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# First Aid Policy

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## Revision and Terminology

Please refer to the Policies Review Schedule, or in line with any changes in regulations.

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## **1. Policy Statement**

Teikyo School is committed to providing emergency first aid provision in order to deal with accidents and incidents affecting employees, children and visitors.

The General Manager / Head of School has overall responsibility for ensuring that the School has adequate and appropriate first aid equipment, facilities, and first aid personnel and for ensuring that the correct first aid procedures are followed.

This policy aims to comply with *paragraph 3(6) of the schedule to the Education (Independent School Standards) (England) Regulations 2014* (SI 2003/1910), the *Health and Safety at Work etc. Act 1974* and subsequent regulations and guidance including the *Health and Safety (First Aid) Regulations 1981* (SI 1981/917) and the *First aid at work: Health and Safety (First Aid) Regulations 1981, approved code of practice and guidance*.

All staff should read and be aware of this Policy, know who to contact in the event of any illness, accident or injury and ensure this Policy is followed in relation to the administration of first aid. All staff will use their best endeavours, at all times, to secure the welfare of the students.

Anyone on the School premises and on a School activity is expected to take reasonable care for their own and others' safety.

This policy is part of a number of school policies aiming at safeguarding children in all circumstances.

## **2. Aims of this Policy**

- To ensure that the School has adequate, safe and effective first aid provision for every student, member of staff, and visitor to be well looked after in the event of any illness, accident or injury, no matter how major or minor.
- To ensure that all staff and students are aware of the procedures in the event of any illness, accident or injury.
- To ensure that medicines are only administered at the School when express permission has been granted for this.
- To ensure that all medicines are appropriately stored.
- To promote effective infection control.

Nothing in this policy should affect the ability of any person to contact the emergency services in the event of a medical emergency. For the avoidance of doubt, Staff should dial 999 for the

emergency services in the event of a medical emergency before implementing the terms of this Policy and make clear arrangements for liaison with ambulance services on the School site.

**3. To achieve the Policy Aims, the School will:**

- Have suitably stocked first aid boxes.
- Carry out a suitable and sufficient assessment of the risks posed to persons in the event that they suffer an accident, injury or ill health;
- Appoint sufficient First Aiders to take charge of first aid.
- Provide information to employees, students and parents on the arrangements for first aid.
- Have a procedure for managing accidents, including immediate liaison with emergency services, medical staff, and parents.
- Review and monitor arrangements for first aid on as appropriate on a regular basis (and at the very least on an annual basis).

**4. First Aid Room and Sick Bay**

The School has a designated First Aid Room which is located on the ground floor of Fulmer Grange opposite the staff room and is clearly marked by a sign on the door. The Sick Bay is located on the second floor (annex) of Fulmer Grange above the First Aid Room. There are two twin bedded rooms: one for the boys; one for the girls.

There are intercommunication facilities for the sick students and the staff to use between the sick bay rooms and the staff room.

**5. First Aid Boxes and First Aid Travel Bags**

The first aid boxes are located in the following locations:

- The First Aid room
- The staff room
- Sports Hall
- Swimming Pool
- Kitchen
- Classroom Block
- Housekeeping Office
- Boarding houses
- Security Hut
- All company vehicles

A first aid travel bag for onsite and offsite sports use is located in the First Aid Room. This must be taken to all sports activities. The stretcher is located inside the Football course locker.

The School vehicles also have a prominently marked first aid box, which is stocked in accordance with *Part 2 Schedule 7 of the Road Vehicles (Construction and Use) Regulations 1986*.

It is the responsibility of the Welfare Officer to check the content of the first aid kits regularly and restock if necessary.

## **6. First Aiders**

THE FIRST PRIORITY OF A FIRST AIDER IS TO ENSURE THEY DO NOT PUT THEMSELVES IN DANGER AND THEY MUST RISK ASSESS EVERY FIRST AID SITUATION WITH REGARDS TO THE PHYSICAL DANGER OF ATTENDING AN ACCIDENT, OR THE RISK OF VIOLENCE, OR ANY CROSS INFECTION. THE RISK MUST ASSESSED AS TO WHETHER THE FIRST AIDER HAS ADEQUATE PROTECTIVE CLOTHING (SUCH AS MEDICAL GLOVES) AND EQUIPMENT (Personal Protective Equipment – PPE) TO ATTEND TO ANY SCENE.

The main duties of First Aiders are to give immediate first aid to students, staff, or visitors when needed and to ensure that an ambulance or other professional medical help is called when necessary.

First Aiders are to ensure that their first aid training is kept up to date through liaison with the Bursar.

A list of qualified first aiders is maintained by the Domestic Bursar.

## **7. First Aid Training**

The Bursar will ensure that there are appropriate numbers of First Aiders and/or Appointed Persons at all times and will ensure that they have undergone appropriate training, refreshed at three yearly intervals.

## **8. Emergency Procedure in the event of an accident, illness or injury**

If an accident, illness or injury occurs, the member of staff in charge will assess the situation and decide on the appropriate next course of action, which may involve calling immediately for an ambulance or calling for a First Aider. If summoned, a First Aider will assess the situation and take charge of first aid administration.

In the event that the First Aider does not consider that he/she can adequately deal with the presenting condition by the administration of first aid, then he/she should arrange for the injured person to access appropriate medical treatment without delay.

## **9. Ambulances**

The first aider/appointed person is to always call an ambulance on the following occasions:

- In the event of a serious injury
- In the event of any significant head injury
- In the event of a period of unconsciousness
- Whenever there is the possibility of a fracture or where this is suspected
- Whenever the first aider is unsure of the severity of the injuries
- Whenever the first aider is unsure of the correct treatment

If an ambulance is called then the First Aider in charge should make arrangements for the ambulance to have access to the injured person.

Arrangements should be made to ensure that any student is accompanied in an ambulance, or followed to hospital, by a member of staff until one of the student's parents, guardian, or their named representative is present.

When required, a member of staff will stay with the student at the hospital.

## **10. Procedures in the event of contact with blood or other bodily fluids**

First Aiders should take the following precautions to avoid risk of infection:

- cover any cuts and grazes on their own skin with a waterproof dressing;
- wear suitable disposable gloves when dealing with blood or other bodily fluids;
- use suitable eye protection and a disposable apron where splashing may occur;
- use devices such as face shields, where appropriate, when giving mouth to mouth resuscitation;
- wash hands after every procedure.

If a First Aider suspects that they or any other person may have been contaminated with blood and/or other bodily fluids which are not their own, the following actions should be taken without delay:

- wash splashes off skin with soap and running water;
- wash splashes out of eyes with tap water and/or an eye wash bottle;

- wash splashes out of nose or mouth with tap water, taking care not to swallow the water;
- record details of the contamination;
- take medical advice (if appropriate).

### **11. Accident Reporting**

All accidents, administration of first aid and/or medicine will be recorded in the Accident Report Book and/or First Aid Book which are located in the First Aid room.

The Record shall include:

- Date, time and place of accident.
- Name and year group (if a student) of the person involved.
- Details of injury and treatment and any medication given.
- Outcome of accident.
- Name and signature of the person or first aider dealing with incident.

### **12. Reporting to Parents**

In the event of accident or injury to a student at least one of the student's parents must be informed as soon as practicable. Parents must be informed of any injury to the head, minor or major, and be given guidance on action to take if symptoms develop.

In the event of serious injury or an incident requiring emergency medical treatment the student's form teacher, in consultation with the Deputy Head, will telephone the student's parents as soon as possible. A list of emergency contact details is kept in the staff room.

In the event of a minor injury, where appropriate, the Welfare Officer/Deputy Head will contact parents by telephone at the end of the School day.

A copy of the School accident and first aid book is available for inspection by parents.

### **13. Reporting to HSE**

The School is legally required under the *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995* (SI 1995/3163) (**RIDDOR**) to report the following to the HSE (most easily done by calling the Incident Contact Centre (ICC) on 0845 300 99 23), or online:

- The death of any person;
- fractures, other than to fingers, thumbs and toes;

- amputations;
- any injury likely to lead to permanent loss of sight or reduction in sight;
- any crush injury to the head or torso causing damage to the brain or internal organs;
- serious burns (including scalding) which: covers more than 10% of the body, or causes significant damage to the eyes, respiratory system or other vital organs;
- any scalping requiring hospital treatment;
- any loss of consciousness caused by head injury or asphyxia;
- any other injury arising from working in an enclosed space which: leads to hypothermia or heat-induced illness;
- requires resuscitation or admittance to hospital for more than 24 hours.

#### **14. Visits and Events off Site**

Before undertaking any off-site events, the Head(s) of School will assess the level of first aid provision required by undertaking a suitable and sufficient risk assessment of the event and persons involved. When appropriate a portable first aid kit will be carried.

Please see separate School Trips Policy for more information about the School's educational visit requirements.

#### **15. Administration of medicine (and procedures for students with medical conditions such as asthma, epilepsy, diabetes, allergies etc.)**

A central list of all students' medical conditions and any particular requirements is kept in the First Aid room. A further copy is held by each form teacher.

Parents of students required to carry or use an inhaler or epipen are required to notify the School of this.

The School will obtain parental consent before administering any medicines to students.

The information held by the School will include a record of students who need to have access to asthma inhalers, epipens, injections or similar and information regarding relevant parental consent, as well as a record of dispensation of medication (name of student, name of medicine, date, time, dosage, signature of person who supervised).



Where appropriate, individual students will be given responsibility for keeping such equipment with them if a Parent consents to the student carrying his/her own medicine. This will be reviewed on a regular basis.

The First Aiders will retain and administer an inhaler or epipen for each student who is deemed not to be sufficiently competent to carry this themselves.

In other cases, such equipment and medicines will be kept, suitably labelled, in a locked cabinet by the Welfare Officer in the First Aid room, or secure room in the boarding house.

First Aiders shall not administer any medication that has not been prescribed for that particular student by a doctor, dentist, nurse or pharmacist.

Boarding staff can administer paracetamols when necessary. The Welfare Officer and boarding staff can administer medication provided by the student's parents. The Welfare Office can administer paracetamols, ibuprofen, strepsils, biofermin and travel sickness medication.

## **16. Storage of Medication**

Medicines are always securely stored in accordance with individual product instructions.

All medicines shall be stored in the original container in which they were dispensed, together with the prescriber's instructions for administration and properly labelled, showing the name of the patient, the date of prescription and the date of expiry of the medicine.

All medicines will be returned to the parent when no longer required to arrange for safe disposal.