

## **FIRST AID POLICY**

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### **1. Policy Statement**

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. This includes ensuring that there will be sufficient numbers of trained personnel together with appropriate equipment available, during school hours. Trained personnel should be competent in basic first aid and be able to rapidly attend an incident at all times when the school is occupied.

### **2. Responsibilities**

The Health and Safety Committee of St George's College, on behalf of the Governing Body, is responsible for ensuring:

- a. First aid needs are assessed and addressed.
- b. Sufficient numbers of suitably qualified first aiders are available at all times.
- c. The provision of first aid services during school hours.
- d. Appropriate first aid cover is available for out-of-hours and off-site activities.

Directed by the Deputy Pastoral Head, the College Lead Nurse is responsible for:-

Assessing the first aid needs throughout the school

- a. Advising on appropriate levels of first aid provision.
- b. Identifying first aid training needs.
- c. To give information and advice to support training.
- d. Arranging attendance on external first aid training courses.
- e. Maintaining a record of all first aid training undertaken by school staff.
- f. Organising provision and replenishment of first aid equipment.
- g. Checking and maintenance of school emergency AED.

The College Lead Nurse and Health care assistant are also responsible for:

- a. Providing first aid cover during normal school hours for all students.
- b. Maintaining accurate records of first aid treatments given at the College.
- c. To report, when required, incidents in the Accident Report book, in line with the St George's Weybridge Accident Reporting Procedure.
- d. Keeping records of accident statistics for the Health and Safety Committee.
- e. Will ensure that spillage of any bodily fluids is directly undertaken.
- f. Providing statistics for Head of H&S and for committee meetings.

Qualified first aiders are responsible for:

- a. Responding promptly to calls for assistance.
- b. Providing first aid support within their level of competence.
- c. Summoning medical help as necessary.
- d. Recording details of treatment given.
- e. To report, when required, incidents in the Accident Report book, in line with the St George's Weybridge Accident Reporting Procedure.

Director of Sport is responsible for:

- a. Ensuring appropriate first aid cover is available at all sports activities.
- b. Ensuring first aid kits are taken to all practice sessions and matches.
- c. To report, when required, incidents on EVOLVE, in line with the St George's Weybridge Accident Reporting Procedure.
- d. Ensure that all staff who lead classes, sports training or fixtures are first aid trained
- e. All PE staff to complete 'HEADCASE' or R2P's concussion module yearly

All staff are responsible for:

- a. Acting as responsible adults in the event of an emergency and summoning help as needed.

### **3. First Aid Risks**

The College lead Nurse, on behalf of the Health & Safety Committee, carries out a continuous assessment of first aid needs. The assessment takes account of:

- a. Numbers of students, staff and visitors on site.
- b. Layout and location of buildings and grounds.
- c. Events and non-standard activities.
- d. Special needs and disabilities.
- e. Hours of work.
- f. Out-of-hours and off-site activities.

The assessment identifies:

- a. First aid arrangements for events and non-standard activities
- b. High-risk areas needing a qualified first aider within the department.
- c. First aid equipment needed.
- d. Location of first aid equipment.
- e. Necessary first aid notices and signs.
- f. Good practice in record keeping.

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### **3.1. First Aid Personnel**

We aim to have at least 30 staff who are qualified first aiders at the College in order to provide robust coverage, taking into account sickness and absence on duty. Due to the number and nature their activities, all full-time PE staff should be FAW trained and there should be at least one qualified first aider in each of the following areas:

- a. Student Services.
- b. Catering Department.
- c. Science Department.
- d. Maintenance Department.

### **3.2. First Aid Kits and Defibrillators**

In accordance with Health and Safety guidelines, First Aid Kits should be clearly labelled with a white cross on a green background.

The contents of first aid kits may vary depending on the particular needs in each location (for example, blue detectable plasters in food areas, hand-cleansing gel where there is no easy access to hand-washing facilities). First Aid kits are supplied and restocked by the College Matron. First Aid kits are currently situated in all departments and all mini buses / coaches.

If a member of staff identifies that an item in the First Aid kit needs replacing they should inform the College Matron who will replace this item.

**Sports first aid kits should be taken to all games lessons, practices and matches. The kit should be returned to the College Lead Nurse for checking and restocking at least once a term.**

A First Aid kit should be taken to all off-site activities and visits. Kits suitable for use on day trips and those involving overnight stays are available from the Lead Nurse.

Teachers are responsible for ensuring that any student's spare injectable Adrenaline devices, for anaphylaxis, (that are kept at the health centre) e.g. Epipens, or inhalers, if the student is asthmatic, are taken on any trips/outings/fixtures organised by the College. They can be collected from the college health centre lobby and must be returned after the trip. The health centre should receive 2 weeks notification of all outings. All staff must take responsibility in knowing all medical conditions within their group – this is on Firefly and SIMS.

The College holds 6 Automated External Defibrillators (AED), which each contain one set of adult electrodes, and which should NOT be used on children below 8 years of age, or weigh below 4 stones in weight. The Defibrillators batteries need to be changed every 4 years via the manufacturer. Defibrillators are to be checked on a daily basis by the adjacent departments and overseen by college Lead Nurse and Health care assistant.

## **4. Providing Information**

It is essential that there is accurate, accessible information about how to obtain emergency aid.

**All new staff and students should be provided with information about how to obtain first aid assistance. This should include:**

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- a. How to obtain help in an emergency.
- b. How to call an ambulance and likely response times of emergency vehicles.
- c. Procedure for dealing with an accidents/injuries.
- d. Names of qualified first aiders and appointed persons.
- e. Location of first aid kits and emergency medication or equipment.

First aid notices should be posted in communal areas such as corridors and entrance halls and in high-risk areas to include:

- a. Names, location and telephone numbers of qualified first aiders.
- b. An up to date list of qualified First Aiders will be posted on the door of the medical centre.
- c. Rooms where first aid kits are located should be clearly marked with a sign – white cross on green background.

All first aid notices should be checked regularly for accuracy and amended as necessary.

## **5. Training**

A qualified first aider is someone who holds a valid certificate of competence in First Aid at Work or equivalent. The certificate must be issued by an organisation approved by the Health and Safety Executive, such as St John Ambulance, and must be renewed every three years. The College Matron will arrange for staff to attend the First Aid at Work and re-qualification courses as required. The College Matron will support this training with advice and information.

Unfortunately accidents will occur wherever there are numbers of children or young people present and all staff must be able to respond quickly and appropriately in the event of an accident or injury. Therefore our aim is that all staff attend a minimum of 2 hours emergency aid training every three years. The College Sister will support this training with advice and information.

Additional first aid training is arranged with external providers as necessary, for example, emergency aid for students with allergies and who have injectable Adrenaline devices for anaphylaxis, or those with special health needs.

The students, where possible, should be encouraged to participate in first-aid.

## **6. Emergency Procedures**

In the event of severe illness, injury or other emergency an ambulance should be called immediately. The Receptionist should be informed as soon as possible and someone should go to the front of school to give directions to the ambulance crew. Parents/next of kin of the casualty must be notified and a responsible adult should accompany the casualty to hospital.

Unless the child's parent is with them, a member of staff should accompany the child in the ambulance.

Student services will be informed that an ambulance has been called and they should make arrangements for a member of staff to accompany the child.

In the first instance, the Tutor, then Head of Year, then consider AH Pastoral, Chaplaincy, DH Pastoral.

Once the child's parent has arrived at A&E, the member of staff can leave and should call Student Services to arrange for someone to collect them.

SMT should be asked to do this.

If no one is available, the member of staff should get a taxi and the cost will be reimbursed by the College.

A receipt for the journey should be requested from the taxi driver.

In the absence of the College Lead Nurse or Health care assistant the following should be followed:

Depending on the severity of the injury or illness, a child who is unwell or injured should either be seen by a First Aider at the next appropriate opportunity, for example, break or lunchtime, or be taken by an adult or responsible friend to Student Services, for immediate attention. If appropriate, one of the AEDs should be used and these can be operated by untrained personnel.

Whenever possible someone should remain with the casualty until help arrives.

## **7. Reporting and Record Keeping**

A record must be kept of any first aid treatment given. All attendances at the medical centre and treatments given will be logged on the Medical Centre Database. The following should be recorded:-

- a. Date, time and place of incident.
- b. Name of casualty.
- c. Brief details of the injury/illness.
- d. Treatment and/or advice given.
- e. Destination of the casualty after treatment (e.g. sent home, back to class, taken to hospital, etc.)
- f. Name and signature of First Aider or person dealing with the incident.

If the incident is significant the record may also be in the form of a dedicated accident report and should include:

- a. Date, time and place of incident.
- b. Name of casualty.
- c. Brief details of the injury/illness.
- d. Treatment and/or advice given.
- e. Destination of the casualty after treatment (e.g. sent home, back to class, taken to hospital, etc.)
- f. Witness statements.
- g. Name and signature of First Aider or person dealing with the incident.

Accident Report Forms should be forwarded to the Head of Health & Safety as soon as possible after the incident. Some accidents must be reported to the Health and Safety Executive under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). If an incident is serious eg: fatal and major injuries and dangerous occurrences should be notified without delay; other injuries and occurrences should be notified as soon as is practicable and within 15 days of the incident.

A copy of an accident form will be sent to the Head of Health and Safety, and a copy will be kept by the College Lead Nurse. Accident records must be kept for a minimum of three years.

There are Accident Report Log books in Student Services, the Sports/Games Department and the College Staff room, where incidents can be recorded. All parents/carers MUST be informed of any treatment administered and all injuries sustained.

## **8. Monitoring and Review of the Policy**

First aid arrangements are continually monitored by the college Lead Nurse and are formally reviewed annually to ensure the provision is adequate and effective. Annual review will be carried out by the St George's College Health and Safety Committee with additional reviews following any significant changes in structure, such as new buildings, relocation or changes in staffing and/or student numbers.

## **9: Reporting and Record Keeping:**

Any concerns regarding first aid should be reported without delay to the Head of Health and Safety.

The student's parents will have been informed that minor injuries will be managed within their child's bubble group wherever possible.

Teachers are to email nurse any first aid care given so documentation can be made on student's medical record. Accident/incident form to be completed if deemed necessary.

### First aid pack contents:

- Hand sanitising wipes
- 6 pairs disposable gloves
- 2 ice packs
- Wound cleaning wipes
- Assorted plasters
- One saline steri-pod eye wash
- Yellow clinical waste bag
- First aid manual
- Accident / incident book

Staff are to guide the student to the health centre if they do not feel comfortable or are unable to provide first aid care required.

Staff members are to send an email to the collegehealthcentre@ or call ahead of sending poorly or injured students, this is for the well-being of the student. In the event that the health centre is unavailable, first aid help is to be sourced from a fellow first aider in the department, student services or the assistant heads floor.

**This policy should be displayed in:**

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