

## FIRST AID POLICY

<b>Member of Staff Responsible</b>	<b>Bursar</b>
<b>Date of Policy</b>	<b>September 2019</b>
<b>Date for review</b>	<b>September 2021</b>
<b>Approved By Governors</b>	<b>October 2019</b>
<b>Distribution:</b>	<b>All</b>

### Legal Requirements and Education Standards, References:

Reference has been made to:

A: Handbook for the Inspection of Schools - The Regulatory Requirements, Part 3 ([www.isi.net](http://www.isi.net))

B: Reference Guide to the key standards in each type of social care service inspected by Ofsted ([www.ofsted.gov.uk](http://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](http://www.isi.net))

G: DfE "Guidance on First Aid for Schools" ([www.dfe.gov.uk](http://www.dfe.gov.uk))

H: HSE home page, First Aid at Work ([www.hse.gov.uk](http://www.hse.gov.uk))

I: MOSA Guidance: "First Aid Provision and Training in Schools" ([www.mosa.org.uk](http://www.mosa.org.uk))

J. Health and safety: responsibilities and duties for schools 2018

### Objectives

To ensure that first aid is administered in a timely and competent manner and that there is an adequate provision of appropriate first aid at all times for all staff and pupils including those in the EYFS

To ensure that where individuals have been injured there are suitable mechanisms in place to provide remedial treatment.

To ensure at least one qualified person is on site when children are present and that a qualified paediatric first aider is present when EYFS children are on the site.

### RESPONSIBILITY

- 1 The Headmaster is responsible for ensuring that the First Aid Policy is put into practice.
- 2 The Bursar is responsible for developing detailed procedures.

### APPOINTED PERSON

- 3 The Health and Wellbeing Assistant – Schools appointed First Aider (or Receptionist, as appropriate) is the Appointed Person

- 4 The Appointed Person is responsible for:
- a) Taking charge when someone is injured or becomes ill
  - b) Ensuring the ambulance or other professional medical help is summoned when appropriate
  - c) Looks after the first aid equipment and the restocking of the First Aid cupboards, bags and kits.

### **TRAINED FIRST AIDERS**

- 5 In order to maintain cover at all times, as a minimum the following must be First Aid trained:

Upper School: Receptionist (morning and afternoon)  
5 Sports staff

Lower School: Health and Wellbeing Assistant  
One other teacher and a Teaching Assistant -  
Staff working in the Early Years will hold an EYFS First Aid certificate.

Sports Grounds  
Grounds Manager and Sports Staff when pupils are in attendance

Names of current first aiders are shown on Section 68 of this policy.

- 6 The Headmaster may agree to any other staff being trained if they volunteer. Any such agreement being subject to the School's need and the applicant's suitability.

### **FACILITIES**

- 7 Upper School

There is a first aid room on the ground floor by reception in the Main Building. There is a first aid bag in this room.

- 8 Lower School

The main first aid room is on the ground floor of the Lower School building. There is a first aid bag in this room and a defibrillator.

### **LOCATION of First Aid Equipment**

- 9 Each First Aid Room and areas where accidents might happen (Art, DT and Science) including the School kitchen must have a fully equipped First Aid Bag or cupboard.
- 10 All Sports Staff are issued with a fully stocked First Aid bag and a First Aid kit is available at the Rokeby Sports Grounds
- 11 The School coach and minibuses must have a First Aid box on board.
- 12 A travelling First Aid kit must be available for trips and outings.

- 13 Appendix I lists the minimum recommended provision of items for each of the above.
- 14 The stock in each of the above is to be checked and replenished each term by the Appointed Person.
- 15 It is the responsibility of all staff to ensure they replenish their stock if it runs low during the term.
- 16 All First Aid containers shall be:
  - a) maintained in good condition
  - b) suitable for the purpose of keeping the contents in good condition
  - c) readily available for use
  - d) prominently marked as a First Aid container.

## **OFF-SITE ACTIVITIES AND TRIPS**

- 17 The Teacher in Charge of games lessons at any time must have his/her First Aid bag and a school or own registered with the school, mobile phone with him/her wherever the games lessons are taking place.
- 18 The Teacher in Charge of any match (home or away) must have his/her First Aid bag and school or own registered with the school, mobile phone with him/her.
- 19 The Teacher in Charge of any outing must take a First Aid kit and a school or own registered with the school, mobile phone.
- 20 Inhalers and Epipens supplied to the school by the parent will be taken to events off site during school hours. Parents are to provide medication, including inhalers and epipens for their son during weekend activities and residential school trips – see Parent Handbook.

## **MEDICINES**

- 21 Any child who has to take prescribed medicines or other appropriate proprietary medicines may, when necessary, bring those medicines into School for the School First Aider to administer.
- 22 In the case of boys in Reception-Year 2, parents must pass medication to the form teacher or teaching assistant who will pass the medicine to the Appointed Person for administering
- 23 A note from the parents stating the time that the medicine should be taken and why the boy is taking it must be provided for every boy and for all medicines that are brought into School.
- 24 Boys in Years 3-8 are responsible for ensuring they go to the First Aid room for their medication at the appropriate time. Lower school staff, as directed by the Head of Lower School, must ensure that boys sent the medical room to receive their medication at the correct time.
- 25 The School reserves the right to refuse to administer any treatment or drug and, if appropriate, to exclude that child until his treatment is over.
- 26 All medicines brought into School must be handed in to the First Aider or School office on arrival at school.

- 27 All medicines are stored in a locked cupboard in the first aid room. medicines that are required to be refrigerated with be kept in a locked box in the fridge. Epi pens and inhalers are kept in boxes labelled with the relevant form group.
- 28 Boys must not keep any medicine with them during the school day.
- 29 Epipens: The school undertakes to administer Epipens only once relevant staff have been fully trained by external professionals and are comfortable with the procedures. Specific parental consent and full information about the treatment must be provided by the parents - See Epipen leaflet accompanying this policy <T:\Policies\Policies\FIRST AID POLICY\ANAPHYLAXIS.pdf>
- 30 Diabetics: The school appointed primary first aiders undertake to assist pupils with their blood count readings and insulin injections, in liaison with the appropriate parent/guardian. Any concerns are immediately related to the appropriate parent/guardian also Head of Year/Form Teacher, Head of Lower School or Deputy Head. See Diabetic leaflet accompanying this policy <T:\Policies\Policies\FIRST AID POLICY\DIABETES.pdf>
- 31 Asthma: Pupils should carry an inhaler with them at all times. Spare inhalers must be left with the school but they must be clearly labeled – See Asthma leaflet accompanying this policy. <T:\Policies\Policies\FIRST AID POLICY\ASTHMA.pdf>
- Emergency inhalers will be kept in each of the medical rooms at the school and at the Rokeby Sports Grounds.
- 32 Epilepsy: It is unlikely that pupils will need to take medication whilst at school. Parents should arrange a Healthcare plan with the school. - See Epilepsy leaflet accompanying this policy. <T:\Policies\Policies\FIRST AID POLICY\EPILEPSY.pdf>
- 33 Defibrillators: A defibrillator is kept in the main First Aid office, the main School Office and in the Rokeby Sports pavilion.

### **ADMINISTERING MEDICINES**

- 34 Medicines should only be given by nominated staff who have access to up-to-date information about a child's need for medicines and parental consent, and have received appropriate training about administering medicines. Before administering the medicine they should check:
- The child's name
  - The child's medical consent forms
  - Name of medication, that it is in its original container and its expiry date
  - Prescribed dose and method of administration
  - Time / frequency of administration
  - Written instructions provided by the prescriber on the label or container
  - Any side effects

- 35 Every time a member of staff administers medicine to a child, they should complete and sign a record.
- 36 If in doubt about any procedure the member of staff should not administer the medicines but check with the parents or school nurse before taking any further action. If staff have any other concerns related to administering medicine to a particular child, the issue should be discussed with the parent, if appropriate, or the school nurse.

### **Drug Administration Errors**

- 37 If an error in administering medication is made, the pupil's parents should be notified immediately and action must be taken to prevent any potential harm to the child. The Head and Bursar should be informed and a report submitted to the Bursar.

### **Non-Prescription and Over-the-Counter Medicines**

- 38 Non-prescription medicines can be bought 'over-the-counter' in shops and pharmacies. They include paracetamol, ibuprofen and antihistamine.
- Non-prescription medicines should only be given by **nominated staff** who have access to up-to-date information about a child's need for medicines and parental consent, and have received appropriate training about administering medicines.
  - Nominated staff, i.e. the school nurse / named first aider, should **never** give a non-prescribed medicine to a child unless there is a specific written consent from the parents.
  - Non-prescription medicines should not normally be administered to **children under the age of 8** (criteria, in the national standards<sup>2</sup> for under 8s day care providers)
  - When a non-prescribed medicine is administered to a child a **record** should be made and the **parents informed** – a record should be made of all verbal conversations.
  - Where non-prescribed medicine is administered to an **Early Years (EYFS) child**, the school **must** ensure that the parents/carer are informed as soon as practicable and preferably on the same day.
  - A child under 16 should never be given **aspirin** unless prescribed for medical purposes.

### **Prescribed Medicines**

- 39 Prescribed medicines, e.g. antibiotics, insulin and codeine phosphate, should only be brought into school when it is essential for a dose to be taken during the school day; that is where it would be detrimental to a child's health if the medicine were not administered during the school day. The school should only accept medicines that have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber. Medicines should always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration.
- 40 Prescribed medicines should only be given by nominated staff who have access to up-to-date information about a child's need for medicines and parental consent, and have received appropriate training about administering medicines.

- 41 Staff must complete and sign a record each time they give medicine to a child. Where the pupil is in Early Years (EYFS), the school must ensure as soon as practicable, preferably on the same day, that the parents/carer are informed that the medication has been administered to the pupil as directed.

### **Controlled Drugs**

- 42 The supply, possession and administration of some medicines, e.g. morphine, are controlled by the Misuse of Drugs Act 1971 and its associated regulations. This is of relevance to schools because they may have a child that has been prescribed a controlled drug. The Misuse of Drugs (Amendment No.2) (England, Wales and Scotland) Regulations 2012 allows 'any person' to administer the drugs listed in the regulations. Staff administering medicine should do so in accordance with the prescriber's instructions.
- 43 Schools should keep controlled drugs in a locked non-portable container and only named staff should have access. A record should be kept for safety and audit purposes. A controlled drug should be returned to the pupil's parents/carer when it is no longer required to arrange for safe disposal.

### **Refusing Medicines**

- 44 If a child refuses to take medicine, staff should not force them to do so, but should note this in their records. Parents should be informed on the same day. If a refusal to take medicines results in an emergency, the school's emergency procedures should be followed.

### **HYGIENE/INFECTION CONTROL**

- 45 Boys who have vomited or have had diarrhea, must be excluded from school for 48 hours.
- 46 Disposable gloves and hand washing facilities are provided in the First Aid Rooms.
- 47 All staff should take precautions to avoid infection and must follow basic hygiene procedures.
- 48 Extra care should be taken when dealing with blood or other body fluids and the disposing of dressings or equipment.
- 49 The First Aid rooms must have appropriate yellow disposal units and the travelling kits/bags should contain disposable yellow bags.

### **CONTACT WITH PARENTS**

- 50 All parents/guardians are to be asked to sign a New Boys Information Sheet when their son starts at Rokeby giving the School permission to act *in loco parentis* to authorise medical treatment in any emergency if they cannot be contacted.
- 51 Parents/Guardians, or their nominated emergency local contact person, must be contacted if a boy is injured or is unwell at school and requires treatment.
- 52 Parents must be notified of all 'head bump' injuries.
- 53 Boys must report to their teacher or the First aid room about an injury or illness. They must not phone home. The First Aider on duty will decide if parents need to be called.

- 54 Parents will be contacted if their son is found to be infectious or ill. Requirements to keep a child at home during infection will be explained. (as set out in the Parent Handbook).
- 55 Parents will be asked to make arrangements for collecting their son. If their son requires hospital treatment the Primary First Aider will act 'in loco parentis' if the parent is unable to get to the hospital and until the parent arrives.

## **OUT OF HOURS ACTIVITIES**

- 56 The School First Aiders must be available for cover until 6.00pm each day. Sports staff, running after-school training sessions, are responsible for administering First Aid after this time.
- 57 Children in the EYFS and Lower school pupils do not have after-school activities after 4pm. A paediatric first aider will be in attendance when EYFS children are on site and will be present on school trips.
- 58 The Bursar and/or Director of Sport are responsible for ensuring that adequate cover is provided by outside agencies for the following events: School Sports Day and Athletics Meetings and the Fireworks Evening.
- 59 The organiser or teacher in charge of evening events (parents' evenings, concerts, the play) or week-end events must discuss and agree First Aid provision with the Events Coordinator and/or Bursar.

## **REPORTING ACCIDENTS AND RECORD KEEPING**

- 60 First Aiders must record any First Aid treatment given. A record is maintained on the schools MIS detailing the required information. The record must include the following:
- a) the date and time and place of the incident
  - b) the name and form, if appropriate, of the injured or ill person
  - c) details of the injury/illness and what First Aid was given
  - d) what happened to the person immediately afterwards (ie: went back to class, went home, went to hospital)
  - e) name of First Aider.
- 61 All accidents, at School or at any sports or games venue, must be recorded.
- 62 Where an Early Years (EYFS) child is involved in an incident or sustains an injury, the school must ensure that the parents/carers are informed as soon as practicable and preferably on the same day, of any treatment given.
- 63 A Department of Social Security Accident Book must be held in both First Aid Rooms for the purpose of recording all accidents.
- 64 The SLT, Form Tutor and Year Head must be informed by the Health and Wellbeing Assistant or first aider, at the earliest opportunity, of any serious incident.
- 65 Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) some accidents must be reported to the HSE. The Bursar is responsible for reporting any such accidents to the HSE.

- 66 A summary of accidents is reviewed at the termly Health and Safety meetings and annually reviewed by the Governors at the Capital Assets Committee (Autumn Term).

## **TRAINING & TRAINING RECORDS**

- 67 All First Aiders must hold a valid FIRST AID AT WORK CERTIFICATE.
- 68 EYFS staff and Reception Staff must hold the necessary EYFS first aid certifications
- 69 The Health and Wellbeing Assistant will arrange for First Aiders to attend a refresher course every three years. This will be arranged at least 3 months before the 3-year expiry date of their certificates.
- 70 The School will fund all First Aid training courses.
- 71 Staff attending First Aid training must, where possible, do so during School holidays, not during term time.
- 72 The Health and Wellbeing Assistant will keep appropriate records of First Aiders, training courses attended and certification dates.
- 73 The Health and Wellbeing Assistant will arrange for any additional training, as and when appropriate.
- 74 All staff will be trained in the use of Epipens and First Aid at Work, including CPR and Allergies.
- 75 Defibrillator training will be held annually for appropriate staff.

## **GENERAL**

- 76 Information:
- a) Notices giving clear information about the location of First Aid facilities, equipment and personnel must be displayed in the academic staff rooms and the School Office.
  - b) Details of the First Aid arrangements should be included in the Staff handbook and must be included in any induction for new staff and pupils.
  - c) All parents are asked to complete the Medical Information form, providing information on their son's medical history, when they start at Rokeby. Details of any such information held is available to all First Aiders.
  - d) Any allergies will be verified by the Health and Wellbeing Assistant who will arrange to meet with the parents to discuss any concerns regarding food in cooperation with the Chef. Any meal plans will be agreed at this time.
  - e) Photographs of pupils that require epipens or inhalers will be kept with the medication provided.
- 77 Water bottles:



- a) Water bottles; pupils hold their own water bottles and parents are responsible for ensuring they are kept clean and sterilised regularly.

78 Headlice:

- a) Boys with headlice are not to be excluded from school.
- b) Parents who believe their son may have headlice must seek appropriate advice from their GP or local pharmacist. Rokeby does not have a School Nurse. Professional advice is therefore not available from the School.
- c) If a boy shows signs (constant head scratching) of possible headlice his form teacher must alert his parents.
- d) There is no obligation on parents to inform the School when their son has headlice. However, once the School has been informed no action should be taken to alert other families unless there is evidence of a severe outbreak in any particular class.
- e) The School's guidelines for teachers on Headlice is attached at Appendix 5.

66 Ambulance Procedures:

- a) It is the First Aiders decision to call an ambulance, if in doubt ask another first aider for a second opinion
- b) NEVER go to the hospital with a pupil in a car.
- c) Let someone else know what is happening.
- d) Make sure the patient is comfortable. Do not leave the patient on their own. Follow instructions given by emergency services.
- e) Inform the Premises Department that an ambulance is due and ask them to wait at school gate for the ambulance to arrive and direct to the main front doors.
- f) Inform the parent(s).
- g) If the parent cannot get to school, go with the pupil in the ambulance to hospital.
- h) If the parent wishes you to go with them, inform a member of staff and keep school informed about pupil and expected time of return.
- i) Take personal details about the pupil with you to hospital – date of birth, known medical conditions, next of kin, home address and telephone number.
- j) Inform someone that you are going to the hospital.
- k) Take a mobile phone with you to hospital.
- l) Once the parent arrives at hospital, ring school and ask to be collected.

67 Head Bumps (Concussion)

- a) Any boy that has sustained a head bump will be given a note to take home to their parent.
- b) Concussion occurs due to an injury/knock to the head due to sport, or any other physical activity.

The set protocol for head injuries will be followed in these events.

- c) It is the **PARENT'S RESPONSIBILITY** to advise the school if their son has been diagnosed with concussion outside of school.  
It is the **SCHOOL'S RESPONSIBILITY** to advise the boy's parent if their son incurred a head injury during school and for the parents to arrange for him to be taken for medical assessment and notify the school of the outcome. Should the school deem it necessary to call an ambulance to attend to him, and he be transported directly from school to hospital, the school will notify the parents without delay.

#### 68 Trained First Aiders

##### **Registered First Aiders**

R – Yr 8

Mrs Sally Allen  
Mrs Jean Acheson  
Mrs Sarah Gault  
Mrs Sinaed Gaffney  
Mrs Tania Iesini

RSG: Gareth Barrett (to be trained)

##### **Registered First Aiders - EYFS**

R – Yr 2

EYFS Trained

Mrs Fiona Southey  
Mrs Judi Philo  
Mrs Clare Allen  
Ms Chloe Graham  
Mrs Rebecca Canter

Sports Staff:

Mr Michael Schmid      Mr Jamie Stewart  
Mr Rob Williams        Mr Howard Newton  
Mr Ed Spackman

#### 69 First Aid and Sports Bag Location

ALL members of the Sports Department have their own 1<sup>st</sup> Aid bags  
First Aid boxes are on the coach and mini buses, Kitchen, Pavilion and 1<sup>st</sup> Aid room.  
Art Room, Science Rooms and DT Room.