



# **FIRST AID POLICY**

## **1 Introduction**

- 1.1 In accordance with Health and Safety legislation (Health and Safety (First Aid) Regulations 1981), it is the responsibility of the Governing Body to ensure adequate and appropriate First Aid provision at all times when there are people on the School premises and for staff and students during off-site visits and activities.
- 1.2 This Policy outlines the School's responsibility to provide safe, appropriate first aid (the initial assistance or treatment given to someone who is injured or suddenly taken ill) to students, staff, contractors, parents and other visitors and to ensure best practice. It includes arrangements for first aid both within the school environment and for activities off site involving students and members of staff. It will be available for all staff to access via the School intranet and is also published on the School website.
- 1.3 Consent to administer first aid is obtained from a student's parents/carers (referred to in this Policy as "parents") on admission to the School.
- 1.4 Where more than very basic first aid is required (such as simple application of a plaster), the student's parents will be notified as soon as possible.
- 1.5 There will be parts of this Policy where arrangements are different for visitors, contractors, staff, and students and these will be clearly stated.
- 1.6 This Policy should be read in conjunction with other relevant school policies and procedures, including:
  - Health and Safety Policy
  - Medical Care Policy and Procedures
  - Medication Policy and Procedures
  - Medical Attention in the Absence of a School Nurse Policy and Procedures
  - Head Injury Policy and Procedures
  - List of First Aiders
  - List of Locations of First Aid Kits
  - List of Locations of AEDs, AAls and other emergency medical treatments
  - Educational Visits, Trips and Tours Policy
- 1.7 This Policy relates to the provision of First Aid. More information on general medical care can be found in the *Medical Care Policy and Procedures*.

## **2 Governors**

- 2.1 The Governing Body is responsible for the safety of all persons on the School premises or whilst involved in school activities.
- 2.2 The Governors will ensure that:



- the First Aid Policy is kept up to date, in line with existing legislation and reviewed whenever required.
- insurance policies are maintained to provide full cover for claims arising from actions of staff.
- the statutory requirements for first aid are met.
- appropriate training is provided.
- the correct procedures are followed including suitable and sufficient risk assessment of first aid provisions.

### 3 School Medical Centre

- 3.1 KGS has a Medical Centre which is managed by the Lead School Nurse and operates with thorough and efficient policies and procedures to ensure the safety, wellbeing and best medical care and attention for all students and staff.
- 3.2 The Medical Centre is open during term time from 8.15 am to 4.15 pm (Monday - Friday) and serves all students and staff across all London Road sites. There is an additional space at 100 London Road where basic first aid can be provided.
- 3.3 Qualified nurses in the Medical Centre will provide on the spot first aid treatment for minor injuries and advise on the immediate supervision of more serious accidents, illnesses and medical emergencies, and where contact with external services is required.

### 4 Lead School Nurse

- 4.1 The Lead School Nurse is fully qualified and is based full-time in the Medical Centre during normal school hours. Along with other qualified nurse(s) in the Medical Centre, they will provide on the spot treatment for minor injuries and advise on the immediate supervision of serious accidents.
- 4.2 The Lead School Nurse will ensure that:
- All Medical Centre staff receive sufficient training, including refresher training, to be competent in undertaking their tasks.
  - With the Assistant Health & Safety Officer, a regular written assessment of the School's general first aid needs is undertaken, detailing any student's specific illnesses before undertaking this task.
  - Medical records are maintained by Medical Centre staff, in particular for students with specific medical conditions, and that any arrangements necessary for these students are put in place and staff informed.
  - Where students have clearly identified long term medical needs, an Individual Health Care Plan (IHCP) is drawn up with input as appropriate from other members of staff. See *Medical Care Policy and Procedures* and *Medication Policy and Procedures* for further details.
  - With the Assistant Health & Safety Officer and the Educational Visits Administrator, first aid cover is provided for all activities where its need is identified in a risk assessment.
  - The security, quantity, content and quality of first aid equipment is replenished as necessary and checked termly. This includes first aid equipment for use on school premises and for any off-site school visit other than sport fixtures. The Director of Sports is responsible for maintaining first aid kits kept within the sports department for off-site sport fixtures and for ensuring they are taken to such activities.



- There is a suitably equipped Medical Room for first aid to be administered.
- Accidents are reported following the School's procedures.
- All first aid provision and equipment is easily identified, other than that for which the sports department is responsible.
- Provision of staff training on emergency use of AAls and AEDs.
- Parents are informed as quickly as reasonably practicable about any significant injury or illness to students that occurs onsite and during normal school hours, and that other appropriate procedures are in place to ensure parents are informed in relation to incidents that occur offsite or out of normal school hours.

## **5 Assistant Health & Safety Officer**

5.1 The Assistant Health & Safety Officer will:

- With the Lead School Nurse, undertake a regular assessment of the School's general first aid needs.
- Ensure that a sufficient number and spread of staff are first aid trained to meet the requirements of the Health and Safety (First Aid) Regulations 1981.
- Ensure that a first aider is present on site at all times when students are on site. With the Lead School Nurse and Educational Visits Administrator, ensure that first aid cover is provided for all activities where need is identified in a risk assessment.
- Devise first aid procedures to ensure the School provides first aid training procedures.
- Ensure that first aiders receive sufficient training - full updated training is required every three years.
- Ensure that first aid notices are displayed in prominent positions and regularly updated to inform staff and students of first aid procedures.
- Liaise with the Director of Finance and Operations (DFO) concerning reporting accidents.
- Keep a record of all accidents reported by staff.

## **6 First Aiders**

6.1 In addition to the Lead School Nurse and any other qualified nurse(s) in the Medical Centre, there will be enough appropriately trained staff to ensure that any incident can be quickly and appropriately dealt with whether on site, or for students off-site on school activities.

6.2 First aiders must have completed a First Aid course recognised by the HSE (the Health and Safety Executive) which is renewable every 3 years.

6.3 A list of the School's First Aiders is available in the Medical Centre and on SharePoint. In addition, there will be a list of the nearest First Aiders and Medical Centre contact details displayed at prominent places throughout the school.

## **7 First Aid Kits, AEDs and other emergency medical treatments**



7.1 First Aid Kits are located at various points around the School premises including areas where accidents are considered most likely to occur, and in all school transport. A list of the location of first aid kits is available in the Medical Centre, via SharePoint and displayed in the Staff Common Room.

7.2 The School also has five Automated External Defibrillators (AEDs), AAls and other emergency medical treatments at various locations across the School. A list of the locations is available in the Medical Centre, via SharePoint and displayed in the Staff Common Room.

## **8 Duties of a First Aider**

8.1 Key duties of First Aiders are to:

- Respond promptly to calls for assistance.
- Give immediate assistance to casualties with injuries and illness.
- Ensure that an ambulance or professional medical help is summoned as appropriate.
- Record details of accident and treatment.
- Advise the Medical centre of any first aid supplies used.
- Be aware of all relevant policies and procedures including the *Medical Attention In the Absence of a School Nurse Policy and Procedures*.

## **9 All Staff**

9.1 All staff, including those without first aid training, should:

- Familiarise themselves and comply with this *First Aid Policy* and the *Medical Attention In the Absence of a School Nurse Policy and Procedures*.
- Ensure students are sent to the Medical Centre if there is any reasonable concern about an injury or illness; safety is paramount at all times.
- Ensure they know how to contact the School Nurse (ext 8841 or 3666 - or School Nurse mobile 07841 372768) and duty staff out of hours
- Ensure they know who the current First Aiders within their department and the building are where they predominantly work.
- Be aware of specific medical conditions of individual students.
- Report all accidents and near misses at work.

## **10 Students taken ill/ having an accident in the classroom or elsewhere in the school**

10.1 If a student is taken ill or has an accident in the classroom or anywhere else in the main School site during the school day, they should be sent to the Medical Centre (accompanied if necessary). If the student is too unwell/injured to attend the Medical Centre, then the School Nurse should be called (internal 8841 or 3666 - or School Nurse mobile 07841 372768) to attend at the scene. If necessary, first aid will be given at the site and where required an ambulance called. If the student's condition is serious, an ambulance should be called before the arrival of the School



Nurse.

- 10.2 The preceding paragraph also applies to any other person who is taken ill or has an accident on the school premises.
- 10.3 A member of staff will accompany any student taken to hospital and await the arrival of their parent.
- 10.4 If a child is taken ill or has an accident, their parents will if reasonably practicable be informed immediately and the treatment (or any need to send the child home) will be discussed at that point. Any treatment needed will be given as deemed necessary to keep the child comfortable and to prevent any possible spread of infection.
- 10.5 If the child's condition is serious, we will take action, for example by contacting the emergency services.
- 10.6 In any case where a student requires urgent medical attention while under the School's care, we will try to contact the parents, and if this is not possible, will try to contact any other named emergency contact or "responsible adult". The School will share any relevant information that it holds about the child with the emergency services or treating medical professional (for example by notifying them of any allergies the child has). If necessary, the School will deal with decisions about the child's medical treatment in accordance with the advice of the treating medical professional.
- 10.7 Reference should be made to the *Medical Care Policy and Procedures*.
- 10.8 In the absence of the School Nurse, staff follow the *Medical Emergency In the Absence of a School Nurse Procedure*.

## 11 Notifiable Diseases

- 11.1 Any notifiable disease to any student will be reported to Public Health England (PHE). Notifiable diseases are those identified by PHE on the Guidance on Infection Control in Schools and other Childcare Settings poster.

## 12 Student Medical Information and Records

- 12.1 Parents are required to complete a Medical Information Form for their child before they enter the School and to make the School aware immediately by emailing [nurse@kgs.org.uk](mailto:nurse@kgs.org.uk) if there is any subsequent change in their child's medical condition / information so that the student's medical records can be updated.
- 12.2 Student medical records are maintained by the Medical Centre on iSAMS.

## 13 Students with medical conditions

- 13.1 The School Nurse holds medical records for all students and for staff with particular medical conditions.
- 13.2 In cases where students have clearly identified ongoing medical needs, an Individual Health Care Plan (IHCP) is drawn up and kept with the medical records. See the *Medical Care Policy and*



*Procedures and Medication Policy and Procedures* for further details.

- 13.3 Staff will be informed of any students with serious medical conditions during start of year staff INSET, and updates will be provided as and when necessary.
- 13.4 A central and up to date list of relevant students and their medical condition(s) is kept on SharePoint. There are lists of students with: Asthma, Diabetes, Epilepsy and Other Medical Conditions, as well as Allergies.
- 13.5 More detailed information on individual students is available from the School Nurse who will keep key members of staff updated about specific student medical conditions.
- 13.6 In the case of students with severe allergies and or food intolerances/related issues, information is available via a live list on SharePoint which is kept updated by the School Nurse. Hard copies are also provided to the catering department and discussed with the School Nurse.
- 13.7 Hard copies of Allergy Action Plans/Asthma Care Plans and risk assessments are also kept in the Medical Centre for essential access in emergency situations.
- 13.8 More information on general medical care can be found in the *Medical Care Policy and Procedures*.

#### **14 Administration of medication**

- 14.1 Medication will be administered in accordance with the *Medication Policy and Procedures*.

#### **15 Infection Control and Bodily fluid spillage**

- 15.1 Personal Protective Equipment (PPE) should be worn as advised by medical guidance.
- 15.2 Where it is not possible to maintain a safe distance away from an individual, it is recommended to wear a surgical mask, disposable gloves, apron and eye protection as appropriate.
- 15.3 There should be an enhanced level of cleaning and disinfection of surfaces and equipment in the Medical Centre and in other areas following a spillage of bodily fluids.
- 15.4 All bodily fluids are to be regarded as potentially infectious and all spillages to be dealt with safely, effectively and as soon as possible.
- 15.5 Procedures:
  - In the event of blood loss or vomiting, the School Nurse must be informed immediately to provide appropriate treatment to the affected person.
  - Staff in attendance should make the area safe, using warning signs if available, and covering the spillage with disposable paper towels.
  - The Facilities Team is to be informed immediately. They are to ensure that the area is thoroughly cleaned and disinfected using appropriate materials and procedures, taking care to ensure that they are properly protected at all times.
  - Disposable Personal Protective Equipment (PPE) such as gloves, face mask/visor and aprons should be worn.
  - Bodily fluid disposal kits are to be used in accordance with product guidelines.
- 15.6 All clinical waste is disposed of in the clinical waste bin in the Medical Centre. Sharps and



contaminated sharps are disposed of in a designated bin.

## **16 School Trips and activities offsite**

- 16.1 When an activity is taking place offsite (eg trips and sporting events), the designated Trip Leader or member of school sports staff should ensure that they have details of any students with medical conditions and any treatment they require.
- 16.2 For trips, the Designated Medical Lead should meet with the School Nurse in a timely manner to review the list of students on the trip in advance. The date and details of this meeting must be documented.
- 16.3 Medical information relating to students on a school trip will be shared with the Trip Leader and other relevant staff as appropriate.
- 16.4 At least one first aid trained member of staff will be present on all school trips.
- 16.5 Trip Leads are also responsible for collecting a first aid kit (and any emergency medication where required for students on the trip) from the Medical Centre which is to be taken on the trip or event offsite.
- 16.6 The sports department is responsible for maintaining their own first aid kits for off-site sport fixtures and for ensuring they are taken to such activities.
- 16.7 Trip Leads or other staff responsible for students on other activities are responsible for reporting any accident that occurs offsite.

## **17 When to call an ambulance**

- 17.1 If the School Nurse or qualified first aider assesses a casualty and decides an ambulance should be called, or an un-qualified person is unsure about a casualty's condition, 999/112 should be rung with the utmost speed. The condition, the treatment and the location of the casualty should be clearly stated, and the instructions given by the ambulance service should be followed.
- 17.2 The Head and Executive staff should be informed as soon as possible.

## **18 Record keeping**

- 18.1 Records are kept of any first aid administered by the School, either by Medical Centre staff on iSAMS or by other staff completing an accident form as appropriate.
- 18.2 Student medical records are kept as follows:
  - On iSAMS (accessible only by appropriate staff including Medical Centre staff and the School's Data Manager)
  - Hard copies of Allergy Action Plans/Asthma Care Plans are also kept in the Medical Centre for essential access in emergency situations.
- 18.3 Records are retained for at least seven years after the student leaves the School or until they reach the age of 25, whichever is the later.

## **19 Accident Reporting**





- 19.1 All staff including Medical Centre staff are required to report accidents using the online Accident Report Form which can be found on SharePoint. This must be done as soon as reasonably practicable.
- 19.2 Accident Report Forms will be automatically sent to the Lead School Nurse, the Assistant Health and Safety Officer, Director of Finance and Operations (DFO), DSL, and the relevant Head of Year.
- 19.3 RIDDOR Forms are completed where necessary under the statutory regulations and under the guidance and direction of the DFO. Accident books are also kept in the Facilities Department.
- 19.4 An overview of all accidents is made by the Assistant Health and Safety Officer to ensure risk assessments are carried out if necessary. This overview is sent to the Health and Safety Committee for termly review.
- 19.5 The following occurrences must be reported to the HSE as soon as reasonably practical but in any event within 14 days:
  - Any serious accident or death.
  - Any accidents falling within the RIDDOR guidelines.
  - Any food poisoning that affects two or more children.
- 19.6 All personal data recorded or provided to a third party will be safeguarded and processed in accordance with the school's relevant Privacy Notice and the Data Protection Act 2018 (and other relevant data protection legislation).