

This policy applies to the Perse School (“the School”) which comprises the relevant schools ie the Perse Pelican Nursery and Pre-Preparatory School **including the EYFS setting** (“the Perse Pelican School”), the Perse Preparatory School (“the Perse Prep School”) and the Perse Upper School (“the Upper School”).

1 Authority

- 1.1 This policy has been prepared in accordance with DfE Guidance on First Aid in Schools and has been authorised by the Governors of the School. Its status is advisory only. It is available to parents, prospective parents and pupils via the Website and to all members of School staff via SharePoint.
- 1.2 It is designed to comply with the common law and the Health and Safety at Work etc Act 1974 and subsequent regulations and guidance to include the Health and Safety (First Aid) Regulations 1981 in respect of an employer's duty to provide adequate and appropriate equipment, facilities and personnel to enable First Aid to be given to employees in the event of illness or accident. This policy is also designed to comply with the School's duties to pupils and visitors and Paragraph 13 of the Education (Independent School Standards) Regulations 2014.
- 1.3 Nothing in this policy affects the ability of any person to contact the emergency services in the event of a medical emergency. For the avoidance of doubt, Staff should dial 999 for the emergency services in the event of a medical emergency before implementing the terms of this Policy and make clear arrangements for liaison with ambulance services at the site of the incident.

2 Definition

"First Aid" means the treatment of minor injuries which do not need treatment by a medical practitioner or nurse, as well as treatment of more serious injuries prior to assistance from a medical practitioner or nurse for the purpose of preserving life and/or minimising the consequences of injury or illness. First Aid does not generally include giving tablets or medicines to treat illness.

3 Responsibilities

- 3.1 The School, both as an employer, and in providing appropriate care for pupils and visitors, through its Governors has overall responsibility for ensuring that there is adequate and appropriate First Aid equipment, facilities and qualified First Aid personnel and for ensuring that appropriate First Aid procedures are followed.
- 3.2 The Bursar is responsible for ensuring the School has adequate First Aid equipment and facilities and that an adequate number of qualified First Aid personnel are on site at all times.
- 3.3 The Bursar is responsible for ensuring that staff have the appropriate and necessary

First Aid training as required and that they have sufficient understanding, confidence and expertise in relation to First Aid.

- 3.4 The Bursar delegates the day to day responsibility for ensuring stocks of First Aid consumables are checked and maintained as follows:
- The School Nurse (Upper)
 - The School Nurse (Prep)
 - The Head's PA (Pelican)
- 3.5 The Upper School Medical Centre is staffed by an appropriately qualified nurse between 08:00 – 18:00hs Monday to Friday during term time. In the absence of a School Nurse during these hours, cover will be provided whenever possible by one of the School's bank nurses or an agency nurse. However, if no suitable cover is available one of the School's First Aid at Work qualified first aiders will provide cover. Where additional cover is required for identified events out of School hours or for sports fixtures this is usually provided by the School Nurse, or the School's bank nurses or an agency nurse.
- 3.6 The Assistant Bursar will report the details of appointed Upper School First Aid Personnel to the Bursar, who will maintain a record thereof for the Governors.
- 3.7 The Pelican and Prep Heads are responsible for appointing First Aid Personnel at their respective schools and will report their appointments to The Bursar, who will maintain a record thereof for the Governors.
- 3.8 The Head at each school is responsible for ensuring that all staff and pupils (including those with reading and language difficulties) are aware of first aid procedures.
- 3.9 The Head delegates to the School Nurse (Upper School), the School Nurse (Prep School) and the Head's PA (Pelican School) responsibility for collating medical consent forms and important medical information for each pupil and ensuring the forms and information are accessible by staff on a "need to know" basis as required.
- 3.10 **First Aiders:** A list of staff that have completed an appropriate First Aid course and hold a valid certificate of competence in First Aid is displayed as follows:
- In the Upper School: in the Common Room, and the Bursary; a copy is also held by Reception.
 - In the Prep: in the School Office and the staff room.
 - In the Pelican: in the School Office and the staff room.

This list includes those with:

- a paediatric First Aid qualification (in compliance with EYFS requirements); or
- a general or sports qualification that allows them to provide first aid support to pupils; or
- a CPR qualification that allows them to provide CPR in an emergency.
- an advanced medicine qualification for staff involved with trips to isolated locations.

NB all of the staff trained as detailed above have also been trained in the use of Automatic External Defibrillators (AEDs).

- 3.11 At least one appropriately qualified First Aider will be on each site when children are present.
- 3.12 For educational visits involving Pelican pupils there will always be at least one appropriately qualified First Aider present. For Prep and Upper educational visits the requirement for, and number of first aiders will be decided on a risk assessment basis by the trip leader in consultation with the Educational Visits Coordinator. The risk assessment will take into account and specific pupil medical requirements and may also specify the level of first aid qualification required (e.g. Advanced Medicine for far from help trips).
- 3.13 For the avoidance of doubt, if any of the children are 5 or under then the First Aider provided to comply with paragraphs 3.11 or 3.12 must have a paediatric First Aid certificate.
- 3.14 Those First Aiders who are also trained to deliver intramuscular adrenalin using an adrenaline auto-injector in the event of a severe allergic reaction (anaphylaxis) are identified on the list of First Aiders.
- 3.15 The main duties of First Aiders are to give immediate First Aid to pupils, staff or visitors when needed and to ensure that an ambulance or other professional medical help is called when necessary.
- 3.16 First Aiders are to ensure that their First Aid certificates are kept up to date through liaison with their Head of Department. In selecting staff to attend First Aid training consideration is given to the provision of First Aid cover during holiday periods.
- 3.17 First Aid at Work certificates are issued for a three year period only and at the end of this three year period, further re-certification is necessary. These First Aiders will undergo full update training every three years. In line with HSE¹ Guidance, staff with a First Aid at Work qualification will also attend an annual refresher course.
- 3.18 Other First Aid qualifications are renewed on certificate expiry dates.
- 3.19 In addition, all First Aid trained staff will receive an annual first aid update, this training will include the use of automatic external defibrillators.
- 3.20 **All staff** are to be aware of the First Aid procedures and know who to contact in the event of any illness, accident or injury. All staff should ensure that this policy is followed in relation to the administration of First Aid and will use their best endeavours, at all times, to secure the health, safety and welfare of pupils.
- 3.21 **Anyone on School premises** is expected to take reasonable care for their own and others' safety and to seek First Aid treatment if necessary.

4 School First Aid Provision

- 4.1 The nature of the First Aid provision and arrangements at the School has been risk assessed, taking into account in particular:

¹ Health and Safety Executive

- The layout of the School premises
 - The nature of activities taking place on site
 - The likely response time of emergency services
 - Previous accident records
 - Off-site activities
- 4.2 The Assistant Bursar will regularly (at least annually) carry out a First Aid risk assessment and review the School's First Aid needs to ensure that the School's First Aid provision is adequate. The completion of this risk assessment review is monitored via the School's Annual Health and Safety Plan and any significant amendments are reported to the Governors.
- 4.3 First Aid boxes (which are marked with a white cross on a green background) can be found in various key places/departments around the site (see Appendix 1 – Location of First Aid Boxes).
- 4.4 First Aid boxes are kept stocked with the contents described in Appendix 2 - Contents of First Aid Containers in accordance with the suggested guidelines in the Health and Safety (First Aid) Regulations 1981 - Code of Practice and Guidance 1997 and BS 8599. A number of First Aid boxes will be stocked with the contents identified for a medium size box, contents of other boxes will vary in accordance with the degree of risk and likely injury in the vicinity thereof.
- 4.5 When a First Aid box has been used, it should then be taken by the First Aider to the School Nurse (Upper School), the School Nurse (Prep School) or the School Office staff (Pelican School) who will ensure that it is properly restocked. That person will also examine the contents at that time to ensure that any items which have reached their expiry date are replaced and disposed of safely.
- 4.6 Contents of the First Aid boxes including those in vehicles are regularly checked by a specified person as set out in Appendix 1, who must ensure that the First Aid boxes are correctly restocked according to the list set out in Appendix 2 and that items which have reached their expiry date are replaced and disposed of safely.
- 4.7 Stock for First Aid boxes is available from the School Nurse (Upper School), the School Nurse (Prep School) and the School Office staff (Pelican School). At the Upper School, Prep School and Pelican School, the regular checks described in 4.6 are prompted by the Upper School Nurse. The checks are monitored and recorded via the School's Annual Health and Safety Plan.
- 4.8 Eye wash stations² are positioned in locations where there may be an increased risk of injury to the eye (generally chemical laboratories). The locations of the eyewash stations are identified by signage. Expiry dates of eye wash solutions are included in the regular checking of first aid kits (see 4.6 above).

² These will consist of sealed bottles of proprietary brand eye wash solutions in 1 litre quantities.

4.9 The School also has a number of automatic external defibrillators sited at strategic places around the Upper site as detailed below:

<u>Upper School</u>	<u>Prep</u>	<u>Abington Sports Ground</u>
– Medical room	– Hall lobby	– Pavilion
– Staff room	– Porson Road pavilion	
– Library		
– Sports lobby	<u>Pelican</u>	
– Barry room lobby	– School office lobby	

4.10 The AED battery charge is monitored and recorded on a weekly basis by the School Nurse (Upper), and Caretaker (Prep and Pelican and Abington and Porson Road Sports Grounds); this is then monitored via the Annual Health and Safety Plan each month.

5 Out of School Activities

5.1 First Aid boxes for any off site activities are kept by the School Nurse (Upper and Prep Schools) or the School Office (Pelican School).

5.2 The School minibuses have a prominently marked First Aid box on board (as indicated in Appendix 1) which is readily available for use and which is maintained in good condition. The First Aid box will be stocked in accordance with part 2 of schedule 7 of the Road Vehicles (Construction and Use) Regulations 1986 (SI 1986/1078) (see appendix 2).

5.3 When activities take place away from school, First Aid requirements will vary according to the nature of the activity and its associated risks. Consideration of First Aid requirements during each trip is included on the trip risk assessment. Guidance regarding the contents of First Aid boxes for trips can be found in Appendix 2.

5.4 Where differing risks are to be encountered (e.g. foreign trips) then additional advice may need to be sought. For further information, please refer to the School's Policy and Guidance on Educational Visits.

5.5 Additional advanced medicine training is provided for staff involved in trips that may involve periods far from medically qualified help.

6 Sports Fixtures

Upper School

6.1 In addition to First Aid cover a nurse (School or agency) will be available for matches on site involving contact sports (Rugby, Hockey and Football) and training that occurs within the school day.

6.2 Nursing cover (through the School Nurse or agency nurses) is provided for all on site

contact sports matches (Rugby, Hockey and Football) and training that occurs outside the normal school day.

- 6.3 Where training sessions for contact sports fall outside the hours normally covered by the School Nurse under 6.2, the Director of Sport will decide if nursing cover is required; this will depend on the nature of the training.

Prep School

- 6.4 The School Nurse or a First Aider will be available for all sports training and fixtures.

Away Fixtures

- 6.5 For away fixtures, an appropriate First Aid box will be taken with the travelling team. If an incident occurs, medical assistance will be sought from the host school first aid or nursing personnel. If necessary, the pupil will be taken to the nearest casualty unit accompanied by a member of Staff. Treatment and after care will be followed up by the School Nurse. Any incident of treatment must be reported to the School Nurse on return to the School.

7 Medical Room

- 7.1 The Medical Rooms in each School are used for medical treatment, including First Aid, when required and can be used for the care of pupils during school hours. They are clearly signposted and identifiable.

- 7.2 The Medical Rooms are located as follows:

<u>School</u>	<u>Medical Room Location</u>	<u>Staffed by:</u>
Pelican	Nursery corridor	First aid trained staff as required
Prep	Leighton House – ground floor adjacent to reception	School Nurse or other first aid trained staff as required
Upper	Macfarlane Grieve Pavilion at the front of School	School Nurses

- 7.3 The Medical Rooms have essential First Aid facilities and equipment. As far as is possible, the School reserves these rooms exclusively for giving medical treatment when needed for that purpose.

8 Information on Pupils

The School Nurse in the Upper and Prep Schools and the Head's PA in the Pelican School (with assistance from the Upper School Nurse) will collate up to date important medical information in regards to each pupil in accordance with the Policy for the Administration of Medication. This will involve reviewing pupils' confidential medical records and providing essential medical information regarding allergies, recent accidents or illnesses, or other medical conditions which may affect a pupil's functioning at the School to the Head / Bursar, class teachers and First Aiders on a "need to know basis".

This information will be kept confidential but may be disclosed to the relevant professionals if it is required to safeguard or promote the welfare of a pupil or other members of the School community.

This information is available from the School Nurses in the Upper and Prep Schools or the Head's PA in the Pelican School, or to download from SharePoint.

Each member of teaching staff should read this information at least annually. The School Nurse in the Upper and Prep Schools and Head's PA in the Pelican School are responsible for keeping this list up to date and for updating staff more frequently if necessary, for example where a pupil develops a severe allergy.

Arrangements for pupils with known medical conditions (such as asthma, epilepsy or diabetes) are set out in detail in the Policy for the Administration of Medication which is available to download from SharePoint or in the Health and Safety Manual at each site.

In addition, general guidance for dealing with chronic or long term conditions such as anaphylaxis or asthma can be found in Health and Safety Procedure 2.10 Health Care which is available in the Health and Safety area of SharePoint.

9 Procedure in the event of illness

If a pupil (including one attending the EYFS setting) is unwell during lessons then they should inform the member of staff in charge who will assess the situation and decide on the next course of action. Generally, the pupil will be told to go to see the School Nurse or Reception (Upper and Prep Schools) or the School Office (Pelican School) and will be accompanied as necessary.

The School Nurse or First Aider will decide on the next course of action and provide First Aid as required.

If the School Nurse or First Aider decides the pupil should go home, either because they are too unwell to remain in School, or because they are considered to be infectious and present a risk to the School community or they have received a minor injury which means they can no longer remain in School, the School Nurse or First Aider will contact the Parent to make necessary arrangements for the pupil to go home. The pupil will continue to be cared for by the School Nurse or First Aider until their collection.

If a pupil goes home due to ill health or injury the nurse/first aider will ensure the School Reception, and the Attendance Administrator (Upper) are informed.

In the event of illness, staff may visit the School Nurse or First Aider as and when necessary, but appropriate pupil supervision must be arranged.

Nurses and First Aid staff must follow the Universal Infection Control procedures specified in the School's Infection Control Policy (2.9) to prevent acquiring or spreading infection. This procedure includes:

- The use of personal protective equipment (masks, gloves, aprons)
- Hand washing
- Action to be taken in the event of needle stick injuries.
- Cleaning procedures
- Measures to prevent an outbreak of infection.

10 Procedure in the event of an accident or injury

10.1 If a medical incident occurs, then the member of staff in charge of the class/area/activity should be consulted who will assess the situation and decide on the next course of action as follows:

- For minor injuries - sending the casualty to the medical room (Upper & Prep) or School Office (Pelican)
- For more serious injuries, or when the casualty should not be moved - calling immediately for First Aid assistance and/or an ambulance.

On assessing the injury or condition the School Nurse or First Aider will decide if the casualty needs to attend the Accident and Emergency department and will organise for an ambulance to be called if required.

In the Upper School, a First Aider will normally be called by Reception. In the Prep and Pelican Schools, a First Aider will be called by the School Office.

10.2 However minor the injury, the School Nurse or School Office in the Prep and Pelican Schools should always be informed, even if not called.

10.3 If a spillage of blood or other bodily fluids occurs, the School Nurse in the Upper School or School Office at the Prep and Pelican Schools must be informed as soon as possible.

10.4 The School will then arrange for the proper containment, clear up and cleansing of the spillage site in accordance with Health & Safety Procedure 2.9 Infection Control.

10.5 Ambulances:

An ambulance will be always be called where there is a medical emergency and / or serious injury:

- For example where there is:
 - a significant head injury
 - fitting, unconsciousness or concussion
 - difficulty in breathing and/or chest pain
 - exhaustion, collapse and / or other signs of an asthma attack

- a severe allergic reaction
- a severe loss of blood
- severe burns or scalds
- the possibility of a serious fracture, or
- if the Nurse or First Aider deems it necessary

10.6 If an ambulance is called at the Prep or Pelican then the First Aider in charge should make arrangements for the ambulance to have directions and access to the appropriate part of the site.

If an ambulance is called at the Upper School, Reception must be informed immediately. There is then a procedure to be followed to ensure the ambulance is met and directed to the correct location, that gates are opened to allow access and that the access route is free from obstruction including pedestrians.

If an ambulance is called when away from the School, a senior member of staff must be contacted as soon as possible as follows:

- During the School day - The most senior member of SMT available.
- At weekends - The nominated Senior on Call
- During holiday periods The most senior member of SMT available, or for trips the nominated home contact for the trip

10.7 Arrangements should be made to ensure that any pupil is accompanied in the ambulance, or followed to hospital, by a member of staff if the parents are not able to be contacted in time.

11 Reporting

11.1 Accident reporting requirements (including those specified by Statutory Framework for the Early Years Foundation Stage 2014) are detailed in the School's Accident Reporting Procedure (Health & Safety Procedure 2.03 Accident Records and Notification).

11.2 All injuries, accidents and illnesses, however minor, and any First Aid treatment provided (including the name of the First Aider involved) must be reported to the School Nurse in the Upper and Prep Schools or School Office in the Pelican School and they are responsible for ensuring that the pupil accident report forms are completed and that parents are informed, when necessary, and that a record is kept of occasions when they have been. Serious accident, injury or illness must be reported to the School as soon as practicable. The member of staff in charge at the time will decide how and when this information should be communicated, in consultation with the Head or a member of SMT if necessary. The Assistant Bursar must be kept informed.

11.3 The School will inform the parents of any accident, injury, First Aid treatment or medication administered to pupils under the age of 5 on the same day or as soon thereafter as is reasonably practicable.

- 11.4 In the event of an accident which involves personal injury to staff, an accident report form should be completed by the School Nurse / First Aider and a copy given to the Assistant Bursar. The Assistant Bursar should then take reasonable steps to investigate the circumstances of the accident and if discrepancies are found these should be recorded on the form.
- 11.5 Records of accidents where a person is injured will be kept for at least 3 ½ years or, if they are under 18, until they are 22.
- 11.6 The Assistant Bursar ensures that accident forms and books are filled in correctly and that the incident is reported to the HSE under RIDDOR 2013 and the HSE are kept informed as necessary. The School has a legal obligation under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations to report certain accidents involving staff, pupils or visitors. Further information on the reporting requirements can be obtained from the Assistant Bursar.

12 Monitoring

Accidents are reviewed by the Senior Management Team, and the Senior Bursary Team as follows:

- On a weekly basis when consideration is given to any actions required to prevent reoccurrence.
- On a half-termly basis to consider any patterns of recurring accidents that may be present (e.g. in terms of the nature of accidents or specific locations or activities), which might require further investigation.

Accidents occurring at each school are reviewed at the relevant Schools' Termly Health and Safety Committee Meetings. Actions to prevent reoccurrence are discussed. These reviews also consider any patterns of reoccurrence in accidents identified.

This will form part of the (at least) annual First Aid risk assessment. The information may help identify training or other needs and be useful for investigative or insurance purposes.

Authorised by	Sir David Wright On behalf of the Board of Governors
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First Aid Procedures- Appendix 1 – Location of First Aid Boxes

		<u>Location:</u>	<u>Type of Kit:</u>	<u>Checked By:</u>
<u>Pelican</u>	1.	Medical Room	S	First Aider
	2.	Pelican Room	S	First Aider
	3.	Playground	S	First Aider
<u>Prep</u>	1.	Art/DT	S	School Nurse
	2.	Drama Studio	D	School Nurse
	3.	Heads Office	D	School Nurse
	4.	Kitchen (+ eye wash)	S	School Nurse
	5.	Medical Room - eye wash	S	
	6.	Medical Room - Sports Bag 1	SK	School Nurse
	7.	Medical Room - Sports Bag 2	SK	School Nurse
	8.	Medical Room Mini First Aid 1	D	School Nurse
	9.	Medical Room Mini First Aid 2	D	School Nurse
	10.	Science 1 (+ eye wash)	D	School Nurse
	11.	Science 2 (+ eye wash)	D	School Nurse
	12.	Sports Hall	D	School Nurse
	13.	Sports Pavilion	S	School Nurse
	14.	Sports Rucksack	SK	School Nurse
<u>Upper</u>	1.	Art – A1 (+ eye wash) x 4	D	Art Technician
	2.	Biology Prep x 4	D	Biology Technician
	3.	Bursary	D	School Nurse
	4.	Caretakers Rest Room	D	School Marshal
	5.	CCF	D	Teacher I/C
	6.	Chemistry Prep x 2	D	Chemistry Technician
	7.	Climbing Wall	D	Tom Slader
	8.	English Office	D	HoD English
	9.	Geography Department	D	HoD Geography
	10.	Grounds Rest Room	S	Head Groundsman
	11.	ICT	D	Director of ICT
	12.	Kitchen	D	Catering Manager
	13.	Maintenance Workshop	S	Maintenance Supervisor
	14.	Maths Office	D	HoD Maths
	15.	Medical Room	D	School Nurse
	16.	MFL Office	D	HoD MFL
	17.	Music Dept.	D	Music Administrator
	18.	Outdoor Pursuits	D	OP Quartermaster
	19.	Physics Prep x 2	D	Physics Technician
	20.	Reception	S	School Nurses
	21.	School library	S	Asst. Librarian

22.	Shooting Range	S	Shooting Coach
23.	Sports Hall Office	D	Director of Sport
24.	Staff Common Room	S	School Nurse
25.	Technology Room x 2	D	Technology Technician
26.	Theatre Projection Room	D	School Nurse
27.	Minibus 1	V	School Nurse
28.	Minibus 2	V	School Nurse
29.	Minibus 3	V	School Nurse
30.	Minibus 4	V	School Nurse
31.	Minibus 5	V	School Nurse
32.	Prep Minibus	V	School Nurse
33.	Small Van	V	School Nurse
34.	Maintenance Van	V	School Nurse
35.	Large (Transit) Van	V	School Nurse
36.	Grounds Vehicle	V	School Nurse
37.	Traveling Sports Kit Bags x 38	SK	School Nurse

First Aid Procedures- Appendix 2 – Contents of General First Aid Containers

	KIT TYPE			
	Standard - Medium (S)	Departmental (D)	Sports Kit Bag (SK)	Vehicle ³ (V)
Assorted plasters	20	20	20	24
Eye dressings	2	1	1	2
Finger dressings	2	0	0	0
Large ambulance dressings	2	1	1	2
Large adhesive dressings	2	1	2	3
Conforming bandages	2	1	1	1
Triangular bandages	2	1	1	2
Foil blankets	1	1	1	2
Micropore tape	1	1	1	1
Moist cleansing wipes (individual)	10	6	0	10
Clinell wipes (pack)	0	0	1	0
Saline pods 20mls	2	1	2	1
Gloves (pairs)	3	3	3	3
Yellow clinical waste bags	2	1	2	2
Safety pins	6	2	6	12
Resuscitation face shield	1	1	1	1
Vomit bags	4	1	2	2
Ice packs	1	1	2	2
Scissors	1	1	1	1
Accident forms	2	1	2	1
First aid guidance form	1	1	1	1
Additional Items dependant on risk			Vaseline Zinc oxide tape Gauze Tissues SCAT3 Freeze spray	Burn Relief dressing 10x10

³ In accordance with **Part 2 of schedule 7 of the Road Vehicles (Construction and Use) Regulations 1986 (SI 1986/1078)**