

First Aid Policy and Arrangements

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WYCHWOOD
SCHOOL • OXFORD

Introduction/Aims

This policy should be read in conjunction with the *Allergy and Anaphylaxis Management Policy*

The First Aid Policy is designed to promote the health, safety and welfare of pupils, staff and visitors at Wychwood, Oxford through the provision of first-aid equipment and trained personnel in accordance to the requirements of The Health and Safety (First Aid) Regulations 1981, as amended October 2013 and relevant DCSF guidance.

- Treatment for the purpose of preserving life and minimizing the consequences of injury and illness until such help is obtained, in cases where a person will need help from a medical practitioner or nurse, and
- Treatment of minor injuries which would otherwise receive no treatment, or which do not need treatment by a medical practitioner or nurse.

Wychwood, Oxford recognizes its responsibilities to provide timely and competent first aid and will ensure that staff, pupils and any visitors while on site, have access to adequate facilities and materials at all times during their time on school premises.

Definitions

First Aid: (a) in cases where a person will need help from a medical practitioner or nurse, treatment for the purpose of preserving life and minimising the consequences of injury and illness until such help is obtained, and (b) treatment of minor injuries which would otherwise receive no treatment or which do not need treatment by a medical practitioner or nurse; (*H&S (First Aid) Regulations 1981*).

NOK = next of kin

Procedures

In accordance with good practice and DfE requirements, Wychwood, Oxford will carry out a first aid risk assessment to ascertain the needs of the School and the level of provision required, which takes into account:

- The number of staff and pupils on the site.
- The location of sites and higher risk parts of the school.
- The full range of activities undertaken by staff and pupils on the school premises during normal school day, off site activities outside normal school hours and boarding evenings and weekends.
- Cover for staff and visitors during the school holidays.
- Recognise that it may be sufficient for an Emergency First Aider at Work Place (1 day course) to be present at other times, e.g. during boarding times, evenings, weekends and school holidays, when employees are on the site, as determined by the risk assessment.
- Provide an appointed person who is a qualified First Aider (3 day course) who is available for most of the school day and during boarding times.
- Provide first aid equipment and facilities at appropriate locations throughout the school, as well as an adequate number of appropriately qualified First Aiders.
- Provide adequate training and guidance for First Aiders, including refresher training at every three years and, where appropriate, specialist first aid training for staff accompanying pupils on higher risk educational visits. This training will be child-specific.
- Make all staff aware of first aid arrangements and such information is included in the induction process for new staff.

- Display a First Aid Rota, and the locations of first aid equipment and of staff on duty if not in the staff room.
- Make parents/guardians and pupils aware of the school's first aid arrangements and the procedures for informing them if their daughter has received first aid treatment at school at school.
- Keep a record of any first aid treatment administered in PASS.
- Keep a written record of all accidents and injuries to staff and pupils occurring both on and off the school premises as a result of school activities. Records are kept indefinitely.
- Inform the Director of Operations who will then inform HSE of injuries that are reportable under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) without delay.
- Report all injuries to staff, and all injuries to pupils requiring treatment beyond that provided by the school First Aiders to the Board of Governors.
- Keep parents/guardians informed of any accidents that have befallen their daughter by telephone as soon as possible.

All school staff are expected to use their best endeavours at all times, particularly in emergencies, to secure the safety and welfare of pupils and visitors who may be on the school site.

As a result of the First Aid Risk Assessment the number of First Aiders has been determined as follows:

- At least 2 x First Aid at Work (3 day course) members of staff during the normal school day.
- At least 5 x 1 Emergency First Aid at Work (1 day course) members of staff during the normal school day.
- 1 x First Aid at Work First Aider (3 day course) member of the resident staff during boarding times.
- 1 x 1 Emergency First Aider at Work (1 day course) member of the resident staff during boarding times.
- All staff to have first aid awareness training at regular intervals enabling them to support trained First Aiders on low and medium risk external visits plus assist with any incidents within the school.

All staff have sufficient first aid awareness to be able to call the emergency services.

The Appointed Person is to be a member of the residential staff (Housemistresses). It is part of their responsibility to:

- Administer timely and competent first aid.
- Organise an injured person's transfer to hospital in case of an emergency.
- Organise to contact parents and/or guardians of any injured pupil
- Ensure that an up to date list of first aiders is posted in each building.
- Organise the provision and replenishment of first aid boxes in school locations and for trips.
- Organise immunisation programs.
- Maintain a list of known medical conditions and health care plans of all pupils and publicise this as a confidential document.

The school will keep a record in the school office of:

- Keep a register of staff First Aid and EpiPen Qualifications.
- Keep copies of first aid certificates of trained staff.
- Organise HSE recommended refresher training for all First Aid at Work (3 day course) members of staff on a bi-annual basis.
- Organise re qualification courses for all First Aid at Work and Emergency First Aid at Work to be within 4 weeks of their current qualification expiring.
- Keep a list of locations of all first aid kits and publicise this list, along with the list of first aiders.
- Record all accidents to staff and pupils and report those accidents promptly to the HSE (0845 300 99 23), including RIDDOR accidents as necessary. (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations).

All First Aiders are covered by the school's Insurance against claims for negligence provided that they are suitably trained, and are carrying out their duties for the School.

Guidance of when to call for assistance/Emergency Services.

A member of staff on the scene of an accident will make a judgement and call for the support of a trained School First Aider or to call for an ambulance directly by dialling 9/999 on a school telephone, dial 999 direct from a mobile. The name, address, phone number and post code of the School or accident location will be asked for. You may also be asked for information on the injured person, sex, age and whether conscious or not. For ease of reference the school details are displayed on First Aid Boxes and near each telephone.

Wychwood School
72 – 74 Banbury Road
Oxford OX2 6JR
01865 557976

NHS 111 Service can be used for advice and support with diagnosing symptoms or there is a First Aid Manual in the Staff Room.

First Aid Equipment and Materials

Personal Protective Equipment (PPE). Staff should wear protective clothing and equipment such as gloves appropriate to the situation.

Sick Room – A sick room (sick bay) with 2 beds and a wash basin located on the second floor of 72/74 Banbury Road, with toilets and washing facilities located alongside. There is a call bell for pupils to alert staff on duty. Pupils in sick bay noted on board in staff room and checked every 30 minutes.

A list of the location of first aid equipment, stored in clearly identified first aid boxes or other suitable containers marked with a white cross on a green background is kept, and notices alerting people of this fact are prominently displayed in appropriate areas. NB Travel first aid kits, kits in minibuses or mobile first aid kits carried by specific personnel (such as sports events) and kits in any outlying buildings are to be included. A full list of the locations of first aid kits is at the end of this document.

Cleaning of Blood and Body Fluids – There are special circumstances where extra care must be taken to avoid potential infections. Spills of body fluids should be cleaned up and surfaces sanitized immediately. Blood and Body Fluid Kits are stored with each first aid kit. A guide to cleaning blood and body fluids is at Appendix A.

The Appointed Person is the Junior Housemistress in 2&4 Bardwell Road who is responsible for stocking and checking the first aid kits on a regular basis, and making records of when the boxes have been checked. Additional supplies are available or can be ordered through her.

Records and Re-stocking of first aid kits – Staff carrying out treatment and using first aid stock must record the items used and inform the Junior Housemistress using the form at Appendix B.

Minibuses, Coaches and Walking Off Site – Staff in charge of pupils travelling in minibuses, coaches or walking off site need to have a current one-day first aid qualification. All vehicles must be equipped with first aid supplies in a clearly identified first aid box. A separate User Policy Document on the Minibus exists for those drivers authorised/qualified to drive the minibus.

Eye Washing Facilities – Facilities are to be provided to enable the eyes to be immediately flushed with liberal quantities of clean water by having available proprietary brand, sealed eye wash solutions kits. Regular checks should be made to ensure these remain in date and are replaced after being used. A full list of the locations of eye washing kits is at the end of this document.

Space Blankets - Supplies of these are held by the Appointed Person and in the minibus emergency pack.

Procedures for non-emergency situations:

Day Pupils – Wychwood, Oxford is to inform parents and pupils via the New Pupils' Information pack of procedures we follow if a pupil is not well enough to attend school or if she becomes ill at school and needs to be taken home. Parents and pupils can seek help or advice from the School for non-emergency situations at anytime, e.g. headaches, or to discuss concerns.

Boarding Pupils – Wychwood, Oxford is to inform parents/guardians and pupils via the New Pupils' Information Pack that pupils with a specific medical need must ensure their daughter brings any respective medical support aid to the school for use during boarding periods.

It is assumed that all pupils attending school are healthy and fit to cope with the school day without leaving lessons for medical attention. Pupils requiring non-emergency treatment for paracetamol, strepsil etc should inform their Form Teacher and report to the staff room or seek out a qualified First Aider.

The staff room medical cabinet is available for students between the timings 12:50-1:35pm and 3:50-4:15pm. Students should not be given any medication in the morning unless parental consent for relevant reason. Parents should inform the Junior Housemistress to request for permission for medication in the morning, who may arrange this accordingly.

During sports events and sports fixtures, the Director of Sport is responsible for first aid, should it be required. The Director of Sport must complete the First Aid at Work course.

Administration of Medicines:

Day Pupils – Day pupils are not allowed to carry medicines with them (except INHALERS and EPI-PENS). If it is medically necessary for a day pupil to bring any prescribed medicine into school, it must be clearly labelled with the child's name and handed into the Staff Room with a note from the parent detailing the dosage, with instructions in writing. They should state when it was last taken. It is stored in the staff room medical cabinet.

Boarding Pupils – Boarders are not allowed to carry medicines with them (except INHALERS and EPI-PENS).

Prescribed medicines and repeat prescriptions for boarding pupils are to be brought into school for the period of boarding clearly labelled with the child's name and handed into the Housemistress with a note from the parent/guardian detailing the dosage and time last taken just prior to boarding. Only trained First Aiders are to administer/supervise the prescribed medication, and a record is kept on isams.

Pupils with Reportable Medical Conditions – Wychwood, Oxford will obtain and maintain a confidential list of reportable medical conditions of all boarding pupils and those day pupils where regular medical dosages are necessary.

Non-prescription medicines protocol:

To be taken under first aider supervision (checking parental permission):

PARACETAMOL

For mild to moderate pain or fever.

Dose for over 12s, 500mgs to 1g (1-2 tablets).

Can be repeated 4 hourly but up to a maximum of 8 tablets in 24 hrs.

Medication for boarders only (Housemistresses and their assistants to dispense only if written reason from parent

Procedures in the event of an emergency:

Examples of emergencies which require immediate first-aid assistance include: -

- Severe allergic reactions
- Asthma attacks
- Epileptic fits
- Difficulty in breathing
- Fainting
- Hypoglycaemia in diabetics
- Bleeding
- Breaks or sprains
- Concussion

Arrangements for pupils with particular medical conditions:

Guidance on the symptoms and treatment of pupils with the following medical conditions are attached: -

- Anaphylaxis – *Refer to the Allergy and Anaphylaxis Management Policy*
- Asthma
- Diabetes
- Hypoglycaemia (Low Blood Sugar)
- Hyperglycaemia (High Blood Sugar)
- Epilepsy

Staff and pupils should proceed as follows:

If you witness an incident and the injured person is able to walk, take them to the nearest available First Aider. Do not leave the person unattended. Administer emergency first aid if appropriate.

If you witness an incident and the injured person does not seem able to move, do not try to help them to move unless it is into the recovery position or away from danger. Stay with them and send a message to Reception to ask them to contact a First Aider. Administer emergency first aid as necessary and arrange to call for an ambulance if necessary. Any pupil or member of staff who has an accident requiring urgent medical treatment will be taken to Accident and Emergency at the John Radcliffe Hospital, or the nearest Accident and Emergency hospital department if on a trip.

Informing Parents/Guardians or Next of Kin:

Day Pupils - Parents or guardians must be informed by telephone as soon as possible if a pupil suffers an accident or injury or is deemed too unwell to stay in school and they need to be collected to go home. If parents are unable to collect immediately, they may wait in sick bay.

Boarding Pupils - Parents or guardians of boarders must be informed by telephone as soon as possible if a pupil suffers an accident or injury or is deemed too unwell to attend lessons and that she has been moved to the sick bay or her room for bed rest.

Sick Bay - Pupils in the sick bay or bed rest are to be monitored. A list of those in the sick bay is to be displayed in the staff room. Boarders who just require bed rest may remain in their boarding rooms, and a suitable notice displayed on the outside of the door stating that a girl is unwell. Staff must initial this as evidence that they have checked on the girl.

Members of Staff - The NOK of staff must be informed by telephone as soon as possible if a member of staff suffers an accident or injury.

Transport to Accident and Emergency – Where possible and depending of the level of the emergency the transportation to hospital should be in the priority as follows: -

Day Pupils – Parent or Guardian, School transport, private car.
 Boarders – School Transport or private car.
 Staff – NOK, School transport or private car.
 Emergency – Ambulance.

Insurance Company – There may be a need to report the accident to the School insurance company. Advice and contact details are available from the FSSM.

Hygiene and Infection control:

All staff must take precautions to avoid infection and they must follow basic hygiene procedures. They must have access to single-use disposable gloves situated in all first aid boxes and the sick room and must wash their hands after any incident. All staff must be made aware of how to deal with spillage of blood and other body fluids. There are bodily fluid cleaning and disposal kits in each first aid box and with the Housekeeper. All materials used in these incidents are to be placed in yellow bags available in each kit or with the Housekeeper and then disposed through the sanitary bin collection service.

Accident Reporting – All accidents must be documented:

School Accident Book – The School Accident Book is to be used for all accidents and injuries to pupils, staff, contractors and visitors which result in injury – however minor. The School Accident Book may also be used for reporting incidents and work related health problems. The book is readily available in the Staff Room. Everyone is encouraged to report all injuries, even if first aid is not required. Enter the next serial number, complete the form fully, tear out the entry and pass it to the Director of Operations for checking and filing. Access to the Accident Book entries should be given only to people who have good reason to see them. Anonymous entries are to be recorded for the Health & Safety Committee and the School Board of Governors/Directors. Where an accident to a pupil is recorded, parents of guardians must be informed as soon as possible after the accident.

RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences) F2508 – A RIDDOR report will be needed if an accident to staff results in a major injury or three days or more incapacity for work, or if there has been an accident to a pupil, visiting contractor or other visitors. The report can be done on line <http://www.hse.gov.uk/riddor/report.htm> by email or the most efficient way is by telephone 0845 300 99 23 provided you have all the information to hand. A copy of the RIDDOR reporting form is at Appendix C.

Accidents and Illness on School Visits and Expeditions – Whenever a group of girls is taken out of school e.g to the theatre, museum or on a foreign activity, a first aid kit must be obtained and kept by the staff in charge. A copy of each pupil’s medical information, with updates for each trip, must also be taken on the trip. All incidents/accidents must be reported to the FSSM as soon as possible in the case of a serious accident, which may have to be reported through RIDDOR. The trip leader must inform the School in the case of an emergency and ensure the parents are kept fully informed. The full details are in the School Policy on Educational Visits Procedures.

If an injured or ill pupil receives medical attention at a hospital Accident and Emergency Department, the leader must ask for a note outlining treatment given, X-rays taken etc. This can then be passed this on to the parents on return. This is a safeguard for staff if parents question the treatment given.

LIST OF LOCATIONS OF FIRST AID KITS			
Main House	Centenary & 2/4 Bardwell Road	Hall/Art/Stable Block	Other
Quiet Room	Chemistry Lab	Hall	Minibus
Main Kitchen	Physics Lab	Art Block	Workshop
Staff Room	Biology Lab		
Laundry			
LIST OF LOCATIONS OF EYE WASH KITS			

Main House	Centenary & 2/4 Bardwell Road	Hall/Art/Stable Block	Other
Staff Room	Chemistry Lab	Craft	Workshop
Kitchen	Physics Lab	Textiles	
	Biology Lab	Photo Dark Room	

First Aid Rota

There is a rota of First Aiders available during the school day on the staff room notice board. Pupils are to be advised on the provision of first aid by their form teacher. Contractors will be advised of first aid arrangements by the FSSM.

Further information and guidance:

Guidance on First Aid for Schools – A Good Practice Guide DfE February 2014 is kept in the Staff Shared area of the school intranet under First Aid.

Staff taking medication:

If staff are taking medication which might affect their ability to care for children they should seek medical advice and inform the Head. Staff medication on the premises must be securely stored, and out of reach of children at all times.

Appendix A **CLEANING UP OF BODY FLUIDS PROCEDURE**

Situation

In the event of a pupil or any member of staff losing blood or body fluids following an accident or bout of sickness, action is to be taken as follows:

Supplies for the Task

Pre-packed Response Body Fluid Disposal Kits are available in each First Aid Kit throughout the school

Action

Safe Housekeeping

- Always avoid direct skin contact with bodily fluids.
- Restrict access to the area.
- Obtain a Response Body Fluid Kit and follow the instructions.
- Small quantities of materials contaminated with blood should be wrapped inside the used gloves
- Used gloves and small quantities of contaminated materials should be disposed of in the sani-bin
- Inform the Maintenance Staff who will arrange destruction/disposal of the used kit and a replacement kit.
- Towels/clothing that are soaked in blood should be disposed of in a biohazard bag or container.
- Clothing and linen soiled with bodily fluids should be washed separately from other items and pre-washed in hot water.

Be Prepared

- Always wear disposable non-latex gloves.
- Look out for sharp objects.
- Don't pick up broken glass, use a brush and dustpan. Broken glass should be disposed of in a way that prevents others from being cut.
- Wash your hands thoroughly with liquid soap and water after removing any personal protective equipment such as gloves. Wash hands again before using the toilet, smoking, drinking, eating, applying cosmetics or lip balm, or handling contact lenses.

Reporting

Complete the Accident Book if necessary