ROKEBY SCHOOL

FIRST AID POLICY

Member of Staff Responsible	**Office Manager**
Date of Policy	**June 26**
Date for review	**August 2028**
Approved By Governors	**n/a**
Distribution:	**All**

1. Aims

To ensure that there is an adequate provision of appropriate first aid at all times for staff and pupils including those in EYFS.

To ensure that individuals receive appropriate treatment if they are injured or become unwell at school.

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

2. Legislation and Guidance

This policy is based on the statutory framework for the Early Years Foundation Stage, advice from the Department for Education (DfE) on first aid in schools and health and safety in schools, guidance from the Health and Safety Executive (HSE) on incident reporting in schools, and the following legislation:

- The Health and Safety (First-Aid) Regulations 1981, which state that employers must provide adequate and appropriate equipment and facilities to enable first aid to be administered to employees, and qualified first aid personnel
-
- The Management of Health and Safety at Work Regulations 1999, which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, which state that some accidents must be reported to the Health and Safety Executive (HSE), and set out the timeframe for this and how long records of such accidents must be kept
- https://www.gov.uk/government/publications/retention-schedule-for-data-processed-by-dfe/dfe-retention-schedule which set out rules on the retention of accident records
- The Education (Independent School Standards) Regulations 2014, which require that suitable space is provided to cater for the medical and therapy needs of pupils.
- Allergy Safety in Schools – the statutory guidance for maintained schools and academies to put allergy safety policies in place.

3. Roles and Responsibility

At least one person who has a current paediatric first aid (PFA) certificate must be on the premises at all times whilst EYFS children are on site or with EYFS children when they are off site at RSG or on an Educational Visit or similar. Otherwise, one qualified first aider must be on site whilst children are present.

3.1 Appointed person(s) and first aiders

The school's appointed person(s) are the Health and Wellbeing Assistants. They are responsible for:

- Taking charge when someone is injured or becomes ill
- Ensuring that first aid kits are provided in areas of the school where accidents are considered most likely and ensuring that there is an adequate supply of medical materials in the first aid kits, and replenishing the contents of those kits
- Ensuring the contents of a first aid box as a minimum are in accordance with the guidance given in HSE document "Basic advice on first aid at work" INDG 347
- Ensuring that an ambulance or other professional medical help is summoned when appropriate.
- Sending pupils home to recover, where necessary
- Updating the medical / diary records on the school's MIS and completing the relevant
- section(s) of the accident / incident reporting form as appropriate.
- Ensuring that first aid kits and any other equipment such as AEDs and the school's emergency AAIs are in date and serviced and maintained appropriately

In addition we have other staff who are first aid trained and qualified and are responsible for:

- Acting as first responders to any incidents; they will assess the situation where there is an injured or ill person, and provide immediate and appropriate treatment
  The roles which require staff to be first aid trained is set out in

appendix 1.

The first aid team keep an up-to-date list of trained first aiders and their relevant qualifications. A list of trained first aiders is available in the first aid room, staff room, reception and on various other notice boards around the school.

3.2 Bursar and Office Manager

The Bursar and Office Manager are responsible for the implementation of this policy and for developing detailed procedures including:

- Ensuring that the schools' Health and Wellbeing Assistants are suitably trained and are aware of their responsibilities in terms of any legal requirments, DfE Guidance and under the First Aid Policy.
- Ensuring that an appropriate number of appointed persons and/or trained first aid personnel are present in the school at all times
- Ensuring that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role (see Appendix 1)
- Ensuring all staff are aware of first aid procedures
- Ensuring appropriate risk assessments are completed and appropriate measures are put in place
- Undertaking, or ensuring that managers undertake, risk assessments, as appropriate, and that appropriate measures are put in place
- Ensuring that adequate space is available for supporting the medical needs of pupils
- Ensuring that we have appropriate storage for medication including any controlled drugs
- Procedures for contacting parents.

- Reporting specified incidents to the HSE when necessary.
- Ensuring that all staff undertake the Anaphylaxis Awareness training on joining the school.

3.3 Staff

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the Health and Well being Assistants are and the first aiders and/or appointed person(s) in school are
- Completing the relevant section(s) of the accident / incident reporting form as appropriate.
- Informing the Headteacher, Office Manager or their manager of any specific health conditions or first aid needs.

4. First Aid Procedures

4.1 In-school procedures

In the event of an accident resulting in injury:

- The closest member of staff present will assess the seriousness of the injury and seek the assistance of a qualified first aider, if appropriate, who will provide the required first aid treatment
- The Health and Wellbeing Assistant or the first aider, if called, will assess the injury and decide if further assistance is needed from a colleague or the emergency services. They will remain on the scene until help arrives
- If the Health and Wellbeing Assistant or first aider judges that a pupil is too unwell to remain in school, parents / guardian will be contacted and asked to collect their child. On their arrival, the first aider will recommend next steps to the parents / guardian
- If emergency services are called, a senior member of staff will contact parents/carers immediately
- The Health and Welllbeing Assitant or first aider/relevant member of staff will complete an accident / incident reporting form on the same day or as soon as is reasonably practical after an incident resulting in an injury.

4.2 Off-site procedures – trips, visits, sports lessons and fixtures

When taking pupils off the school premises, staff will ensure they always have the following:

- A school mobile phone
- Information about the specific medical needs of pupils
- Medical box(es) containing pupil medication including inhalers and adrenaline injectors supplied to the school by parents
- First aid kit / bag
- Risk assessments will be completed by the trip leader prior to any educational visit or event risk assessments for sporting events will be completed by the Director of Sport.

For **EYFS trips, visits and sports lessons**, there will always be at least one first aider with a current pediatric first aid (PFA) certificate, as required by the statutory framework for the Early Years Foundation Stage (EYFS).

For all other trips, visits, sports lessons and fixtures there will always be at least one first aider.

For **residential trips**, parents will provide medication, including inhalers and adrenaline injectors, plus any prescription medication, to the nominated trip first aider, along with clear instructions on usage.

4.3 Events

Event organisers or teachers in charge of school-based events, such as parent evenings, concerts, plays (including out-of-school rehearsals), senior school exhibitions etc. must ensure that sufficient first aid provision is made *and* detailed in the event risk assessment.

First aid provisions for events held off-site, such as sports day, tournaments, fireworks evening and prize day, must be discussed and agreed with the Office Manager and, for sports events, the Director of Sports, and must be detailed in the event risk assessment.

5. Medication

5.1 Consent and Storage

A child who has been prescribed medication may bring medication into school for the appointed person to administer. All medications brought into school must be handed to the Health and Wellbeing Assistant, school office or, for boys in the Lower School, to the form teacher or teaching assistant. With the exception of those who are insulin dependent, boys must not keep any medicine with them during the school day.

The request for school to administer medication form must be completed, in full, and accompany the medication.

All medicines are stored in a locked cupboard in the first aid room, medicines that are required to be refrigerated will be kept in a locked box in the fridge. Adrenaline injectors and inhalers are kept in boxes labelled with the relevant form group.

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 must ensure that boys are sent to the first aid room to receive their medication at the correct time. Parents will be notified if their child has NOT visited First Aid for their medication.

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.

5.2 Controlled Drugs

The supply, possession and administration of some medication, 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.

Controlled drugs must be kept in a locked non-portable container and only named staff (Health and Wellbeing Assistants, the Reception Team, the Bursar and the Office Manager) should have access. A record should be kept for safety and audit purposes. A controlled drug should be returned to the pupil's parents / guardian when it is no longer required to arrange for safe disposal.

5.3 Administering medication

Medication should only be given by nominated staff who have access to up-to-date information about a child's need for medication and parental consent and have received appropriate training about administering medication. Before administering the medication, they should check:

- The child's name
- The child's medical consent forms
- Name of medication, that it is in its original container and the 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

Every time a member of staff administers medication to a child, they should complete and sign a record (see below).

If in doubt about any procedure the member of staff should not administer the medication but check with the parents before taking any further action. If staff have any other concerns related to administering medication to a particular child, the issue should be discussed with the parent, if appropriate, or the Office Manager or Health and Wellbeing Assistant.

5.4 Non-prescription / 'over-the-counter' medication

Non-prescribed medication such as paracetamol, ibuprofen and antihistamine must not be given to a child unless there is specific written consent from the parent.

When non-prescribed medication is administered to a child a record should be made and the parents informed. Where non-prescribed medicine is administered to an **EYFS child**, the school must ensure that the parents / guardian are informed as soon as practicable and preferably on the same day – a record should be made of all verbal conversations.

A child under 16 should never be given aspirin unless prescribed for medical purposes.

5.5 Prescribed medication

Prescribed medication, 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 will only accept medications that have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber. Medication should always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration.

5.6 Drug administration errors

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 Bursar and the Office Manager should be informed and a report submitted to the Bursar and Office Manager.

5.7 Refusing medication

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 medication results in an emergency, the school's emergency procedures should be followed.

6 Reporting and Record Keeping

First aiders must record any first aid treatment given. A record detailing the required information, is maintained on the schools MIS. The record must include the following:

- the date, time and place of the incident / request for medication
- the name and form, if appropriate, of the injured or ill person
- details of the injury/illness and what treatment was given
- what happened to the person immediately afterwards (i.e.: went back to class, went home, went to hospital)
- the name of first aider.

All accidents, at school or at any sports or games venue, must be recorded.

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.

Parents are to be notified of any "head bumps" as soon as is practicable and in the case of an EYFS pupil parents are to be informed immediately.

Parents are to be informed when non-prescription medication (such as Calpol, ibuprofen or antihistamine) is given, the dosage and time will be confirmed.

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.

Accidents / incidents resulting in moderate injury (i.e. anything requiring more than minimal medical intervention), a direct transfer to hospital for treatment, time off from school / work or where it is likely that the incident could have been prevented be investigated. The reporting member of staff and the first aider are required to complete the accident / incident reporting form.

The SLT lead, Form Tutor, Year Head and Office Manager must be informed of any serious incident by the Health and Wellbeing Assistant or first aider at the earliest opportunity.

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) some accidents must be reported to the HSE. The Bursar or Office Manager is responsible for reporting any such accidents to the HSE as soon as practicably possible and within ten days of the incident.

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).

7 General

Boys who have vomited or have had diarrhea are excluded from school for 48 hours.

Boys must report to their teacher or the first aid room about an injury or illness. They must not phone home; the school will contact parent(s) as appropriate. 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.

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. Medical information is kept on the school's MIS and is made available to staff as required.

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. The school operates with clear allergy management protocols and parents are able to contact the Chef Manager to discuss.

Photographs of pupils who require adrenaline injectors or inhalers will be kept with the medication provided.

Appendix 1 Trained First Aiders

In order to maintain cover at all times, the following must be first aid trained: Upper

School:	Receptionists (morning and afternoon)*
	Sports staff
	Coach and Minibus Drivers*
	Premises Manager, Senior Premises Officer, Premises Assistants*
	One other member of the admin team*
	RSG Grounds Staff
Lower School:	Health and Wellbeing Assistants*
	All EYFS teachers and teaching assistants*
	One other teacher and a Teaching Assistant*
	One member of wrap around care *

At least one person who has a current pediatric first aid certificate (PFA) must be on the premises and available at all times when EYFS children are present and must accompany EYFS children on outings.

Relevant staff working in the Early Years are to have a PFA certificate.

* indicates those staff who will hold a valid two-day PFA or equivalent NHS qualification

Other first aid training will be provided as appropriate and may include emergency pediatric first aid, emergency adult first aid at work or sports injury first aid.

Staff attending first aid training should, where possible, do so during school holidays or INSETs. The school will fund such training.

Nominated staff for the purpose of giving medication are the Health and Wellbeing Assistants, Receptionists, Heads PA/Office Manager and, for trips, the nominated member of staff.

Appendix 2 Facilities and First Aid Equipment

First Aid Room: 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 along with emergency adrenaline injectors and an emergency asthma inhaler and a defibrillator. All prescribed medications are kept in this first aid room.

Medical Bay: There is an additional medical bay in the main reception office of the school. There is a first aid bag in this room, emergency adrenaline injectors, asthma inhaler and a defibrillator.

RSG: There is a first aid box, emergency adrenaline injectors, asthma inhaler and a defibrillator within the pavilion at the sports field.

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.

All sports staff are issued with a fully stocked first aid bag.

The school coach and minibuses each have a first aid box and emergency adrenaline injectors on board.

A travelling first aid kit is made available for trips and outings.

The stock in each of the above is to be checked and replenished each term by the appointed person, with the exception of the school kitchen which is the responsibility of the contract caterer.

It is the responsibility of all staff to ensure they replenish their stock if it runs low during the term.

All first aid containers shall be maintained in good condition, suitable for the purpose of keeping the contents in good condition, readily available for use and prominently marked as a first aid container.

The minimum recommended provision of items for each of the above is as follows:

- A leaflet giving general advice on first aid
- 20 individually wrapped sterile adhesive dressings (assorted sizes)
- 2 sterile eye pads
- 2 individually wrapped triangular bandages (preferably sterile)
- 6 safety pins
- 6 medium-sized individually wrapped sterile unmedicated wound dressings
- 2 large sterile individually wrapped unmedicated wound dressings
- 3 pairs of disposable gloves

No medication is kept in first aid kits.

Defibrillators: A defibrillator is kept in the first aid room, the main school office and in the sports pavilion. Defibrillator training will be held annually for appropriate staff.

Appendix 3 Ambulance Procedures

It is the first responder's decision to call an ambulance. In non-serious and non-life-threatening situations a first aider could be asked for a second opinion

NEVER go to the hospital with a pupil in a car

Always let someone else know what is happening

Make sure the patient is comfortable. Do not leave the patient on their own. Follow instructions given by emergency services

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

Inform the parent(s)

If the parent cannot get to school, go with the pupil in the ambulance to hospital

Take personal details about the pupil with you to hospital – date of birth, known medical conditions, next of kin, home address and telephone number

Take a mobile phone with you to hospital

Once the parent arrives at hospital, ring the school and ask to be collected

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.

Appendix 4 Concussion and Specific Medical Condition Protocols

Concussion (Head Bumps)

Concussion occurs due to an injury/knock to the head due to sport, or any other physical activity. The school will follow the latest concussion protocols. Further information may be found at https://www.thechildrenstrust.org.uk/brain-injury-information/bumps-happen/returning-school-college-nursery-and-activities

It is the **PARENT'S RESPONSIBILITY** to advise the school if their son has been diagnosed with concussion outside of school **and** to share the medical advice provided.

It is the **SCHOOL'S RESPONSIBILITY** to advise the boy's parent if their son incurred a head injury during school and, if appropriate, for the parents to arrange for him to be taken for medical assessment notifying the school of the outcome. Should the school deem it necessary to call an ambulance to attend to him the ambulance protocol in Appendix 3 will be followed. Parents will be notified of all head bumps, however minor they may seem, by way of email, phone call or in person (for example at a sports fixture).

Diabetes

All staff complete diabetes training on joining the school. Specific staff will undertake additional and regular training to support pupils with their blood count readings and insulin injections. Pupils with diabetes will have their own individual health care plan, agreed with the parent and advice will be sought from medical professionals as appropriate. https://www.diabetes.org.uk/guide-to-diabetes/your-child-and-diabetes

Allergies and Anaphylaxis

All staff complete anaphylaxis training on joining the school and receive refresher training as appropriate. Specific parental consent and full information about the treatment must be provided by the parents in advance. Further information may be found at https://www.anaphylaxis.org.uk/about-us/ Staff will only use an adrenaline injector in an emergency situation and will simultaneously call the emergency services and the parent. The school has separate allergy and anaphylaxis policies which can be found on the school website.

Asthma

Pupils with asthma are required to have 2 inhalers and a spacer in school at any time. They should be clearly labelled and kept in the first aid room. Emergency inhalers are kept in the first aid room and at RSG. Boys will be supported in the correct use of their inhalers. Further information about asthma may be found at https://www.asthmaandlung.org.uk/conditions/asthma/child. Visits to the first aid room for inhaler use will be noted on the school's MIS in line with section 6 above.

Epilepsy

Pupils with epilepsy will have their own individual health care plan, agreed with the parent and advice will be sought from medical professionals as appropriate. Further information about epilepsy may be found at https://epilepsysociety.org.uk/living-epilepsy/young-people First aid training covers what to do if a seizure happens.