



# OLD BUCKENHAM HALL

## First Aid Policy

OBHP11

# **First Aid Policy**

**This policy also covers EYFS pupils (Pre-Prep)**

## **Introduction**

This First Aid Policy addresses the responsibilities of Old Buckenham Hall (OBH / The School) to provide adequate and appropriate first aid to pupils, staff, parents and visitors. It outlines the responsibilities, procedures and facilities in place to meet this requirement. The School is designated a medium risk environment.

**This policy should be read in conjunction with the Health & Safety Policy, the Medical Care Policy, Emergency Guidelines for Sporting Activities and Protocol for Medical Coverage for Pupils on School Trips. The Medical Care Policy gives specific advice on treatment of minor injuries, common chronic illnesses and incidents that may necessitate calling an ambulance.**

There is always at least one qualified paediatric first aider on site when children are present. There is always a qualified paediatric first aider onsite in EYFS. All newly qualified entrants to the early years workforce, with a level 2 or 3 qualification dated 30<sup>th</sup> June 2016 will hold either a PFA certificate or an emergency PFA certificate. This is undertaken within 3 months of starting work. At least one person on EYFS outings will hold a current paediatric first certificate.

## **Objectives**

- To ensure that there is always adequate provision of appropriate first aid
- To ensure where individuals have been injured there are suitable mechanisms in place to provide remedial treatment
- To provide relevant training and ensure monitoring of training needs
- To provide sufficient and appropriate resources and facilities
- To keep accident records and to report to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

## **Responsibilities**

**The Governors** are responsible for the health and safety of their employees and anyone else on School premises. This includes teachers, non-teaching staff, pupils and visitors (including contractors). They will ensure that a first aid risk assessment of OBH is undertaken and that the appointments, training and resources for first aid arrangements are appropriate and in place. They will also ensure sufficient insurance arrangements are in place.

**The Headmaster** is responsible for ensuring that the Policy is implemented and that information on the School's arrangements for first aid is made available to parents.

**The School Nurse** is to be a qualified Nurse and is responsible for carrying out the day to day organisation and management of First Aid provision. She will advise on all professional nursing / medical matters and ensure that the arrangements for First Aid throughout the School are implemented in a safe and effective manner.

**The School Nurse** (The Appointed Person) is to:

- ensure that respective staff are nominated and adequately trained in first aid.
- monitor the number of trained first aiders and alert them to the need for refresher courses and organise their training.
- Take charge when someone is injured or becomes ill and record all actions in the medical book
- Manage the acquisition and maintenance of all first aid equipment eg restocking the first aid boxes and keep associated records
- Maintain school vehicle first-aid equipment
- Ensure that professional medical help is summoned without delay when appropriate.
- Ensure that parents are advised of any injury to their child as soon as is reasonably practicable.
- Manage the maintenance and facilities in the Medical Room
- Store / secure / maintain all medicines including associated records
- Maintain a Medical notice board in the staff room
- Promulgate information on the location of equipment, facilities and first-aid personnel.
- Maintain any necessary medical records required on-site
- Liaise with the School Doctor on day to day issues as required
- Manage the collection, storage and disposal of medical waste
- Put in place hygiene and infection control measures as required.

**The Finance and Operations Director** is to:

- ensure that all necessary supplies and facilities are provided for the provision of First Aid.
- Manage the activities of any contractors on-site to promote safe systems of work and ensure, where possible that contractors manage their own risk
- Provide a suitable room for medical treatment and other rooms for the care of sick children during school hours.
- Be responsible for RIDDOR reporting and the receipt and dissemination of associated correspondence.
- Undertake a Risk Assessment of First Aid requirements to be reviewed at least annually, and because of that risk assessment, in conjunction with the School Nurse, ensure that enough first aiders are nominated and trained.
- ensure records of training and first aid incidents are maintained
- ensure that a review of first-aid needs is undertaken following any significant changes at the School e.g. staff, buildings / activities /off-site facilities, etc

**Teachers and other staff** are expected to be aware of the Policy and its provisions and co-operate fully in its implementation. They should consider the needs of pupils arising from particular events and activities and make recommendations to the School Nurse for additional or varied first aid provision. Examples may include: Sport Activities, School trips, Outward Bound trips, Science labs, Cookery room, DT and Art room requirements.

**Matrons** are to:

- hold an enhanced level of First Aid qualification. (e.g. Paediatric First Aid, First Aid at Work)
- In the absence of the School Nurse, take charge when someone is injured or becomes ill and advise the Duty Staff and/or houseparent accordingly. They should ensure that professional medical help is summoned without delay when appropriate and be responsible for ensuring that the parents of a pupil are informed of any accident or minor injury on the same day or as soon as is reasonably practicable. The matron does not have to personally make the call, it could be a more senior member of staff, however the matron must ensure it has been done and recorded in the medical book.
- Record all actions in the medical book

**First Aiders\*** (This is a voluntary post) are to:

- Complete a training course approved by the HSE.
- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school
- When necessary, ensure that an ambulance or other professional medical help is called.
- A record of any first aid treatment given by first aiders or appointed persons should include:
  - the date, time and place of incident
  - the name of the injured or ill person
  - details of their injury/illness and what first aid was given
  - what happened to the person immediately afterwards
  - name and signature of the first aider or person dealing with the incident.

\*NB: In selecting first-aiders OBH will consider the following

- Reliability and communication skills
- Aptitude and ability to absorb new knowledge and learn new skills
- Ability to cope with stressful and physically demanding emergency procedures
- A balance across the various departments within school ie: Teaching, Domestic, Estates, Administration

### **Qualifications and Training**

- The School Nurse is to hold a recognised nursing qualification and to maintain her registration with the NMC.
- First Aiders are to hold a valid certificate of competence, issued by an organisation approved by the HSE.

### **Reporting and Recording**

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) some accidents must be reported to the HSE.

First Aiders are to complete an accident form for any reportable injury, disease or dangerous occurrence. This form can be found in the medical room and Pre-Prep staff room and should be sent immediately to the Bursary who will report the following accidents to the HSE:

Employees or self-employed people working on the premises:

- accidents resulting in death or major injury (including because of physical violence)
- accidents which prevent the injured person from doing their normal work for more than seven days (although records of over 3 days must also be kept).

Pupils and visitors:

- accidents resulting in the person being killed or being taken from the site of the accident to hospital and if the accident arises out of
  - any school activity, both on or off the premises
  - the way the school activity has been organised and managed
  - equipment, machinery or substances
  - the design or condition of the premises

### **Records**

All accident books, accident forms and other documents relating to accidents and first aid must be kept for

- Adults – Current plus 25 years
- Pupils – Date of birth plus 25 years. (however, whilst the Independent Inquiry into Child Sexual Abuse (IICSA) is taking place, no records should be destroyed).

### **First Aid Materials**

First aid materials are kept at various locations throughout the school where accidents are most likely to happen. Such locations are prominently marked, and staff are advised of their position during induction. Materials are checked for expiry date, contamination, etc and replenished termly (or earlier if necessary) by the School Nurse who signs and dates a sheet to identify when these checks have taken place.

The contents of a first aid box will be in accordance with HSE guidance and will include as a minimum

- a leaflet giving general guidance on first aid (for example, HSE's leaflet [Basic advice on first aid at work](#));
- individually wrapped sterile plasters (assorted sizes)
- sterile eye pads;
- individually wrapped triangular bandages, preferably sterile;
- safety pins;
- large sterile individually wrapped unmedicated wound dressings;
- medium-sized sterile individually wrapped unmedicated wound dressings;
- disposable gloves
- Cleansing wipes and /or sterile saline vials
- Tape
- Tough cut scissors

### **Monitoring and Review**

This policy will be reviewed at least annually and will be monitored by the School Nurse and the Bursar.

## First Aid Training

Staff Name	Course Name	Expiry Date	Issue Date
Janice Pryke	Paediatric first aid	05.01.2019	
Hannah Phillips	Paediatric first aid	05.01.2019	
Robert Miller	Paediatric first aid	05.01.2019	
Laura Allison	Paediatric first aid	05.01.2019	
Jo Drake	Paediatric first aid	05.01.2019	
Emma Barrett	Paediatric first aid	05.01.2019	
Jo Riddleston	Paediatric first aid	05.01.2019	
Debra Cook	Paediatric first aid	05.01.2019	
Jen Miller	Paediatric first aid	05.01.2019	
Emma Easdale	Paediatric first aid	15.7.2019	
Helen Hibbert	Paediatric & child first aid	01.08.2019	
Theresa Osborn	First Aid at Work	12.09.2019	
Barbara Mckrill	Paediatric first aid	20.10.2019	
Laura Keeling	Paediatric first aid	10.01.2020	
Tracey Thornton	Paediatric first aid	05.03.2021	
Gemma Gillott	Paediatric first aid	15.03.2021	
Debra Gooderham	Paediatric first aid	19.04.2021	
Camilla Webster	Paediatric first aid	14.06.2021	
Aishah Anjum	Emergency First Aid	07.01.2021	08.01.2018
Robert Evans	Emergency First Aid	07.01.2021	08.01.2018
Tiffany Blackhurst	Emergency First Aid	07.01.2021	08.01.2018
Hayley Upton	Emergency First Aid	07.01.2021	08.01.2018
Lindsey Gridley	Emergency First Aid	07.01.2021	08.01.2018
Jane Heeks	Emergency First Aid	07.01.2021	08.01.2018
Donna Dickson	Emergency First Aid	07.01.2021	08.01.2018
Keith Roberts	Emergency First Aid	07.01.2021	08.01.2018
Rodney Marshall	Emergency First Aid	07.01.2021	08.01.2018
Fiona Chapple	Emergency First Aid	07.01.2021	08.01.2018
Andrew Swiney	Emergency First Aid	07.01.2021	08.01.2018
Freddie Auld	Emergency First Aid	07.01.2021	08.01.2018
Chris Bunting	Emergency First Aid	07.01.2021	08.01.2018
Russell Barrett	Emergency First Aid	07.01.2021	08.01.2018
Nick Pascalides	Emergency First Aid	07.01.2021	08.01.2018
Stephen Gillot	Emergency First Aid	07.01.2021	08.01.2018
Nick Drake	Emergency First Aid	07.01.2021	08.01.2018
Michael Pursell	Emergency First Aid	07.01.2021	08.01.2018
Emily Warren	Emergency First Aid	07.01.2021	08.01.2018
Sarah Pertwee	Emergency First Aid	07.01.2021	08.01.2018
Stephen Hayes	Emergency First Aid	07.01.2021	08.01.2018
Alex Thurlow	Emergency First Aid	07.01.2021	08.01.2018
David Farquharson	Emergency First Aid	07.01.2021	08.01.2018