

Oxford High School GDST

First Aid Policy

Reviewed October 2015

Next review September 2016

Policy Statement

This policy is designed to promote the health, safety and welfare of pupils, staff and visitors at Oxford High School through the provision of first-aid equipment and trained personnel in accordance to the requirements of the Health and Safety (First Aid) Regulations and relevant DfE guidance.

'First-aid' means:

- (a) in cases where a person will need help from a medical practitioner or nurse, treatment for the purpose of preserving life and minimising the consequences of injury and illness until such help is obtained, and
- (b) treatment of minor injuries which would otherwise receive no treatment or which do not need treatment by a medical practitioner or nurse;

H&S (First Aid) Regulations 1981

School Provision

The aim of first aid is to save lives and to ensure that minor injuries and illnesses do not escalate into major ones. Oxford High School recognizes its responsibility to provide first aid and will ensure that staff, pupils and any visitors while on site, have access to adequate facilities and materials at all times during the working day. Therefore, in accordance with good practice, ISI and DSCF requirements, Oxford High School will ensure that:

- A first aid risk assessment is carried out to ascertain the needs of the school and the level of provision required. It will take into account factors such as:
 - The number of staff / pupils on the site,
 - The location of sites and higher risk parts of the school site
 - The full range of activities undertaken by staff and pupils on the school premises during the normal school day, and as appropriate off-site and outside normal school hours, e.g. before / after the school day, at weekends and during the school holidays.
- As a minimum, at least one adult with a current 'First Aid at Work' qualification (3-day training) must be present on each identifiably separate school site when pupils are present, and at least one person with a current paediatric first aid certificate if Early Years Foundation Stage' pupils are present. (A paediatric first aider must also accompany all school trips/outings undertaken by Early Years Foundation Stage pupils.)
- It may be sufficient for an 'Emergency First Aider in the Workplace' (1-day training) to be present at other times, e.g. early mornings, evenings, weekends and holidays, when employees are on the site, however this must be determined by risk assessment.

- The necessary **first aid equipment** and facilities are provided at appropriate locations throughout the school, as well as an adequate number of appropriately qualified First Aiders¹;
- Adequate **training** and guidance is provided for First Aiders, including refresher training at appropriate intervals and, where appropriate, specialist first aid training, for example:
 - Paediatric First Aid for Early Years Provision
 - First Aid for Lifeguards
 - Sports First Aid training for PE staff
 - Schools First Aid/First Aid for staff accompanying pupils on lower risk educational visits
 - Activity First Aid/Outdoor First Aid / Rescue & Emergency training for staff accompanying pupils on higher risk educational visits or visits to remote;
- **Lists of First Aiders** names, locations and contact details are prominently displayed; a register of First Aiders is maintained to ensure that staff undertake refresher training at appropriate intervals, and new First Aiders are appointed as necessary. Original certificates are kept with the School Nurse. **See also Appendix A.**
- **All staff are made aware of first aid arrangements** and such information is included in the induction process for new staff;
- **Parents are made aware of the school's first aid arrangements** and the procedures for informing them if their daughter has had an accident, sustained an injury or received first aid treatment at school. NB wherever possible the parents of EYFS pupils must be informed on the same day as the accident / treatment;
- A **record** is kept of any **first aid treatment** administered by the School Nurse/First Aiders;
- A **record** is kept of **all injuries to staff and pupils** occurring both on and off the school premises as a result of school activities. Detailed guidance on how and where to do this is given in the Accident Recording and Reporting and Recording section on H&S Oracle. Records will be kept in accordance with the Trust's policy on the retention of documents which can be found on Oracle. In practice this means that records relating to pupils should be kept until pupils attain the age of 25, and records for all other categories of people should be kept for a minimum for 6 years;
- The **HSE is informed of injuries that are reportable under RIDDOR** without delay. Detailed guidance on how and when to do this is given in the Accident Recording and Reporting section on H&S Oracle;
- **All injuries to staff and pupils requiring treatment** beyond that provided by the School Nurse/First Aider, are reported to the **H&S team at Trust Office**. NB this happens automatically if schools are recording accidents on the RIVO Safeguard Accident Reporting System; this is accessible to a small number of teachers and support staff (some PE staff in the senior school and some TAs in the junior school).
- **'Dangerous occurrences'** and **significant 'near misses'** are recorded. Detailed guidance on how and where to do this is given in the Accident Recording and Reporting section on H&S Oracle;
- First-aid and accident reporting **arrangements are regularly reviewed at Health and Safety meetings.**

¹The expression 'First Aiders' in this policy includes all staff with current first aid qualifications, such as First Aid at Work, Emergency First Aid in the Workplace, First Aid for Teachers, Schools First Aid, Sports First Aid, Paediatric First Aid, and Outdoor First Aid/Rescue and Emergency Courses.

- For more detailed information see the ‘First Aid’ and Accident Recording and Reporting section on H&S Oracle.

School Practice

All school staff are expected to use their best endeavours at all times, particularly in emergencies, to secure the safety and welfare of pupils.

As a result of the First Aid risk assessment the **number of First Aiders** has been determined as follows:

- at least 5 First Aid at Work 3-day trained staff on the senior school staff
- at least 5 1-day trained first aiders on the senior school staff enabling them to accompany low risk trips away from school
- several 2-day qualified first aiders on the senior school staff to accompany medium level and higher level risk trips
- all staff have sufficient first aid awareness to be able to call the emergency services.
Detailed guidance is given in the ‘First Aid’ section on H&S Oracle.

Staff ‘volunteer’ to be trained as first aiders and the minimum requirement is exceeded. A current list of trained first aiders is held by the School Nurse and can also be found in the Health and Safety Statement.

The **School Nurse** is located in the Health Centre at the Senior School. It is part of her responsibility to

- Administer **first aid**
- Provide first aid advice over the telephone to the Junior School as required
- Be available to all pupils, parents, and staff at the Junior School.
- Organise an injured person’s **transfer to hospital** in the case of an emergency (or the senior first aider at the Junior School). If non-emergency transportation to hospital is required, an authorised taxi service must be used and the School Nurse or qualified first aider remains with the pupil until their parent/guardian is available
- Organise contact of parents of any injured girl
- Keep a **register of staff** who have had first aid training, and ensure that an **up-to-date list of all first aiders** is posted in classrooms, communal areas around both the Senior and Junior site, including the staff room and Sixth Form Common Room.
- Keep **first aid certificates** (or copies) of trained staff
- Organise **refresher training** of first aiders as required (usually every three years).
- Organise new first aiders as required
- Keep a list of **locations of all first aid kits** and publicise this list, along with the list of first aiders.
- Organise the provision and replenishment of **first aid kits** in school locations and for trips.
- Organise **immunisation** programmes
- Conduct **health checks** with students in Years 7 and 10
- Record all **accidents** to staff and pupils and report those accidents promptly to RIVO and the HSE website.

All First Aiders are covered by the Trust’s insurance against claims for negligence provided that they are suitably trained, and are carrying out their duties for the School/Trust.

First Aid Equipment and Materials

There is a School Health Centre at the Senior School and First Aid Areas at both Junior sites.

Defibrillators

At Oxford High School, all staff undergo annual training in the use of defibrillators, and an attendance list is kept by the School Nurse. The location of Oxford High School defibrillators is as follows:

- Senior School: Reception and Sports' Hall reception area.
- Junior School: Bardwell Road in the photocopying room off main reception; Woodstock Road in reception area.

First Aid Equipment

A list of the **location of first aid equipment**, stored in clearly identified first aid boxes marked with a white cross on a green background, is listed below and maintained by the School Nurse. Notices alerting people of locations are prominently displayed in appropriate areas of the school.

Location of First Aid Boxes: Health Centre (2 boxes, 10 kits), Laboratories and preparation rooms (10 kits), Sports Hall Office (2 kits), Sports' Hall, Swimming pool, Groundsman's shed, Head of Year 7 office, RS office (1st floor), Sixth form common room, Art block, Drama Studio, Music School, Library (desk), Kitchens, Humanities office (top floor), Maths office, Staff room, D.T room, Reception, Textiles room, English staff office and the Minibus.

See Appendix B for contents of first aid boxes. **NB** travel first aid kits, kits in minibuses or school vehicles, mobile first aid kits carried by specific personnel, and first aid kits in outlying buildings are included.

The School Nurse/First Aid Assistant/Junior School First Aiders are responsible for stocking and checking the first aid kits on a regular basis, and making records of when the boxes have been checked. Additional supplies are available from the School Nurse if necessary.

Heads of Departments in areas where boxes are located are asked to notify the nurse when supplies have been used in order that they can be restocked without delay.

Science, Design Technology and Art Departments, and Cleaning, Caretaking and Maintenance Departments

All departments carry out Risk Assessments. In cases where hazardous chemicals/materials/equipment are used, this is covered in a Risk Assessment. A named member of staff is responsible for updating the risk assessment, and ensuring specific First Aid procedures (e.g. eye washing) are in place and up to date.

Procedures for Non-Emergency Situations

Oxford High School informs **parents and pupils** via the year handbooks and website (see Health Information) of the procedures we follow if a pupil is not well enough to attend school, or if she becomes ill during the day and needs to be taken home. Parents and pupils are also made aware of the times when they can seek help or advice from the School Nurse for non-emergency situations, e.g. headaches, or to discuss any concerns. **See also Appendix C** for further non-emergency information.

Procedures in the Event of an Emergency

Examples of emergencies which require immediate first-aid assistance include:

- Severe allergic reactions
- Asthma attacks
- Epileptic fits
- Difficulty in breathing
- Fainting
- Hypoglycaemia in diabetics
- Bleeding
- Breaks or sprains
- Concussion

Staff and pupils should proceed as follows:

If you witness an incident and the injured person is able to walk, take them to the medical room. If the School Nurse is not there either send a message to Reception to ask them to contact a First Aider, or if you are a qualified First Aider please administer first aid as appropriate. Do not leave the person unattended.

If you witness an incident and the injured person does not seem able to move, do not try to help them move; stay with them and send a message to Reception to ask them to contact the School Nurse or a First Aider. If a First Aider is not available, or the situation requires urgent medical assistance, do not hesitate to call an ambulance. Any girl who has had an accident requiring urgent medical treatment will be taken to Accident and Emergency department of the John Radcliffe Hospital, (or the nearest accident and emergency hospital if on a trip), accompanied by a member of staff.

Parents will be informed by phone as soon as possible if a girl suffers an accident or injury or visits the medical centre and is deemed too unwell to stay in school and therefore needs to be collected to go home.

Hygiene and Infection Control

All staff must take precautions to avoid infection and must follow basic hygiene procedures. They must have access to single use disposable gloves situated in all first aid boxes and the medical room and must wash their hands after any incident. The maintenance staff are trained to deal with spillage of blood and other bodily fluids and must be called to deal with such material. There are bodily fluid disposal kits in the medical centre. All materials used in

these incidents are disposed of in the yellow clinical waste bins. For further information, see Oracle, 4.1 of the GDST 'Medical Manual'.

Early Years Foundation Stage

- There is always at least one qualified first aider with a current paediatric first aid certificate present when pupils in Early Years are on the premises
- There is always at least one qualified first aider with a current paediatric first aid certificate who accompanies pupils in Early Years on a visit.
- There is a separate book for pupils in Early Years to record accidents and first aid treatment.
- Parents are informed of accidents, injuries or first aid treatment given.
- A report must be made to OFSTED within 14 days if a child under the age of 5 suffers a major injury (defined as those requiring the child to go to hospital) whilst on the school premises. The report should be made by telephoning Ofsted's Children's Services Department 08456 404040. This is in addition to the HSE (RIDDOR) reporting requirements.
- The local child protection agency must be notified of any serious accident or injury to, or the death of, any child in the setting and act on any advice given.

All procedures in this document apply to Breakfast Club and After School Care. See *Appendix A* for list of qualified EYFS first aiders.

ACCIDENT REPORTING: all accidents must be documented

Accidents/incidents involving PARENTS and VISITORS to the school must be reported to the member of staff who is designated to record accidents, normally First Aiders or the School Nurse.

Accidents/incidents involving PUPILS – All accidents or incidents incurred by or involving pupils whilst on the school premises, or during an off-site school activity, e.g. sports match or educational visit, must be reported to the member of staff supervising the pupil at the time of the accident/incident. They must ensure it is reported to the member of staff who is designated to record accidents, normally First Aiders or the School Nurse.

Staff Accident Book – For all accidents to staff, contractors and visitors which result in injury – however minor. May also be used for reporting incidents and work related health problems. The book is readily available with the Nurse. Staff know where it is, and they are encouraged to report all injuries, even if first aid is not required. Tear out entries once made and keep them secure. Only allow access to completed Accident Book entries to people with good reason to see them. Anonymise entries for reporting to Health & Safety Committee, etc.

Accidents/incidents involving People Attending Activities Run by Organisations Hiring the School Premises - It is the responsibility of the person running the club / activity to record the accident. If the incident involves one of the school's pupils, or was caused by a fault with the school's facilities or equipment, the school should be advised and given a copy of the accident report.

Accidents/incidents involving CONTRACTORS, e.g. cleaners and caterers – It is the responsibility of the contractor’s employer to record accidents / incidents that involve their staff. However, if a member of the school’s staff is aware that an accident/incident occurred, especially if it could be attributed to a failure on the part of the school, details of the incident should be recorded by the School Nurse or Director of Finance and Operations.

Treatment Book – The Treatment Book lists every interaction between the Nurse and a pupil, member of staff or other person seeking attention. If the Nurse is unavailable, a first aider should list names and treatment on a separate sheet of paper, which can be collated into the Treatment Book by the Nurse (spare day treatment sheets are kept in the grey drawers in the senior school staff room). There are also Treatment Books in the medical rooms at Bardwell and Woodstock Road. There is a separate book for Early Years Foundation Stage pupils. The book must be kept secure. Teaching staff with queries should speak directly with the Nurse. The Nurse may choose to withhold certain interactions from the Books, recording them for her own reference in a suitable, secure way.

OHS in common with all GDST schools uses an on-line incident and accident reporting system **RIVO** under the following headings: all accidents involving staff, all accidents involving pupils or visitors that are recorded in the accident book, all significant near misses and all dangerous occurrences.

RIDDOR – Certain ‘dangerous occurrences’ must be reported to the HSE under RIDDOR (the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013). In the main, these are serious incidents in which somebody might have been badly hurt. These include: electrical short circuit or overload causing a fire or explosion, major fires, explosions, unintentional release of a dangerous substance, failure of pressure systems, failure of a structure, or failure of lifting equipment, collapse of scaffolding. A full list is available in Schedule 2 of the RIDDOR Regulations 2013.

It is the **H&S Coordinator's** responsibility to ensure that any notifiable dangerous occurrence is reported. They must be reported as quickly as possible, and in any event within 10 days, using the website www.hse.gov.uk/riddor/report.htm

Practical Departments in the school must keep their own log of accidents.

Accidents and illness on school visits, expeditions etc.

Whenever a group of girls is taken out of school e.g. to the theatre, museum or on a foreign exchange visit, a first aid kit must be obtained from the School Nurse and kept by staff-in-charge. A copy of each girl’s medical information, with updates for each trip, must be taken on each trip.

All incidents/accidents must be reported to the School Nurse on return to school, or as soon as possible in the case of a serious accident, which may have to be reported to the Health and Safety Executive as quickly as possible and in any event within 10 days. The trip leader must contact the SLT contact in the case of an emergency and ensure that parents are kept fully informed.

If an injured or ill pupil receives medical attention at a Hospital Accident and Emergency Department, please ask for a note outlining treatment given, X-rays taken etc. You can

then pass this on to the parents on your return. This is a safeguard for you if parents question the treatment given.

Arrangements for pupils with particular medical conditions: (anaphylaxis, asthma, diabetes and epilepsy)

See Appendix D for information on the action to take in the event of anaphylaxis, asthma attacks, seizures and hypoglycaemia/hyperglycaemia.

Further Information and Guidance

- Oracle - Health & Safety
- GDST 'Medical Manual' – accessible via Medical Sharepoint site and H&S Oracle
- GDST 'Medicines Administration Protocol' – accessible via Medical Sharepoint site and H&S Oracle
- GDST 'Allergy and Anaphylaxis Protocol' – accessible via Medical Sharepoint site and H&S Oracle
- GDST 'Chronic Illness Protocol' – accessible via Medical Sharepoint site and H&S Oracle
- SharePoint – Medical and H&S sites
<http://myplace.uk.gdst/ourplace/collaborationareas/medical/default.aspx>
<http://myplace.uk.gdst/dept/legal/healthandsafety/default.aspx>
- Guidance on First Aid for Schools - A Good Practice Guide - DfEE – 1998
- Approved Code of Practice and Guidance to the H&S (First Aid) Regulations 1981 – L74 – HSE (revised 2009)