ALDENHAM
FOUNDATION

Aldenham Foundation

First Aid Policy

The policy should be read in conjunction with the Prep School

First Aid Policy

Reviewed by

Foundation Nurse

Deputy Head Pastoral

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1. Policy Statement

The Aldenham Foundation is committed to ensuring the health, safety, and welfare of all boarders, day students, staff, and visitors by providing effective and timely first aid care at all times. This policy applies across the Prep School and Senior School, including boarding accommodation, activities, and off-site visits.

This policy outlines how, following a suitable and sufficient risk assessment the Foundation makes arrangements to provide first aid to deal with accidents and incidents affecting pupils, staff and visitors.

The Foundation has a Health Centre located on the Senior School site, and employs a Registered Nurse, Health Care Assistant and a First Aider/Administrator who are responsible for supporting the health care and first aid needs of the Senior School students. The Prep School has a medical room and nominate staff receive First Aid training including Paediatrics. Boarding Staff are responsible for ensuring they provide first aid within their level of training and ensure pupils receive appropriate medical attention and that they contact 111 or emergency services as appropriate and also contact parents/guardians when necessary. Boarding houses are equipped with first aid kits.

This policy is written in accordance with statutory requirements and guidance from:

DfE (2015) 'Supporting pupils with medical conditions'

DfE (2019) 'Automated external defibrillators'
DfE (2021) 'Statutory framework for the early years foundation stage'

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995

Health and Safety at Work Act 1974

The Health and Safety (First-Aid) Regulations 1981

Sections 3 and 17 of the Children Act 1989

2. Aim

- To provide appropriate first aid care 24 hours a day when School is open.
- To ensure staff understand first aid procedures and responsibilities
- To meet statutory and inspection requirements
- To promote a safe and supportive school and boarding environment

3. Scope

3.1 This Policy is applicable to all those involved in the provision of first aid related to Aldenham Foundation activities.

3.2 'First Aid' can be defined as "The first and immediate assistance given to a person with either a minor or serious illness or injury, with care provided to preserve life, prevent the condition worsening, or to promote recovery until medical assistance arrives.'

3.3 The wider provision of general medical care for boarders and day pupils within the Senior School is explained in greater detail in the document "Health Care at Aldenham School."

3.4 In the event of a medical emergency, nothing in this policy will affect a person's ability to call 999 for assistance should they deem necessary.

4. Objectives

4.1 To ensure there is an adequate provision of appropriately trained First Aid staff, resources and facilities to always suit the needs of the school.

4.2 To ensure that where individuals have been injured there are suitable mechanisms in place to provide remedial treatment until appropriate medical help is available where necessary.

4.3 To ensure accidents are properly recorded, reported to HSE (Health & Safety Executive) where appropriate and procedures are in place to act where possible to minimise the risk of future reoccurrence.

5. Responsibilities

By delegation from the Governors, the Bursar is responsible for the implementation of this Policy, in liaison with the Health Centre and Compliance Team

5.1 The Bursar is responsible for the following;

- Ensuring all risk assessments of the school's first aid needs have been conducted.
- Ensuring there are procedures in place for the provision of first aid during off-site or out of hours activities, e.g. School trips, Sports Days, Open Events.
- Ensure there are insurance arrangements in place that provide full cover for any potential claims arising from actions of staff working within their scope of employment.

5.2 Heads of Department (Senior School) are responsible for;

- Ensuring there are an adequate number of first aiders for their department, this is particularly important in high-risk areas such as Science, D.T and P.E
- Ensuring the contents of all first aid boxes/containers are regularly checked by a department first aider.
- Notifying the Health Centre of any items that require replacing in their department first aid kit/containers.
- Ensuring that any external staff e.g. sports coaches are informed of the school's arrangements for first aid.

5.3The School Nurse is responsible for the following at the Senior School and the Prep School Administrator is responsible at the Prep;

- Ensuring an adequate number of first aid training sessions are arranged for Senior School staff which are appropriate and sufficient for the needs of the school.
- Keeping an up-to-date record of first aid training for school staff.

- Ensuring adequate first aid equipment and supplies are available on the school site.

5.4 Staff are responsible for;

- Ensuing they are aware of the schools' arrangements for first aid, ensuring they are aware of who to contact in the event of an accident/injury or illness.
- Completing any relevant training in relation to first aid if nominated to do so.
- Ensuring they are aware of any students with medical conditions, reading any relevant Individual Health Care Plans and are aware of what to do in an emergency.
- Attending any training as instructed to do so for students with medial conditions.
- Ensuring they are able to inform students of the procedures to follow should they become unwell or sustain an injury.

6. Risk Assessment

6.1. A risk assessment is undertaken by The School Health & Safety officer to determine the first aid needs of the school.

This included consideration of the following:

- Size and location of the school
- Specific Hazards and risks on site
- Staff or students with special health needs or disabilities
- Previous record of accidents/incidents at the school
- Adequacy of provision of first aiders
- Offsite activities including trips
- Practical Departments such as Science, Design Technology, P.E.
- Out of hours activities
- Contractors on site and agreed arrangements

7. First Aiders

7.1 Staff volunteering as First Aiders will attend training courses arranged by the Health Centre staff or the Prep School Administrator and run by those organisations which have been approved and validated by the HSE.

7.2 Refresher training is provided, and staff retested before qualifications expires (usually after 3 years).

7.3 All first aiders should be able to demonstrate reliability and communication skills, aptitude, and ability to absorb new knowledge and skills in addition to the ability to be able to cope with stressful and physically demanding situations.

7.4 First Aiders must be able to leave their duties and immediately to attend an emergency.

7.5 First Aiders will be expected to:

- Take charge when someone is injured or becomes unwell.
- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school
- Request assistance or guidance from the Health Centre staff if needed/available
- When appropriate **ensure that an ambulance or other professional medical help is called.**
- Document any interventions in an accident log on Evolve Accident Book

7.6 **A list of current qualified first aiders** is maintained by the Health Centre staff for the Senior School and the Prep School Administrator at the Prep and also HR keep a record of attendance at first aid courses.

7.7.The Prep School appropriate staff have Paediatric First Aid Training.

7.8 At least one qualified person will always be on the school site when students are present.

8. First Aid materials, equipment, and Facilities

8.1 The School, in liaison with the Health Centre will ensure that there are an appropriate number of first aid containers according to national guidelines, including the provision of specialist first aid kits where required i.e. catering burns kit. The Health Centre team will keep a record of their location at the Senior School and the Prep School Administrator at the Prep School.

First aid container - minimum contents;

- A leaflet giving general advice on first aid e.g. https://www.hse.gov.uk/pubns/indg347.htm
- 3 pairs of disposable gloves
- 20 Individually wrapped sterile plasters
- 2 sterile eye pads
- 2 individually wrapped triangular bandages
- 4 safety pins
- Large and medium sized sterile, individually wrapped, unmedicated wound dressings

8.2 First aid kits should be easily accessible and clearly identifiable, marked with a white cross and green background. Specialised first aid kits such as eye irrigation or burns may differ in colour but will be clearly visible. Size and contents of kit will depend on the area it is kept within the school, advice on this can be sort from the Health Centre staff. When purchasing new first aid kits it should comply with British Safety Standards (BS) 8599.

8.3 Heads of department (Senior School) will be reminded by a member of the Health Centre Team via email to return all first aid containers at the end of the academic year to be replenished by Health Centre staff. At the Prep School first aid containers are checked on a termly basis and restocked by a nominated member of school staff.

8.4 It is the responsibility of each Head of Department in the Senior School to ensure that their first aid kit(s) is returned to the Health Centre for replenishing should it be used and supplies depleted. The Prep School have their own arrangements for this.

8.5 The Senior School and Prep School have first aid rooms/areas to accommodate and care for unwell pupils until they can be collected from School or return to their boarding house (full-time boarders). These areas will not be used for teaching purposes, must have running water, adequate light, heating and ventilation. The areas should be kept tidy and cleaned regularly to reduce cross infection/contamination.

9.Contacting parents/guardians

9.1 Prep School: In an emergency staff access parents' contact details in the Prep office or in Nursery office or through iSAMS student records.

9.2 Senior School: Staff have access to iSAMS student records for parent/guardian contact details or from Health Centre staff or Reception.

9.3 All serious or significant incidents/accidents (e.g. head bumps/injuries) are reported to parents/guardian with a phone call. At the Prep School if a student sustains head bump/injury parents are sent a head injury advice leaflet via Evolve accident book and an automated email informing them of the date, time, the injury and first aid given. Students are also given a head bump wrist band, so staff are alerted. At the Senior School a head injury advice leaflet is given to the student to read and take home with them. **See Appendix A (via link).**

10. Infection Prevention/Control

Staff must take precautions to avoid infection and must follow basic hygiene precautions.

10.1 Staff should wear gloves when dealing with blood or other bodily fluids and care must be taken when disposing of dressings or equipment. The PHS yellow bins located in the Medical Room and Health Centre are for soiled gloves, bloodied tissues etc. Bodily fluids (such as vomit) should be dealt with using a spill kit. Once bagged, they should be taken to this bin.

11. Automated External Devices (defibrillators)

11.1 The Health Centre staff ensure there is a system in place for the daily check of the Health Centre AED and the management of all AEDs available on the school site including the replacement and maintenance of parts such as batteries and pads.

11.2 It is the responsibility of individual members of staff in a department where an AED is located to undertake and appropriately record daily AED checks, including the reporting of any concerns to directly to the Health Centre staff.

11.3. Individual members of staff from all departments are actively encouraged to participate in first aid training and basic lifesaving skills training (provided by an outside agency) relevant to their role within the school which may include an awareness/training on the use of the AED.

11.4 The 3 AEDs are accessible in:

- The School House outside the Health Centre
- The Sports Centre (closest defib to Prep School)
- The Porter's Lodge

12. School Trips

12.1 Each school vehicle used for the purpose of transporting staff/students must carry a first aid kit; these are the responsibility of the Portering staff.

12.2 For the Senior School at least one first aid kit must be taken by the supervising member of staff when accompanying pupils off site. These should be reserved, collected, and signed for from the Health Centre prior to the day of travel. The Prep School continues to use their own protocol.

12.3 The Health Centre staff have access to lists of school trips /outside activities (Senior School) by way of the Evolve trip system. Emergency Medication/Care Plans for individual pupils are prepared as necessary for collection no later than 24 hours prior to departure by the trip leader. The Prep School trip leaders ensure a class first aid kit is taken on all trips.

13. Students with Medical Conditions

13.1 Students with chronic medical conditions (such as asthma, epilepsy, migraines, diabetes, cystic fibrosis, allergies, or anaphylaxis) will be identified from the medical documents completed by parents/guardians on admission. The medical information is kept in the documents section of the pupils iSAMS record by Health Centre staff.

13.2 Students in the Senior School who require Emergency Medication must always carry a supply with them. Students in the Prep school will have access to their medications as necessary and all staff caring for that student is responsible for ensuring they know where it is stored.

13.3 It is the responsibility of staff to be to be aware of students in their class, those being taken on away sporting fixtures or for whom they are responsible on a school trip, who have been diagnosed with such conditions (information is held on the pupils iSAMS record) and to read the appropriate guidance documents/Individual Health Care Plans and consult the Health Centre staff should they still have any queries or concerns.

13.4 On school trips and away sporting fixtures the supervising member of staff must make arrangements for the correct storage and administration of any necessary medication and equipment required because of the condition.

13.4 The School has a Policy in place for supporting students with medical conditions - Supporting students with medical conditions policy.

14. Hygiene/Infection Control

14.1 Basic hygiene procedures must be followed by all staff when administering First Aid. Please refer to the Aldenham School "Infection Control Policy" document.

14.2 Single use disposable gloves must be worn when treatment involves blood or other bodily fluids.

14.3 Care should be taken when disposing of dressings, equipment, or medications. Preferably contact the Health Centre for a yellow clinical waste disposal bag for the safe disposal of soiled products or contact the domestic department for the correct equipment dispose of bodily fluids. Spillage kits are also held in the Health Centre for staff use.

14.4 The school has a policy for Infection control - Infection Prevention and Control Policy

15. Record Keeping and Reporting

15.1 It is the duty of all staff to ensure they complete and accident log using Evolve Accident Book if they are involved in an accident/incident directly or indirectly. This includes for students they have sent to the Health Centre for treatment. Health Centre staff will record in the additional notes section of the accident log on Evolve their actions and any follow up information they receive.

15.2 During term time when the casualty is attended by the Health Centre staff, a medical record is kept on the Health Centre's electronic records system of any first aid treatment given by the Health Centre staff; this includes:

- The date and time of the incident
- The name and form of the injured person
- Details of their injury/illness and what first aid was given
- What happened to the person immediately afterwards
- Name of the person/first aider dealing with the incident

15.3 The Health Centre and Prep School has in place procedures for ensuring that the person who has parental responsibility/designated next of kin is informed of accidents. Where the accident in dealt with locally the head of that department may contact the next of kin directly.

15.4 Evolve is the system used for reporting accidents in the Accident Book section. Health Centre staff will follow up any accidents and record any follow up on the accident log. If they have been directly involved in treating the patient this will also be recorded on the accident log on Evolve.

15.5 In certain circumstances HSE must be notified of accidents or incidents involving injury (under RIDDOR regulations) and this will be done by the Bursar.

15.6 Accidents/incidents will be discussed as soon as possible with the Bursar, if necessary, particularly if the casualty has attended Accident and Emergency Department/Hospital. The records are monitored by the Bursar and the Health & Safety Committee to identify any trends or areas for improvement to minimise the risk of future occurrences.

16. Staff Awareness

All new staff should be informed about the school's first aid arrangements as part of their induction programme. They should be made aware of this and other relevant policies in addition to the information contained in the staff handbook regarding location of equipment, facilities and first aid personnel.

APPENDIX A – Head Injury Advice leaflet

Please use the following link: CS45385_NHS_Head_Injury_advice_sheet_April_20.pdf

APPENIDX B - Useful Links

https://www.nhs.uk/conditions/head-injury-and-concussion/

https://www.nhs.uk/conditions/sprains-and-strains/

https://www.nhs.uk/conditions/burns-and-scalds/

https://www.gov.uk/government/publications/first-aid-in-schools