



**LEICESTER GRAMMAR SCHOOL TRUST**  
**LEICESTER GRAMMAR SCHOOL**

## **POLICY AND PROCEDURES ON THE PROVISION OF FIRST AID**

This policy should be read in conjunction with the Administration of Medicines Policy. It refers to Leicester Grammar School.

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## 1. Introduction

Provisions of the Health and Safety at Work Act (1974) and all subsequent regulations, including those implementing EC directives, 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 School 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, other policies such as the Health and Safety policy and the Administration of Medicines policy outline procedures in respect of administering medicines, and the responsibilities of relevant staff

Leicester Grammar School is committed to providing sufficient numbers of first aid personnel to deal with accidents and injuries occurring at the School. To this end, Leicester Grammar School will arrange first aid training for staff to ensure that they can meet the statutory requirements and the needs of the school. To reflect the size of the school, age of the pupils and type of activity they will be participating in, the qualifications held by staff consists of schools first aid, first aid at work, emergency first aid for sport and Duke of Edinburgh (D of E) wilderness training.

## 2. Arrangements for securing first aid provision

The School employs a Registered Nurse who is contracted to work from 08.15am to 4.45pm Monday to Friday during term-time, when the majority of pupils are present in school.

The School Nurse oversees the provision of first aid and is supported by 11 non-teaching staff who have undertaken the first aid at work training, in accordance with H&S executive requirements, and have been appointed as nominated first aiders. These first aiders can provide the initial first aid treatment if necessary and stand in for the School Nurse in her absence.

60 members of the teaching staff have completed first aid training relevant to their role. For example, staff from the PE department undergo the Emergency First aid for Sport course and those running the D of E scheme complete the D of E wilderness training.

All First aiders renew their qualifications every 3 years as recommended to ensure their skills are maintained.

For responsibilities of the School Nurse in relation to first aid, refer to appendix 1. For responsibilities of a nominated first aider refer to Appendix 2. Refer to appendix 3 for a list of LGS staff who hold a current first aid qualification

### **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 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. School Nurse office and first aid rooms**

The principle first aid room for LGS is the School Nurses office, located on the street, opposite to "C" wing. It is fully stocked with first aid resources, fridge, sink, bed and a trolley. Adrenaline auto-injectors and medicines needed by pupils in an emergency are located on easy to access shelves within the office.

There are also first aid rooms within the sports hall and pavilion which LGS pupils and 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.

### **5. First aid Kits**

First aid boxes are also located at suitable locations around the School (refer to appendix 4). Each box contains first aid requisites, a list of contents and a general guidance leaflet as recommended by the Health and Safety Executive. Staff are expected to inform the School Nurse when it needs re-stocking.

Eye wash equipment is also stored at key areas around the school with the appropriate guidance for use (appendix 4)

There are 2 boxes dedicated for the treatment of burns and scolds located within the school, these can be found in the Food Technology room and in the school catering department.

A Bodily Fluid Spillage Kit is stored in the Nurses office and in the first aid room in the sports hall.

14 travel first aid kits and 18 sports first aid bags are made available for those persons who are required to undertake their work/activity away from their normal place of work, where an assessment has highlighted that access to such facilities may be restricted. Examples of these circumstances include (but are not exhaustive) school trips at home and abroad, persons travelling in vehicles, sporting or social events arranged or supported by the School.

However, if attending the premises of a third party where first aid arrangements have been assessed to be suitable and the third party can cover the School's needs, then persons in attendance should be provided with relevant information of the first aid arrangements prior to attending and then made familiar of the arrangements again on their arrival to the third party premises.

Refer to appendix 4 for a list of first aid kit locations.

## **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 main school foyer, the sports hall foyer and the lower corridor, next to the lift, in the pavilion (refer to appendix 4). The defibrillators are registered with the East Midlands Ambulance Service therefore the caller can be directed to their locations if needed.

## **7. Pupils and staff with on-going medical conditions**

On entrance to the School, every pupil's parent or guardian is required to complete a "Special Circumstances Form", and each year a data collection sheet is sent home which includes a student health questionnaire.

Once these forms are completed, they are returned to school and each child's medical record is updated on SIMS as necessary. As a result, it 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 a Medical Conditions list which is circulated to all staff via SharePoint at the start of the school year. Parents are advised to contact the School Nurse to inform her of any changes to the pupil's medical history over the course of the year. This information is uploaded onto the individual child's medical record on SIMS and disseminated to the relevant members of staff.

In the case of life threatening conditions this information is also displayed with a photograph on the "Student Health" wall in the staff work room. For example, allergies requiring an adrenaline auto-injector.

These procedures ensure staff members are fully up to date, can identify pupils with ongoing health needs and will be aware of the treatment possibly required in an emergency.

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. It is stored in a locked cupboard in the Senior School Medical Room to which the School Nurse or a designated first aider in her absence, have sole access.

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.

## **8. First aid procedures**

The Nurse is based in her office throughout the school day and should deal with any first aid issues in the first instance. If the Nurse is unavailable, then staff should call upon a nominated first aider to tend to the patient. First aid should be rendered only as far as knowledge and skills admit.

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.

Any first aider who sees a child must record the details on a "Visit to Medical Office" form, however trivial. This information is then transferred to the individual pupil's medical record held on SIMS and the paper record is shredded at the end of the school day.

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, 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 accident occurs at an isolated facility with only one member of staff present, additional staff will be summoned by a school mobile phone which should always be carried when in an isolated place. A more detailed procedure on dealing with an emergency can be found in appendix 5.

## **9. Accident reporting**

As soon as possible after an accident occurring to a pupil, employee or visitor, the incident must be fully and accurately reported on an accident form. Accident forms can be obtained from the following places: School Nurses office, First aid room in LGJS; First Aid Room in the pavilion; First Aid Room in the sports hall. The form should be completed fully and promptly sent to the Nurse for evaluation. Where possible, detailed statements should be obtained from witnesses.

If necessary, the Head teacher, Business Director and Facilities Services Manager will be informed of any relevant information and an investigation taken place. A report will also be made by the School Nurse 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.

## **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, parents must be contacted and the child taken home. The school should notify other parents if a significant 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 has passed.

A list of notifiable diseases is displayed in the School Nurses office. If a child suffers from a notifiable disease, the Child must not attend school until their GP has determined them fit to do so. The Head Teacher and School Nurse must be informed of the diagnosis without delay. It is the GP's responsibility to notify the Director of Public Health via the Duty Room.

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

[http://www.publichealth.hscni.net/sites/default/files/A2%20Schools%20poster\\_1.pdf](http://www.publichealth.hscni.net/sites/default/files/A2%20Schools%20poster_1.pdf)

## **11. 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 Facilities Service Manager must be informed of these incidents as soon as possible. Suitable action can then be taken to avoid similar accidents in the future.

## **12. 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 Facilities Service Manager and/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.

## **13. 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.

- First Aiders should inform the School Nurse that their training certification period is nearing (6 months minimum) expiry.

- The Facilities Service Manager must ensure staff are familiar with the identity and location of their nearest first aider and first aid box.
- 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 Nurse and a nominated Designated First Aider will maintain the first aid boxes, travel first aid kits, sports first aid kits, eye wash facilities and burns and scolds treatment boxes ensuring that they are fully stocked and the contents have not expired.
- Staff should maintain easy access to a first aid box and eye wash facility.
- The Business Director should ensure that all staff are familiar with requirements of this policy through instruction and training.

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

A review of the first aid policy and procedures will take place annually.

Julia Parsons  
School Nurse

## **Appendix 1- Responsibilities of the School Nurse**

It is the role of the School Nurse to assist the Head teacher and Staff to meet their responsibilities for first aid by:

- Familiarising themselves with this Policy.
- Regularly carrying out an audit to ensure that the first aid cabinet/kits throughout the School contain the minimum supplies which are required under law.
- Ensure that emergency medicines, such as asthma inhalers and adrenaline pens, should be readily available to children and not locked away and are stored in a way that is easy to access.
- Ensure that all date-expired medicines are return to parents or taken to the local pharmacy for safe disposal.



## **Appendix 2- Responsibilities of First Aiders**

All appointed First Aiders at Leicester Grammar 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 3- LGS Staff with first aid qualifications 2017-2018**

NAME	COURSE ATTENDED	VALID UNTIL
DICKINS Brigid	Emergency First Aid at Work	2-3rd March 2018
PANCHOLI Neha	Emergency First Aid at Work	9-10th March 2018
COX Peter	D of E Wilderness training	11-12 <sup>th</sup> April 2018
DOUGLAS Katharine	Emergency First Aid for Sport	June 2018
HOWE Chris	Emergency First Aid for Sport	June 2018
KIDD Robert	Emergency First Aid for Sport	June 2018
MOULD Jo	Emergency First Aid for Sport	June 2018
PILBEAM Darren	Emergency First Aid for Sport	June 2018
POTTER Laurie	Emergency First Aid for Sport	June 2018
THACKER Troy	Emergency First Aid for Sport	June 2018
LAYBORNE Nikki	Emergency First Aid for Sport	June 2018
CALLAND Charlotte	Emergency First Aid for Sport	June 2018
CRAWFORD David	Emergency First Aid for Sport	June 2018
BERRY Naomi	First aid at Work	17-19 <sup>th</sup> Aug 2018
GOWER Martyn	Emergency first Aid at Work	21-22nd Jan 2019
MADDOCK David	Emergency First Aid	3rd Feb 2019
DUNCOMBE Allen	Emergency First Aid at Work	16-17th Aug 2019
KENDALL Adrienne	Emergency First Aid for Sport	7th June 2019
MAY Helen	Emergency First Aid for Sport	7th June 2019
HUTCHINSON Jackie	Emergency First Aid for Sport	7th June 2019
FEASEY Heather	Emergency First Aid for Sport	7th June 2019
ALLCOAT Ellen	Emergency First Aid for Sport	7th June 2019

REEVES Phil	Emergency First Aid for Sport	7th June 2019
PICKNELL Andrew	Emergency First Aid for Sport	7th June 2019
MCLEAN Robert	Emergency First Aid	8th June 2019
YEOMANS Sarah	Emergency First Aid	8th June 2019
PATON Francoise	Emergency First Aid	8th June 2019
GRIFFIN Julian	Emergency First Aid	8th June 2019
MOORE-FRIIS Peer	Emergency First Aid	8th June 2019
SIAN Maskeen	Emergency First Aid	8th June 2019
DAVIES Amanda	Emergency First Aid	8th June 2019
FEARON Christina	Emergency First Aid	8th June 2019
LUPTON David	Emergency First Aid	8th June 2019
NELSON Emma	Emergency First Aid	8th June 2019
STOUT Shirley	Emergency First Aid	8th June 2019
KILDUFF Ciaron	First Aid at Work	17-18 <sup>th</sup> November 2019
DAVIES Geraint	Appointed Persons in the Workplace	12 <sup>th</sup> March 2020
RYAN Paul	Emergency First Aid at Work	6-7 <sup>th</sup> April 2020
DURHAM Philip	Emergency First Aid at Work	6-7 <sup>th</sup> April 2020
SHEPHERD Sue	Emergency First Aid at Work	3-4 <sup>th</sup> May 2020
ELLIS Harry	Emergency First Aid for Sport	6th June 2020
JESS Clare	Emergency First Aid for Sport	6th June 2020
MURRAY Neil	Emergency First Aid for Sport	6th June 2020
PATTERSON Angela	Emergency First Aid for Sport	6th June 2020
POLLARD Kerry	Emergency First Aid for Sport	6th June 2020
CARTER Zoe	Emergency First aid for Sport	6 <sup>th</sup> June 2020

HUNT James	Emergency First aid for Sport	6 <sup>th</sup> June 2020
KING Andrew	Emergency First aid for Sport	6 <sup>th</sup> June 2020
ADAMS Rachel	Emergency First aid for Sport	6 <sup>th</sup> June 2020
FISHPOOL Thomas	Emergency First aid for Sport	6 <sup>th</sup> June 2020
SCHOFIELD Amy	Emergency First Aid for Schools	7 <sup>th</sup> June 2020
INCHLEY Graham	Emergency First Aid for Schools	7 <sup>th</sup> June 2020
HARVEY Jim	Emergency First Aid for Schools	7 <sup>th</sup> June 2020
FULTON Kathryn	Emergency First Aid for Schools	7 <sup>th</sup> June 2020
BURNS Will	Emergency First Aid for Schools	7 <sup>th</sup> June 2020
HIRD Vicky	Emergency First Aid for Schools	7 <sup>th</sup> June 2020
HOWD Lorraine	Emergency First Aid for Schools	7 <sup>th</sup> June 2020
GRAFF-BAKER Eleanor	Emergency First Aid for Schools	7 <sup>th</sup> June 2020
TOMPKINS Jane	Emergency First Aid for Schools	7 <sup>th</sup> June 2020
WILLIS Duncan	Emergency First Aid for Schools	7 <sup>th</sup> June 2020
HAYWOOD Sally	Emergency First Aid for Schools	7 <sup>th</sup> June 2020
RICH James	Emergency First Aid at Work	8-9 <sup>th</sup> June 2020
CRAMPTON Lucy	School First aid	21 <sup>st</sup> June 2020
BOYCE David	Schools first aid	21 <sup>st</sup> June 2020
BARKER John	D of E Wilderness training	5-6 <sup>th</sup> July 2020

#### Appendix 4- Location of first aid kits in Leicester Grammar School

LOCATION	FIRST AID KIT	EYE WASH KIT	BURNS KIT	DEFIBRILLATORS
Main school building foyer				•
AG1	•			
AG2	•			
AG3	•			
AG4	•		•	
A1	•			
A2	•			
A3	•			
A6	•			
DG2	•	•		
DG3	•	•		
DG4	•	•		
DG5	•	•		
Physics prep room	•	•		
DG6	•	•		
DG7 (science lecture theatre)	•	•		
Biology prep room	•	•		
D1	•	•		
D2	•	•		
D3	•	•		
D4	•	•		

Chemistry prep room	•	•		
D5	•	•		
D6	•	•		
SG1	•	•		
S1	•	•		
Staff Room	•			
School catering department	•		•	•
Sports Hall	•	•		•
Pavilion	•			•
Nurses Room	•			
Site services office	•			
Grounds man office	•			
Grounds man storage container	•	•		
Grounds man site vehicle.	•			

## Appendix 5- 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. Therefore, they should wear disposable gloves and a plastic apron when administering first aid. 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.**

If the accident occurs at an isolated facility with only one member of staff present, additional staff will be summoned by a school mobile phone which should always be carried when in an isolated place. 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 after the incident every case of injury or accident to a pupil, employee or visitor must be fully and accurately reported on the appropriate accident form (in the back of the First Aid Book) **and** be entered into the First Aid Book in the First Aid Room. Where possible detailed statements should be obtained from witnesses.

Accident forms (in blue folders) can also be obtained from the following places:

- Nurses Room, Senior School.
- First Aid Room in the pavilion.
- First Aid Room in the sports hall.

The Head Teacher will be informed of any relevant information and reports will be given at meetings of the Board H&S Committee and Leicester Grammar School and Leicester Grammar Junior School joint Staff H&S Committee.