

# ST MARGARET'S

SCHOOL

## First Aid Policy

## **Reference**

ISI Handbook for the Inspection of Schools: The Regulatory Requirements, Part 3

MOSA Guidance: "First Aid Provision and Training in Schools" July 2011

DfE: "Guidance on First Aid for Schools"

The Early Years Foundation Stage checklist and monitoring references for ISI inspection.

## **Status**

The Governors and Head accept their responsibility under the Health and Safety (First Aid) Regulations 1981 and acknowledge the importance of providing First Aid for employees, pupils and visitors within the school.

The Governors are committed to the procedure for reporting accidents and recognise their statutory duty to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995

## **Statement of First Aid Organisation**

The School's arrangements for carrying out the policy include the following key principles.

- Places a duty on the Governing Body to approve, implement and review this policy
- Places individual responsibility on all employees to report, record and where appropriate investigate all accidents
- Record all occasions where first aid is administered to employees, pupils and visitors
- Provide equipment and materials to carry out first aid treatment
- Make arrangements to provide training for employees, maintain a record of that training and review annually.
- Establish a procedure for managing accidents in school which require first aid treatment
- Provide information for employees on the arrangements for first aid
- Undertake a risk assessment of the first aid requirements of the School

## Arrangements for First Aid

### First Aid Boxes

Boxes kits are kept in the following locations

Art Department, Boarding House cupboard +, Boarding House travel bag, Boarding kitchen, Caretaker's office, Grounds workshop, Main kitchen, Laundry, Maintenance workshops, Medical Centre +\* – 4 kits for school trips, PE – blue travel bag, Science Department, School Office – Piriton tablets for emergency

+ EpiPens are kept in this area

\* Ice packs are kept in this area

In addition, there are 12 travel kits for trips and matches which are held in the medical centre, sports hall, PE Department and Boarding office

The contents of these boxes, which are in accordance with the guidance given in HSE document, 'Basic advice in first aid at work' INDG 347, vary according to location and are checked on a regular basis by the School Nurse. The School Nurse retains a log of the contents of each box / kit

*The Nurse will be responsible for all record keeping on first aid. Staff are required to inform the nurse if items need replacing.*

In compliance with The Education (Independent School Standards) Regulations 2014 and the Department of Health guidance "Boarding Schools: National Minimum Standards, Inspection Regulations", the Governing Body will ensure that a room will be made available for medical treatment. This facility will contain the following and be readily available for use.

- sink with running hot and cold water
- drinking water and disposable cups
- paper towels
- smooth-topped work surfaces
- a range of first aid equipment and proper storage
- chairs
- a couch with water-proof cover, blankets and pillows
- soap
- clean protective garments for First Aiders
- suitable refuse container (foot operated) lined with appropriate bag for its use
- appropriate record keeping systems and facilities
- a telephone

## Responsibilities

The Head will appoint the School Nurse. The job description is appended to this policy.

In general the School Nurse will

- take charge when someone becomes injured or ill
- look after the first aid equipment, including restocking when required
- ensure arrangements are in place that an ambulance or other further professional medical help is summoned when appropriate

In order to provide first aid for pupils and visitors, the Health and Safety Coordinator will undertake a risk assessment to determine, alongside the Nurse, how many qualified First Aiders are required.

In implementing the outcome of the risk assessment, the Governing Body acknowledge that unless the first aid cover is part of a member of staff's contract of employment, those who agree to become First Aiders do so on a voluntary basis.

Medical forms are sent out to all pupils as part of their induction / joining pack.

## Administration of First Aid and Medicines to Pupils

At the start of each year all parents / guardians complete a medical questionnaire / consent form. These forms are different for boarding, temporary boarding and for day pupils.

### 1. Boarding

The procedure for the administration of medicines to boarding pupils and other health-related matters can also be found in the Boarders' Handbook.

#### 1.1 Prescribed Medicines

These are either self-administered or administered by the School Nurse or a House Mistress according to the following protocol.

##### 1.1.1 Self-administration

Only if the medicine is prescribed for a protracted period will a pupil be considered suitable to self-administer. The pupil and the nurse initially meet to conduct a risk assessment. If agreeable, the pupil will then keep her medicine in a locked box which also contains a copy of the risk assessment. The original copy is held by the nurse.

The above position is reviewed after a period decided, at the outset, by the nurse.

##### 1.1.2 Staff- administered

Boarding staff follow the procedure outlined in the Boarding Staff handbook. All boarding staff are inducted, trained and assessed in respect of their competence and this is recorded.

## 1.2 Non-Prescribed Medicines

Guidelines for the administration of non-prescribed medicines are produced in the Boarding Staff Handbook.

A list of non-prescribed medicines NOT to be given to specific pupils is produced and updated by the nurse.

## 2. Day Pupils (Senior School)

### 2.1 Prescribed Medicines

These must be brought to the nurse along with an administration note from the parent / guardian.

### 2.2 Non-Prescribed Medicines

Only pupils in the Senior School will be administered non-prescribed medicines if not contra-indicated by the parents and even then, only by the school nurse.

## 3. Day Pupils (Junior School)

For pupils to be administered pain relief in school, a specific form is completed by parents which records the following information

- name,
- the reason for the medication
- name of the medication to be given
- the time the medication should be given.

Medication will be given by the school nurse.

If pupils need to take antibiotics during the school day, they are brought into school in the original container with the Pharmacist label still attached to the container and the pupil's name clearly legible. The school nurse will administer the medication, or will give permission for a member of staff to give the prescribed dose.

Medication or first aid treatment given to any child is recorded, as soon as is practical, in the first aid folders in the Little St Margaret's building. Depending on the level of treatment required, parents are informed variously by way of a 'treatment' form, a phone call from a member of the teaching staff or a phone call from the School Nurse.

## Information on First Aid Arrangements

The Health and Safety Coordinator will inform all employees at the School of the following

- the arrangements for reporting and recording accidents
- the arrangements for first aid
- those employees with first aid qualifications

- the location of first aid boxes

In addition, the Health and Safety Coordinator will ensure that signs are displayed throughout the School providing the following information

- those employees with first aid qualifications
- the location of local first aid boxes

If appropriate, pupils may carry their own asthma or allergy medication with them during the school day or during off-site activities. For this to happen, a written consent must be given by the parents after agreement with the School Nurse.

## **Accident Reporting**

The Governing Body is aware of its statutory duty under The Reporting of Injuries Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) in respect of reporting the following to the Health and Safety Executive as it applies to employees.

- 1) An accident that involves an employee being incapacitated from work for more than 7 consecutive days (excluding the day of the accident but including non-working days)
- 2) An accident which requires admittance into hospital for an excess of 24 hours
- 3) Death of an employee
- 4) Major injury such as a fracture, amputation, dislocation of hip, shoulder, knee or spine

For non-employees and pupils an accident will only be reported under RIDDOR

- a) where it is related to work being carried out by an employee or contractor and the accident results in death or major injury; or
- b) it is an accident in school which requires immediate emergency medical treatment at hospital

The Bursar or, in his absence, the nurse (after checking with the Head), is responsible for timely, on-line RIDDOR notification.

Where an employee, pupil or visitor has been injured or becomes ill as a result of a notifiable accident or dangerous occurrence which is a cause of death within one year of the date of that accident the HSE must be informed in writing as soon as this is known.

It is also a statutory duty to keep a record following enquiries from the DWP concerning claims for any of the prescribed industrial illnesses.

For EYFS children: The Governing Body is aware of its statutory duty to notify Ofsted of any serious accident, illness or injury to, or death of, any EYFS child while in their care, and of the action taken. Notification must be made as soon as is reasonably practicable, but in any event within 14 days of the incident occurring. The School will notify local child protection agencies of any serious accident or injury to, or the death of, any child while in their care, and must act on any advice from those agencies.

## Duties of staff

The School is required to maintain a record of injuries and accidents to employees and pupils. These records are to be retained in the Bursary for a minimum of three years.

All accidents and dangerous occurrences, however minor, arising out of or in connection with work and school activities must be reported to the Health and Safety Co-ordinator or through the School Nurse. The requirement applies to accidents involving staff, pupils, parents, non CDM contractors, visitors and members of the public. It applies to accidents and incidents that occur on and off site when a school activity is involved. A regular report is to be made to the Health and Safety Committee by the Bursar.

The format of the Accident/Incident report forms is given at Annex A. Action required by staff is as follows:

- a. The person reporting the accident/incident completes the relevant parts of the form and submits it to the Bursar / Nurse. The Nurse may of course initiate reports. Written notification should be made as soon as possible after the event and not later than the next working day. Near incidents/accidents should also be reported in the same way.
- b. The Bursar is to maintain a central log of all accident report forms.
- c. The Nurse completes the section on treatment prior to passing the form to the Bursar.
- d. The Bursar considers the report and decides on further action required before filing the form for retention in a lockable cabinet. Each term the Bursar reports on these accidents to the Health and Safety Committee.
- e. Serious accidents/incidents should be reported verbally as quickly as possible.
- f. Parents of EYFS pupils will be informed of any accident or injury sustained by the child on the same day, or as soon as reasonably practicable, and any first aid given. A record is kept in the medical file and passed onto the school nurse. To facilitate this, a Junior School 'Minor Accident / Illness report' (Annexe B) is used. This form is sent to the Nurse only who then files these within the pupils medical records.

### **Transport to Hospital or Home**

The School Nurse will determine what is sensible and reasonable action to take in the circumstances of each case.

Where the injury is an emergency an ambulance will be called, following which the parents will be called.

Where hospital treatment is required but it is not an emergency, the School Nurse will contact the parents for them to take over responsibility for the pupil. If the parents can not be contacted, then the school office staff will attempt to contact other nominated people. If the Nurse decides that the school should transport the pupil to hospital, s/he will ask the school office to make the necessary arrangements in order that s/he may remain active on site.

### **Register of Personnel**

#### Assessment of staff training needs

Following the methodology of the HSE 'The Health and Safety (First Aid) Regulations 1981 (3<sup>rd</sup> edition) guidance published in 2013, the School and its Subsidiary Company have assessed the number and level of training needed to provide first aid cover. The personnel below significantly exceed what we believe to be the minimum requirements.

#### Nurse (SRN)

Sister Tracey Eales – Medical Centre

### First Aiders at Work

Annette Caher  
Heather Mackay  
Caroline Petty  
Camilla Powell  
Deborah Soulsby

### Paediatric First Aid

Justine Bryson  
Nadezda Maronova  
Buttons Pares  
Lynsey Pickles  
Rachel Price

A first aider (paediatric first aid for EYFS pupils) will accompany pupils on visits out of school.

### Emergency First Aiders

73 staff received certificated First Aid in Education training in January 2019 and 6 employees hold current specialist epilepsy training

Some staff have additional first aid qualifications and experience such as training for expedition leaders.

### **Long term conditions**

Parents are required to discuss with the School Nurse any long term health care needs, for example asthma, allergies and diabetes. This will ensure that the school; has the necessary medication and that the appropriate information is recorded and held on record.

Pupils suffering with asthma are required to have 2 inhalers/relievers in school.

Pupils suffering with allergies who have been prescribed epi-pens are required to have 2 epi-pens in school.

### **Control of Infectious diseases**

The purpose of this policy is to ensure that a routine of infection control is carried out to ensure the wellbeing of all members of St Margaret's School.

### Aims

- To prevent illness.
- To detail infection control routines to be followed by all staff

These standards should be maintained by everyone.

Educating children, parents and staff about good hygiene practices will feature highly, particularly at the start of a new school session or when a pupil starts throughout the year.

### Hand Washing



Staff should encourage pupils to learn basic principles of good hygiene. Hand washing is one of the most important methods.

- Children must be encouraged to wash hands after every visit to the toilet.
- Children must be encouraged to wash hands prior to eating.
- Children must be encouraged to wash hands prior to working with food.
- Children must be encouraged to wash hands after contact with pets.
- Children must be supervised when carrying out hand washing to ensure a good basic technique is learned.
- Children must be encouraged to wash hands after playing outside.

The NHS 'Hand-washing technique with soap and water' is displayed in wash rooms.

## Toileting

If a pupil has a toileting accident we will ensure that the privacy, dignity and welfare of the pupil will be maintained at all times. Disposable gloves must be worn by staff. The unclean clothes should be put in a sealed bag and sent home. Any remaining mess should be disposed off in a plastic bag along with the gloves and placed in the bin specifically for this purpose. The staff member and child must wash hands thoroughly. Regular checks will be made to toilets to make sure they are clean.

## Handling of Food e.g. cooking in school.

Those responsible for the preparation and handling of food must be fully aware of, and comply with, regulations relating to food safety and hygiene. A comprehensive Food Safety Management Process is in place.

## Illness

Excluding children who have certain infectious diseases helps prevent other children becoming infected. Pupils should return to school when they are better unless they pose a risk of infection to others.

The School follows and communicates to parents guidance offered by Public Health England under the title 'Guidance on infection control in schools and other childcare settings'

Parents will be contacted if their daughter becomes ill whilst in our care.

## **In the event of an infectious outbreak**

At the discretion of the School Nurse or a senior member of staff, in the event of an abnormally high transmission of a disease, the School will phone the Health Protection Unit and discuss the situation with an Infection Control Nurse.

If there is reason to believe that the original source of the infection is in the school e.g. food produced by the kitchen, the Bursar or Catering Manager will also contact the Environmental Health Officer.

## Additional precautions

In addition to the standard cleaning procedures and those procedures outlined above, the school will increase to four times daily its routine for disinfecting surfaces likely to facilitate the transmission of disease.

All domestic staff have been trained in both The Control of Substances Hazardous to Health (COSHH) and instructed in (SCIPS), Standard Control of infection Principles.

Hydrochloric solutions applied to any frequently touched surfaces:

- Toilets, basins, taps, shower areas.
- Door handles, doors, banisters.
- Light switches and fittings.

- Monitoring visually of all areas four times a day.

### **Laundry**

Storage/Handling/Bagging linen or clothing items, that have been soiled with any bodily fluid, should be placed by the gloved person, in the Red Hygiene bags obtained from the laundry.

Transporting if the pupil is a boarder, the bag is taken straight to the laundry, if a day pupil the bag should be put into another black bag and sent home.

Laundry the red bag is placed separately directly into the washing machine by a gloved person at 65c for not less than 10mins or 71c for less than 3mins. The bag disintegrates in contact with the correct heat and infection is therefore controlled.

The parents of pupils who have been sent home suffering from the symptoms associated with the outbreak will be reminded, in writing, that their daughters should not return to school until 48 hours after the last display of symptoms.

Staff will also be reminded of this requirement.

The Bursar, in conjunction with the Head, will record pupil and staff absences from the start of the abnormally high incidence of infection until such a time as they revert to the seasonal norm. In this way the success or otherwise of the enhanced control measures can be assessed.

### **Return to school after illness**

If a child is ill/unwell s/he should remain away from school until able to fully participate in the school day. In particular if he/she has had diarrhoea or vomiting within the last 24 hour period or if the child has had a higher than normal temperature, this must be registering with the 'normal' range for a 24 hour period before returning to school.

## **Preventative matters**

### Diet and exercise

Parents may discuss with the school nurse any concerns that they may have about their child's weight. This may be to support or advice, or for referral to other colleagues or external health professionals.

EYFS parents are made aware of the procedure for responding to illness and infection through the Induction Talk (June), the EYFS Parents' Handbook and in the Class Talk (September).

### Clinical waste management

The legal definition of Clinical Waste is given in the Controlled Waste Regulations 1992 as:

"any waste which consists wholly or partly of human or animal tissue, blood or other bodily fluids, excretions, drugs or other pharmaceutical products, swabs or dressings, or syringes, needles or other sharp instruments, being waste which unless rendered safe may prove hazardous to any person coming into contact with it; and any other waste arising from medical, nursing, dental, veterinary, pharmaceutical or similar practice, investigation, treatment, care, teaching or research, or in the collection of blood for transfusion, being waste which may cause infection to any person coming in contact with it".

The safe disposal of clinical waste is a shared responsibility of the Nurses and the School Caretaker. Approved 'yellow' bags must be used for the temporary storage of such waste in clearly defined and safe areas prior to removal from the school by an authorised contractor.

## **Review of First Aid Policy**

The Health and Safety Committee will review the First Aid policy on an annual basis and make recommendation, where appropriate, to the Governing Body, through the Finance and General Purposes Committee for changes to the School's policy.

### **Protocol for Out of Hours Injury** **Actions to be followed by the member of staff**

#### **If a pupil reports to you with an injury you should:**

- Assess the situation, talk to the pupil and look at the injury
- Call 999 immediately if there are any major concerns
- Basic first aid plasters, ice packs are available in the School Office, P.E Office, the Sports Centre and Boarding House
- The School Nurse is available in the Medical Centre until 5pm. Her number is 07790 783745.

If the injury is P.E related, after 5pm and you have concerns, please contact the following members of the P.E department in order:

Dulcie Pimlott – 07557 130528

Rebecca Saxby – 07548 326626

#### **Next steps:**

- Always ask how the pupil will be getting home. If they intend to use public transport parents should be contacted by phone to explain what has happened and to check that they are happy for their daughter to make the journey. Contact details for parents/guardians can be found on SchoolBase. Pupils may make such a call using their own mobile in the presence of the member of staff.  
If the pupil is being collected by their parent they should be accompanied to the car park and handed over to their parent and an explanation of the nature of the injury should be given.
- An accident form must be completed within 24 hours.

## School Nurse

### **Job Description**

- 1) Manage the School Medical Centre
- 2) Provide boarders with access to the full range of healthcare services
- 3) Carry the caseload of all boarding pupils during the school day and out-of-hours as necessary
- 4) Provide all pupils and staff with emergency care during the school day and boarding pupils out-of-hours
- 5) Plan and carry out immunisation programmes for all pupils
- 6) Plan and carry out first aid training and health education and promotion training for pupils
- 7) Undertake welfare and pastoral care investigations as directed by the Head and Vice Principal.
- 8) Undertake health assessments and screenings and any necessary follow-up action.

## **REPORT OF ACCIDENT OR DANGEROUS OCCURRENCE**

An accident form **MUST** be completed if, following an accident:

- The emergency services have been called.
- Parents/guardians have been asked to collect a pupil from school
- Parents/guardians have been informed directly by staff

An accident form **should** also be completed if an accident:

- Warrants concern in any way that there might be any chance of long term consequences.

- 1. THE ACCIDENT FORM MUST BE COMPLETED WITHIN 24 HOURS**
- 2. IF THE SCHOOL NURSING SISTER WAS INVOLVED IN TREATMENT, THE FORM MUST BE SENT TO HER. IF NOT THE COMPLETED ACCIDENT FORM MUST BE SENT TO THE BURSAR**
- 3. ALL COMPLETED FORMS ARE EVENTUALLY KEPT BY THE BURSAR AS H&S CO-ORDNATOR**

### **Accident involving a child**

If a pupil/child is involved in an accident, the first adult who is called to the scene should complete the accident form on their behalf. The second section should be completed by the School Nursing Sister only if she has been called to the scene or has been involved following the accident.

### **Accident involving an adult**

If an adult is involved in an accident, that adult is responsible for completing the accident form. The second section of the form should be completed by the School Nursing Sister if she has been called to the scene or has been involved following the accident. Only if the adult is unable to complete the form, should the first adult who is called to the scene complete the accident form on his or her behalf.

Name, Address and Telephone Number of person who has had the accident	
Name, Address and Telephone Number of person reporting	
Date & Time of Incident	

Place of Incident	
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Full details	
Signature of person reporting	Date
Report by <b>School Nurse</b> on the nature of any injury and medical action taken	

School Nurse Signature	Date

**FOR BURSAR'S USE (tick box and date when completed)**

Notify Insurance Company ?	<input type="checkbox"/>	Date	
RIDDOR reportable ?	<input type="checkbox"/>	Date	



Minor Accident / illness report

Name:	
Class:	
Date:	
Time:	
Where did the accident happen?	

Nature of injury or illness:

Treatment given:

Returned to class  Sent Home  Nurse Informed  Parent Informed

Head injury form to Parents

Name of First Aider.....

Signature of First Aider.....

