

# First Aid Code of Practice



**Date of Review:** September 2021

**Date Reviewed by Operations Group:** September 2021

**Date Agreed by Headteacher:** September 2021

**Frequency of Reviews:** Annually

**Date of Next Review:** September 2022

## Contents

Cover	Page 1
Contents	Page 2
Policy Statement	Page 3
Introduction	Page 4
General Policy Guidelines	Page 4
Governing Body Responsibilities	Page 4
Lead First Aiders' Duties and Responsibilities	Page 5
Support First Aiders' Duties and Responsibilities	Page 5
Staff Responsibilities	Page 6
Administrative Staff Responsibilities	Page 6
The School Site	Page 7
Contacting a First Aider	Page 7
Insurance	Page 7
First Aid Facilities, Equipment and Material	Page 7
Control and Administering of Medicines	Page 8
First Aid Accommodation (Covid-19)	Page 8
Hygiene/Infection Control	Page 8
Reporting Accidents and Record Keeping	Page 9
Record Keeping	Page 9
Central Recording	Page 9
Information to Parent/Carer/Next of Kin	Page 9
Taking Students to Hospital	Page 10

## **Appendices**

Appendix 1 – Site Plan

Page 11

Appendix 2 – Qualified First Aiders

Page 12

## **Policy Statement**

Stoke Park School's First Aid Code of Practice forms part of a wider whole school commitment to safeguarding students, young people and vulnerable adults in its care.

The policy sets out clear systems and processes for all who take on the responsibility for administering first aid at Stoke Park School.

## **Introduction**

- 1 It is a statutory requirement for an employer to ensure there is adequate First Aid provision for employees. Stoke Park School has a duty to ensure that every student, member of staff and visitor is cared for in the event of an accident/incident/near miss.
- 2 Stoke Park School will discharge its duty of care through the provision sufficient First Aiders. All First Aiders will be qualified in accordance with either the full or basic course as specified by the school.
- 3 The purpose of this Code of Practice (CoP) is to:
  - Provide effective and safe First Aid cover for students, staff and visitors;
  - Seek secondary First Aid where necessary or appropriate, e.g. hospitals;
  - Ensure that all staff, visitors and students are aware of the First Aid system in use;
  - Provide awareness of Health & Safety issues within school to prevent, where possible, potential dangers or accidents and to provide information and resources for Educational Visits;
  - Treat a casualty, relatives and others involved with care and compassion.

## **General Code of Practice Guidelines**

- To ensure primary care needs are met through a First Aider being available Monday to Friday – 0800hrs to 1630hrs;
- To ensure that there are sufficient qualified First Aiders available for cover during the school day. The school day is defined as Monday to Friday – 0840hrs to 1500hrs;
- To ensure that First Aid information is readily and easily available and that all School users are aware of the way/s in which assistance may be sought;
- To ensure that First Aid Kits and resources for minor injuries are available for use throughout the site.

## **Governing Body' Responsibilities**

4 The Governing Body will:

- Provide adequate First Aid cover as outlined in the Health & Safety (First Aid) Regulations 1981.
- Monitor and respond to all matters of Health & Safety.
- Ensure that all new staff are made aware of First Aid procedures within the School.

## **Lead First Aider Duties & Responsibilities**

- Ensure that their qualification is always up to date. Initial qualification will require attendance at the First Aid course. Thereafter a refresher course will apply.
- In liaison with the Reception Staff Line Manager ensure that First Aid cover is available throughout the core hours of the school day.
- To raise staff awareness of specific medical details in respect of individual students.
- Undertake their duties to the best of their abilities; ensuring safety guidelines are adhered to at all times. This will necessitate the wearing of PPE, i.e. protective gloves where any loss of blood or bodily fluid is evident.
- To call for additional assistance as required, e.g. other qualified First Aiders and/or Emergency Services.
- To assist other First Aiders as required.
- Ensure that First Aid Kits are always adequately stocked and re-stocked.
- Ensure that any casualty who has sustained a severe head injury is seen by professionals; either by sending straight to hospital or requesting that parents collect their child for immediate transportation to hospital.
- Ensure that a casualty who has sustained a head injury is assessed by a First Aider and the parent/carer will be notified.
- To ensure that the parent/carer is informed when a student has sustained a minor injury, i.e. injury considered to be more than a 'bump/bruise'.
- Ensure that a student who is sent to hospital by ambulance is either
  - Accompanied by a paramedic
  - Followed to hospital by a member of staff to act in loco parentis
  - Met at hospital by a parent/carer or nominated relative
- Keep a detailed record of student, staff member or visitor attended to. Including the nature of the injury and any treatment given. The details of which will be recorded in the First Aid Log and Accident Book.
- Ensure that all First Aid resources are cleared away after use. Items for disposal, e.g. gloves, are placed in a sealed bag and placed in the Clinical waste bin.
- First Aid staff will not administer paracetamol or other medication. First Aiders and Senior Staff can oversee students taking medication if parental/carer consent has been obtained.
- Ensure that out of date medication is returned to parents/carers.

## **Support First Aider Duties & Responsibilities**

- Undertake their duties to the best of their ability, ensuring safety guidelines are adhered to at all times. This will necessitate the wearing of PPE, e.g. protective gloves where any loss of blood or bodily fluid is evident.

- To call for additional assistance as required, e.g. other qualified First Aiders and/or Emergency Services.
- To assist other First Aiders as required.
- Ensure that any casualty who has sustained a severe head injury is seen by professionals; either by sending straight to hospital or requesting that parents/carers collect their child for immediate transportation to hospital.
- Ensure that a casualty who has sustained a head injury is assessed and the parent/carer notified.
- Ensure that a student who is sent to hospital by ambulance is either
  - Accompanied by a paramedic
  - Followed to hospital by a member of staff to act in loco parentis
  - Met at hospital by a parent/carer or nominated relative
- Keep a detailed record of student, staff member or visitor attended to, the nature of the injury and any treatment given. These details must be logged in the First Aid and or Accident book.
- Ensure that all First Aid resources are cleared away after use. Items for disposal, e.g. gloves, are placed in a sealed bag and disposed of in the Clinical waste bin.

## **Staff Responsibilities**

5 Staff will:

- Familiarise themselves with this First Aid Code of Practice and ensure that they are aware of who the nominated First Aiders are.
- Familiarise themselves with the location of First Aid Boxes.
- Be aware of specific medical details of individual students, through care plans.
  - Ensure that their students are aware of the First Aid procedure.
- Not move a casualty until they have been assessed by a qualified First Aider – unless the casualty is in immediate danger.
- Reassure but not treat a casualty, unless qualified to do so. In the event of a major emergency, staff can instigate simple airway measures if clearly needed.
- Always investigate instances where a student reports a minor injury, e.g. a bump and/or bruise. If in doubt refer the student to a First Aider or call for assistance.
- Send students with minor injuries, to the First Aider and students that are feeling unwell to their Pastoral Manager – to be accompanied by either another student or member of staff.
- Ensure that the School has a current medical consent form (details contained on the annually updated student information sheet) for every student who is taken on an educational visit of any kind.
- Have regard for personal safety.

## **Administrative Staff Responsibilities**

- 6 School Reception Staff are trained First Aiders, but will support other First Aiders by:
- Ensure they are directed to the appropriate department/area.
  - Calling for the Emergency Services should the need arise.
  - In completing the essential medical forms and in contacting parents/carers should the need arise.

## **The School Site**

- 7 The school is spread over a large area. A fulltime First Aider is located in the Student Reception. There are also sufficient First Aiders available to cover the school site. A site plan can be seen in Appendix 1

## **Contacting a First Aider**

- 8 A First Aider can be contacted:
- a) Main reception desk – Ext 248/257
  - b) Year team member to bring student to the main reception
  - c) By radio in an emergency.
- 9 The following details are to be given to ensure a prompt response:
- a) Location
  - b) Name and age of casualty
  - c) Extent of injury

## **Insurance**

- 10 In the event of a claim alleging negligence by a member of the school staff, action is likely to be taken against the employer rather than the employee. Stoke Park School has full liability insurance which will indemnify staff from claims arising from actions taken by staff within the scope of their employment.

## **First Aid Facilities, Equipment & Material**

- 11 The medical room is located in the Admin corridor. Equipment, resources and material are available from the reception staff. Additional First Aid resources are available in the following areas:
- Reception – for trips  
The risk assessment may require that other first aid items are required.
  - Design – on the wall in room 63 & 64
  - Music – in room 32
  - PE – in office by microwave
  - Science – Science Prep Room and all labs have an eyewash box

## **The First Aid kits will contain the following items:**

12

- First Aid Guidance Leaflet
- Medium sterile dressing
- Large sterile dressing
- Triangular bandages
- Safety pins
- Sterile eye dressing
- Assorted waterproof plasters
- Sterile moist wipes
- Microporous tape
- Nitrile gloves
- Finger dressing
- Face shields
- Foil blanket
- Burn dressing
- Clothing cutter
- Conforming bandage

## **First Aid kits for Educational Visits**

13 Following HSE recommendations the mobile first-aid kit contains the following;

- A leaflet giving general advice on first aid.
- Contents list.
- Medium dressing.
- Large dressing.
- Triangular bandage.
- Safety pins.
- Assorted plasters.
- Moist cleaning wipes.
- Nitrile gloves.
- Mouth to mouth resuscitation device with valve.
- Foil blanket.
- Eye wash.
- Burn relief dressing.
- Universal shears.
- Conforming bandage.

With regards to the risk assessment, this may require that other first aid items are required.

## **Control and Administering of Medicines**

- 14 First Aid staff will not give a student a prescribed medicine. Parents/carers may request First Aiders/staff oversee their child taking a prescribed medicine. Parental/carer consent must be given in writing to the school and must indicate the following:
- a) Start and completion date of medication
  - b) Time(s) at which the medication must be taken throughout the school day.
- 15 The school will secure medication and the like in a medicine cabinet located in the medical room. Parents/carers are to ensure that they send in either a daily or weekly supply of medicine/tablets. Medicines will be kept in a secure student medicine cabinet/fridge located in the medical room.

## **First Aid Accommodation**

- 16 The Lead Receptionists will direct students and staff to the medical room which is located in the Admin corridor. Lead Receptionist will allocate a First Aider.

## **COVID-19**

The first aid room is to be used for non COVID first aid. If needed COVID first aid PPE packs (masks, aprons, and gloves) will be available in reception, and the first aid room.

Staff should still maintain a 2m distance from the patient where possible.

Year Teams will deal with basic cuts and scrapes within their bubble. The first aid room will be cleaned after each patient to help prevent cross contamination between the year group bubbles.

COVID symptoms present as a fever, new persistent cough, loss of smell /taste

All suspected cases of COVID will be recorded and parents contacted with the symptomatic student sent home. Tests will be carried out and results logged.

## **Hygiene/Infection Control**

- 17 All staff are advised to take precautions to avoid infection and must follow basic hygiene procedures. First Aid staff has access to single-use disposable gloves and hand washing facilities. Staff is to take extreme care when dealing with blood or other bodily fluids and in the disposal of dressings or equipment. A clinical waste bin is provided on site.

## **Reporting Accidents and Record Keeping – Statutory Requirements**

- 18 Under RIDDOR 2013 (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) it is a legal requirement to report certain accidents/incidents to the HSE.
- 19 The following accidents/incidents must be reported to HSE via the Health and Safety Section:
- fractures, other than to fingers, thumbs and toes

- amputations
  - any injury likely to lead to permanent loss of sight or reduction in sight
  - any crush injury to the head or torso causing damage to the brain or internal organs
    - serious burns (including scalding) which:
      1. covers more than 10% of the body
      2. causes significant damage to the eyes, respiratory system or other vital organs
    - any scalping requiring hospital treatment
  - any loss of consciousness caused by head injury or asphyxia □ any other injury arising from working in an enclosed space which:
    1. leads to hypothermia or heat-induced illness
    2. requires resuscitation or admittance to hospital for more than 24 hours
- 20 The HSE must be notified of fatal and major injuries without delay (e.g. by telephone). This must be followed up within ten days with a written report. Other accidents do not need immediate notification, but they must be reported to HSE within ten days.
- 21 Failure to follow the above procedures is a serious breach of regulations which may result in significant fines.
- 22 All incidents are recorded on CPOMS, a record of the incident, the name, date and time of the incident are logged and the relevant sub category ticked.
- 23 Any accident to students, staff, visitors or members of the public arising out of or in connection with work e.g. the condition of the premises or equipment or the level of supervision **must** be reported to the School.

## Record Keeping

- 23 Accident Records in either written or electronic form must be kept in a secure location. Pupil Accident Reports must be kept until the pupil has attained the age of 21. For injuries to employees, visitors, contractors, members of the public over the age of 21, copies must be kept for a period of three years. The Stoke Park School Accident file is kept in a secure cabinet in the medical room.

## Central Recording

- 24 The School is to keep a central record i.e. accident report form for all reportable accidents for first-aiders and appointed persons to log incidents.
- 25 Under The Data Protection Act it is an offence to disclose personal information to a third party without the prior permission in writing of the individual or their parent/guardian. It is therefore essential that all individual accident forms are kept in a secure location.

## **Information to Parents/Carers/Next of Kin**

- 26 In all cases the School will contact a student's parent or carer as soon as practicably possible. Parents may be asked to collect children and take them to their medical GP or to hospital.

## **Taking Students to Hospital**

- 27 Parents will always be informed if their child is being taken to hospital. Dependent on the injury or illness, arrangements should be made for the parents to either take the child to hospital themselves or to meet the child at hospital. Medical treatment will not be delayed pending the arrival at school of parents.
- 28 A responsible adult will always accompany a student wherever possible to the hospital. Should a student require emergency medical treatment, e.g. operation, the hospital would, under normal circumstances, hold full responsibility for authorising of treatment.

## **Appendix 2: First Aid Code of Practice – School Site Map**



## Appendix 2: First Aid Code of Practice - Qualified First Aiders

<b>Name</b>	<b>Dept</b>	<b>Ext</b>	<b>Qual</b>
Manjinder Bains	Reception	0 or 257	First Aid at Work
Lauren Langan	Events Co-ordinator	297	First Aid at Work
Sarah Fearon	Reception	248	First Aid at Work
Sam Wilcox	Autism Lead/TA	237	First Aid at Work
Laura Redpath	Head of PE	221	First Aid at Work
Gabriela Kostka	Science Technician	241	First Aid at Work
Holly Rigby	PE/Head of Year 9	233	First Aid at Work
Sally Allen-Moore	PA to Head of School	244	First Aid at Work