



## **LEICESTER GRAMMAR JUNIOR SCHOOL**

### **FIRST AID POLICY AND PROCEDURES**

This policy should be read with regard to the Administration of Medicines Policy. It refers to Leicester Grammar Junior School including Early Years Foundation Stage (EYFS).

#### **1. Introduction**

The H&S at Work Act (HSWA) 1974 places duties on employers for the health and safety of their employees and anyone else on the premises. This covers the Head Teacher, teachers, non-teaching staff, children and visitors. The Education (Independent Schools Standards) (England) Regulations 2014 require that independent schools have and implement a satisfactory policy on First Aid and have appropriate facilities for pupils in accordance with the Advice on Standards for School Premises, issued by the Department of Education (March 2015).

Leicester Grammar Junior School (LGJS) is under a general duty to provide a safe place of work, with suitable arrangements, including welfare. This Policy describes what facilities are in place, however, the Codes of Practices outline procedures in respect of administering medicines, and the responsibilities of relevant staff.

#### **2. First Aid Provision and Training**

Leicester Grammar School Trust employs a School Nursing Team consisting of two registered nurses and two healthcare assistants. They provide healthcare cover for the whole Trust and are contracted to work during the term-time.

At LGJS, a member of the School Nursing Team is available to provide support and assistance during the school day. They can be contacted directly in the first aid room or alternatively at Leicester Grammar Senior School (on the same site).

The School Nursing Team oversee the provision of first aid and are supported by a number of non-teaching staff who have undertaken first aid training, in accordance with H&S executive requirements. The healthcare assistants and first aiders can provide the initial first aid treatment if necessary and stand in for the School Nurses in their absence.

To ensure a member of staff is always available to provide first aid treatment during the busiest times at LGJS, a first aid rota for the support staff has been devised to cover break and lunchtimes.

LGJS is committed to providing sufficient numbers of first aid personnel to deal with accidents and injuries occurring at the School. To this end, the level and need of first aid training is continually assessed and the necessary arrangements made to organise training and competency testing for staff to ensure that they can meet the statutory requirements and the needs of the school.

To reflect the age of the pupils and type of activity they will be participating in, the qualifications currently held by staff consist of Emergency First Aid for Schools Paediatric First Aid, Forest School First Aid and First Aid at Work. The first aiders renew their qualifications every 3 years, as recommended, to ensure that their skills are maintained.

At least one person with a current Paediatric First Aid certificate must be on the premises at all times when EYFS children are present. From 1<sup>st</sup> September 2016 all NQT EYFS practitioners must hold a current PFA to be included in the staff: child ratios. The first aid training must also be approved by the local authority and consistent with the requirements set out in 'Statutory Framework for the Early Years Foundation Stage'. This training will also be relevant to a school setting and will cover paediatric issues.

An up-to-date list of LGJS staff who hold a current first aid qualification can be requested from the School Nursing Team.

### **3. Legal Indemnity of First Aiders**

It is unlikely as first aid personnel rendering assistance will become subject to legal action because of a deterioration in the injured person's condition. However, Leicester Grammar Junior School has arranged to guard against this possibility by providing, through its insurance policies, indemnification for any member of staff who assists a person who becomes ill/injured either on or off the school premises but in association with school business.

### **4. First Aid Room**

The main first aid room for LGJS is located in a central location, next door to the school office. It is stocked with first aid supplies, over the counter medicines, a fridge, a sink and a trolley. Pupil's second emergency adrenaline auto-injectors are located in individually labelled bags hanging on the wall in this room. Other emergency medicines such as the school emergency inhalers are also kept in this room.

LGJS pupils can access the school nursing team in the medical suite located in the senior school and there are also first aid rooms within the sports hall and pavilion which LGJS pupils and staff can utilise whilst in their locality. These are fully equipped with the resources that may be required and the stock levels are checked on a regular basis.

### **5. First Aid Kits**

First aid boxes are positioned at suitable locations around the school to assist in the rapid retrieval of supplies. Each box contains first aid requisites and a general guidance leaflet as recommended by the Health and Safety Executive.

Lunchtime supervisors are allocated small "bum bag style" first aid kits for use when in the playground.

First aid bags, appropriately stocked to deal with sporting injuries, are allocated to PE staff for use when teaching within the school grounds and attending external fixtures. These bags are stored in the first aid room.

Trip first aid kits are available for staff who undertake their work/activity off the school site and where an assessment has highlighted access to first aid facilities may be restricted. These circumstances may include school trips, persons travelling in vehicles, social events arranged or supported by the School. Trip first aid kits can be found in the first aid room and are allocated according to the specifics of the trip.

There are first aid rooms in the sports hall and pavilion which staff can access whilst in their locality. These are fully equipped with the resources that may be required and the stock levels are checked on a regular basis.

The School Nursing Team is responsible for the up-keep and re-stocking of the first aid rooms, first aid boxes and kits.

## **6. Defibrillators**

There are 3 Automated External Defibrillators (AED's) located on the School site. These can be found in easily accessible positions in the school foyer of Leicester Grammar School, the sports hall foyer and the lower corridor, next to the lift, in the pavilion. The defibrillators are stocked with paediatric and adult pads and are registered with the East Midlands Ambulance Service.

## **7. First Aid Procedures**

A member of the school nursing team or the rostered first aider is responsible for providing first aid, basic assessment of an unwell child, making a decision on the child going home, contacting the parent and the relevant accompanying documentation. For responsibilities of a First Aider refer to appendix 1.

First aid should be rendered, but only as far as knowledge and skills admit. An outline of the emergency procedures to be followed in the event of an accident or illness can be found in appendix 2.

A member of the school nursing team can be called upon to support or to take over the care of the injured person as and when it is necessary. Alternatively, the pupil, member of staff or visitor may present themselves to the first aid room for attention.

Any first aider who assesses a child, must record the details in the first aid log book however trivial, and any relevant medical information should also be handed over to the class teacher to be recorded on CPOMS. Any paper records are filed until the child turns 25 years old at which point they are destroyed.

Parents are informed if a head injury is sustained or the first aider feels the injury requires further explanation or advice. (Please refer to the Trust Head Injury Policy for further details). In the case of a head bump, a head bump notification wrist bracelet should be worn by the child and readily displayed to staff and parents.

If it is evident that hospital attention is necessary, the School Nurse or first aider will decide the most appropriate way of transporting the patient. If an ambulance is required, the emergency 999 service should be used. In cases of a less severe nature, it may be appropriate to transport them to hospital by one of the three following options.

- Contacting the parents and request that they undertake the duty themselves.

- Using the school minibus with the School Nurse or any other member of staff accompanying.
- Using a taxi with the School Nurse or other member of staff accompanying.

No child will travel to hospital unaccompanied. Whilst at the hospital, staff remain “in loco parentis” until parents relieve them of their duty of care for the child.

If an injury occurs in an isolated facility with only one member of staff present, additional staff will be summoned by a mobile phone which should always be carried when in this situation.

## **8. Pupils and Staff with On-going Medical Conditions**

On entrance to the School, parents are required to complete a pupil medical questionnaire. A data collection sheet which includes a pupil health questionnaire, is sent to home annually. Parents are required to check, amend, if necessary, sign and return the form to school.

Once these forms are returned, each child’s medical record is updated on the school database system as necessary. This ensures the School Nurse and members of staff are kept up to date with the child’s medical history, including the nature and effect of any disability. Any information required to keep the child safe whilst in school is then communicated to the relevant staff through CPOMS.

It is the parents’ responsibility to ensure the School Nurse is kept fully up to date with their child’s medical diagnoses and on-going medical requirements. Parents are advised to contact the school nursing team to inform them of any changes to the pupil’s medical condition. This information is uploaded onto the individual child’s medical record and disseminated to the relevant members of staff via CPOMS.

In the case of potentially life-threatening conditions, such as anaphylaxis, asthma or diabetes, information is displayed with a photograph in each individual child’s classroom. This ensures staff members can identify pupils with ongoing health needs and can implement the emergency treatment if required.

Staff are encouraged to provide similar information to the nurse regarding their own past medical history. This is treated with the strictest confidence and would only be disclosed to medical staff in the event of an emergency.

If staff are taking medication which may affect their ability to care for children, they should take medical advice and inform the Head Teacher. A decision will then be made regarding their fitness to work. Staff medication must be securely stored out of reach of children.

## **9. Infection Protection and Control.**

Precautions should be taken to protect the staff member from coming into contact with bodily fluids. Good hand hygiene should be adhered to at all times, either through the use of a disinfectant hand gel covering all parts of the hands, or by a good hand-washing technique, using soap, washing under running water for more than 20 seconds and drying effectively.

The Government state that the majority of staff in education settings do not require PPE beyond what they would normally need for their work. PPE is only needed in a very small number of cases, for example, children, young people and students whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way.

LGST has invested in the appropriate PPE to ensure it is available for staff if required.

In the case of a bodily fluid spillage a site services team member must be contacted and the bodily spillage kit retrieved and utilised. If a member of staff has concerns regarding coming into contact with bodily fluids whilst carrying out first aid, they should contact the School Nurse.

## **10. Illness and Infectious Diseases**

Children with infectious diseases should not in general attend school. Although mild snuffles and colds need not necessarily prevent a child attending, diarrhoeal illness etc should be a reason for a child to stay at home.

If a child becomes ill whilst at school and is considered too unwell to continue with the day, parents will be contacted and arrangements made for the child to be collected and taken home. The school will notify other parents if a significant health risk exists or may exist to other children and/or staff.

A child with an infectious disease should be excluded from school until fully recovered or until the required period set by the Dept. of Health has passed.

A list of notifiable diseases is displayed in the First Aid Room. If a child suffers from a notifiable disease, the School Nurse must be informed of the diagnosis by the parents without delay, and the child must not attend school until they have been determined fit and well enough to do so.

Further clarification and guidance on infection control in schools and childcare settings can be found at:

<https://www.publichealth.hscni.net/publications/guidance-infection-control-schools-and-otherchildcare-settings-0>

## **11. Accident Reporting**

As soon as possible after an accident occurring to a pupil, employee or visitor, the incident must be fully and accurately reported. This can be done using the QR code displayed on the poster or on an accident form. These can be found in the LGJS first aid room, medical suite LGS, first aid room in the pavilion and in the first aid room within the sports hall. The form should be completed fully and promptly sent to the School Nurse for evaluation. Where possible, detailed statements should be obtained from witnesses.

If necessary, the Head teacher and the Chief Executive will be informed and an investigation taken place. An LGJS representative will also make a report to the Health and Safety committee. This is to ensure any accidents are followed up and measures have been put in place to prevent the accident reoccurring in the future.

## **12. Near Misses and Dangerous Occurrences**

A near miss is any incident which could have resulted in an accident.

A dangerous occurrence is a near miss which could have led to serious injury or loss of life.

The Chief Executive and Lead School Nurse should be informed of these incidents, and suitable action can then be taken to avoid similar accidents in the future. The Lead School

Nurse will request completion of a “Medication Error and Near Miss Reporting Form” to prompt the investigation process and identify areas for learning for the future.

### **13. Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)**

It is a legal duty to report and record some accidents and illnesses to the Health and Safety Executive. Once the patient has received medical attention, the Chief Executive/or School Nurse will decide if the incident is reportable under the above regulations and make the necessary arrangements.

Reporting can be done online or by telephone. HSE telephone number: 0845 3009923. Advice on RIDDOR can be found at:

<http://www.hse.gov.uk/riddor/>

Any person whilst on duty who suffers an injury as a result of an accident that occurred off the school site should also report in accordance with the aforementioned procedure. In addition, accidents occurring on a third party’s site should be reported with the arrangements applying at that site.

### **14. Safe Systems of Work**

The following arrangements should be followed in order to ensure that suitable and sufficient provision of first aid staff and equipment is available with the School.

- The name(s) and location(s) of first aiders and equipment must be displayed adequately throughout the School.
- Staff should be familiar with the arrangements for administering first aid. Pupils must know whom to contact in case of accident or illness (i.e. School Nurse or nominated First Aider on duty).
- The School Nursing Team will maintain the first aid boxes, travel first aid kits and sports first aid kits, ensuring that they are fully stocked and the contents have not expired.
- Staff should maintain easy access to a first aid box.
- Ensure all staff are familiar with requirements of this policy through instruction and training.

### **15. Review of first aid procedures**

The First Aid Policy and Procedures will be reviewed and updated annually.

## **Appendix 1- Responsibilities of first aiders**

All appointed First Aiders at Leicester Grammar Junior School have the following responsibilities to:-

### **First Aid Practice**

- Be readily available.
- Follow the principles and practices as laid down by the first aid course and manuals.
- Comply with the aims of first aid:-
  - To preserve life
  - To prevent the condition worsening
  - To promote recovery
- Not to ignore accidents or illness under any circumstances, or to refuse to give treatment and assistance if required to do so.
- Not to undress any patient unnecessarily.
- Safeguard the patient's clothing and possessions.
- Respect the patient's confidentiality at all times, and to discuss the patient's condition with only those necessary.
- Maintain the highest practicable level of cleanliness whenever treating a patient.
- Maintain a record of all patients treated, no matter how trivial.
- Attend refresher courses as necessary.

In an emergency:

- Quickly and accurately assess the situation.
- Identify the condition from which the casualty is suffering; but not to treat any illness or injury which is beyond your capability.
- Give immediate, appropriate and adequate treatment, bearing in mind that a casualty may have more than one injury and that some casualties will require more urgent attention than others.
- Arrange, without delay, for the transfer of a casualty (should it be required) to their GP, hospital or home, according to the seriousness of the condition.
- Stay with the casualty until they are handed over to the care of a doctor, paramedic, the hospital A & E unit or other appropriate person.

## Appendix 2- Emergency procedures (Illness and accident)

If anyone should become ill or suffer an injury as a result of an accident, the procedures below should be followed:

1. **Assess the situation.** Ensure the situation is safe to approach. Take a few seconds to look around and observe for any danger or potential hazards.
2. **Make the area safe.** If safe to do so, remove or reduce any dangers or potential hazards before attending to the patient. If it is not possible to sufficiently reduce the danger to a level that allows the rescuer to safely enter the situation, then the emergency services must be contacted ASAP; the patient should be given all possible reassurances.
3. **Administer first aid.** First aid should be rendered, but only as far as knowledge and skills admit and it is safe to do so.

Precautions should be taken to protect the staff member from coming into contact with bodily fluids. Good hand hygiene should be adhered to at all times either through the use of disinfectant hand gel or by a good hand washing technique.

In the case of a bodily fluid spillage a site services team member must be contacted and the bodily spillage kit retrieved and utilised. If a member of staff has concerns regarding coming into contact with bodily fluids whilst carrying out first aid, they should contact the School Nurse.

4. **Get help.** If required, further first aid support should be summoned. If the patient is within the School grounds and circumstances necessitate the School Nurse should be sent for. In the absence of the School Nurse, one of the qualified first aiders should be called.
5. **Transport to hospital.** If it is evident that hospital attention is necessary, the School Nurse or first aider will decide the most appropriate way of transporting the patient. If an ambulance is required, the emergency 999 service should be used. In cases of a less severe nature it may be appropriate to transport them to hospital by one of the three following options.
  - Contacting the parents and request that they undertake the duty themselves.
  - Using the school minibus with the School Nurse or any other member of staff accompanying.
  - Using a taxi with the School Nurse or other member of staff accompanying.

**No casualty who is a child should be allowed to travel to hospital unaccompanied.**

Whilst at the hospital, staff remain “*in loco parentis*” until parents relieve them of their duty of care for the child.

6. **Notification of parents.** In cases of an emergency, the School Nurse or First Aider will contact reception who will notify the child’s parents with minimum delay.

7. **Accident forms.** As soon as possible, every case of injury or accident to a pupil, employee or visitor must be fully and accurately reported on the appropriate accident form which should be sent to the School Nurse for analysis. Where possible, detailed statements should be obtained from witnesses. The incident should also be entered into the First Aid Log Book in the First Aid Room and in the case of a pupil, onto CPOMS.

Accident forms can be obtained from the following places:

- First aid room, Junior School • Medical suite, Senior School.
- First Aid Room, Pavilion.
- First Aid Room, Sports Hall.

The Head teacher and the Chief Executive will be informed of any relevant information and a report given at the Health and Safety meeting every quarter and at the Trust Board Health and Safety meeting.