



STREATHAM & CLAPHAM HIGH SCHOOL

FIRST AID POLICY

Person(s) responsible for this policy	Nurse, Senior Deputy Head		
Last review by	R Hinton	Review date	September 2022
Date of next review	September 2023		

First Aid can save lives and prevent minor injuries becoming major ones. Under Health and Safety legislation employers have to ensure that there are adequate and appropriate equipment and facilities for providing first aid in the workplace by appropriately trained staff in a timely manner.

The School has two full-time registered nurses, Carin Hoad and Michelle McDonald, to manage the provision of a first aid service across both sites. When they are not available, one of the with an up to date First-Aid qualification will be called via the school reception. This will also include if there is a need for emergency services to be contacted.

Procedures for obtaining First Aid treatment in school.

Staff requiring First Aid should report to:

- The Medical Room in the Senior School, which is situated along the staff administration corridor on the ground floor. If the school nurse is not present, staff should go to reception, and seek a First Aider there.
- The Medical Room in the Prep School is at the back of the assembly hall. If the School Nurse is not present, staff should go to the entrance office in the Prep School where a First Aider will be called to go to the medical room.

Pupils who require First Aid should be sent, if practicable and not exacerbating any injury:

- In the Senior School to the Medical Room on the staff administration corridor, with an authorisation signed in the pupil planner by a member of the staff. (Authorisation is not required in an emergency).
- In the Prep School to the entrance office.

Duties

Assessing and Administering First Aid

The School Nurse or, in her absence, the First Aider on duty:

- Will take charge when anyone is injured or becomes ill
- Will ensure that an ambulance or other professional medical help is summoned when appropriate.
- Will keep a written record of injuries, accidents and first-aid treatment administered in accordance with current guidance
- Will inform those with parental responsibility of any significant treatment in accordance with guidance.
- Will take responsibility for looking after all first-aid equipment, and restocking all first-aid containers so the medical room is ready for use.

Staff will ensure that if it has been necessary to call an ambulance, the Head Master at the Senior School (or in his absence Mr Hinton or Mrs Cross) and the Head of Prep at the Prep School (or his deputy) is informed.

Register of qualified personnel

The School Nurse will ensure that an up to date register of qualified personnel and certification dates is maintained; she will arrange for First Aiders to attend refresher courses up to three months before the expiry date of their certificate.

Arrangements for Notification of Medical Needs

The School Nurse will ensure that the medical forms issued to parents when a pupil enters the school are reviewed, that the relevant information is entered on SIMS, and anything requiring action is followed up. Details of medical needs such as allergies are issued to relevant staff. Where medication may be required by a pupil, in an urgent or emergency situation, the School Nurse will ensure that a Pupil Health Care Plan or a Request for Administration of Prescribed Medicines in School form has been completed by the parent/guardian, and the relevant medications supplied to be kept in the medical room, and possibly also in the pupil's bag or classroom.

Arrangements for off-site activities and trips.

In accordance with the Educational Visits Policy a letter is sent to parents, prior to any school trip, requesting details of any medical needs or prescribed medication. These requirements will be discussed with the School Nurse before the trip departs. Where necessary, the School Nurse will liaise with parents to obtain any additional information. Medical confidentiality will be observed at all times.

First Aid notices are displayed in all buildings.

Such notices include Register of qualified First Aiders and locations of First-Aid boxes and defibrillators.

Hygiene / Infection Control

The School Nurse will ensure staff have access to single-use disposable gloves and hand washing facilities when dealing with blood or other body fluids, disposing of dressings or equipment. Plastic aprons, along with the above items, are available in the medical room. There is a yellow clinical waste bin in the medical room for the disposal of soiled items.

Anybody fluid spillages will be managed using appropriate personal protective equipment (PPE); in the medical room the School Nurse or First Aider on duty will deal with these, and elsewhere in the school, by the premises staff.

Clinical waste

Clinical waste is that waste that consists wholly or partly of:

- Human tissue
- Blood or other body fluids
- Excretions
- Pharmaceutical products
- Swabs or dressings
- Syringes, needles or other sharp instruments
- Nappies
- Sanitary waste

Swabs, dressings, plasters etc. contaminated with blood / bodily fluids should be disposed of by placing in a 'biohazard' bag (yellow bag marked 'Clinical Waste'). The waste can then be transferred to a registered waste carrier for incineration. A specialist contractor will probably need to be sought as not all waste carriers are prepared to take clinical waste.

Treated waste: where bodily fluids, e.g. vomit, have been treated and rendered safe by use of a spill kit they can be double bagged and disposed with general waste via the normal 'black bag' route.

Vomit, e.g. collected in bowls, can be disposed of in a WC.

Sharps, e.g. syringes and hypodermic needles, must be placed in a 'sharps container' and disposed of by an appropriate licensed waste carrier. Local hospitals or doctor's surgeries may be able to assist with disposal. Sharps containers must be substantial enough to withstand a needle puncture and must comply with BS 7320.

Sanitary waste collected in designated bins should be separated from other waste, collected at regular intervals, and disposed of by a specialist collection service.

Reporting accidents and keeping records.

Incidents and near misses are reported using SPHEROCLOUD, an online Trust-wide system, which facilitates notification of incidents to Heads and Trust Office at the same time. Any serious accident, illness or injury to, or death of a child at the EYFS phase, whilst under the care of the school, must additionally be notified to Ofsted and local child protection agencies as soon as reasonably practicable, but within 14 days of the incident occurring. Certain categories of accidents and dangerous occurrences must be reported to the HSE, including those under RIDDOR. The criteria for reporting accidents differs for employees and non-employees, e.g. pupils and visitors.

All accidents, near misses or incidents that occur during any activity organised by the school, whether they are onsite or offsite, should be reported to a member of SLT and to the school nurse. The member of staff or group leader should consult with the SLT contact as to who will inform parents. Details should be logged in SPHEROCLOUD within 24 hours. In the case of accidents involving EYFS pupils, parents must be informed on the same day.

Identifying incident trends on CPOMS

CPOMS is used as the daily logbook for the school nurse/first aiders to record all first aid given to pupils. In order to identify trends of minor injuries, reports will be pulled from the system. This will allow staff to recognise what the regular injuries are, and how these can be prevented if possible. These reports will be reviewed during all health and safety meetings, and procedures put into place as necessary.

Further are available on GDST Hub Health and Safety section. <https://hub.gdst.net/Health-and-Safety/Health-and-Safety---Accidents-and-First-Aid/First-Aid-Policy/596>

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Serious incidents will be discussed at the termly Health and Safety meeting to prevent or reduce the likelihood of further occurrence.

These will include:

1. Injury caused to an employee during an activity connected with work, or self-employed people while working on the premises.
2. Accidents resulting in death or major injury, including as a result of physical violence
3. Accidents which prevent the injured person from doing their normal work for more than three days, including as a result of physical violence
4. Any accident that happens to pupils or visitors that is likely to result in any long-term injury or absence from school.
5. Any accident that happens to staff, pupils or visitors that is attributable to defective premises or equipment.

The School Nurse will also keep records of any First-Aid treatment given by First Aiders and appointed persons on SIMS. This will include:

- Date, time and place of incident.
- Name and class of the injured or ill person
- Details of the injury or illness and what first aid was given
- What happened to the person immediately afterwards e.g. went home, resumed normal duties, went back to class, went to hospital
- Name and signature of the First Aider dealing with the incident.

Paediatric First Aid

There is no one qualified on the Senior School site. During cross-site visits, paediatric trained staff will accompany younger pupils in accordance with Ofsted and HSE Regulations. During off-site visits involving EYFS children, a paediatric-certified First Aider will accompany them.

In the event of an accident or injury in EYFS staff will:

- deal with any minor injuries.
- write all information, including names of witness(es), in the accident book.
- ensure that parents, on picking up their child, sign the accident book and read the information regarding the incident.
- In Nursery, additionally, the information is written in the child's home-school communication book, which is sent home each day. The parent is expected to sign to acknowledge they have read the entry

In the event of an accident in the home:

- Parents must inform staff of any accident at home

If staff see evidence of injury on a child which has not occurred in the Nursery and has not been reported to any member of staff, parents will be asked for information on the incident and write it in the home school communication book.

First Aid kits and locations

Such notices include Register of qualified First Aiders and locations of First-Aid boxes and defibrillators.

Location of first aid boxes are in medical rooms, reception, science classrooms, sports halls libraries. These kits are checked every 4 weeks by the school nurse and re-stocked as necessary. AED is kept at the old reception, and is checked once a week.

First Aid materials, equipment and First Aid facilities.

All First-Aid materials are kept in the **medical rooms on each site**:

In both schools, Senior and Prep, adrenalin auto-injectors (e.g.Epipens) and other emergency medications are stored on the shelf in the medical room. They are in individual containers marked with the pupil's name.

The locked medicine cabinet contains individual pupils' prescribed medication, not requiring refrigeration.

There is a fridge for medication to be kept cold, and for storing icepacks

A small First Aid pack is available for teachers to take on trips and additional first aid boxes are also available in all hazardous areas. These are inspected regularly and items replaced as necessary to ensure compliance with HSE Guidelines.

The School Nurse ensures that the following items are present in each container:

- A leaflet giving general advice on First Aid.
- 20 individually wrapped sterile adhesive dressings
- 2 sterile eye pads
- 4 individually wrapped triangular bandages (preferably sterile)
- 6 safety pins
- 6 medium sized (12cm x 12cm) individually wrapped sterile un-medicated wound dressings
- 2 large sized (18cm x 18cm) individually wrapped sterile un-medicated wound dressings
- 3 pairs of disposable gloves
- 10 individually wrapped cleansing wipes
- 1 roll microporous tape
- 2 finger dressings
- 1 foil blanket
- 1 hydrogel burn dressing
- 1 disposable ice pack

- 2 conforming bandages
- 2 eye wash solutions
- 1 resuscitator mask or shield
- A notebook to record any incidents of First Aid being administered.

The School Nurse is responsible for maintaining accurate and up to date details of individual pupil health care records. Copies of these are held in the individual boxes in the medical room and in the pupils file and on SIMS.

The School Nurse also maintains the lists of pupils with:

Allergies

Asthma

Diabetes

Sickle cell disease

Other individual health needs

Close-family bereavements

These lists are also posted on the main staff room board and in the main school office. A copy is also given to the PE department or any other relevant personnel.