operator will ask you which emergency service you need;
- Ask for the ambulance service;
- You will need to have the address and postcode of where you are St Augustine's Priory, Hillcrest Road, Ealing, London, W5 2JL;
- Air ambulance (if required) will land on the southern section of the field.
- What has happened;
- You will also be asked to give some extra information, including the patient's age, sex and medical history, whether the patient is conscious, breathing and if there is any bleeding or chest pain, details of the injury and how it happened;
- Answering these questions will not delay the ambulance crew, but it will help them give you important first aid advice while they are on their way;
- Call for someone to bring a walkie-talkie to enable communications;
- The School Nurse should be called if not already in attendance;
- Reception and then Estates Department must then be informed to meet the ambulance staff and escort them directly to the casualty;
- Inform a member of SLT.
- The student's parent(s) must be informed;
- In the absence of a parent or guardian, a suitable member of staff will accompany the student to A&E and wait until guardian arrives.

Visitors

We will offer first aid assistance to visitors to our premises. Should a visitor feel unwell or have an accident, then the staff member supervising their visit should call for a first-aider. If the visitor has had an accident, the First Aider is responsible for ensuring that an entry is made in the accident book/form in the Medical Centre.

Information for Employees

The school acknowledges that first aid arrangements will only operate efficiently where they are understood, both by staff members and others who may be working on our premises. These include

part-time and temporary staff. For this reason, information on how to summon first aid is provided for all new staff. This and further information is included in the Staff Handbook.

Recording accidents and informing parents

The Accident Record Log is maintained and kept by the School Nurse and includes the details of any injury and any treatment given.

All accidents involving pupils, staff or visitors will be recorded in the Accident Record Log as soon after the event as possible.

The Bursar will review the Accident Record Log every month and will complete investigations or direct follow-up action if deemed necessary.

Where an ambulance has been called or a student required further medical intervention, the parents / guardian will be informed by the School Nurse (or by senior staff).

Senior school staff, in consultation with the School Nurse, will always inform parents if there are any medical concerns.

For EYFS students, parents / guardians are informed of any accident or injury sustained by the child on the same day, or as soon as is reasonably practicable, of any first aid treatment given.

Reporting

The school is required to report certain incidents to the Health and Safety Executive (HSE) in obedience of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, 2013 (RIDDOR).

The School will report the following incidents to the HSE: deaths; major injuries; over three day injuries; accidents causing injury to pupils, members of the public or other people not at work; specified dangerous occurrence, where something happened which did not result in an injury but could have done.

The Bursar will ensure relevant incidents are reported to the HSE within 10 days of the incident.

In the event of any serious accident or injury to, or the death of, any child in the EYFS while in our care, the school will notify local child protection agencies and act on advice from those agencies.

Governance

The Health and Safety Committee will be chaired by one of the Governing Body and shall meet at least once per term. The Committee will oversee the provision of healthcare and first aid within the school. The Chair of the Committee shall report any concerns or issues to the Full Governing Body.

The Bursar will direct the provision of healthcare and first aid within the school. On a monthly basis the Bursar will ensure that the following management checks are completed:

- First Aid Kits
- Accident Record Log
- Accident Reporting
- Allergy Info Boards

- Allergy Kits
- Allergy Epi Pens (Individual)
- Asthma First Aid Kit
- Burns Kit
- Eye Wash Kits
- Biohazard Spills Kit
- Defibrillators
- Medicine Cabinet

The Deputy Head Seniors (Pastoral) will coordinate with the School Nurse and the Bursar regarding the provision of healthcare within the school.

Related Policies

11 Health and Safety Policy and Procedures

13c Qualifies First Aiders

13d EYFS Administration of Medicines Policy