



# **Aldenham School**

## **First Aid Policy**

**Revised June 2020**

**By Deputy Head Pastoral**

## **Scope**

This Policy is applicable to all those involved in the provision of first aid related to Aldenham Senior School.

The wider provision of general medical care for boarders, day pupils and staff within the school are detailed in the following policy and procedure documents, which form the totality of medical policy for Aldenham School:

- Health Care at Aldenham School
- Medical Conditions at School
- Administration of Medicines Policy
- Medical care of boarders.
- Infection prevention and control policy. Aldenham Foundation

## **Objectives**

The Bursar, in liaison with the School Nurse, will be responsible for the implementation of this policy.

- To ensure there is an adequate provision of appropriately trained First Aid staff, resources and facilities to suit the needs of the school at all times.
- 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.
- To ensure accidents are properly recorded, reported to HSE where appropriate and procedures are in place to take action where possible to minimise the risk of future reoccurrence.

## **First Aiders**

All teaching staff are expected to attend first aid training at the start of their employment (if not already in possession of a current first aid certificate). The Foundation uses training courses run by those organisations which have been approved and validated by the HSE.

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

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 report- available in the Health Centre.

A list of current qualified first aiders is maintained by the Health Care Assistant and is available from the Health Centre.

At least one qualified person (member of Health Centre or trained First Aider) will always be on the School site when pupils are present.

## **First Aid Materials, Equipment and Facilities**

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. *Appendix A Details all first aid kit locations.*

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.

The Health Centre will check the contents of first aid boxes on a termly basis and replenish them.

It is the responsibility of each head of department to ensure that their first aid kit(s) is returned to the Health Centre for replenishing should it be used and supplies depleted.

## **Automated External Devices (defibrillators)**

The Health Centre are responsible 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 and that daily checks are being carried out on the AEDs located outside of the Health Centre.

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.

First Aid training includes an awareness/training on the use of the AED. The AED prompts the user on activation.

The 3 AEDs are accessible in;

- The Health Centre
- The Sports Centre
- The Porter's Lodge

## **School Trips**

Each school vehicle used for the purpose of transporting staff/pupils must carry a first aid kit. These are the responsibility of the Porters.

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 Health Centre staff are advised of school trips /outside activities by way of CareMonkey and email notification in advance. First Aid kits and IHPs for individual pupils are prepared as necessary for collection on the day of departure.

## **Pupils with Medical Conditions**

Pupils with chronic medical conditions (such as asthma, epilepsy, migraines, diabetes, cystic Fibrosis, allergies or potential anaphylaxis) will be identified from the medical documents completed by parents/guardians on admission or as identified from CareMonkey.

Pupils who require emergency medication are advised and encouraged to carry a small supply with them whilst on the school site.

Guidance for managing such conditions (prevention, symptoms, triggers and treatment) and dealing with emergencies arising from them are detailed in the appendices of the *Medical Conditions at School Policy*.

It is the responsibility of staff to be aware of pupils 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 PASS and CareMonkey) and to read the appropriate guidance documents and consult the nurse on duty should they still have any queries or concerns.

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 as a result of the condition.

Generic Emergency Inhalers/ pupil's own AAls – The Health Centre are responsible for the management, maintenance of the pupil list, checks and handover briefings to staff in the use and administration of AAls and emergency Salbutamol inhalers.

### **Hygiene / Infection Control**

Basic hygiene procedures must be followed by all staff when administering First Aid. The protocols for infection control are detailed in the Infection prevention and control policy, Aldenham Foundation

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

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. The protocols for dealing with spills of body fluids can be found in Appendix B.

### **Record Keeping and Reporting**

It is the duty of all staff to ensure they fill out an **Accident Form** if they are involved in an accident directly or indirectly.

During term time the casualty is attended by the Duty Nurse, a medical record is kept on the Health Centre's electronic records system (PASS) of any first aid treatment given by the duty nurse; 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

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

The school **Accident Folder** is held in the Bursary and a report is to be completed for all accidents or incidents involving injury to a pupil or member of staff.

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

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

### **Staff Awareness**

All new staff are informed about the school's first aid arrangements as part of their induction programme.

Appendix A

**First Aid Kits Aldenham School SEPTEMBER 2020-JULY 2021**

<b>Location</b>	<b>Size of kit</b>	<b>Christmas Term 2019</b>	<b>Lent Term 2020</b>	<b>Summer Term 2020</b>
Beevor's House	20 people			
McGill's House	20 people			
Kennedy's House	20 people			
Paull's House	20 people			
Leeman's House	20 people			
Riding's House	20 people			
Martineau's House	2 x 20 people			
Science department	2 x 50 people + Eye Wash			
Design & Technology dept	3 x 20 people + Eye Wash 1,2			
Art department	2 x 10 People			
P.E dept	20 people (1-10) & (A-E)			
Maths & RS dept	10 people			
Geography dept	20 people			
English dept	10 people			
History dept	10 people			
Bus. studies dept	10 people			
Music dept	10 people			
Chapel	10 people			
Drama dept	50 people x3			
Staff common room	10 people			
6 <sup>th</sup> Form Common Rm	10 people			
Sailing	20 people			
School House	20 people			
Library	10 people			
Maintenance Dept	20 people x 2			
Groundsmen (Pavilion)	20 people x 2			
Gardeners	10 people			
Porters Lodge	10 people			
Minibuses x 3	10 people			
Maintenance van	2 people			
Medical Centre	X 2 Emergency Bags			
Learning Support	10 people			
Modern Languages	10 people x 1			
Catering	Burns kit Eye kit X20 people			
School House	10 people			