



St Andrew's

BERKSHIRE

St Andrews School - First Aid Policy

Policy Aims

The aims of this policy, which also applies to the Early Years Foundation Stage, are:

- To ensure that all staff and pupils are aware of the procedures and their responsibilities in the event of any illness, accident, or injury.
- To ensure that the School has adequate and appropriate staff training, equipment, facilities and procedures to provide appropriate first aid.
- To ensure that the first aid arrangements and provision of suitably qualified nominated First Aid staff onsite is sufficient and based on suitable risk assessments.

School Responsibilities

St Andrew's School, as employer, has overall responsibility for ensuring that:

- The School has appropriate and accessible first aid equipment, and signage to ensure the correct first aid procedures are followed by staff, contractors and visitors.
- There is a robust accident reporting system to capture events and mitigate against future occurrences. Keeping Accident records available for at least three years (the statutory minimum).
- All staff understand their basic responsibilities within an event requiring a First Aid response, to correctly trigger the appropriate cascade of support within an acute situation, and subsequent responsibilities within reporting and latter analysis of the incident.
- All staff (teaching, support and sports coaching) undertake a basic level of First Aid awareness training every three years and all teaching staff will complete emergency first aid at working training periodically every three years. to ensure Policy guidance is adhered to.
- Staff involved in the care of children with specific needs are given additional training each year during INSET with the use of Epi-Pen/ Athsma/ pupils with conditions.
- All nominated First Aid trained staff are appropriately trained via external providers to offer wider support to the School site (by being both 3-day First Aid at Work trained, and Paediatric First Aid trained), are competent at using any basic medical or emergency equipment, and understand their baseline responsibilities with a First aid role, including their scope and boundaries, and maintain the recommended period refresher training.
- All staff involved in Sports, they have a basic awareness/training of Head Injury risk and management.
- All staff working full time within the Pre-Prep have appropriate paediatric first aid training.
- All First Aid trained staff understand their requirement to raise potential risks or concerns to the Senior Leadership Team.
- All staff understand that this policy should not affect the ability of any person to freely contact the emergency services in the event of any medical emergency (999/111)

All Staff Responsibilities:

Every employee at St Andrew's School, has an overall responsibility for ensuring that:

- They understand how/who they would seek help from within an acute emergency situation.

- An awareness of where to locate any First Aid equipment onsite (i.e Defibrillators, First Aid Boxes, Pupil's emergency medication – inhalers/adrenaline pens)
- If an incident occurs, then the member of staff in charge should take immediate steps to safeguard those affected.
- Within any situation where it may be considered there is a potential risk to life, the decision to call 999 should not be delayed.
- They understand where to find and locate a Pupil Care Plan if needed to support the First Aider within an acute incident.
- They are aware of their responsibilities within the accident reporting system to capture events and mitigate against future occurrences.
- They are aware where to locate cleaning items to manage any bodily fluids post First Aid event.
- They are aware of their responsibilities to report any replenishment requirements to the Matrons for any First Aid equipment they use or find as limited in quantity.

Nominated First Aider Responsibilities

Every nominated First Aider at St Andrew's School, i.e. those who are three day first aid at work qualified, have an overall responsibility to ensure that:

- They always carry a walkie talkie or mobile phone on their persons at all times whilst onsite. If not onsite at certain times, the wider First Aid team should be notified to appropriately risk assess the level of remaining First Aid cover onsite, to ensure it is still sufficient to meet risk/demands.
- When responding to an incident, the First Aider takes the lead responsibility to safeguard those affected (pupils, staff or visitors) and lead on instructing others assisting the situation.
- They are aware of their duties as a first aider, to support the timely provision of basic first aid and be competent to reason when additional medical support is required through 111 advice or 999. If there is a potential risk to life, the decision to call 999 should not be delayed.
- A precise knowledge of where to locate any First Aid equipment onsite (i.e Defibrillators, First Aid Boxes, Pupil's emergency medication – inhalers/adrenaline pens)
- They have a competent ability and understanding of how to use the Defibrillators, Adrenaline Pens, and Asthma inhalers in order to responsively support those affected. With awareness that any doubt should result in a 111/999 call.
- They understand where to find and locate a Pupil Care Plan if needed to support care within an acute incident.
- They appropriately document and capture the events of the situation through completing appropriate medical records, or the accident book.
- They are aware of their responsibilities within the accident reporting system to capture events and mitigate against future occurrences.
- They are aware where to locate cleaning items to appropriately manage any bodily fluids post First Aid event.
- They are aware of their responsibilities to report any replenishment requirements to the Matrons for any First Aid equipment they use or find as limited in quantity.

Matron Responsibilities

The Matron team at St Andrew's School are responsibility for:

- Monthly checks to ensure First Aid boxes are appropriately maintained, replenished, and items in date.
- Half termly checks to maintain and test the two Automated External Defibrillators (AED), checking battery responsiveness, and ensure the adult and paediatric pads remain in-date.
- Weekly upkeep of any First Aid bags that are taken off-site for trips or sport
- Ensuring that the walkie talkie's are charged
- Ensuring reporting books are in place and being used appropriately.

Estates Bursar Responsibilities

The Estates Bursar at St Andrew's School will be responsible for working with the Matron team to:

- Ensure at least one qualified Paediatric and First Aid at Work (3-day) first aider will be on the school site when children are present, and with scope to attend any pressing incident in a timely manner (particularly on sports/match days).
- Ensure a list of staff First Aid training is logged and monitored centrally.
- Ensure RIDDOR reportable accidents are reported to HSE.

Educational Visits Coordinator

The Educational Visits Coordinator is responsible for ensuring:

- All trips off-site are suitably risk assessed for First Aid provision.
- All trips abroad are suitably risk assessed for First Aid provision

Procedure in a First Aid Event

For any staff member working onsite, they should be aware of the following mechanisms of how to call for assistance to help manage a first aid event:

In the Pre-Prep as all staff are paediatric trained, all staff can manage a first aid incident for a pupil.

- In Early Years there is always at least one another adult in the building within sight and hearing able to support in managing a first aid event. Both buildings have access to school walkie talkies and an external phone.
- In Year 1 and 2 classrooms, a red 'URGENT HELP' system' is used. This is a red triangle displayed in a visible place in each room with the staff name printed on the card. We teach the children to take it to another teacher if ever there is a medical problem, this covers both children and staff. Scenarios it would be used are if a child has an accident or is suddenly unwell, the teacher would stay with the child in the classroom and the URGENT card taken by another child to the nearest adult. If a teacher suddenly became unwell or unresponsive, children are taught to use the card to get another adult to manage the situation. There is usually at least one other adult in the building who could summon extra medical help using the walkie talkie kept in the Pre-Prep Hall or the phone in the Pre-Prep Heads Office or staff area.
- During Pre-Prep playtimes and all woodland learning, staff carry first aid bags and a walkie talkie as outlined in the Risk Assessment
- First Aid signs are located in the Pre-Prep school buildings with names and contact numbers and locations of all the medical equipment. Locate sign and seek closest first aider/ medical equipment

In the Prep School

- In a classroom – Pupil will be sent to the most appropriate person to request additional assistance.
- In the wider school buildings – First Aid signs are located in school buildings with names and contact numbers and locations of all the medical equipment. Locate sign and seek closest first aider/ medical equipment.
- On the school grounds – During break time duty staff patrol the school grounds and carry walkie talkies to call for help if required.
- On a school trip – at least one member of teaching staff will have completed emergency first aid training. In the event that additional first aid/ medical treatment is required the Group Lead will immediately call 111/999.
- On a school trip abroad – all teaching staff will have completed emergency first aid training, and will carry details to enable appropriate first aid response. This information will be clearly outlined in the trip risk assessment.

The nominated First Aider can be contacted via the following mechanisms:

- Walkie talkies – Channel 8
- Matron Landline phone (011 8974 5524)
- Matron Mobile (07585 272 572)
- The School Office (0118 974 4276)

- Someone physically sent to retrieve help.

‘Appointed Person’ for onsite First Aid

St Andrew’s School currently has the following roles who are both 3-day First Aid at Work Trained, and Paediatric First Aid trained.

- Matrons (first tier appointed persons)
- School Office Manager
- Head of Boarding & Assistant House Parent

In addition, the Director and Assistant Director of Sport are First Aid at work qualified.

During term time the Matrons will always be the routine ‘appointed person’ to provide a First Aid response to any events occurring onsite. If however they are otherwise engaged or off-site, they will delegate the ‘Appointed Person’ responsibility to another within the team, who should maintain the ability to attend any First Aid request in a prompt and timely manner. There will always be a First Aid appointed person onsite when pupils are onsite.

Onsite First Aid Equipment

The locations of all the First Aid equipment onsite can be found clearly marked and signposted on all the First Aid green signs that are found towards the exit of every building/room.

Locations of First Aid Boxes & Automated External Defibrillator (AED)			
Old Hall Lobby (+ defibrillator)	Sports Centre Entrance (+ defibrillator)		
Matrons’ surgery	School Office	Nursery staff room	Art Room
School minibuses x 4	Maintenance workshop	Reception	Boarding
Swimming pool	Kitchens (Catering)	Pre-Prep travelling	Astroturf
Donkey Field	Science laboratories x 2	Coffee Shop	Forest School
Pre-Prep playground	Lobby outside Head of Pre-Prep office		

Seeking Enhanced External Medical Support

In any event where staff member is concerned regarding the severity of the event, sudden deterioration of the casualty, the uncertainty of the situation, or imminent threat to life, further medical advice should always be sought through 999 or 111. This is particularly the case in events such as (but not exclusive to):

- Any serious injury or illness
- Any significant head injury
- Any period of unconsciousness
- Any event where there is any significant respiratory distress.
- Any event where there a notable potential bone fracture where the casualty cannot/should not be moved.

If an ambulance or paramedic response team is sent to the site the Matron Team leader & Estates Bursar should be informed to enable the team to locate the casualty successfully,

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 parents in time.

The What Three Words for the front porch are: **Commutes.Lurching.Bags**

Hygiene Procedures – Management of Bodily Fluids

If a spillage of blood or other bodily fluids occurs, arrangements must be made for the proper containment, clear up and cleansing of the spillage site. Staff can call the Housekeeper or the Matrons to help manage the site, if they are available. All staff have access to a yellow bucket which will have blue absorbent roll, sick bags, antibacterial cleaning spray, a yellow bag, gloves and a protective apron

which will be used to clean the spillage. If a yellow bucket has been used, the staff member if responsible for reporting this to the Housekeeper so that it can be replenished accordingly.

The Yellow buckets are located;

- Matron's surgery
- School Office
- Juniors
- Pre-Prep, Reception and Nursery
- Sports Office
- Boarding

The staff member or 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 or wear gloves
- Wear disposable gloves when dealing with blood or other bodily fluids.
- Use a suitable disposable apron where splashing may occur
- Use devices such as face shields, where appropriate, when giving mouth to mouth resuscitation.
- Use the yellow bin or bags to dispose of the contents where bodily fluids are concerned
- Wash hands after every procedure

If a staff member or first aider suspects that they or any other person may have been contaminated with blood and/or 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 and/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 in the accident book
- Take medical advice (if appropriate).

Accident Reporting

All injuries and accidents involving pupils should be recorded in the Pupil Accident Book (one in Sick Bay, three in the Pre-Prep department). These records will then be logged into the school PASS system. All injuries and accidents involving staff, visitors and contractors should be recorded in the School's Accident Book (one in the School Office and one in the Sports Centre) these are reviewed termly by the Estates Bursar. The record shall include:

- Date, time and place of accident.
- Name of the person involved (and form if a pupil).
- Details of injury and any first aid/medication given.
- Name and signature of the person or first aider dealing with the incident.

Accident records will be kept for at least three years (the statutory minimum).

Communication with Parents

- In the event of a pupil accident or injury, parents must be informed the same day, or as soon as practical.
- A record is kept of any administration of medicine and the parents are informed of the timing the same day or as soon as is reasonably practical.

- If a child is believed to be suffering from a notifiable disease, parents must inform the school and the Matron will inform the HPA, as necessary. [UK Health Security Agency - GOV.UK \(www.gov.uk\)](http://www.gov.uk)
- A yearly email will be sent to Parents to review any medical changes/needs of their child/ren.
- Parents must give written permission for any medicine prescribed by a medical professional to be administered to their child.
- Parents are notified that they should keep their child away from school for 48 hours after any diarrhoea or sickness has ceased.

Document Review History

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Owner Estates Bursar