

HIGHGATE

First Aid Policy and Procedure

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Employers' Safety Statement

The Health and Safety (First-Aid) Regulations 1981 place a duty on employers to provide adequate first aid equipment, facilities and personnel to their employees. However, this obligation under these Regulations does not extend to non-employees, including pupils. In its guidance, the HSE strongly encourages employers to consider others when carrying out their assessment of first aid needs and to make provision for them.

Giving consideration to the factors detailed in the Health and Safety (First Aid) Regulations 1981, the School is committed to providing adequate first-aid personnel, equipment and facilities to deal with ill health and injuries to pupils and staff.

This policy is written in accordance with the Paragraph 13 of ISSRs 2014.

The arrangements for first aid provision are intended to be adequate to cope with all reasonably foreseeable incidents, and are regularly reviewed to ensure provision is adequate.

All staff are instructed that if there is any doubt as to the severity or extent of any injury, and the School Nurses are not readily available, the first response must be to dial 999.

It is the responsibility of the School Nurses to keep detailed records of illnesses, accidents, and injuries of which they are aware, together with an account of any first aid treatments, non-prescription medicine and treatments given to a pupil or a member of staff who comes to see them. The school has an electronic record system for this purpose which is password protected. This is in addition to the accident forms that are required to be completed (see reference to Accident Reporting below).

1 First Aid Personnel

As of the date of this document **Sandra Cousins RCN and Claire Gripton RGN** are the School Nurses. There are fully equipped medical facilities at both the Senior School site and Bishopswood Road site. There is also a small medical room at the Junior School.

Senior School: 8:15 - 4:30pm

Bishopswood Road, Mills Centre: 8:30 - 5:00pm.

In the event of just one nurse being on duty, they will be based at the Senior School site.

The number of certified first aiders needed and provided will not, at any time (including outside of the school term) be less than the number required by assessment and in accordance with legislative guidelines and ensures the presence of at least one qualified person on site when children are present.

Training for qualified First Aid personnel is updated every three years.

Lists of those trained in First Aid at Work are on view in key areas of each building across the whole school and on the staff intranet.

First Aid training giving a basic, minimum level of competence is strongly recommended for any member of staff that oversees sporting activities, takes school trips or teaches/works in a high risk department e.g. Science.

2 First Aid Training

Training in basic life support skills – CPR and the use of a defibrillator, on allergy awareness and the management of an allergic reaction, is provided to ALL staff on a regular basis. This may be delivered in-house by external providers or by the School Nurses and qualified school staff in practical, hands on training sessions.

Guidance covering the key basic life support skills and management of allergic reactions is on display in classrooms and key areas of the whole school.

Informal briefings and policy reminders are given to all staff at the beginning of every academic year and to all new staff at the time of joining Highgate and covers

- Adrenaline Auto-Injector (AAI) pens usage
- Defibrillator usage
- Allergy Management
- Empowerment with regards the calling of emergency services

The School will provide first aid personnel with sufficient training, information and support to undertake their responsibilities. All first aid training is updated every three years and staff are encouraged to approach the School Nurses should they require refresher training on any aspect of First Aid.

The Commercial and Operations Director is responsible for:

- Arranging training from an approved course provider
- Arranging refresher training for School staff when required
- Maintaining training records for School first aid personnel

Awareness of hazards in subject teaching, and first aid provision for the management of such hazards is covered in all departmental risk assessments, and first aid equipment is available in every department.

2.1 Paediatric First Aid Training

There should be a member of staff with Paediatric First Aid training (a minimum of 12 hours' training) at all times on the Pre-Preparatory School site.

It is mandatory for at least one member of staff accompanying Educational visits and trips involving children in the EYFS settings to be trained to this level. As best practice, at least one member of staff accompanying Educational visits and trips involving **all** Pre-Preparatory pupils to be trained to this level.

3 Making an Emergency Call

In the event of an emergency, the first response must be to dial 999.

Instruction to the Emergency Services **must be clear** giving age of child, nature of injury, position of child, **exact** post code and advising that Bishopswood Road is a one way street.

Ensure a member of staff is road side in order to flag down any vehicle arriving.

4 First Aid Equipment

All first aiders and any member of staff should have access to first aid equipment with appropriate content for use with children.

A number of defibrillators are located at key sites (see below).

Co-located with each defibrillator (listed below) is an Emergency First Aid box containing an Adult AAI pen, Junior AAI pen and Salbutamol inhaler.

First Aid cabinets containing basic first aid dressings and plasters etc. are located in key areas:

Junior School Welfare Room

Pre-Prep Staff Room

Senior School Office

Dining Hall

Mallinson Sports Centre

DT, Art and Science departments also have first aid cases readily available, holding a wide range of burns dressings and pressure dressings in the event of a more serious wound.

Each department is supplied with at least one first aid kit which is prominently marked. A designated person must check contents on a regular basis and ensure any deficiencies are made good without delay. The School Nurses (or the Mallinson Sports Centre for sports first aid kits) will supplement on request and will also carry out a full contents audit at the end of every year.

Adequate and appropriate first aid provision is provided to the Sport and Exercise Department for use in all sports activities.

Adequate and appropriate first aid provision will form part of the arrangements for all out-of-school activities, and a first aid kit is provided for each of the school mini buses.

All first aid equipment is BS-8599-1 compliant.

Medicines and tablets must not be kept in First Aid Boxes

5 Defibrillators

The school has a number of defibrillators located at:

Top Site

Charter Building Reception

Entrance Lodge Reception

School Office

Dyne House - Ground Floor and 4th Floor

Bottom Site

Mills Centre Reception

Mallinson Sports Centre

Pre-Preparatory School Reception

Junior School Reception

Dining Hall

Far Field

Training is delivered to ALL staff in the operation of a defibrillator, and refresher training provided for those staff qualified in First Aid.

Guidance giving instruction in the use of defibrillators is on display in classrooms and key areas of the School.

The regular maintenance of the equipment is the responsibility of the School Nurses.

6 Reporting of Accidents

Reports of all accidents must be made in accordance with the separately published Reporting of Accidents - Guidance for Staff (Appendix 1).

Using the School's Accident Form available on the Health and Safety section of Sharepoint, a record must be made of any instance where a member of staff, pupil or other person receives first aid treatment either on School premises or as part of a school-related activity.

This information will be used by the School to help identify trends and possible areas for improvement in the control of health and safety risks. Accident Data is reported to the Governing Body on a termly basis.

All accidents involving pupils in the Pre-Preparatory School, Junior School and Senior School are notified to parents same day.

7 The identification and treatment of pupils with particular medical conditions (e.g. asthma, epilepsy, diabetes, potential life threatening allergies)

Parents or carers of pupils who are known to have a chronic medical condition are required to complete a health care plan which must be signed off by the School Nurse. A **health care plan** provides details of the usual course of events in a crisis along with the detailed course of action and treatment required should such an emergency occur. A copy of the health care plan is held with the medical notes and with the essential medical list at the relevant School site office.

The health care plan of an individual pupil who may require an AAI pen is kept in the Dining Hall. In this instance the AAI pen will be stored in a plastic wallet with the pupil's picture on the front, a copy of the health care plan inside the wallet and will be kept in the Medical cupboard (located behind the servery).

Teachers and staff have access to the list of pupils with 'need to know' medical conditions in order that they can familiarise themselves with the relevant health care plans for those pupils in their care.

Pupils who need to carry essential medication for self-administration such as insulin and migraine medication are required to have a 'Permission to Carry Medication in School' form signed by their parents which is filed in the pupil's medical file. This form is not required for pupils required to carry AAI pens or inhalers as the health care plans will clearly state the need to carry on them at all times what is considered to be essential emergency medication.

Training is now provided to ALL staff on allergy awareness and the management of an allergic reaction.

8 Hygiene procedures for spillage of body fluids

If a spillage occurs outside of the Medical Centres or Treatment room, the School housekeepers are generally responsible for the clearing up and should be contacted **immediately**. *Spill Kits* are available from all School Offices/Reception areas and should be used as soon as is practicably possible to avoid the spread of infection.

Information is provided on a Risk Assessment which instructs that any affected areas must be cordoned off as soon as possible and that universal precautions e.g. gloves, aprons etc. provided in the Spill Kits are to be worn before any contact is made, and fluid spillage bags must be used and disposed of in special collection yellow clinical bags via the Medical Centre. Any affected area must be thoroughly cleaned using the appropriate cleaning materials.

9 Arrangements for out of school hours

In term time, after 1700hrs, first aid trained staff are available at the Mallinson Sports Centre until 2130hrs. In the event of an emergency call the emergency services using '999'.

During holiday periods, a number of first aid trained staff are available across the School site. Details can be obtained from the First Aid notices.

10 Arrangements for off-site activities/school trips

Reference must be made to the separately published Sport and Exercise Department Handbook and Educational Visits guidelines, the latter being available on the staff intranet.

11 Information

Staff meetings and individual briefings for appropriate teachers or tutors are the medium whereby staff are informed of significant illness/conditions of pupils for risk assessment purposes.

Notification of areas within school where pupils are known to have carried infectious diseases e.g. measles, slap cheek etc. are shared with all staff via e-mail as soon as is possible.

Guidance covering the key basic life support skills and management of allergic reactions is on display in classrooms and key areas of the whole school.

This policy is available on the Health and Safety section of Sharepoint. It will be reviewed at least annually, prior to the start of each academic year.

SP-H, Commercial and Operations Director / School Nurse

September 2018

Review Date: August 2019

Appendix 1

HIGHGATE**HEALTH & SAFETY****REPORTING OF ACCIDENTS**

Please use these guidelines in conjunction with the Health & Safety Reporting Procedure available on the Health and Safety sections of Sharepoint

1 What needs to be reported?

- Any incident on school premises causing injury
- Any incident away from school or outside school hours **if** it involves an employee or pupil engaged in a school-related activity causing injury.
- Any serious 'near-miss', even if no injury is caused.
- Any potentially serious incident such as a fire (however small) or threatened violence.
- Any significant hazard you identify (there is a different procedure for hazards, see below).

2 Who should make the report?

- In most cases it will be the adult who witnessed the incident, or who is in charge at the time, or who is first on the scene. If in doubt make a report unless you have checked that a colleague has agreed to do so.

3 When should the report be made?

- By the end of the working day following the incident; it is often better not to be too hasty, in the interests of ensuring a considered description of the facts and consequences can be reported.
- Any serious accident/incident should be communicated by telephone or in person to a member of the Senior Team **without delay** even if at an unsocial time - especially important at times when school is closed.

4 How should an Accident/Incident be reported?

- Complete the school's standard Accident Report Form, available on the Health and Safety sections of Sharepoint and send without delay to the Operations Manager (Health and Safety).
- Forms can be printed off, completed manually and sent via internal post or completed electronically and emailed to the Operations Manager (Health and Safety).

- The form must be forwarded to the School Nurses for completion and signing if they have been involved in the treatment of the injured party.

5 What else needs to be done?

- Parents must be informed of any injuries to their child; usually the Form Tutor or Head of House is the best person to do this. **It is the duty of the member of staff making the report to ensure that it is clear who will contact a parent.**

6 Is the Accident/Incident reportable to the Health and Safety Executive under RIDDOR?

- RIDDOR is the **R**eporting of **I**njuries, **D**isease and **D**angerous **O**ccurrences **R**egulations and governed by RIDDOR 2013.

RIDDOR puts a duty on employers, the self-employed and people in control of work premises (the Responsible Person) to report certain serious workplace accidents, occupational diseases and specified dangerous occurrences (near misses).

The most serious accidents or incidents that result in:

- Death
- Specified injuries to workers
- A member of staff missing seven or more consecutive days of work, including weekends

have by law to be reported to the HSE under **RIDDOR** guidelines.

7 RIDDOR Reporting

- Any RIDDOR reportable incident should be communicated by telephone or in person to the Commercial and Operations Director or Operations Manager (Health and Safety) **without delay.**
- Ensure the Accident Report form is completed promptly and accurately, including as much relevant information as possible. The form must be forwarded to the School Nurse for completion and signing if they have been involved in the treatment of the injured party.
- The Commercial and Operations Director and Operations Manager (Health and Safety) will assess whether the incident is reportable under RIDDOR regulations.
- Reports to the HSE are made by the Bursars office in liaison with Commercial and Operations Director and Operations Manager (Health and Safety). A legally binding time limit is set for the reporting of RIDDOR incidents and it is **essential** that the Bursar receives the Accident Report Form within 48 hours.