

First Aid Policy

Introduction

This policy applies to the schools of The Stephen Perse Foundation (the **Foundation**) which comprises the Stephen Perse Pre-Prep (Madingley and City), the Stephen Perse Junior School, Dame Bradbury's School, the Stephen Perse Senior School and the Stephen Perse 6th Form College.

Unforeseen incidents are likely to occur from time to time in a school environment that may require first aid to be given to pupils, staff and/or visitors. These incidents may involve illness, exacerbation of a known medical condition or accidents causing injury.

Provisions for First Aid

Each site within the Foundation is risk assessed to ensure appropriate levels of first aid provision. These risk assessments are carried out by a competent person and reviewed annually and updated as necessary as a result of a statutory or other significant change.

As well as the minimum provision required, the risk assessments set out in detail any additional provision required specific to each School's needs.

The risk assessments identify needs for each of the sites, high risk areas and activities and (when required) individuals requiring specific or specialist provision. They also take into consideration out-of-hours activities and provision for those on site out of term time and ensure that a qualified First Aider is on each school site whenever children are present. Provision for first aid for expeditions is risk assessed separately by the Group Leader.

Qualifications and Training

The aim of training is to give staff sufficient understanding, confidence and expertise in first aid. Staff should not provide first aid treatment if they have not been trained to do so.

School Healthcare Practitioner

The School Healthcare Practitioner is responsible for overseeing health promotion and can provide first aid advice on a variety of different areas for pupils. The Healthcare Practitioner is based at the Senior School site and can be contacted to deal with first aid emergencies and give advice over the telephone.

First Aiders

First Aiders must have completed a training course approved by the Health and Safety Executive (HSE)

and appropriate for the role. Their main duties will be to provide immediate care for common injuries or illnesses and those arising from specific hazards within the Foundation and its undertakings. A list of qualified First Aiders is held with the Human Resources Department.

When necessary, First Aiders will be responsible for ensuring that an ambulance or other professional medical assistance (such as the School Healthcare Practitioner) is contacted.

Paediatric First Aiders

Paediatric First Aiders will have the relevant First Aid Qualification which enables them to provide first aid to those pupils who fall within the Early Years age group. All staff who work directly with pupils in the Early Years hold a relevant and current paediatric First Aid qualification. At least one person who has a current paediatric first aid certificate must be on the premises and available at all times when Early Years children are present, and must accompany early Years children on outings.

Appointed persons

The Foundation employs appointed persons in addition to First Aiders. Such persons will have received formal training (normally four hours) and their duties include:

- taking charge when someone becomes ill or is injured;
- looking after first aid equipment, e.g. restocking of supplies; and
- ensuring that an ambulance or other professional medical help is called when appropriate.

First Aiders, including paediatric First Aiders, and appointed person training will be renewed at least every 3 years.

Specialist anaphylaxis training for staff

All staff are required to have specialist training on anaphylaxis annually, which includes:

- recognising the range of signs and symptoms of an allergic reaction;
- understanding the rapidity with which anaphylaxis can progress to a life-threatening reaction, and that anaphylaxis may occur with prior mild symptoms;
- appreciating the need to administer adrenaline without delay as soon as anaphylaxis occurs, before the patient might reach a state of collapse;
- awareness of the anaphylaxis procedures;
- how to check the allergies on SIMS;
- how to access the emergency AAI's;
- who the appointed persons are who have responsibility for helping to administer an emergency AAI are, and the policy on how to access their help; and
- practical instruction in how to use the different AAI devices available.

Access to First Aid

Information concerning first aid arrangements will be given to all staff and pupils during induction training and lists of First Aiders and appointed persons will be available both electronically and displayed

in hard copy in various locations around the Foundation.

First Aid Equipment

The Foundation has made provision at each site for first aid rooms/areas in line with the Education (School Premises) Regulations, which require every school to have a suitable room that can be used for medical treatment when required and for the care of pupils during school hours.

There are First Aid Kits available throughout the Foundation, including on school vehicles. All First Aid Kits will be clearly marked FIRST AID. Nominated members of staff will check first aid equipment such as First Aid Kits on a termly basis and replenish them as necessary. A First Aid Kit will be taken when pupils leave the school on organised trips or participate in sports activities, away from the main sites.

All medicines are stored and administered within guidelines laid out in the Foundation's Medicines Policy. Nominated members of staff will also ensure that any medicine held in school for pupils with medical conditions is available to appropriate members of staff for trips and that they are competent in administering this medicine.

Emergency First Aid Equipment

Automated External Defibrillators

Automated External Defibrillators (**AEDs**) are located at Madingley Pre-Prep, Senior School, the new Sports Hall on the Senior School Site, 6th Form, Dame Bradbury's and Latham Road. The AEDs will be tested by the appointed person on a weekly basis in accordance with the Department for Education's "Automated external defibrillators (AEDs) - A Guide for Schools" and the results recorded.

All qualified First Aiders have also been trained in the use of AEDs.

Emergency salbutamol inhalers

The Foundation has seven emergency salbutamol inhalers which are located as follows:

- Dame Bradbury's (Front Office)
- Madingley Pre-Prep (Main hall)
- Junior School (Medical Room)
- Senior School (Medical Room & Staff Room)
- Latham Road pavilion (Staff Office)
- The Visual Arts Centre (the **VAC**) (disabled facilities)

Emergency adrenaline auto injectors

The Foundation has six emergency adrenaline auto injectors (**AAIs**) which are located as follows:

- Dame Bradbury's (Front Office)
- Madingley Pre-Prep (School office)
- Senior School (Staff Room)
- Sixth Form College (Main Office)
- Latham Road pavilion (Staff Office) and
- The Visual Arts Centre (the **VAC**) (disabled facilities)

Please see the Foundation's Emergency Adrenaline Auto Injectors Protocol in Appendix 3 and Emergency Asthma Inhaler Protocol in Appendix 4 of the Foundation's Supporting Pupils with Medical Conditions policy for further information. These protocols have been drafted by reference to the Department of Health 'Guidance on the use of emergency adrenaline auto-injectors in schools', September 2017 and 'Guidance on the use of emergency salbutamol inhalers in schools', March 2015.

Guidance on when to call an ambulance or access urgent medical care services can be found at Appendix 1 to this Policy below.

Accident Reporting

All accidents and incidents requiring first aid should be reported and recorded - this is either done electronically or a hard paper copy is sent home to the parents with the child. Incidents including those reportable under RIDDOR through the management information system. Incidents reportable under RIDDOR also need to be reported through the IRF.

Please see the Accident/incident and Near Miss Procedure for further information.

Medical Care

This policy is limited to the provision of first aid, but the Foundation has arrangements in place for:

- dealing with pupils who have special educational needs or particular medical conditions (for example asthma, epilepsy, allergies and diabetes); and
- dealing with medicines and treatments brought to school for pupils.

Please also refer to the following Foundation policies and procedures:

First Aid Procedures (Appendix 2 to this policy)

Ill Health Procedures

Medicines Policy

Supporting Pupils with Medical Conditions Policy

Reviewed: June 2018

APPENDIX 1

Guidance on when to access urgent and emergency care services

NHS 111

Call NHS 111 if you are worried about an urgent medical concern.

NHS 111 advisers can also assess if an ambulance is required and will send one immediately if necessary.

999

Call 999 in a medical emergency. Medical emergencies can include:

- loss of consciousness
- an acute confused state
- fits that are not stopping
- persistent, severe chest pain
- breathing difficulties
- severe bleeding that cannot be stopped
- severe allergic reactions, including anaphylaxis or suspected anaphylaxis
- severe burns or scalds
- Choking

An ambulance must be called for any episode of anaphylaxis requiring treatment with an AAI, any asthma attack in which the initial use of the pupils inhaler does not relieve the symptoms, any diabetic coma, any seizure or any medical emergency/injury requiring paramedic support (eg. Immobilisation).

In the event of a student requiring treatment at a hospital a member of Foundation staff will accompany the student until a parent/carer can reach the hospital.

APPENDIX 2
Practical arrangements at point of need
Procedures

Accessing first aid

If you need to contact a first aider please call:

- **Pre-Prep City site** (Ext 2249)
- **Pre-Prep Madingley site** (Ext 5003)
- **Junior School** (Ext 2240)
- **Dame Bradbury's** (5003)
- **Senior School Site** Healthcare Practitioner (1172), in their absence School Office (1156)
- **Sixth Form** (Ext 3432)

Pupil Illness

If a pupil feels unwell, it is the responsibility of the class teacher or member of staff on duty in the first instance to try to establish the cause. The member of staff (or a pupil if deemed appropriate) should escort the pupil to the appointed person who will inform the appropriate responsible adult. The nominated member of staff will decide whether to contact the child's parents and send him/her home.

Spillage of Bodily Fluids

For any spillage of bodily fluids (eg bleeding, vomiting or other), the Maintenance Team is to be contacted immediately. They will arrange for the spillage to be cleaned up. Disposable gloves must be worn when dealing with such spillages.

Protecting from Blood-Borne Viruses

The Foundation aims to prevent or control the risks to staff from blood-borne viruses (BBVs) that they may encounter during the course of their work, the main viruses of concern being human immunodeficiency virus (HIV, which causes AIDS), Hepatitis B virus and Hepatitis C virus. BBVs are carried in the blood of infected people (it is possible for a person to be infected but be unaware of it). They are also carried in other body fluids. Some Bodily fluids such as saliva and urine and may contain one or more of the viruses but are unlikely to be an infection risk unless they contain visible blood.

Risk Assessment and Control

Tasks where staff could be exposed to BBVs will be assessed and controls introduced to eliminate or reduce the risks to the lowest reasonably practicable level. The findings of these risk assessments will be communicated to the staff concerned and training in the use of the control measures will be provided. The procedures that should be followed if a member of staff is exposed to blood that may contain a BBV will also be explained.

- Staff identified as being particularly at risk from Hepatitis B virus may be vaccinated.
- Where risks from BBVs cannot be reduced to acceptable levels by other means, staff will be provided with suitable personal protective equipment and trained in its use.

- All potentially infected materials and equipment (e.g. clinical waste, soiled clothes, syringes and needles) will be identified and arrangements made for them to be handled and disposed of safely.
- All needle-stick injuries, puncture wounds and incidents involving exposure to blood or bodily fluids will be investigated by Management and the relevant risk assessments reviewed and, if necessary amended.

All staff are responsible for using the control measures described in the risk assessments for tasks that they carry out.

Procedures

Where there is a risk of exposure to blood or bodily fluids, equipment or materials contaminated with these, the following precautions must be adopted:-

- cover all cuts, sores, chapped skin or other open wounds with a waterproof dressing;
- when collecting abandoned sharp's always wear gloves;
- wherever possible, use litter tongs to pick up rubbish and abandoned sharps;
- when litter picking, wear safety boots; place discarded sharps in a yellow sharps box. When three-quarters full, yellow sharps boxes must be disposed of as contaminated waste by a licensed waste carrier;
- do not use teeth when putting on/removing gloves;
- wear disposable gloves when administering first aid;
- pull off gloves so that they are inside out;
- hands must be washed with soap before and after applying dressings;
- hands and other parts of the body must be washed immediately with soap and water after contact with blood, other bodily fluids and after removing gloves;
- blood and bodily fluids (except urine) should be cleaned up by using absorbent materials and a solution of one part bleach to ten parts water; N.B. DO NOT use bleach on urine spillages - use soap and water;
- when handling needles and other sharp equipment take care to avoid accidentally cutting or piercing the skin. Used needles must be placed immediately into a sharps container found in medical room and disposed of by incineration;
- If a needlestick injury or puncture wound occurs or you come into contact with blood or bodily fluids that may contain a BBV, please seek advice from the Healthcare Practitioner in the first instance.

Needlestick or Sharps Injury Protocol

If a needlestick injury or puncture wound occurs or you come into contact with blood or bodily fluids, the procedure below should be followed:

- Encourage cuts and wounds to bleed.
- Wash the affected area thoroughly with soap and running water.

- After bleeding the wound and holding under running water, if available, clean the affected area with a Mediswabs or medicated hand wash.
- If mucous membrane or eyes are affected, wash the affected area with copious quantities of running water.

Attend the nearest hospital Accident and Emergency Department immediately and advise the following information:

- the date, time and location of the incident;
- a description of the incident.

As soon as possible report the incident following the Incident Reporting Procedure.