HIGHGATE

First Aid Policy

November 2020

ISI Code: 13a

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1. Context and Legislation

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 and with reference to the commentary on the regulations September 2020.

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).

2. 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.

3. 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 Operation Assistant 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.

4. Paediatric First Aid Training

There should be a member of staff with Paediatric First Aid training at all times on the Pre-Preparatory School site. The standard of training must meet or exceed the level provided by the British Red Cross two-day Paediatric First Aid course. This is more suitable for EYFS staff than the emergency paediatric first aid course.

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.

COVID-19 disapplication amendments permit the School to adopt a "best endeavours" approach to ensuring that a person with a valid Paediatric First Aid qualification is on site at Pre-Preparatory School.

5. 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 roadside in order to flag down any vehicle arriving.

6. 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

DTE, 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 minibuses.

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

Medicines and tablets must not be kept in First Aid Boxes

7. 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.

8. Reporting of Accidents

Reports of all accidents must be made in accordance with the separately published Accident Reporting Policy and Guidance

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/carers same day.

9. Pupils with known medical conditions

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.

9.1. Special Arrangements for COVID 19 Cases

- Members of staff or pupils with confirmed or suspected CV19 should remain at home or go home
- Whilst awaiting collection pupils will remain in one of the two Medical Centres accompanied by one of the School Nurses and or another member of staff
- School will follow current PHE DfE and NHS guidance regarding test and trace
- School will identify as far as possible close contacts of people who have tested positive

*Note: the efficacy of the arrangements for isolation of potential cases at school was reviewed in October 2020 and found to be working well.

10. 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.

In the event of someone displaying symptoms of CV19 whilst at school the cleaning team should be contacted as soon as possible, and they will conduct a clean of the most likely areas to have been contaminated.

11. 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.

12. 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.

During the COVID-19 pandemic each risk assessment for school trips must specifically address the risks from CV-19 and specifically:

- Arrangements for minimising contact between the members of the trip and members of the public
- Arrangements for first aid provision to pupils displaying symptoms

13. Provision of 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.

Notification to parents/carers of cases of ill health that require them to take action will be managed by consultation with the Senior Team.

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.

Change Log			
Section	Change	By whom	Date
Appx 1 Section 5	Added requirement to record all incidents including ill health	RGP	February 2019
	Added clarification about level of paediatric first aid required in Pre-Prep	RGP	February 2019
Section 10 Section 13	Updated with COVID arrangements	RGP	October 2020
	Deleted Appendix (reporting of accidents is covered under separate guidance)	RGP	November 2020

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