

First Aid Policy

**ISSR Part 3, Paragraph 13
NMS Standard 3**

Review period: Annual
Review by: Vice Principal - Pastoral
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Next Review: January 2020



FIRST AID POLICY

St Joseph's College prides itself on the quality of the teaching and pastoral care provided to each of its pupils, from EYFS across to Sixth Form, including Boarding. *The Governing body has ultimate responsibility for meeting all the College's regulatory requirements, which they delegate to the Principal, supported by the Senior Leadership team. In line with good practice and as part of the Governors' due diligence, the Board of Governors' reviews this policy annually.*

St Joseph's College, as an aware employer, is committed to safeguarding and promoting the well-being of children and young people as its number one priority. Robust recruitment, selection and induction procedures operate throughout the College and extend to organisations and services linked on its behalf

First Aid Policy

Introduction

Everyone in the College, including our EYFS children and Boarders, regardless of background and free from discrimination, has access to our Medical, Treatment and Therapy Centre ¹which is led and managed by a College Nurse, whose NMC registration is updated annually. The College Nurse is responsible for any medical care or first aid that pupils, staff or visitors may require during the school day. The College Nurse is also qualified in the HABC Level 3 award in Education Training and First Aid Instruction and she is on duty from 08.30am to 5.00pm each day. In her absence, First Aiders are available to deal with illness, accidents and emergencies. At least one person in the Prep School until 5.30pm each evening and on all EYFS trips and visits is paediatric first aid trained².

The College Nurse or a First Aider will contact parents if there are any concerns or matters to report about the child's health or well-being during the school day. The College will ask the parent/carer to collect their child if they become ill during the College day.

Parents are advised to keep their child at home, if he or she is ill or infectious and to phone the College on the first day of the absence. An ill child will not be happy in school and may spread infection amongst other members of the College's community.

All new pupils and staff are given information on where to go for help in the event of illness or an accident, as part of their induction into the College. All staff received medical induction training from the College Nurse, when they join the school.

Scope

This guidance is applicable to all those involved in the provision of first aid related to school activities.

Objectives

- To ensure that there is an adequate provision of appropriate first aid at all times
- To ensure that where individuals are unwell or have been injured, that there are suitable mechanisms in place to provide timely and competent administration of First Aid.

¹ ISSR Part 5, Paragraph 24, 1 (a)

² EYFS 3.20-3.27, 3.25



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Guidance

- The School Nurse will be responsible for the implementation of this policy.
- The School Nurse will undertake a risk assessment to determine the first aid needs. This will include consideration of the following:
 - ❖ Size of the school and whether it is on split sites / levels
 - ❖ Location of the school
 - ❖ Specific hazards or risks on the site
 - ❖ Staff or pupils with special health needs or disabilities
 - ❖ Previous record of accidents / incidents at the school
 - ❖ Provision for lunchtimes and breaks
 - ❖ Provision for leave / absence of first aiders
 - ❖ Offsite activities, including trips
 - ❖ Practical departments, such as Science, Technology, PE
 - ❖ Out of hours' activities
 - ❖ Contractors on site and agreed arrangements

Appointed Persons

An **Appointed Person** is in addition to first aiders. Such persons will have received formal training (Normally four hours) and their duties may include: taking charge when someone is injured or taken ill, some appointed persons are also trained to administer medication. They are not First Aiders and they should not give first aid treatment for which they have not been trained. They have responsibility for maintaining first aid equipment (e.g. restocking first aid boxes) and for ensuring that an ambulance is summoned when appropriate.

Specific First Aid Provision

First Aiders

Sufficient trained first aiders to cover day to day and other school activities will be provided.

A **First Aider** will have undergone specific training as set out by the Health and Safety Executive.

- ❖ **Either** a 6 hour emergency first aid course, with annual refresher training of 3-4 hours and a 6 hour requalification course every 3 years
- ❖ **Or** an 18 hour first aid at work course, with annual refresher training of 3-4hrs and a 12 hour requalification course every 3 years.

A First Aider must hold a valid certificate of competence, issued by an organisation whose training and qualifications are approved by the HSE approved, the College being one of these. For the College's up-to-date list of First Aiders, Paediatric First Aiders, Appointed Persons and staff trained to administer Entonox and medication see the College's First Aid List. These lists are displayed at key locations around the College – see [appendix 3](#) for the full location summary.

First aiders will give immediate help to those with common injuries or illnesses and those arising from specific hazards, and where necessary, ensure that an ambulance or other professional medical help is called



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For EYFS pupils, the College always ensures that a member of staff who is paediatric first aid trained is present in school when there are EYFS pupils on campus.³

Paediatric training must be renewed every three years and be relevant for workers caring for young children. All newly qualified entrants to the early years workforce who have completed a level 2 and/or level 3 qualification on or after 30 June 2016, must also have either a full PFA or an emergency PFA certificate within three months of starting work in order to be included in the required staff: child ratios at level 2 or level 3 in an early years setting.⁴

School Trips

A first aider (paediatric first aid for EYFS pupils) will accompany pupils, where possible on visits out of school. A first aid box will also be taken when pupils leave the College on organised trips or participate in sports events.

First Aid Boxes

First aid boxes will be provided in areas of the College where accidents are considered most likely.

All staff have easy access to First Aid boxes across the College, including in EYFS areas, minibuses and Boarding,⁵ these are accessible at all times and with appropriate content for use with children. Locations where there is a higher risk of injuries to eyes, have also got an eye wash facility/station. Please refer to the College's Location of Defibrillators, First Aid Boxes, Epipens, Asthma Inhalers and Eye Wash stations list – See [appendix 3](#) for the full summary.

First aid boxes will be replenished as necessary, with all First Aid boxes checked at least half termly and replenished as necessary by the College Nurse.

The Contents of a first aid boxes will be in accordance with the guidance given in the HSE document "Basic advice on first aid at work" INDG 347:

- a leaflet giving general guidance on first aid (eg HSE's leaflet Basic advice on first aid at work – see Q10);
- individually wrapped sterile plasters (of assorted sizes), appropriate to the type of work (you can provide hypoallergenic plasters if necessary);
- sterile eye pads;
- individually wrapped triangular bandages, preferably sterile;
- safety pins;
- large, individually wrapped, sterile, unmedicated wound dressings;
- medium-sized, individually wrapped, sterile, unmedicated wound dressings;
- disposable gloves

Defibrillators

There are two defibrillators externally located on campus, one outside of Goldrood Boarding House and one located outside Birkfield Reception. Both defibrillators can be used on both adults and children.

³ EYFS 3.20-3.27, 3.25

⁴ EYFS 3.20-3.27, 3.25

⁵ EYFS 3.50-3.51, E59



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First Aid Notices

Lists of members of staff who are qualified first aiders or Paediatric first aiders and those who are trained appointed persons will be displayed at the entrance of each campus building and in boarding houses.

Access to First Aid

All pupils and staff will be given information on the provision of first aid at their induction.

Medical & Therapy Centre

Children who are ill will be cared for in the College's Medical & Therapy Centre, in one of the College's single-sex medical bays with dedicated medical toilets and wash facilities, within the medical centre, until the parent is able to collect their child. ⁶ The Medical centre also caters for Boarding students who are sick or injured. The accommodation is adequately staffed by appropriately qualified personnel, adequately separated from other boarders and provides separate accommodation for male and female boarders where this is necessary.⁷

Should the College have students with complex ⁸needs, additional medical accommodation which caters for those will be provided.⁹

The Medical Centre may be used for other purposes (apart from teaching) provided it is always readily available to be used for the purposes of medical and therapy treatment.¹⁰

Pupil Illness

If a pupil becomes ill during the day, the College will contact their parents so that the child can be collected.

There is access to the school medical, treatment and therapy centre / medical room which is managed by the School Nurse.

The School Nurse is on duty in the medical, treatment and therapy centre from 8.30am – 5.00pm every day and at other times when pupils are in school and will administer first aid and deal with accidents and emergencies or when someone is taken ill.

The College will always contact parents if a pupil suffers anything more than a minor injury or becomes ill during the school day.

Calling an Ambulance

If someone at the College needs urgent medical attention/care, staff are trained to summon an ambulance immediately. The College Nurse is normally responsible for calling the ambulance and for ensuring, in the absence of a parent, that the pupil is escorted to hospital. All staff are advised in their induction training about how to summon an ambulance. A member of staff will always stay with a child in hospital until the parents have arrived.

⁶ ISSR Part 5, Paragraph 24, 1 (b)

⁷ NMS Standard 3, 3.2

⁸ Definition of "complex needs" – If pupil has a profound and multiple learning difficulty in addition to other significant difficulties, such as physical or sensory impairment, which requires provision which is additional to or different from that of general students.

⁹ ISSR Part 3, Paragraph 24, 1 (c)

¹⁰ ISSR Part 3, Paragraph 24 (2)



Emergency Medical Treatment

In accepting a place at the College, parents authorise the Principal or an authorised deputy acting on their behalf, to consent on the advice of an appropriately qualified medical specialist, to their child receiving emergency medical treatment, including general anaesthetic and surgical procedure under the NHS if the school is unable to contact a parent. Every effort will be made to contact the parents before consent is given by the College.

Reporting and Recording Medical Treatment

The College records all First Aid treatment and medication given. Parents are informed through medical forms, phone calls or the child's Study Diary, on the same day, or as soon as reasonably practicable.¹¹

Reporting and Recording of Accidents/Incidents

All accidents/incidents on the College site are recorded on the College's Incident/Accident Form and/or on the College's medical department daily log sheet and SIMS. Parents are informed by phone or a note in the child's Study Diary. In the Nursery, parents co-sign the Nursery First Aid and Accident/Incident Book. Please refer to the College's Reporting of Incidents/Accidents Procedure. Any accident or injury sustained by an EYFS pupil is reported to parents / carers on the same day, or as soon as is reasonably practicable, together with information regarding first aid treatment.

The College reports any pupils', staff and non-employees' accidents which need to be reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, 2013), to the Health and Safety Executive (telephone 0845 300 99 23) such accidents/incidents include:

- **Death/s**
- **Occupational diseases**
Employers and self-employed people must report diagnoses of certain occupational diseases, where these are likely to have been caused or made worse by their work: These diseases include (regulations 8 and 9):
 - ❖ carpal tunnel syndrome;
 - ❖ severe cramp of the hand or forearm;
 - ❖ occupational dermatitis;
 - ❖ hand-arm vibration syndrome;
 - ❖ occupational asthma;
 - ❖ tendonitis or tenosynovitis of the hand or forearm;
 - ❖ any occupational cancer;
 - ❖ any disease attributed to an occupational exposure to a biological agent
- **Gas incidents**
- **Dangerous occurrences** which are certain listed near-miss events i.e. a specified dangerous occurrence, where something happened which did not result in an injury, but could have done.
- **Over-seven-day injuries** - As of 6 April 2012, the over-three-day reporting requirement for people injured at work changed to more than seven days. The College will report injuries that lead to an employee or pupil being away from work/College, or unable to perform their normal

¹¹ EYFS – 3.5-3.51, E58



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duties, for more than seven consecutive days as the result of an occupational accident or injury (not counting the day of the accident but including weekends and rest days). The report must be made within 15 days of the accident.

- **Over-three-day injuries.** The College must still keep a record of the accident if an employee/student has been incapacitated for more than three consecutive days.
- **Non-fatal accidents to non-workers (e.g. members of the public)**
Accidents to members of the public or others who are not at work must be reported if they result in an injury and the person is taken directly from the scene of the accident to hospital for treatment to that injury. Examinations and diagnostic tests do not constitute 'treatment' in such circumstances
- **Major injuries** which include:
 - fractures, other than to fingers, thumbs and toes
 - amputations
 - any injury likely to lead to permanent loss of sight or reduction in sight
 - any crush injury to the head or torso causing damage to the brain or internal organs
 - serious burns (including scalding) which: covers more than 10% of the body
 - causes significant damage to the eyes, respiratory system or other vital organs
 - any scalping requiring hospital treatment
 - any loss of consciousness caused by head injury or asphyxia
 - any other injury arising from working in an enclosed space which: leads to hypothermia or heat-induced illness
 - requires resuscitation or admittance to hospital for more than 24 hours

The College keep records of all accidents, incidents and injuries, and has a procedure in place for ensuring that they are reviewed regularly, in order where possible, to minimise the likelihood of recurrence. The review of accidents, incidents and injuries takes place at each Health and Safety committee meeting.

Our Medical Care

The College sends all new pupils/staff a medical questionnaire and asks them to complete it before they join the College. More details are given in our medical questionnaire policy – including the arrangements for boarders.

Staff must seek medical advice if they are taking medication which may affect their ability to care for children and any staff medication must be securely stored at all times.¹²

Children with Particular Medical Conditions

If a child has particular medical conditions, the College Nurse will call or meet with the parents, or any outside Specialist who has been involved with the care of the child, to discuss and determine the regime that is most appropriate for his or her individual care, before s/he joins the College.

List of students with diabetes, asthma, epilepsy or anaphylaxis are shared with staff and displayed in key areas. All staff are briefed during their induction with the College Nurse in how to respond to a child with the aforementioned medical conditions. The College Nurse also issues written

¹² EYFS, 3.19, E33



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procedures for dealing with pupils with diabetes, asthma, epilepsy or anaphylaxis. The College has an asthma policy.

Senior School Epipens have been relocated to the Refectory, just outside of the Principal's dining room. Prep School Epipens are stored at the Prep School Reception. At lunchtime, they are taken to the Refectory and then returned to the Prep School Reception in the afternoon. Nursery pupils' Epipens and inhalers are kept in the Nursery Department.

The College will also ensure that care all students' physical and mental health, and emotional wellbeing is promoted.

Boarders

The College has and implements appropriate policies for the care of boarders who are unwell and ensures that the physical and mental health and emotional wellbeing of boarders is promoted. These include first aid, care of those with chronic conditions and disabilities, dealing with medical emergencies and use of household remedies¹³. Boarders with any of the four chronic conditions outlined above, also have a Health Care Plan which is completed by the College Nurse and shared with boarding staff.

In addition to any provision on campus, boarders have access to local medical, dental, optometric and other specialist services or provision as necessary.¹⁴

All medication is safely and securely stored and proper records are kept of its administration. Prescribed medicines are given only to the boarder to whom they are prescribed. Boarders are allowed to self-medicate are assessed as sufficiently responsible to do so.¹⁵

The confidentiality and rights of boarders as patients are appropriately respected. This includes the right of a boarder deemed to be 'Gillick Competent' to give or withhold consent for his/her own treatment.¹⁶

Medical Examinations and Immunisations

Parents' consent will be sought for children receiving the routine range of immunisations recommended by the Department of Health. Additionally, during their first term, all new boarding pupils will have a medical interview with a Boarding Matron; the College Nurse screens the interview response and follows up follows up as required on an individual basis. All Year 3 pupils are given a hearing and sight test by the College Nurse.

Medical Records

The College keeps records of all treatments, medication, accidents, injuries and immunisations. All hard copy medical records are stored in the Medical, Treatment and Therapy Centre until the child's 25th birthday, when they will be securely destroyed. Access to these records is restricted to the Medical Staff. Current medical information about students, that is considered necessary for College staff to know e.g. epilepsy, is also recorded on the College's MIS, which is available to all College staff. Confidential medical information is only available to medical staff. In the event of a safeguarding issue information will be shared on a need-to-know basis and always with the College's Designated Safeguarding Leads.

¹³ NMS Standard 3, 3.1

¹⁴ NMS Standard 3, 3.3

¹⁵ NMS Standard 3, 3.4

¹⁶ NMS Standard 3, 3.5



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Medicines and Treatments Brought into College for Pupils

The College Nurse must be advised of any medication that is brought into College for a child; **this must be supported by completion of a College consent form giving authorisation**. If a child has a medical condition which necessitates regular access to medication, the College Nurse must be notified so that an appropriate regime can be devised. The relevant staff will be informed, in confidence, of any specific regime/regular medication a child requires.

Copies of the College Policy for Administering Medicines are available on request.

The College requires written consent from parents of every medicine before we are allowed to give it to the child.

Medicines and Treatments Brought into College for Staff

All staff who use personal prescribed medicines must ensure that they only stored and taken in staff areas. If required, the College Nurse can provide advice and guidance.

Spillage of Body Fluids

Any spillage of bodily fluids (blood, vomit, urine and excreta) should be reported immediately to the College caretakers who will follow specific hygiene procedures and clean up the spillage promptly. Individual body fluid spillage kits are kept in the Prep School, Senior School and in Boarding in Goldrood Office. The following general actions will be taken by the person dealing with the spillage:

- Clearance of the immediate area of people. Hazard signs and cordoning may be necessary, according to the circumstances.
- Wearing of disposable personal protective equipment (PPE), including gloves, (latex or nitrile) or equivalent, masks and disposable plastic apron/suit should be worn.
- Any spilt blood or other body fluids should be covered with body spillage granules, or sawdust, then cleaned up with disposable absorbent paper towels.
- Absorbent towels and latex gloves must be disposed of inside the clinical waste bins which are stored in the Medical, Treatment and Medical Centre in the Senior School and at the Prep School Reception
- Ensure the area is cleansed with a suitable antiseptic solution.

Disposable gloves are also kept in all First Aid boxes to assist staff who may have to come into contact with a child's body fluids.

For information on EYFS intimate care procedures, please see the EYFS operational plan.



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References:

- A: ISI Commentary on the Regulatory Requirements, Part 3 (www.isi.net) September 2018
- B: Reference Guide to the key standards in each type of social care service inspected by Ofsted (www.ofsted.gov.uk)
- C: Health and Safety at Work" Section H of the ISBA Model Staff Handbook,
- D: "Health and Safety and Welfare at Work" Chapter N of the ISBA Bursar's Guide
- E: "Insurance" Chapter K of the Bursar's Guide by HSBC Insurance Brokers Ltd
- F: Early Years Foundation Stage (EYFS) Checklist and Monitoring Reference for Inspectors (www.isi.net)
- G: DfE "Guidance on First Aid for Schools" (www.dfe.gov.uk)
- H: HSE home page, First Aid at Work (www.hse.gov.uk)
- I: MOSA Guidance: "First Aid Provision and Training in Schools" (www.mosa.org.uk)
- J: DfE Automated external defibrillators (AEDs) A guide for schools, June 2017

Linked Policies:

- College Early Years Foundation Stage Operational Plan
- Colleges Accident Reporting RIDDOR policy
- Care of boarders who are unwell, including first aid, care of those with chronic conditions and disabilities, dealing with medical emergencies and the use of household remedies
- Administration of medication, treatment and first aid (kept confidentially)
- Parental permission for medical and dental treatment, first aid and non- prescription medications

Appendices:

- Appendix 1 - College Policy on the Locations of First Aid Boxes List
- [Appendix 2](#) - College Policy of Named First Aiders, Appointed Persons, Paediatric First Aiders and Staff trained to give Entonox and Medication list
- Appendix 3 - Location of Defibrillators, First Aid Boxes, Epipens, Asthma Inhalers and Eye Wash stations list



[Appendix 3](#)

Location of Defibrillators, First Aid Boxes, Epipens, Asthma Inhalers & Eye Wash Stations

Defibrillators:	
On the outside wall of Birkfield Lounge overlooking the rugby pitches	
On the outside wall to the right of Goldrood porch as you look at it	
First Aid Box & Eye Wash Station:	
Medical Room	
Birkfield House Reception	
Prep School Reception	
Maintenance office/store	
Grounds hanger	
Science block x 3:	Biology prep room, Chemistry prep room and bottom of stairs
Design Technology x 3	2 in student workshop, 1 in classroom workshop, 1 in prep room
Sixth Form block, Reception area	
Art block x 2	Photography & Art classroom
Refectory	1 in office/kitchen with glass surround, 1 in eating area
Sports hall, outside office	
Gymnasium	
Boarding – Goldrood entrance hall	
Boarding – Mews kitchen and office/entrance to Girls & Boys boarding	
Dance studio	
Nursery	
Food Technology x 2	Upstairs & Downstairs
Library, kitchen area x 1	
First Aid Box only:	
Cricket Pavilion	
Drama/Music block x 2:	Outside office & Auditorium
Grounds' quad bike	
Grounds' Gardening shed	
Minibuses x 9	
Mathematics block – office	
Languages block – Opposite Room 703	
English block - office	
Laundry room	
Sport changing room, inside office	
Outside Geography classroom/Mrs Hall's office	

Epipens and Emergency Asthma Inhalers:

Senior School epipens and emergency asthma inhalers are on the wall, within rear entrance to Refs.¹⁷
 Prep School epipens are kept at Prep School Reception and taken to the Refectory during lunchtimes.
 Emergency asthma inhalers are kept at Prep School Reception.
 Emergency asthma inhaler kits for trips can also be collected from the Medical room, for both Senior and Prep School.

Boarding

Students with epipens in boarding have spare epipens located in the following areas^{18,19}:
 Goldrood - Staff office Mews -Staff study

¹⁷ ISSR Part 3 Paragraph 13

¹⁸ ISSR Part 3 Paragraph 8

¹⁹ NMS 3.1

