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Tick which category this document refers to:

ISI requirement to be made available	✓
ISI requirement to be on website	✓
Internal staff only	
Internal students only	
Internal staff and students	
Statutory requirement to have on website (non ISI)	

## First Aid Policy

Great Walstead School recognises its responsibility to provide high quality First Aid Care for its staff, pupils and visitors. This policy is applicable all areas of the Great Walstead School including Pre-School.

First Aid is emergency care given to an injured person (in order to minimise injury and future disability) before professional medical care is available. In the absence of the School Nurse, teachers and ancillary staff are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of the individual concerned. In general, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.

The School is responsible for:

- First Aid provision
- Health and Safety
- Ensure that there are sufficient numbers of staff trained in First Aid.
- The School's insurance policy provides full cover for staff acting within the scope of their employment.

The School Nurse, in conjunction with the Operations Manager, is responsible for carrying out a First Aid risk assessment and implementing any mitigating actions.

The School Nurse is responsible for:

- ensuring staff are familiar with those pupils that have potentially life threatening conditions or specific medical needs.
- for checking all First Aid Bags and First Aid Boxes around the School and ensuring that there are current lists of First Aiders displayed in relevant areas of the School.
- for maintenance of and adequate training for the use of the School Automated External Defibrillator (AED).

In addition, the School Nurse will assist the Director of Sport and other members of staff to ensure that there is adequate First Aid cover for sports fixtures, after school activities and any events organised by the School that may require First Aid cover.

The Staff will ensure:

- that they know what to do and whom to call in an emergency.
- that they carry out a risk assessment prior to any school trip and that they provide adequate First Aid cover and equipment.
- that they have a phone with them when out on any school trip.
- that they have a working radio with them when outside on school grounds and in the woods.
- First Aiders will ensure that their qualifications are kept up to date.



## Provision

The School has a dedicated Medical centre which is manned by the Registered Nurses 8am-5.00pm Monday, Tuesday, Thursday & Friday and 8am- 6pm Wednesday, during term time only. During these hours if the School Nurse is unavailable and the First Aider requires additional assistance the office staff should be contacted to arrange additional resources. From 5.00pm to 7.30pm the Wrap Around Care Supervisor should be contacted. Between 7.30am and 8.30am (Breakfast Club) Breakfast Club Supervisors are first aid trained and should be contacted. First aid during school holidays will be undertaken by a trained first aider.

All staff working in Pre-School should be qualified Paediatric 2 Day First Aid trained. All newly qualified staff joining Pre-School who have level 2 and/or 3 qualification must be Paediatric First Aid trained within the first 3 months of starting working at the School in line with the Statutory Framework for Early Years Foundation Stage (2017).

A list of all qualified first aiders is located next to first aid containers around the School. First Aiders must hold a valid certificate from an approved provider and these must be renewed every 3 years. The School Nurse is responsible for organising refresher training. Copies of all First Aid certificates are kept in the Medical centre and with HR.

An annual First Aid risk assessment (or when there have been significant changes in the School which may alter the School's first aid requirements) is carried out by the Operations Manager and School Nurse. First Aid containers are located around the school in locations where it has been deemed possible/likely for an accident to occur according to this risk assessment. First aid boxes are marked with a white cross on a green background. Location of First Aid containers around the school:

- Main Office x1
- Mini Atrium x1
- Chapel x1
- Pre-School kitchen x1
- Main kitchen x1
- Minibuses x 3 (Qty 1 in each minibus)
- The Keep x 1
- Pre-Prep x 1
- Secret (Walled) Garden x1
- PA Centre x 1
- Outside Science Lab x1
- Sports Hall x 1
- Swimming pool x 1
- Maintenance hut x 1
- Artist's Corridor outside Home Economics x 1
- Artist's Studio x 1

The nursing staff are responsible for checking first aid containers at the start of every half term, ensuring supplies that all contents are in date and replenished as necessary. Once checked, a label with the date and signature of person checking the container is placed on the container.

When staff are escorting pupils on offsite activities, to matches or to the woods they must collect a first aid rucksack which are located in Medical Centre.

All staff are responsible for documenting any first aid given in the notebook provided in each bag and informing the School Nurse and or parent on their return.

There are 2 burns kits available in school, 1 in Forest School, kept by Forest School staff, and 1 in the Science lab. Additional burn provision is available in the Medical Centre. It is the staff's responsibility, if they use the kits to inform the school nurses if they require replenishing.

Pupils' emergency kits including adrenaline auto injectors and asthma inhalers are accessible from the medical centre at all times. These are clearly labelled with pupils name in orange bags.

Emergency asthma inhalers are available in the medical centre, sports office and the pavilion and are in clearly labelled containers. Spare emergency adrenaline auto injectors (pens) can be found in the medical centre in clearly labelled containers.

### Automated External Defibrillator (AED)

The School has AED located in the School main entrance porch which is checked monthly by the School Nurse and serviced by an approved contractor annually. The AED can be used by anyone to treat any person deemed to be having a cardiac arrest. It is the School Nurse's responsibility to ensure that the AED is regularly checked and adequate training is provided, however training is not necessary to use the AED.

### Recording and Reporting

All First Aid given to pupils must be documented on an accident form and recorded on PASS/3sys. Staff, including After School Activity (ASA) coaches / staff, should record any injury involving a pupil in an Accident Book. Accident books can be found in all first aid bags and in Medical Centre. The top copy of this record should be given to the parent/carer by a member of School or ASA staff.

Parents must be informed of the details of any significant injury, especially if a head injury has occurred.

Any treatment required whilst pupils are away from school/off site must be recorded and reported to the School Nurse/ wrap around care upon return. The nurse will update the pupils' PASS records.

For staff, visitors and parents, all first aid incidents must be recorded in Accident book located in the School's office.

During handover to Wrap Around Care, any significant illness or injury must be communicated between the School Nurse and the care supervisor, with particular note made of medications given.

When accidents occur during school holidays they should be treated by an appropriately trained member of staff and recorded in accident book.

The Operations Manager is responsible for conforming to the Reporting of Dangers, Injuries, Diseases and



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Dangerous Occurrences Regulations 2013. The Operations Manager is responsible for assessing whether an incident (including those that occur in the school holidays) is RIDDOR reportable and reporting it. In the instance the Operations Manager is away this responsibility will fall to the School Nurse.

When the Operations Manager/School Nurse is not on duty, this responsibility is handed to the schools Director of Finance or senior member of staff on duty.

Details of reports are kept in the pupils file and recorded on PASS.

It is the Operations Managers' responsibility to investigate accidents recorded on PASS/3sys as required and inform the school's Health and Safety Committee of all reportable accidents for review, particularly with regard to future prevention.

Injuries that require medical assessment should be recorded in the Accident Book (located in all first aid bags) and the School Nurse informed as soon as possible. In the event of a serious incident, and the School Nurse is not available, a member of the School Senior Leadership Team must be informed about the incident.

## Treatment

For minor injuries, in the first instance the pupil should be treated by the nearest First Aider and if the injury is beyond their capabilities or they have insufficient time to treat the pupil they can be sent to the Medical Centre for treatment. Children who are sent to the Medical Centre should be accompanied by another child or adult as appropriate.

For serious injuries, the School Nurse or their deputy must be summoned immediately to assess the situation and treat as necessary.

When staff are taking pupils to the woods they must carry a School radio as well as a first aid rucksack with them along with any pupil's emergency medical orange bags. In the case of an emergency in the woods each first aid rucksack contains a map of the ordinance survey grid muster points (see Annex A). A member of staff should remain with the casualty at all times and radio back to the School Nurse (channel 7).

Parents/guardians must be informed of any significant injury, especially if a head injury has occurred. Under the Statutory Framework for Early Years Foundation Stages (2017) parents/guardians must be informed of all accident/injuries to pupils in Pre-School and Reception classes, along with any first aid treatment given on the same day or as soon as practicably possible.

Any medication that needs to be given during first aid treatment must be given in accordance with the policy for the safe administration of medicines.

An ambulance must be called for any life threatening injury or illness and any significant injury or illness needing hospital assessment, if there is any doubt call:

# 9-999.

If staff are in any doubt about the appropriate care to be given, further assistance must be obtained by calling an ambulance, ensuring that the child goes to casualty, seeking a GP's appointment or by calling the School Nurse, as appropriate.

Instructions on what to do in the event of calling an ambulance/taking a pupil to hospital are on display in the School Office and in Medical Centre.

If there was a major incident the School's Major Incident Plan would be implemented.

## Hygiene and Infection Control

Great Walstead School understands the importance of effective hygiene and infection control. Personal Protective Equipment (PPE) should be used when clearing up any blood/bodily fluid spillages. Appropriate equipment can be sourced from the Medical Centre or Housekeeping.

The following PPE is recommended when delivering first aid care to a person with possible transmittable infection.

- disposable gloves and a disposable plastic apron
- a Fluid Resistant Surgical Face Mask (FRSM)

Clean your hands thoroughly with soap and water or sanitiser before putting on and after taking off PPE. The safe removal of PPE is a critical consideration to avoid self-contamination.

Cleaning products should be effective on both bacteria and viruses. Manufacturing instructions and COSHH details should always be read before use.

Bodily fluid spill kits will be provided in first aid rucksacks for off-site trips.

Staff and pupils are encouraged to have good hand hygiene and are made aware they should not touch any bodily fluid spillages unless wearing PPE. Information on treating the spillage of bodily fluids can be found in the Medical Policy.

### **Key link policies:**

Administration of Medications  
Medical  
Medical Conditions  
Anaphylaxis  
Asthma  
Epilepsy  
Diabetes  
Data Protection



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## Annex A

### Great Walstead School Woodland Muster Point Plan

