

# Health & Safety Policy

## First Aid

**Aim: To set out how the response to injuries and medical emergencies is managed and how first aid arrangements are provided for in the Prep School and Underwood Hall.**

Date of issue - 6 July 2021

Policy author G.McCurley, Health and Safety Officer

Last review- 13 November 2023 G.McCurley

Next routine review- August 2024

Issue date	Version	Comments/amendments
6 July 2021	1.0	First issue.
13 November 2023	2.0	9.3-new paragraph relating to asthma inhalers. 9.4 and 9.5- new paragraphs relating to defibrillators. 10.3 Reference to accident reporting via the Sapientia Gateway added.

## 1. INTRODUCTION

This policy supports the Health and Safety strategy for Wymondham College Prep School. It sets out how the School manages the risk of injuries or medical emergencies and meets the legal duties of an employer, under the Health and Safety (First-Aid) Regulations 1981. The policy also serves to meet the requirements of the 2022 National Minimum Standards for Boarding Schools. It further sets out how the School meets guidance by the Health and Safety Executive to address the risk to all persons who may be on site. This includes all students and visitors.

## 2. RESPONSIBILITY

2.1 The Headteacher is responsible for the maintenance of this policy and the provision of effective first aid arrangements including employee awareness of procedures.

2.2 The policy is reviewed by the Health and Safety Officer (HSO) annually or in the event of any significant change to the establishment, activities undertaken or significant first aid emergency.

2.3 The policy is informed by a first aid needs assessment undertaken by the School.

2.4 Boarding staff and teachers are responsible for-

- ensuring risk assessments undertaken in respect of areas or activities within their control, have due regard for any first aid support which may be necessary.
- any first aid equipment within their area is immediately available, fully stocked and where applicable, items are in date.

## 3 DEFINITION

3.1 Arrangements for the management of first aid at Wymondham College Prep School aim to meet the definition of first aid provided by the Health and Safety Executive in their Guidance 'An Introduction to Health and Safety'-

First aid means treating minor injuries at work and giving immediate attention to more serious casualties until medical help is available. Through this initial management of injury or illness suffered at work, lives can be saved and minor injuries prevented from becoming major ones.

## 4 ON SITE RESPONSE TO EMERGENCIES

4.1 The onsite response is provided by trained first aiders and medical centre staff. In the College swimming pool, this is provided by a swimming teacher or trained lifeguard.

4.2 Any member of staff is authorised to call an ambulance, should the circumstances be regarded so serious as to merit this action.

4.3 Should an ambulance be called, the College Reception must be informed in order that they may be directed to the Prep School. During boarding hours, it will be necessary for the ambulance to be met in order to gain access through the road barriers. The on duty caretaker or any member of the School or College staff could be requested to assist.

## 5 MEDICAL CENTRE

5.1 The School has access to the services of the College Medical Centre. This is available as follows-

<b>When the College and Prep School are both open</b>		
<b>Monday - Friday</b>	<b>Saturday</b>	<b>Sunday</b>
A School Nurse is onsite 07:00-21:00. On-call for advice only 21:30-22.:30. A Medical Assistant is on-site 09:00-17:00 and 20:30-08:00	A School Nurse is onsite 08:00-17:00. A Medical Assistant is on-call 17:00-08:00 The Assistant will be on-site only if a student requires inpatient care.	A School Nurse is on-call 08:00-19:00. This is generally for advice only. If a student requires in-patient care (judgement to be made by the nurse on-call). Where possible, if in-patient care is required, the Medical Centre driver will be used to staff the medical centre. A medical assistant is on-site 19:00-08:00.
<b>When only Wymondham College Prep School is open</b>		
<b>Monday - Friday</b>	<b>Saturday</b>	<b>Sunday</b>
A School Nurse is onsite 08:00-20:30. A Medical Assistant is onsite 20:30-08:00.	A School Nurse is onsite 08:00-17:00. A Medical Assistant is on-call 17:00-08:00 (they will be on-site only if a student requires inpatient care).	A School Nurse is on-call 08:00-19:00. This is generally for advice only unless a student requires in-patient care (judgement to be made by nurse on-call). A Medical Assistant is on-site 19:00-08:00

5.2 The Medical Centre provides a range of services to the School. These are detailed in the Medical Centre policies and procedures.

5.3 The Centre co-ordinates information about students with specialist care plans or particular medical conditions. The Centre staff liaise with the SENCO and Boarding Staff in the management of these students.

## 6 MANAGEMENT OF SERIOUS INJURIES AND MEDICAL EMERGENCIES

6.1. The Headteacher must be informed of any situation requiring the attendance of an ambulance or the transport to hospital of any person following injury or sudden illness at the School or Underwood Hall. This notification must not delay the summoning of an ambulance or any other necessary emergency action.

6.2 The Headteacher will co-ordinate contact with the parents/guardians of a pupil being taken to hospital.

6.3 The Headteacher will initiate Critical Incident Procedures as necessary.

## 7. TRIPS AND VISITS

7.1 The need for first aid provision for offsite trips and visits is addressed within the related School policy and is part of the risk assessment process for all types of these activities.

7.2 Trip leaders will immediately inform the Headteacher of any incident requiring hospital treatment of a pupil or employee while off site and on a School trip.

## 8. PROVISION OF FIRST AIDERS

8.1 The type and number of first aiders has been determined by a first aid needs assessment, Annex A. The methodology used is from that provided by the Department for Education, Guidance on First Aid for Schools and the Health and Safety Executive, Guidance L74.

The significant findings are-

- For the number of employees a minimum of 1 first aider is needed during a school day.
- For the number of pupils a minimum of 2 first aiders are needed during a school day.
- A minimum of 1 first aider must be available within the Underwood Hall when occupied by pupils.
- A minimum of 1 first aider should travel with any School trip.
- School nurse assistance is available from the College Medical Centre.
- The 2 day paediatric first aid course is the standard for School staff.

## 9. FIRST AID KITS AND EMERGENCY MEDICAL EQUIPMENT

9.1 The location of equipment is provided at Annex A.

9.2 All first aid kits should be checked for contents and to ensure items are in date once a

term. In order to assist this, kits may be secured with easy to break plastic tags or similar, which will show if opened since last checked.

9.3 For students who are issued with an asthma inhaler, these are kept in the medical room rather than carried by pupils or kept in their classroom. This approach is taken as it-

- avoids the inhaler being lost by the pupil.
- avoids the inhaler being moved from room to room or area with the pupil during the school day.
- provides a clear location for staff to go to should an inhaler be required.

9.4 A defibrillator is located in the School foyer. This location and availability during term time school hours only is known to the Ambulance Service.

9.5 Other defibrillators are located-

- External wall of the College Pavilion- the cabinet door code is C1279.
- External wall of the College staff room- the cabinet door code is C1279.
- Inside the Sports Hall, at the entrance lobby in an unlocked cabinet-available when the building is 'open.'
- Inside the Medical Centre, available when the MC is 'open.'

## 10. ACCIDENT REPORTING

10.1 Any circumstance in which first aid treatment is provided must be reported as an accident.

10.2 Minor accidents such as grazes, typically incurred during playtime, may be recorded in the School or Underwood Hall 'accident book' using the Medical Tracker system.

10.3 For more significant accidents to pupils or any employee/visitor injuries the AIR 1 report form should be completed. This is available for completion online at the Sapientia Gateway.

10.4 In the event of a serious injury, the HSO should be informed as soon as possible. Any equipment involved must be impounded. A serious injury is typically one requiring hospital attendance. If in doubt, inform the HSO.

First-aid personnel	Required Yes/no	Number needed
School Nurse	No	
First-aider with a first aid at work (FAW) certificate (3 day course)	No	
First-aider with an emergency first aid at work (EFAW) certificate (one day course)	Yes	At least 1 staff member per class
First-aider with additional training (specify e.g. Paediatric)	Yes	
Appointed person responsible for administering medicines with a Medicines Awareness for Schools – Foundation Certificate	School office staff administer to the children. Medicines are held in the Medical Room or fridge in the school office.  These members of staff do not hold the Medicines Awareness for Schools – Foundation Certificate.	
First-aid equipment, supplies and facilities	Required Yes/no	Number needed
First-aid Kits <i>List all types and location in table below</i>	Yes	10
Other (please specify e.g. Cold packs) <i>List all types and location in table below</i>	Yes	cold packs – RM has ordered additional
Additional equipment (specify) (e.g. automated external defibrillator AED)	Yes	4 available on College campus and 1 in Wymondham College Prep School foyer
PPE <i>Specify e.g. FRSM*, Nitrile gloves, Plastic apron, visor or goggles</i>	Yes	Nitrile gloves, plasters, face shield, bandages
First-aid / medical room	Yes	Located in the school office

# WCPS First Aid Needs Assessment – Annex A

## LOCATION OF SCHOOL FIRST AID EQUIPMENT

TYPE OF FIRST AIDKIT/QUANTITY From list below	DEPARTMENT / BUILDING	LOCATION	RESPONSIBLE PERSON Restocking, checking expiry dates
Playground First Aid Kit X 1	RDD	Kept near the Fire Exit Door to the play area	Class TA
Playground First Aid Kit X1	1CT	Kept near the Fire Exit Door to the play area	Class TA
Playground First Aid Kit X1	2CB	Kept near the door that exits to corridor	Class TA
Playground First Aid Kit X1	3SC	Kept near the Fire Exit Door to the play area	Class TA
Classroom First Aid Kit X1	3DM	Kept in the breakout room between Y3 classrooms	Class TA
Playground First Aid Kit X1	Y5/6	Kept near the door that exits to corridor	Class TA's
Forest School First Aid Kit X1	Forest School	Kept in Forest School cupboard for exclusive use	JHB
First Aid Kit x3	Medical Room in the school office	First Aid cupboard	RM
First Aid Kit	Catering kitchen	Top shelf under wall clock	Karen Anderson
First Aid Kit	Staff Room	Wall mounted, under notice board to right of kitchen units	RM
Spills Kit	Medical Room	First Aid cupboard	RM/RG
Portable Asthma Kit Medical Room x 1	<ul style="list-style-type: none"> <li>Medical Room</li> <li>YR 5 + 6 take a portable kit out</li> <li>2 students (Y5/6) wear pouches containing personal inhalers.</li> </ul>	<ul style="list-style-type: none"> <li>First Aid cupboard</li> <li>Class teachers' desk</li> </ul>	Medic Centre Class TA
Epipen Spare x 4 2x Junior 2x older/adult	Medical Room	On wall next to First Aid cabinet.	Medic Centre
Circular Hot/Cold Packs	The instant cold packs can be microwaved for hot packs.	Medical Room, NOT locked away	RM
Kids Instant Cold Pack	Medical Room in the School Office	Medical Room, NOT locked away	RM
Sterile Eye Wash	First Aid Box	Medical Room, NOT locked away	RM
Salbutamol Spare inhalers	3 x Emergency Inhalers	Medical Room, NOT locked away	Medical Centre order these
Pupil's Individual Inhalers	Medical Room in the School Office	Medical Room, NOT locked away	RM

## WCPS First Aid Guide & Procedures – Annex B

---

*This document has been created using text from **SET Head Injury Protocol for EYFS and Primary Schools** along with many additions that are right for our school*

### **What constitutes the need to administer First Aid?**

- To define every eventually as to when there is a need to administer first aid is not possible.
- Many bumps, falls and grazes result in the child mainly being distressed from the shock rather than an actual injury.
- Adults who come into contact with pupils who are distressed must judge if the severity of the injury requires a First Aider to administer medical treatment.
- Often, a positive comment about them being brave, showing care and understanding followed by a distraction can often spur a child to carry on with their original activity.
- In the event that a child remains distressed or in pain, or if the injury has resulted in weeping wounds that need more than a paper towel, or if there's bruising or an angry red patch, the child should be taken to a First Aider
- If it is clear that a child can't or should not move due to an injury, the First Aider on duty should be brought to the child.

### **What is a head injury?**

- Children frequently sustain minor head injuries, but it is nonetheless important that procedures are in place for reporting any head injury, and that there is clear understanding of what symptoms and signs should be looked for in children who have hit their head whilst at school.
- A head injury includes any knock to the face.
- Head injury is a trauma to the head that may or may not include injury to the brain.
- Concussion is the sudden but short-lived loss of mental function that occurs after a blow or other injury to the head (a blow to the head, face or neck, or a blow to the body which causes a sudden jarring of the head may cause a concussion). Please note that there is no such thing as mild concussion.

### **What to do if there is an injury to the head or face?**

- If after a head injury a child remains unconscious or fits, an ambulance should be called immediately, and the parents contacted.
- If after a head injury a child suffers from any of the following symptoms medical advice will be sought from our Paediatric Trained First Aiders and/or the Medical Centre of Wymondham College and/or from NHS111. If advised, the child should be taken to see either their GP or to A&E by the parents or by school staff:
  - Loss of consciousness
  - Vomiting



- Sleepiness
- Fits or abnormal limb movements
- Persisting dizziness or difficulty walking
- Strange behaviour or confused speech
- In the above circumstances if a child is taken to hospital the incident, the Headteacher will complete a SET form (AIR1) which is automatically sent to the H&S team. The SET H&S Officer will notify the HSE under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) if applicable.
- If the head injury has not resulted in hospitalisation or any of the behavioural patterns detailed in section 2.2 and appears to have been a minor bump (visible or not) then in ALL cases the child will, after appropriate treatment, be given:
  - A plain coloured sticker which will be securely placed on their person to show adults that they've had a head injury
  - Any injury to the head or face needs to be logged on Medical Tracker.
- If the incident is **minor** and it is known that the knock to the head/face was small, resulting with no mark or distress, the *Injury: Head Minor Injury – Parent emailed (NHS symptoms warning included)* incident report from Medical Tracker should be selected and the notification emailed home to parents.
- If the First Aider thinks it appropriate and that a parent would want to know about their child's minor head bump, **ALWAYS** pick up the phone and tell them about the incident.
- At the end of the day, adults should always try to have a face-to-face conversation with whoever is collecting a child about their **minor** head bump incident.
- If the incident is **major** and it is known that the knock to the head/face was substantial, resulting in a visible mark and the child is distressed or their behaviour is strange or different to normal, the *Injury: Head Major Injury – Parent emailed and phoned (NHS symptoms warning included)* incident report from Medical Tracker should be emailed home **AND** a phone call must be made by the First Aider immediately, describing the incident and the child's injury.
- If a phone call is made home, parents need to know that their child will be monitored until collected or throughout the rest of their day, checking if there is any change in their child's behaviour.
- If a phone call has been made home to a parent and a child is staying in school with a head injury, all adults that the injured child comes into contact with **MUST** be spoken to face-to-face, informing them to keep a close observation of the injured child's condition throughout the rest of their time in school.
- If a teacher becomes concerned about the welfare of a child after a head injury, the College's Medical Centre and/or an ambulance would also be called.
- The class teacher will see the parent face to face or phone the parent/carer at the end of the school day to check in with the parent about the child's condition. If the class teacher is unable to do this, they will make arrangements for someone else to carry out this task.

#### **What to do if you administer First Aid?**

- If any First Aid is administered in the form of a child being given treatment with any sort of medical equipment e.g. plaster, cold compress etc. then the incident must be logged on Medical Tracker

- If the injury is sufficient that it would shock a parent at the end of the school day when they saw their child, then a phone call home should also be made.
- Please send an 'internal notification' to alert other staff who may be working with that child (PPA cover / TAs etc) to keep others in the loop of their injury.
- Boarding staff should be made aware of any injuries for the same reasons that parents should. This can be done via the 'internal notification' tool.

#### **First Aid During Morning Break and Lunch Time**

- A Paediatric First Aid trained adult will be situated in the school Library, next to the medical room.
- First Aid will be administered in these spaces.
- If a child is significantly hurt in the playground and needs the attention of a First Aid trained person, then the First Aider should be fetched and taken to where they are needed.

#### **First Aid during the rest of the school day**

- If a child injures themselves during a lesson and requires First Aid treatment, the child should be taken to the School Office by an adult, or where appropriate another child, where First Aid will be administered and logged on Medical Tracker
- If a teacher is on their own during the school day and they or a child requires urgent First Aid care and attention, a child should deliver a **Red Card** kept on each teacher's desk to either the offices of Mr. Timmins or Mrs. Browning if closest, or to the school office.

#### **First Aid during ECAs**

- If First Aid is required during an ECA, the child should be taken to the school office where treatment will be given and logged on Medical Tracker

#### **First Aid in After School Wrap Around Care**

- Premier Education are First Aid trained and will administer treatment using their own equipment and will follow their own policies and procedures regarding the recording of incidents and communication with parents.

#### **Children that need to be given medicine**

- Children who need to be given medicine need to be taken to the office where any agreed medication will be administered by the School Office Manager or School Administrator
- Children should only be given medicine by someone who is specifically trained to administer medicine to children.
- First Aid trained adults should not be administering medicine unless they have had the specific administration of medicine training.
- All medication administered should be logged on Medical Tracker, with a notification sent:
  - for day pupils to parents
  - for Boarders an 'internal; notification' should be sent to Boarding staff so that they are aware that the boarder has been given meds / has been feeling unwell / in pain etc