

First Aid Policy

Withington Girls' School

September 2020

First Aid Policy

1 Policy Statement

- 1.1 **Scope:** This is the First Aid Policy of Withington Girls' School (**School**). This policy has been authorised by the Board of Governors, is addressed to all members of staff and is available to parents on request. This policy can be made available in large print or other accessible format if required.
- 1.2 The arrangements within this policy are based on the results of a risk assessment carried out by the School in regards to all staff, pupils and visitors.
- 1.3 This policy is drafted in accordance with regulation 13 of the Education (Independent School Standards) Regulations 2014 (SI 2014/3283), the Data Protection Act 2018 and General Data Protection Regulation (GDPR), the Health and Safety at Work etc. Act 1974 and subsequent regulations and guidance including the Health and Safety (First Aid) Regulations 1981 (SI 1981/917), the *First Aid at work: Health and Safety (First Aid) Regulations 1981 approved code of practice and guidance*.
- 1.4 **Policy aims:** Through the operation of this policy we aim:
- to provide a safe environment where staff and pupils know how to respond in case of medical need, where staff are well trained and where facilities and resources for first aid are well maintained
 - to maintain effective practical arrangements for responding at the point of need, both on and off site
 - to ensure that first aid is administered in an effective, timely and competent manner
 - to ensure high standards of staff first aid training, updated at least every three years
 - to maintain accurate records of accidents and other first aid incidents and follow regulations on reporting to the Health and Safety Executive
 - to ensure suitable first aid arrangements are in place to support pupils with particular medical conditions
- 1.5 Nothing in this policy should affect 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 on the School site.

2 Responsibilities

- 2.1 The Board of Governors have the overall responsibility for all matters which are the subject of this policy. The Headmistress has formal oversight of the administration of First Aid within the School, The Headmistress may delegate duties as appropriate to the School Nurse and other members of staff who have received training in accordance with this policy

- 2.2 The School will ensure that there are adequate and appropriate First Aid equipment, facilities and First Aid Personnel on the School site(s). The Bursar, through the Headmistress, delegates to the School Nurse the day to day responsibility for ensuring that there is adequate First Aid equipment, facilities and First Aid Personnel available to the School.
- 2.3 The Bursar in conjunction with the School Nurse will regularly review the School's First Aid needs to ensure that the School's First Aid provision is adequate.
- 2.4 The Headmistress delegates to the School Nurse responsibility for collating medical consent forms and important medical information for each pupil and ensuring the forms and information are accessible to staff as necessary.

3 Responding at the Point of Need – What to Do

- 3.1 **Responsibility:** Any member of staff who is met with a medical situation must take initial responsibility for assessing and dealing with the situation and then contact the School Nurse on duty (hereafter called the School Nurse) her number is at the top of the First Aiders Contacts List, Appendix 1), the School Office, Reception or a First Aider and, as far as possible, ensuring that the casualty is not left alone. All staff are expected to have made themselves familiar with the guidance provided in the booklet 'Medical Information for Staff' which gives guidance in how to respond to medical emergencies.
- 3.2 In the event that a First Aider does not consider that they can adequately deal with the presenting condition by the administration of First Aid, then they should arrange for the injured person to access appropriate medical treatment without delay. This may involve calling for the School Nurse or for an ambulance or making arrangements to transport the injured person to A & E or access other appropriate medical services.
- 3.3 **Calling an ambulance:** The member of staff met with the medical situation should not hesitate to call 999 for an ambulance in case of an emergency and should follow the 'Procedure for Contacting Emergency Services' (Appendix 4). An ambulance must be called immediately when there is:
- a significant head injury
 - fitting, unconsciousness or concussion
 - difficulty in breathing and/or chest pains
 - 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.
- 3.4 Arrangements should be made to ensure that any pupil is accompanied in the ambulance, or followed to hospital, by a member of Staff if it is not possible to contact the pupil's parent(s) (or legal guardian(s)) in time.
- 3.5 **First Aid Lists:** Lists of First Aiders with contact numbers and locations of First Aid Supplies (First Aid Kits) are displayed in the Staff Room, Staff Offices, School Office, Reception, School Nurse's room, Kitchen.

4 Information Provided for Staff

- 4.1 **Medical Information Booklet:** All staff are given a Medical Booklet which includes: how to respond in an emergency situation; when and how to call for an ambulance; guidance on dealing with particular medical conditions; dealing with body fluid spillages; use of the defibrillator; locations of first aid supplies. Staff are expected to make themselves familiar with this guidance which is also reinforced at appropriate intervals in staff CPD
- 4.2 **Information about Pupils' Conditions:** The School Nurse will be responsible for 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 Headmistress, class teachers and First Aiders on a "need to know" basis. This information should be kept confidential but may be disclosed to the relevant professionals if it is necessary to safeguard or promote the welfare of a pupil or other members of the School community.
- 4.3 Relevant information about pupils known to have particular medical conditions is posted on the Medical Board in the Staff Room and circulated to staff as needed. Names and photographs of pupils with serious medical issues requiring specific emergency first aid are also posted in the School Office, Junior School Office, Staffroom, Food Technology areas and in the Kitchen as appropriate. Staff and First Aiders will be informed of any changes to these lists but are also expected to consult these lists regularly. The information in the Staff Room, reinforced in staff CPD, includes specific guidance on dealing with particular medical conditions.
- 4.4 Where appropriate, individual pupils will be given responsibility for keeping emergency medication and equipment (such as Adrenaline Auto - Injectors) with them and this will be reviewed on a regular basis. In other cases, the equipment will be kept, suitably labelled, in the School Nurse's office and, if appropriate the School Office.
- 4.5 **Other policies:** Separate policies cover the administration of medicines and management of particular medical conditions such as Asthma, Diabetes and Epilepsy. The Health and Safety Policy and, where appropriate, departmental risk assessments, draw attention to potential hazards in the teaching of particular subjects and particular working areas.

5 Procedure in the event of illness

- 5.1 Pupils may visit the School Nurse in the Health Centre during break or lunch. If a pupil is unwell during lessons then they should consult the member of Staff in charge who will assess the situation and decide on the next course of action. Where necessary, the pupil will be accompanied to see the School Nurse in the Health Centre. The School Nurse will provide the First Aid as required and decide on the next course of action.
- 5.2 Staff may visit the School Nurse Health Centre to discuss pupil health as and when necessary, but appropriate cover must be arranged.

6 First Aiders and Responsibility for Training

- 6.1 All staff are informed who is a First Aider through the publication and display of First Aider lists (Appendix 1) and should make themselves responsible for knowing where the First Aid Kits are located (lists published in Appendix 2 of this policy and in Medical Information booklet).

6.2 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. First Aiders are to ensure that their First Aid certificates are kept up to date through liaison with the Headmistress.

6.3 **Ratios:** The Headmistress is responsible for ensuring that the School has as an adequate number of First Aid Personnel on site at all times.

First Aiders include members of the PE Department, members of the Office Staff, Science Staff, Duke of Edinburgh staff, several members of the support staff and members of the Premises Staff(see attached list at Appendix 1). This means that there is always at least one person qualified in First Aid on site when children are present.

6.4 **Training:** The Headmistress is responsible for ensuring that Staff have the appropriate and necessary First Aid training as required and that they have appropriate understanding, confidence and expertise in relation to First Aid. First Aid Training means First Aid at Work ('FAW') and Emergency First Aid at Work ('EFAW') as applicable.

6.5 Reference to **First Aiders** mean the members of staff who have completed an approved First Aid course and hold a valid certificate of competence in FAW or EFAW or an approved alternative qualification which has been identified in place of FAW or EFAW which meets the requirements of the First Aid guidance set out at paragraph 1.3 above.

6.6 The level and frequency of training depends on role of the individual member of staff.

6.7 The School maintains written records of all staff training.

6.8 For the purposes of this policy 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 minimising the consequences of injury or illness. For the avoidance of doubt, First Aid does not include giving any tablets or medicines, the only exception being giving aspirin in accordance with accepted First Aid practice to treat a suspected heart attack.

6.9 All staff will be informed of what to do in an emergency, which will include reference to who the designated First Aiders are and the identity of those who are trained to administer emergency medication, such as AAI's.

6.10 The Bursar organises courses for staff and keeps up to date records of all staff training. Anyone who wishes to take a course should make a request to the Bursar's Office.

6.11 First aiders will have annual refresher training and will undergo updated training at least every three years to maintain their qualification.

7 Risk assessment

7.1 The Bursar has overall responsibility for ensuring that the School's first aid needs are adequately risk assessed and for ensuring that the relevant findings are implemented, monitored, and evaluated.

7.2 Day to day responsibility to carry out risk assessments will be delegated to the School Nurse who has been properly trained in, and tasked with, carrying out the assessments required.

7.3 Factors which may be taken into account in assessments may include:

- required First aid provision for staff, pupils and others;¹
- any specific first aid, medical or health needs that may affect the School community or its members e.g. if those with specific medical conditions or known allergies;
- the hazards and risks associated with the School's operations and activities;
- any changes to the School's activities or operations;
- any relevant history of accidents;
- the remoteness of the School site from emergency medical services;
- annual leave and other absences of First aiders.

8 First Aid Kits

- 8.1 First Aid Kits (Boxes/Bags) are marked with a white cross on a green background. The content of the First Aid Kits (Boxes/ Bags) will be determined by the School's First Aid needs assessment and will usually be stocked in accordance with Workplace first aid kits. Specification for the contents of workplace first aid kits, BS 8599-1:2011, June 2011.
- 8.2 The contents of First Aid Kits (Boxes/Bags) are checked each term by the School Nurse and replenished as required. Staff using these facilities should inform the School Nurse if supplies run low. See list in Appendix 2 of this policy for location of First Aid Supplies.
- 8.3 If First Aid Kits (Boxes/Bags) are used, they should be taken to the School Nurse who will ensure that the First Aid box is properly re-stocked. The School Nurse will examine the First Aid Kits (Box(es)/Bags) at this point and otherwise regularly in order to dispose of items safely once they have reached their expiry date.
- 8.4 All requirements for the First Aid Kits (Boxes/Bags) are supplied by the School Nurses and are regularly stocked at request of individual departments.
- 8.5 For away fixtures a medical bag should be taken with the travelling team. If an incident occurs medical treatment should be sought from the visiting school First Aid Personnel. If necessary, the pupil should be taken to the nearest casualty by a member of Staff. Treatment and after-care should then be followed up by the School Nurse. Any incident of treatment must be reported to the School Nurse on return to School.

9 The Automated External Defibrillator (AED)

- 9.1 The AED is located in the main entrance area. A list of those trained is in Appendix 3 of this policy and is displayed next to the AED.
- 9.2 The AED should only be used where a person is in cardiac arrest. It should not be used where a person is conscious, breathing and / or his or her heart is still beating.
- 9.3 If a person is suffering from a cardiac arrest, the first person on the scene should immediately call the emergency services and commence CPR. If possible, a First Aider who is trained in the use of AEDs should be called for. However, AEDs are designed to be used by any person by following the step by step instructions on the AED.
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- 9.4 The person administering the AED should ensure that the area around the casualty is clear before administering the AED. He or she should then stay with the casualty until the emergency services arrive.

10 First Aid on Off-Site Trips and Visits

- 10.1 First Aid boxes for any off-site activities are kept in the Health Centre and Staff Room.
- 10.2 The organiser of any off-site trip or visit must ensure that they follow the guidance given in the School's Trips Policy and consider First Aid requirements in the trip Risk Assessment. (See Trips Policy.)
- 10.3 During the planning for the trip, staff must contact the School Nurse to discuss appropriate requirements and individual pupil needs. The School Nurse will then provide appropriate First Aid Kits (Boxes/Bags).
- 10.4 On completion of the trip the organiser must return the First Aid Kits (Boxes/Bags) and inform the School Nurse and/or Bursar of any medical incidents or accidents on the first day back in School. In the case of any serious medical incidents or accidents, the Emergency Contact must be informed at the time.
- 10.5 The School's minibuses should have a prominently marked First Aid Kit (Box/Bag) on board which is readily available for use and which is maintained in a good condition. The First Aid box should be stocked in accordance with part 2 of schedule 7 of the Road Vehicles (Construction and Use) Regulations 1986 (SI 1986/1078).

11 Reporting

- 11.1 All injuries, accidents and illnesses, however minor, must be reported to the School Nurse and (s)he is responsible for ensuring that the online accident report forms are filled in correctly and that parent(s) or guardian(s) and the Bursar are kept informed as necessary.
- 11.2 Where the accident, injury or illness could give rise to potential safeguarding concerns, the School's child protection and safeguarding policies and procedures will be followed as appropriate. Staff are particularly reminded to be alert to indicators of sexual violence and female genital mutilation where in each case there are specific reporting procedures under the School's safeguarding and child protection policy.
- 11.3 **Reporting to parents:** In the event of serious accident, injury, or illness, parents or guardian(s) must be informed 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 Headmistress if necessary.
- 11.4 Parents are expected to contact the School Nurse with any information about their daughter of which we need to be aware, as part of our duty of care towards our pupils. This information is requested formally once a year through the Data Update and parents are asked to inform us of any changes in the interim. We will inform parents of any significant first aid events concerning their daughter.
- 11.5 Serious accidents are reported to the Health and Safety Executive by the Bursar in accordance with RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) 2013.

- 11.6 **Reporting to others:** The School will ensure that it complies with any other reporting obligations triggered by the accident, injury or illness including, but not restricted to, making a report to the School's relevant insurers, to the Charity Commission and/ or to other relevant statutory agencies and/ or regulators.

12 Record Keeping

- 12.1 All records created in accordance with this policy are managed in accordance with the School's policies that apply to the retention and destruction of records.
- 12.2 Where there are specific record keeping requirements under this policy, these are set out below:
- 12.3 **School Accident Book:** All injuries, accidents, illnesses and 'near misses' requiring First Aid or medical care which take place at school or while pupils are away from school and under the care of members of staff must be recorded in the online accident form by the member of staff present at the time of the incident. The date, time and place of the event or illness must be noted with the personal details of those involved with a brief description of the nature of the event or illness and what First Aid or medical care was given. Accident forms are stored in individual pupils schoolbase record.
- 12.4 The Accident Book is kept electronically on Schoolbase and 'Near Misses' are reported within the Accident Book. All completed forms will automatically generate an email to the school nurse/health care assistant. The nurse will inform the author if a supplementary form is required. Supplementary forms will be reviewed by the nurse and head of department .Accidents recorded in the Accident Book and supplementary forms are collated and analysed at the end of each term by the School Nurse. The findings are then presented and discussed at each Health and Safety meeting.
- 12.5 **Accident Report Form:** Accident report forms will be kept on school base in the online School Accident Book and on individual pupil school base records. Records will be retained in accordance with the School's normal practices. Where there is a risk of claim, records will normally be retained for at least three years or if the person injured is a minor (under 18), until they are 21.
- 12.6 **Accident to Staff causing personal injury:** The member of staff or their line manager will fill in an accident report form in respect of any accident causing personal injury to Staff and provide a copy of this accident report form to the School Nurse and the Headmistress. The Headmistress will take reasonable steps to investigate the circumstances of such accidents once she receives notice of it. If it is found that there are discrepancies between the information reported and the Headmistress's findings these should also be recorded on the form. These records will be kept by the Director of Human Resources for at least three years or if the person injured is a minor (under 18), until they are 21.
- 12.7 The records created in accordance with this policy may contain personal data. The School has a number of privacy notices which explain how the School will use personal data about pupils and parents. The privacy notices are published on the School's website. In addition, staff must ensure that they follow the School's data protection policies and procedures when handling personal data created in connection with this policy. This includes the School's information security policy.

13 Dealing with Spillage of Bodily Fluids

- 13.1 If a spillage of blood or other bodily fluids occurs, the School Nurse must be informed. The School Nurse will then arrange for the proper containment, clear up and cleansing of the spillage site.
- 13.2 All Staff should take precautions to avoid infection and to follow basic hygiene procedures (such as regular hand washing).
- 13.3 If any member of staff suspects that they or any other person may have been contaminated with blood and other bodily fluids which are not their own, the following actions should be taken without delay:
- wash splashes off skin with soap and running water;
 - wash splashes out of eyes with tap water or an eye wash bottle;
 - wash splashes out of nose or mouth with tap water, taking care not to swallow the water;
 - record details of the contamination; and
 - report the incident to the School Nurse and take medical advice if appropriate.
- 13.4 The First Aider should take the following precautions to avoid risk of infection:
- cover any cuts and grazes on their own skin with a waterproof dressing;
 - wear suitable single use disposable gloves when dealing with blood or other bodily fluids;
 - use suitable eye protection and a disposable apron where splashing may occur;
 - use devices such as face shields, where appropriate, when giving mouth to mouth resuscitation; and
 - wash hands after every procedure.
- 13.1 The school has a number of spillage clean up kits located at key areas across the school including outside the Nurse's room, the cleaning office and the site service office. .
- 13.2 The Cleaning Department, under the direction of the Cleaning Services Supervisor, is responsible for cleaning any spillage from bodily fluids. Cleaning staff are required to use personal protective equipment (gloves and a mask) when carrying out this cleaning.
- 13.3 If a member of the cleaning department is not available, the responsibility falls to the Site Services Manager and his team. This will be mainly during the hours of 9.30 am to 11 am, Monday to Friday, when there are no cleaners working at the School and from 6 pm until the School closes.

14 Pupils' Safety Awareness

- 14.1 Pupils are given personal safety and fire safety awareness sessions in PSHCE. Pupils are instructed to contact an adult in the case of a medical situation.

15 Version control

Date of adoption of this policy, by or on behalf of the Board of Governors	3 September 2020
Date of last review of this policy	Summer 2020
Date for next review of this policy	Summer 2021

Appendix 1 - FIRST AIDERS

Name			Department/Location	Tel / Extension
Sister Jo Lees			School Nurse	244
When not in her room, Sister Lees can be contacted on her mobile number - to be used ONLY for serious injury or illness				07925 889248
Mrs	Natalie	Baguley	School Office	220
Mrs	Sandra	Birch	Junior School	239; 227; 243
Ms	Hannah	Brown	Archives	285
Miss	Kaeren	Browning	Geography	275
Miss	Diana	Bruce	Religious Studies	280
Mrs	Amanda	Collard	Maths	257 - mat leave
Mr	Kirk	Eckersall	Chemistry and DofE	253
Mrs	Liz	Eugene	Junior School	243
Ms	Alison	Firth	Junior School	243
Mr	Adam	Fitzpatrick	IT	238
Mrs	Sally	Fletcher	Maths	257
Ms	Linda	Flynn	Cleaning	286
Miss	Louise	Geoghegan	Junior School	243
Miss	Diane	Halfhide	Reception	263
Mrs	Sophie	Hetherington	PE	226
Miss	Amy	Holland	Music	246; 250 - mat leave
Mr	Chris	Keenan	IT	118
Ms	Penny	Knipe	Development	266
Ms	Alex	Kusznir	Maths, D of E	257
Mrs	Jayne	Lane	PE	226
Mr	Andy	Lockett	IT	237
Ms	Angela	Marsland	Junior School and Reception	243; 263
Mr	Mark	Morris	Premises	07762 810338; 224; 278
Mrs	Liz	O'Neal	PE	226
Mrs	Michelle	Roberts	Health Centre	244
Mrs	Steph	Roberts	PE	226
Mr	Andrew	Snowden	ICT	234
Mrs	Michelle	Steer	Finance	229
Mr	Joe	Walsh	Performing Arts	258
Mr	Denis	Whelan	Library	262
Mrs	Kathryn	Williams	Junior School	243 (MAT leave)
Mrs	Penny	Willis	Marketing	306

Appendix 2

Location of First Aid Supplies

Main Reception (contains anti-histamine tablets)

Health Centre (contains anti-histamine tablets)

Kitchen

Cleaners Office

Junior Office

Food Technology Room

PE Office

Drama Office

Physics/Biology/Chemistry Prep Rooms

Library

Staff Room (contains anti-histamine tablets)

Arts Centre

Design & Technology Room

Art Room

Pets Club

6th Form Office

Mini bus

Appendix 3

Authorised Defibrillator Users

	<u>Location / Ext</u>	<u>Mobile Nbr</u>
Jo Lees	Health Centre 244	07925 889 248
Sandra Birch	Juniors 219 / 264	
Amanda Collard	Maths 257	
Nicki Cottam	Careers 271	
Clara Edge	English 242/233	
Sally Fletcher	Maths 257	
Amy Holland	Music 246/250	
Vani Kochhar	Maths 257	
Beckie Lowe	Juniors 219	
Sue Madden	Assistant Head 254	
Mark Morris	Premises 224/278	07762 810338
Elizabeth Robinson	6 th Form 277/260	
Sharon Senn	Finance 245	
Michelle Steer	Office 229	
Cristina Vilela	Chemistry 253	
Penny Willis	Marketing 306	

WITHINGTON GIRLS' SCHOOL

PROCEDURE FOR CONTACTING EMERGENCY SERVICES ON RECEPTION

IF YOU ARE IN ANY DOUBT, DIAL 999 AND ASK FOR AN AMBULANCE

- **WRITE DOWN THE TIME** the call is made
- **SPEAK SLOWLY & CLEARLY** and be ready with the following information:
- **School telephone number:** 0161 224 1077 (and mobile if relevant)
- **Location:** WGS, 100 Wellington Road, Fallowfield, Manchester, M14 6BL (mike-one-four, six-bravo-lima)
- Give **EXACT LOCATION IN THE SCHOOL** of the person needing help



- Follow instructions from the ambulance service
- Tell ambulance control of the **BEST ENTRANCE** and state the crew will be met at the entrance and taken to the pupil
- **DON'T HANG UP** until instructed to do so by the Response Team



- Print off medical info of pupil from SchoolBase (see below):
 - Pupil Finder – search by first or last name
 - Highlight pupil, click Lists & Reports, choose ***School Trips (the first report), click Generate Report
 - Print off (if using printer in the school office the code is 2241)



- Contact the pupil's parents **AFTER** calling the ambulance

- Inform:

Sarah Haslam - **0844 811 2801**

and a member of SLT:

Jen Baylis - **0844 209 7481**

Ian Mckenna - **0844 811 2802**

Sue Madden - **0844 209 7479**

Bridget Howard - **0844 209 6911**

Sharon Senn - **0844 209 6695**

- As soon as the incident has been dealt with type up a summary report and submit it to Jen Baylis.

To open gates from Reception:

- Main gate – press top button of remote on the left hand side of the computer (see arrow)
- Sports hall – gate code 2112A,
door code 2112
- Catering entrance – 2140

Make sure someone is present to meet the ambulance team.

People to call if you need more help:

<u>Reception</u> x263, x353	<u>Finance</u> x221, x256, x218	<u>Junior late room</u> x241
<u>Nurse</u> x123, x244, x233	<u>Staff room</u> x227	<u>Junior office</u> x243
<u>Jen</u> x230	<u>Development</u> x266	<u>Naz</u> x265
<u>IT</u> x334	<u>Library</u> x262	<u>Marketing/Admissions</u> x306, x307