

Bennett Memorial Diocesan School

FIRST AID POLICY

Approval Arrangements

All statutory policies in the Trust are ultimately the responsibility of the Trust Board. To enable it to discharge this responsibility appropriately and in collaboration with the constituent schools, the Trust Board will

1. set a full Trust wide policy,
2. set a 'policy principles' document (a framework within which Headteachers develop a full and appropriately customised policy),
3. or delegate to Headteachers or LGBs the power to develop their own policy.

This is a Level 1 Policy against the Trust Governance Plan.

Review Body:	Headteacher
Approved:	March 2023
Next review:	March 2024
Review Period:	1 year

This policy was approved by the LGB for implementation on the date above and supersedes any previous Online Safety policy.

First Aid Policy

1. Aims

The aims of our first aid policy are to:

- Ensure the health and safety of all staff, students and visitors
- Ensure that staff and governors are aware of their responsibilities with regard to health and safety
- Provide a framework for responding to an incident and recording and reporting the outcomes

2. Legislation and guidance

This policy is based on the DFE's guidance for First aid in schools, early years and further education (updated 14 February 2022) which refers to:

- Health and Safety (First Aid) Regulations 1981
- Health and Safety at Work etc. Act 1974 and associated regulations
- School Premises (England) Regulations 2012
- Education (Independent School Standards) Regulations 2014

3. Roles and responsibilities

3.1 School Nurse:

Bennett has a School Nurse on site 5 days a week, 8.00 – 15.35.

Bennett's School Nurse is responsible for

- assessing, protecting and promoting the health and emotional well-being of the students at Bennett
- providing medical and pastoral advice as needed and ensure the delivery of appropriate care and treatment.
- working alongside and supporting non-medical colleagues in the provision of medical care.

With regard to emergency care and first aid provision, the School Nurse's duties include:

- Effectively dealing with medical emergencies
- Assessing and appropriately treating unwell or injured students
- Supporting first aiders and Bennett staff in providing effective and safe emergency care
- Ensuring that an ambulance or other professional medical help is summoned when appropriate
- Sending students home to recover, where necessary
- Ensuring the Nurse's Office and medical room is suitably equipped, safely maintained, clean and stocked with medication that is within date and appropriately stored.
- Ensuring there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits, alongside other key staff in each department.
- Maintaining accurate and confidential health records.

3.2 First Aiders:

Bennett has approximately 80 qualified first aiders, spread across all departments. A list of Bennett's first aiders are displayed prominently around the school in each department and are updated annually. The main office holds the list of qualified first aiders and will help summon a first aider in an emergency situation.

A designated first aider is on-call and will be scheduled to cover for the School Nurse if the School Nurse is unavailable/absent. This includes from 15.35 until 16.45.

First aiders* are trained and qualified to carry out the role and are responsible for:

- Being a first responder to any incidents; assess the situation where there is an injured or ill person, and provide immediate and appropriate treatment
- Ensuring that an ambulance or other professional medical help is summoned when appropriate
- Sending students home to recover, where necessary
- Document care in the ill health & first aid reporting book (in the Nurses office).
- Filling in an accident form on the same day, or as soon as is reasonably practicable, after an incident

*It is emphasised that the qualified first aiders are not trained doctors or nurses.

3.3 The Academy Trust and governing board

The Tenax Schools Trust has ultimate responsibility for health and safety matters in the school, but delegates responsibility for the strategic management of such matters to the school's headteacher.

3.4 The Headteacher

The Headteacher is responsible for the implementation of this policy, including:

- Ensuring that an appropriate number of trained first aid personnel are present in the school at all times
- Ensuring that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role
- Ensuring all staff are aware of first aid procedures
- Ensuring appropriate risk assessments are completed and appropriate measures are put in place
- Undertaking, or ensuring that managers undertake risk assessments, as appropriate, and that appropriate measures are put in place
- Ensuring that adequate space is available for catering to the medical needs of students
- Reporting specified incidents to the HSE when necessary

3.5 Staff

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in school are and how to request emergency first aid assistance
- Completing accident report forms for all incidents they attend to
- Informing the School Nurse or their line manager of any specific health conditions or first aid needs

4. First aid procedures

4.1 In-school procedures

At Bennett, the School Nurse is the main responder to first aid incidents. Qualified first aiders provide emergency cover and support the School Nurse in dealing with ill health and first aid.

All staff are aware of and follow the medical emergency procedures.

- In the event of an accident resulting in injury, the closest member of staff present will assess the seriousness of the injury.
- Staff member to immediately contact the School Nurse and/or the School Office on the radio (channel 6) or via telephone.
- The School Nurse/first aider, will assess the injury and decide if further assistance is needed from a colleague or the emergency services. They will remain on scene until help arrives.
- The School Nurse/first aider will also decide whether the injured person should be moved or placed in a recovery position.
- If the School Nurse/first aider judges that a student is too unwell to remain in school, parents will be contacted and asked to collect their child. Upon their arrival, the School Nurse/first aider will recommend next steps to the parent.
- If emergency services are called, the School Nurse/first aider will appoint a member of staff to contact the parents immediately.
- The School Nurse/first aider will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury. The student's medical records will also be updated.

4.2 Medical emergency procedure:

When a student requires further hospital treatment but it is not an emergency, the parents will be contacted and asked to collect their child to take him/her to the hospital. If the parents are not available then a member of the senior leadership team will decide which member of staff will escort the student to hospital.

When an ambulance needs to be called:

- Ideally the person who is at the scene of the accident should contact 999 /112 so clear accurate information can be given. In most instances this will be the school nurse or first aider.
- The Nurse / First aider will need the pupil's emergency contact details and medical data.
- The following also need contacting by reception or assisting staff members.
 - Parents
 - Senior management
 - Site manager / Receptionist

Accidents/incidents warranting emergency care are situations such as:

- Head injuries where there is a loss of or suspected loss of consciousness.
- Sudden collapse.
- Major wounds needing medical attention.
- Suspected fractures.
- Spinal injuries.
- Use of an EpiPen
- Major asthma, diabetic, seizure event.

The above list is not exhaustive.

When a first aider is providing emergency care in the above scenarios, an ambulance should be summoned. The parent should also be contacted immediately. When the parent arrives and the incident is reassessed the ambulance can be stood down if appropriate.

In the event of the emergency services being contacted the below must be considered:

- Parents must be contacted to ascertain when they can join their child and their wishes with regard to treatment should they be delayed
- A member of staff must accompany and stay with the student until the parent(s)/guardian arrives
- Contact details must be taken to the hospital
- Once at the hospital, and the student is registered it is then the hospital's responsibility for further medical contact with the parents

4.3 Calling an AMBULANCE

Dial 999, or 112 (Mobile Phones) ask for an ambulance and be ready with the following information.

- Telephone number: 01892 521595 or direct mobile number of nurse/FA
- Give location: Bennett Memorial School, Culverden Down, TN4 9SH
- Give exact location in the school where the incident has occurred
- Give your name
- Give name of patient and a brief description of the student's symptoms.
- *If loss of consciousness, cardiac arrest or anaphylactic shock, state this immediately, as this will be given priority.*
- Give any medical history and known medications that you know the patient may take.

If you are unsure of how to manage the casualty, you can keep the ambulance operator on the telephone and get them to talk you through what you should be doing, or, you can ring them back at any time.

Following the call to the ambulance

- School nurse/first aider to allocate a member of staff to contact parents.
- Call reception and give CLEAR details of where the ambulance is coming to.
- Reception staff to arrange for a member of staff to meet the ambulance crew.
- Inform a member of the senior management team

After the event, an accident form must be filled in.

4.4 Off-site procedures

When taking students off the school premises, staff will ensure they always have the following:

- A portable first aid kit
- Mobile phone
- Information about the specific medical needs of students
- Access to parents' contact details

Risk assessments will be completed by the lead member of staff prior to any educational visit that necessitates taking students off school premises.

There will always be at least one first aider with a current first aid certificate on school trips and visits.

5. First Aid Kits & Equipment

First aid kits contain all necessary items for emergency aid:

- a leaflet with general first aid advice
- individually wrapped sterile adhesive dressings (assorted sizes)

- individually wrapped sterile bandages (assorted sizes)
- triangular bandages
- safety pins
- disposable gloves
- micropore tape
- disposable ice packs

No medication is kept in first aid kits.

First aid kits are replenished regularly.

First aid kits are stored in the following locations:

- Front Office
- Mansion staffroom
- Art department x 2
- Technology department x 2
- Textiles
- Food Technology x 2
- LRC
- Learning support
- Arc, cutbush
- Sportshall
- Sixth form centre kitchen
- Music office
- Rochester YM office
- Rochester upstairs staffroom
- Science technician labs
- Palmer maths office
- PE department x 4

A green & white first aid cross sign is displayed on the door to any room where a first aid kit is stored.

6. Record-keeping and reporting

6.1 First aid and accident record book

- Minor injuries that require minimal care and attention are documented in the first aid incidents log book. A minor accident form is completed if the injury needs only very minor first aid- a wipe, cold compress, plaster or ice pack for a short time.
- An accident report form will be completed by the relevant member of staff on the same day, or as soon as is reasonably possible, after a major incident resulting in an injury.
- As much detail as possible should be supplied when reporting an accident.
- A copy of the accident report form will also be added to the pupil's educational record by the school administrative team.

6.2 Reporting to the HSE

The Headteacher will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The Headteacher will report these to the Trust's Health and Safety Lead as soon as is reasonably practicable and in any event within 10 days of the incident.

6.3 Notifying Parents

The School Nurse/first aider will inform parents of any significant injuries sustained by a student, and any first aid treatment given, in the student's planner on the medical log page.

6.4 Reporting to Ofsted and child protection agencies

The Headteacher should notify Ofsted of any serious accident, illness, injury to, or death of, a pupil while in the school's care and of the action taken. Notification should be made as soon as is reasonably practicable, but in any event within 14 days of the incident occurring.

The Headteacher should also notify local authority child protection agencies of any serious accident or injury to, or the death of, a pupil while in the school's care and should act on any advice from those agencies.

7. Training

All first aiders must have completed a training course by a competent training provider and must hold a valid certificate to evidence this. The School Nurse and HR will keep a register of all trained first aiders, what training they have received and when this is valid until.

8. Links with other policies

This first aid policy is linked to the following policies:

- Health and safety policy
- Policy on supporting students with medical conditions
- Administering medication in school policy
- Tenax's guidance on accident reporting