



# ST FRANCIS SCHOOL

## First Aid Policy B15

1.	Introduction	
	1.1	<p>This policy outlines the School's responsibility to provide adequate and appropriate first aid to pupils, staff, parents and visitors and the procedures in place to meet that responsibility.</p> <p>The policy is reviewed annually. Reference is made to the school's Health and Safety Policy, Child Protection Policy and general commitment to actively promote the wellbeing of all pupils.</p> <p>There is a separate policy that refers directly to First Aid and Medicines in the Nursery (See Appendix 1) and EYFS (See policy Administering Medicines EYFSF1 and First Aid EYFSC2 in Staff Handbook)</p>
	1.2	<p>St. Francis School is a Preparatory School for boys and girls aged 0-13 years for day pupils. The school is a low risk environment overall with specific risk areas around the school having slightly higher risk of injury. The risks associated with activities such as sports and play on the adventure playground are still considered low as the activities are well supervised and the equipment is well maintained.</p> <p>Specific risk areas in the school include the woods, car parking areas, outdoor play areas, adventure playground, science lab, art/kitchen room, DT room and the kitchen and maintenance work areas.</p>
	1.3	<p>St. Francis School is located approximately 5 minutes away from the local doctor's surgery and 25 minutes away from The Great Western Hospital in Swindon which has an accident and emergency department.</p>
	1.4	<p>The Health and Safety (First Aid) Regulations 1981 require the provision of adequate and appropriate equipment, facilities and personnel to give first aid to employees who become injured or ill at work.</p>
2.	Aims	
		<ul style="list-style-type: none"><li>• To identify the first aid needs of the School in line with the Management of Health and Safety at Work Regulations 1992</li><li>• To support the children at St Francis in accordance with documentation relating to Keeping Children Safe in Education.</li><li>• To ensure that first aid provision is available at all times while people are on school premises, and also off the premises whilst on school visits.</li></ul>
3.	Objectives	
		<ul style="list-style-type: none"><li>• To appoint the appropriate number of suitably trained people as Appointed Persons and First Aiders to meet the needs of the School</li><li>• To provide relevant training and ensure monitoring of training needs</li><li>• To provide sufficient and appropriate resources and facilities</li><li>• To inform staff and parents of the School's First Aid arrangements</li></ul>

		<ul style="list-style-type: none"> <li>• To keep accident records and to report to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.</li> </ul>
4.	Personnel	
	4.1	<p>The Governors are responsible for the health and safety of their employees and anyone else on the premises. This includes the Headmaster and teachers, non-teaching staff, pupils and visitors (including contractors).</p> <p>They must ensure that a risk assessment of the School is undertaken and that the appointments, training and resources for first aid arrangements are appropriate and in place.</p> <p>They should ensure that the insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employment.</p>
	4.2	The Headmaster is responsible for putting the policy into practice and for developing detailed procedures. He will ensure that the policy and information on the School's arrangements for first aid are made available to parents.
	4.3	<p>Teachers and other staff</p> <ul style="list-style-type: none"> <li>• Are expected to do all they reasonably can to secure the welfare of the pupils.</li> <li>• To advise the Bursar or Estate Manager of any Health and Safety issues</li> <li>• To restock First Aid bags or boxes with the guidance of the Estate Manager or School Secretary</li> </ul>
	4.4	<p>The Estate Manager will:</p> <ul style="list-style-type: none"> <li>• Look after the first aid equipment eg advising on the restocking of the first aid boxes</li> <li>• Advise on all matters of Health and Safety</li> </ul>
	4.5	<p>The First Aider must have completed and keep updated a training course approved by the HSE. He/she will:</p> <ul style="list-style-type: none"> <li>• Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school</li> <li>• Assess the seriousness of any accident/illness and ensure that an ambulance or other professional medical help is called immediately.</li> </ul>
5.	First Aid Training	
	5.1	All staff undertake first aid training every three years. In addition members of staff have received more extensive training such as HSE First Aid at Work (3 days), Combined Paediatric First Aid Certificate (2 day). See Appendix 2 for the latest names.
	5.2	It is recommended that staff who regularly take games and organise school trips should possess a first aid certificate in accordance with the Health and Safety (First Aid) Regulations 1981.
6.	First Aid boxes	
	6.1	<p>First Aid boxes are to be found in the following locations:</p> <p>School Office  Burden Building Foyer  Art Room  DT Room  Sports Hall disabled toilet  Sports Hall cupboard  Nursery  Haybrook Staff Room  School minibuses</p>
	6.2	Documentation regarding the top up procedure and maintenance of the first aid materials is kept in the procedural manual by the Health and Safety Officer (Estate Manager).
7.	Consent	
	7.1	At the time of each child's admission to the school, parents' written permission for obtaining emergency medical advice or treatment is sought. Parents sign and date their written approval.

	7.2	Parents sign a consent form at registration allowing staff to take their child to the nearest Accident and Emergency unit to be examined, treated or admitted as necessary on the understanding that parents have been informed and are on their way to the hospital.
8.	Procedure	
		For specific guidance see: Administration of Medicines in School (B17) policy EYFS for Administering Medicines EYFSF1 and EYFS for First Aid EYFSC2 in the Staff Handbook Nursery policy can be seen in the Little Saints Nursery Policy and Procedures Handbook
	8.1	Prep Department 8.1.1 In the event of minor injuries during break times or games lessons, first aid is administered 'on the spot' and recorded in the relevant book in the school office.
		8.1.2 If the injury is deemed more serious or there is not access to a first aid box pupils are taken to the school office where first aid is administered and recorded.  If a child feels unwell during lessons they may be taken to the school office to spend time in the medical room.  8.1.3 Children may spend time in the medical room which is situated next to the school office where a member of staff is present.  8.1.4 After a period of time and the child does not improve the school will call the parents to talk about what to do next.  8.1.5 If the child remains at school they will remain in the medical room until they are collected by their parent.
	8.2	Pre-prep and Nursery
		8.2.1 First Aid is administered in the classrooms or at break time. Whilst all staff are first aid trained, where a more serious injury has taken place the HSE First Aid at Work (3 days) or Combined Paediatric First Aid Certificate (2 day) members of staff will be consulted.
		8.2.2 When a child receives first aid, they are given a sticker to wear, which states 'I've had first aid treatment today'.
		8.2.3 If a child receives a head injury, first aid is given, the Accident Record is completed, the child's parent is contacted at the time and made aware of the injury that has occurred and the child is given a sticker to wear which states 'I bumped my head today'. For pupils in EYFS parents are shown the Accident Record when their child is collected and are asked to sign and date the entry.
		8.2.4 If a child feels unwell a member of staff will assess them. The child will remain in the form room under close supervision. If the illness continues a member of staff will call the parent/carer to ask for the child to be collected at the earliest possible time. The child will either remain in the form room or move to a spare room and a member of staff will stay with the child until the parent/carer arrives.
		Procedure for medication and illness
	8.3	No un-prescribed medication is given to children, parents or staff. Details regarding the administration of medicine to children can be found in Administration of Medicines in School (B17) policy.
	8.4	In order to prevent the spread of infection, children and adults with diarrhoea and/or vomiting must not return to school until they have been symptom free for a minimum of forty-eight hours.
	8.5	Additional precautions are taken when there is a known infection in the school. Parents are informed about any infectious illness in the school and given as much information as possible about signs and symptoms etc. Additional hygiene procedures are put in place and additional cleaning is undertaken.

9.	Recording	
	9.1	When an accident has occurred and first aid has been administered, the relevant information is recorded in the Accident Book (for major injuries a copy is put in the pupil's file). In the case of EYFS parents are shown the record when the child is collected and are asked to sign and date the entry.
	9.2	Accident Record books are kept in the School Office; Haybrook Staff room; and Nursery.
	9.3	Accidents causing serious injury must be reported on the DPA compliant Accident Form and then taken to the HR department for notification to the Health and Safety Team. The Health and Safety team will then undertake an investigation with the aim of establishing the circumstances of the accident and responding accordingly, rather than apportioning blame.
	9.4	The school meets our legal requirements for the safety of our employees by complying with RIDDOR (the Reporting of Injury, Disease and Dangerous Occurrences Regulations)
	9.5	All documentation relating to an injury is kept for four years following the date of that injury
	9.6	It is the responsibility of the Headmaster to: a) Ensure that parents are informed of any injury that required major treatment b) Inform the governors of particularly serious injuries c) Regularly checking the Accident Book and further investigating a matter if it was felt to be necessary.
10.	Risk Assessment	
		The Bursar conducts risk assessments each term or when circumstances alter. Recommendations on measures needed to prevent or control identified risks are agreed with the Headmaster. The Risk Assessment will be responsive to changes in weather conditions and particular circumstances which may have an adverse impact on pupils' safety.
11.	Re-assessment of first-aid provision	
		As part of the School's annual monitoring and evaluation cycle <ul style="list-style-type: none"> <li>• the Senior Leadership Team reviews the School's first-aid needs following any changes to staff, building/site, activities, off-site facilities, etc</li> <li>• the Bursar monitors the number of trained First Aiders, alerts them to the need for refresher courses and organises their training sessions</li> <li>• the Bursar also monitors the emergency first-aid training received by other staff and organises appropriate training</li> <li>• the Estates manager checks the boxes and restocks them regularly throughout the term, in conjunction with the School Secretary.</li> </ul>
12	Providing information	
	12.1	The Headmaster will ensure that staff are informed about the School's first-aid arrangements. The Estate Manager <ul style="list-style-type: none"> <li>• provides information for new staff as part of their induction programme</li> <li>• gives all staff information on the location of equipment, facilities and first-aid personnel. This is displayed in the staff room.</li> </ul>
13.	Qualifications and Training	
	13.1	Designated First Aiders will hold a valid certificate of competence, issued by an organisation approved by the HSE. Appointed persons will undertake (at least) one-day emergency first aid training. Specialist training in first-aid for children should be arranged in a three year cycle.
14.	First-aid materials, equipment and facilities	
	14.1	The Estate manager, Deputy Head and Bursar will work together to ensure that the appropriate number of first-aid containers are available. See HSE guidelines on recommended and mandatory contents.
	14.2	<ul style="list-style-type: none"> <li>• All first-aid containers must be marked with a white cross on a green background</li> <li>• Each school bus must carry a first-aid container</li> </ul>

		<ul style="list-style-type: none"> <li>• First aid containers or sports first aid bags must accompany all staff, but particularly PE teachers off-site</li> <li>• First aid containers should be kept near to hand washing facilities</li> <li>• All kits include items to handle infectious substances, including vomit. Spare stock should be kept in the Medical Room.</li> </ul>
	14.3	<p>Responsibility for checking and restocking the first-aid containers:</p> <ul style="list-style-type: none"> <li>• in school, the Estate Manager, in conjunction with the School Secretary</li> <li>• on buses, the Estate Manager</li> <li>• for off-site PE, The Head of PE</li> </ul>
15.	Accommodation in Travancore	
	15.1	The school will provides a suitable room for medical treatment and care of children during school hours.
	15.2	At St Francis, the Medical Room is situated next to the School Office and pupils have ready access to a toilet and a basin.
16.	Hygiene/Infection control	
		<p>Basic hygiene procedures must be followed by staff. Single-use disposable gloves must be worn when treatment involves blood or other body fluids.</p> <p>It is important that infectious substances, including vomit, are cleaned up following this procedure:</p> <ol style="list-style-type: none"> <li>1. Put gloves on.</li> <li>2. Wipe up fluid using the disposable cloth.</li> <li>3. Wash the surface with disinfectant.</li> <li>4. Place all material in the bag for contaminated waste. Secure the top of the bag.</li> <li>5. Wash hands thoroughly with soap and water.</li> <li>6. Return the bag of contaminated waste to the yellow bin in the medical room for disposal.</li> <li>7. Call the Estate Manager for a thorough clean up.</li> <li>8. Care should be taken when disposing of dressings or equipment.</li> </ol>
17.	Reporting accidents	
	17.1	Statutory requirements: under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) some accidents must be reported to the HSE.
	17.2	The Headmaster must keep a record of any reportable injury, disease or dangerous occurrence. This must include: the date and method of reporting; the date, time and place of the event; personal details of those involved and a brief description of the nature of the event or disease. This record can be combined with other accident records.
	17.3	<p>The following accidents must be reported to the HSE:</p> <p>Involving employees or self-employed people working on the premises:</p> <ul style="list-style-type: none"> <li>• accidents resulting in death or major injury (including as a result of physical violence)</li> <li>• accidents which prevent the injured person from doing their normal work for more than three days</li> </ul> <p>For definitions, see <a href="#">HSE guidance on RIDDOR 2013</a>.</p>
	17.4	<p>Involving pupils and visitors:</p> <ul style="list-style-type: none"> <li>• accidents resulting in the person being killed or being taken from the site of the accident to hospital and the accident arises out of or in connection with work.</li> </ul> <p>i.e. if it relates to</p> <ul style="list-style-type: none"> <li>• any school activity, both on or off the premises</li> <li>• the way in which the school activity has been organised and managed</li> <li>• equipment, machinery or substances</li> <li>• the design or condition of the premises</li> </ul>
	17.5	HSE must be notified of fatal and major injuries and dangerous occurrences without delay.

		The Headmaster is responsible for ensuring this happens, but may delegate the duty to the Deputy Head. The initial telephone call must be followed up in writing, within ten days.
18.	Record keeping	
	18.1	Statutory accident records: The Governors must ensure that readily accessible accident records, written or electronic, are kept for three years.
	18.2	Accident Books are held securely in the school office. These are signed by parents after each incident and are regularly checked by the Designated First Aider. Additional records, as appropriate, are held in the Bursary.
	18.3	The Headmaster will ensure that a record is kept of any first aid treatment given by first aiders or appointed persons. This should include: <ul style="list-style-type: none"> <li>• the date, time and place of incident</li> <li>• the name (and class) of the injured or ill person</li> <li>• details of their injury/illness and what first aid was given</li> <li>• what happened to the person immediately afterwards</li> <li>• name and signature of the first aider or person dealing with the incident.</li> <li>• D.O.B of child</li> </ul>
	18.4	The Headmaster must have in place procedures for ensuring that parents are informed of significant incidents.
19.	Monitoring	
	19.1	Accident records can be used to help the Headmaster and Health and Safety Co-Ordinator identify trends and areas for improvement. They could also help to identify training or other needs and may be useful for insurance or investigative purposes.
20.	Further guidance	
		<ul style="list-style-type: none"> <li>• First Aid at Work: Your questions answered (HSE Revised 2009)</li> <li>• Basic Advice on First Aid at Work (HSE Revised 2008)</li> <li>• Guidance on First Aid for Schools (DfEE)</li> </ul>

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