

# First Aid Policy – Whole School including Boarding and EYFS

This policy should be read in conjunction to any risk assessment for current pandemics

The aim of this First Aid Policy is to:

1. 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.
2. Comply with the DfE guidance, First Aid in Schools and The Health and Safety at Work etc 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 within School.
  - 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 using the School Health and Safety system and 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: Autumn 2021

Date of next review: Autumn 2022

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 required.
- 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 always be on the premises 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 The Health & Safety (First Aid) Regulations 1981 (including updates to 2020).
- 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: are kept in the boarding office, main school office, nursery 1 and 2, KSI and KS2 landing, gymnasium office, poolside, and sports hall office.
- Burns kits: emergency burns kits are kept in the boarding office, main kitchen, science department, main school office, junior life science room and the college common room.
- Diabetes: an emergency diabetes glucose and blood testing kit is kept in the main school office.

Additional inhalers can only be administered to a pupil if a parent/guardian has signed a consent form for use of this inhaler. The following Government guidance is followed:

<https://www.gov.uk/government/publications/emergency-asthma-inhalers-for-use-in-schools>

<https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3>

### **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.

### **Defibrillator**

The School has a defibrillator which is regularly checked by the School Nurse and is located under the desk at reception, which is a central location available to all staff.

When the defibrillator is needed the instructions for use are very clearly written on the machine and spoken clearly by the machine. The School Nurse carries out defibrillator training for staff as part of ongoing first aid training.

If a defibrillator is needed at any time an ambulance must be called for.

### **Record Keeping**

Details of an incident which requires assessment by the School Nurse will be recorded in ISAMS. 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 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 the pupil's parent/guardian so that the pupil 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 prevent the spread of infection as per Public Health England's Guidance (2018), September 2020 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 pupil. Individual healthcare plans are reviewed annually or when the condition or management has altered.

### **Dealing with First Aid during a Contagious Pandemic**

When administering first aid to a pupil during a pandemic full PPE should be worn as appropriate for each situation. The risk assessment guidelines for the pandemic should be followed.

### **Dealing with Body Fluids**

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 kits) then placed in a medical waste bin. This bin is situated in the medical 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 or water.
- Personal protective equipment suitable for medical emergencies is available in the medical centre.

### **Medical Centre:**

Telephone 01904 667500 ext. 2363. Email: [health@mountschoolyork.co.uk](mailto: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/publications/first-aid-in-schools>

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

<https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities>

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 (updated August 2017). Department for Education.

The Health and Safety (First Aid) Regulations 1981.