
THE MOUNT

First Aid Policy – Whole School including Boarding and EYFS

The aim of this First Aid Policy is to:

Ensure that there is an adequate provision of appropriate first aid for:

- All areas of The Mount School site and premises including teaching rooms and boarding accommodation.
- All Mount School staff, pupils, user groups and visitors, including parents and contractors.

Comply with the DfE guidance, First Aid in Schools and The Health and Safety at Work Act (1974) and to ensure The Mount School provides adequate first aid provision as far as is deemed reasonably practicable. Including:

- Establishing and maintaining first aid posts, clear signage and equipment.
- Ensuring appropriate first aid provision and equipment is available for all off-site trips and visits.
- Ensure School conducts appropriate risk assessments at regular intervals to determine the first aid needs of the School.
- Ensuring that sufficient staff in School are trained to be able to administer first aid in a timely and competent manner.
- Ensure that where individuals have been injured there are suitable systems in place to provide timely and appropriate treatment and that adequate records are made, including reporting, where appropriate, to the Health and Safety Executive (HSE) relating to Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

Responsibilities

Welfare of the school community is the concern of all, however the Principal, Senior Leadership Team and School Nurse have primary responsibility for the implementation of this policy and for developing detailed procedures.

First aid requirements are reviewed annually with the consideration of:

- Specific hazards or risks on the site.
- Pupils or staff with special health needs or disabilities.
- Practical Departments, such as Science, DT, PE, Catering and Maintenance.
- Previous record of accidents / incidents at the School.
- Provision for in-school hours and out of school hours activities.
- Off-site activities, including trips.
- Contractors on site and agreed arrangements.

Medical Care

This procedure is limited to the provision of first aid. The School has arrangements in place for:

- Managing pupils with specialist medical needs.
- Provision of medical assessment and investigations including transport to appointments as required.
- Keeping of confidential medical records.
- Medicines management including over the counter medication, medicines and treatment brought to school for pupils.
- Emotional wellbeing and mental health including counselling and health promotion.
- Infection control.

Date of last review: March 2018

Date of next review: March 2019

Reviewed by: School Nurse/Deputy Principal

Specific First Aid Provision

First Aiders

- 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.
- The minimum suggested ratio (1 for every 100 people as a low-hazard area (HSE, 2014)) of trained first aiders is exceeded.
- First aid training is refreshed every 3 years, as required.
- There is a requirement to have one qualified person on the School Site when pupils are present.
- At least one person with a current Paediatric First Aid Certificate must be on the premises at all times when EYFS children are on site and when accompanying the children on outings.
- All Level 2/3 Early Years workers who qualified on or after 30 June 2016 require a Paediatric First Aid Certificate.

First Aid Kits

- First aid kits are provided in areas of the School where accidents are considered most likely, with signage indicating their location.
- The contents of a first aid kit are in accordance with the guidance given by the HSE (First Aid at Work INDG 214 (Rev2) 2014).
- One or two first aid kits are taken on organised school trips and sports events.
- First aid kits are replenished as necessary and regularly checked for contents and expiry dates by the School Nurse.
- Asthma inhalers: emergency salbutamol inhalers are kept in the Boarding Office, Main School Office, Busy Bees and Butterflies classrooms, KS1 and KS2 landing, PE Department and Sports Hall.
- Burns kits: emergency burns kits are kept in the Boarding Office, main Kitchen, Science Department, Main School Office, Junior Life Science room, the College Common Room and Year 11 Common Room.
- Diabetes: an emergency diabetes kit is kept in the Main School Office.

The emergency stock of medicines are in addition to pupils' personal emergency medicine. The emergency medicine can only be administered to a pupil if a parent/guardian has signed a consent form for use of the emergency medicine. A list of pupils' names for whom parents have given consent for use of the emergency medicine is stored in each emergency box. The following Government guidance is followed:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/416468/emergency_inhalers_in_schools.pdf

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/638267/supporting-pupils-at-school-with-medical-conditions.pdf

First Aid Notices

A list of members of staff (including their location) who are qualified First Aiders or Paediatric First Aiders is displayed on noticeboards in the School Office, Junior and Senior Staff Rooms and Boarding House and near the visible first aid kits in key areas around the site.

Access to First Aid

All pupils and staff are given information on the provision of first aid at their induction. All visitors and contractors as accompanied and accounted for by school staff, are directed to first aid assistance as required.

Record Keeping

Details of an incident which requires assessment by the School Nurse will be recorded in the designated Medical Centre book and individual medical files for pupils. An accident form is completed for all accidents by the First Aider providing treatment and sent on to the School Nurse.

Calling an Ambulance

The School Nurse is usually responsible for summoning an ambulance or for organising a member of staff to

do so. However, any member of staff may call an ambulance if they judge that a medical emergency requires an ambulance immediately. Dependent on circumstances the School Nurse will escort the pupil to hospital or arrange for a colleague or parent to be in attendance. The attending First Aider will do this if out of hours, off-site or in a medical emergency. A member of staff will always stay with a pupil in hospital until their parent/guardian is able to attend.

Emergency Medical Treatment

In accepting a place at the School, parents are requested to give their consent for emergency medical treatment, including general anaesthetic and surgical procedure under the NHS, if the School is unable to contact a parent.

Off-site and Out of Hours Provisions

- In the case of off-site and out of hours provision, the First Aider present on the trip or present on site or in the Boarding House, will attend to any incidents as they occur and fulfil the duties assumed of a trained First Aider.
- Boarding staff receive first aid training, understanding and treatment of serious medical conditions such as anaphylaxis and asthma as well as medicine management training. Contact phone details for additional medical assistance are provided in key areas, specifically for boarding staff out of medical centre hours.
- Outside of school term times, departments whose staff are at work, have access to First Aiders who are on duty as identified on the lists displayed near the first aid kits across the site.
- External groups hiring the School Site are responsible for provision of their own First Aiders and appropriate equipment.

The Mount School Medical Centre

- The School Nurse is responsible for providing first aid in the School's Medical Centre from 8.30am – 4.30pm Monday to Friday, term-time only.
- The School Nurse administers first aid and deals with accidents and emergencies.
- The School Nurse will notify parents/guardians if a pupil suffers anything more than a minor injury or minor illness during the school day.
- In the case of:
 - A day or flexi-boarder: the School Nurse will contact parent/guardian so that the student can be collected as appropriate.
 - A weekly or full boarder: the School Nurse will care for the pupil, and if appropriate, following discussion with the Head of Boarding will contact the parent/guardian so that the pupil can be collected and cared for offsite to protect the wider school community as per Public Health England's (2014), updated May 2016, recommendations.
- The School Doctor holds two appointment slots on Tuesdays - Fridays which are available for weekly and full boarding pupils registered with the contracted GP provider. Additional appointments which are considered an emergency are available daily upon request.
- If a weekly or full boarding pupil is required to attend hospital for medical assessment or arranged appointment and it is deemed safe they can travel via car. The School Nurse/School Receptionist will coordinate transport via taxi; an account with Fleetways Taxi Company is held. Accompaniment by a member of staff will be organised by the School Nurse.

Students with Identified Medical Needs

- The medical conditions of pupils on ISAMs are kept up-to-date by the School Nurse so staff can access this information as needed.
- Pupils who have significant, life-threatening conditions are made known to staff by way of notices in the Staff Rooms, PE Department and in the Boarding Office for boarding staff.
- Information is also held in the Main School Office and by Catering staff.
- Individual healthcare plans for these pupils are produced in line with current guidance (Supporting pupils at school with medical conditions, 2014, updated August 2017) in partnership between parents and the School involving the student as best able. Individual healthcare plans are reviewed annually or when notified the condition or management has altered.

Dealing with Body Fluids

In order to protect ourselves from disease all body fluids should be considered infected. To prevent contact with body fluids the following guidelines should be followed:

- When dealing with any body fluids wear disposable gloves.
- Wash hands thoroughly with soap and warm water after the incident.
- Keep any abrasions covered with a plaster.
- Spills of the following body fluids must be cleaned up immediately:
 - Blood
 - Faeces
 - Nasal and eye discharges
 - Saliva
 - Vomit
- Appropriate use of absorbent powder should be used to soak up the excess, and then the area should be treated with a disinfectant solution.
- Never use a mop for cleaning up blood and body fluid spillages. All contaminated material should be disposed of in a yellow clinical waste bag (available in all first aid kit) then placed in a medical waste bin. These bins are situated in the Health Centre.
- Avoid getting any body fluids in your eyes, nose, mouth or on any open sores you may have. If a splash occurs, wash the area well with soap and water or irrigate with copious amounts of saline.
- Personal Protective Equipment suitable for medical emergencies is available in the Health Centre.

Medical Centre:

Telephone 01904 667500 ext 2363. Email: health@mountschoolyork.co.uk

Legal Requirements and Education Standards References

First Aid at Work: your questions answered (2014)

<http://www.hse.gov.uk/pubns/indg214.pdf>

Guidance on First Aid for Schools (2014). Department for Education and Employment

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/306370/guidance_on_first_aid_for_schools.pdf

Guidance on Infection Control in Schools and Other Childcare Settings. Public Health England (2014)

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/522337/Guidance_on_infection_control_in_schools.pdf

Health and Safety at Work etc. Act 1974.

<http://www.hse.gov.uk/legislation/hswa.htm>

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) (1995 updated 2013) <http://www.hse.gov.uk/riddor/>

Supporting Pupils at School with Medical Conditions (2015). Department for Education.

The Health and Safety (First Aid) Regulations 1981