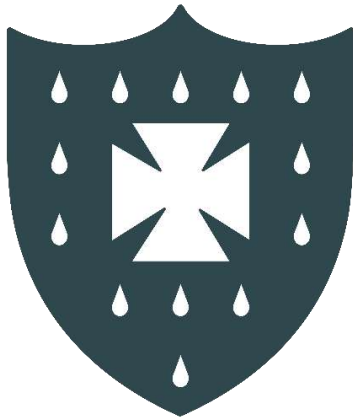




S. Anselm's Prep School Peak District

Policy Title: First Aid Policy

Policy Category: Medical

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Policy Owner / Author:	Kat Connell, School Nurse
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1. Introduction

S. Anselm's recognises its responsibility to provide appropriate first aid arrangements for pupils, employees and others who may be affected by the activities of the School.

The School seeks to ensure that anyone who becomes ill or is injured receives appropriate immediate assistance and that professional medical help is obtained promptly where necessary. First aid provision reflects the particular nature of S. Anselm's, including its Early Years provision, boarding, extensive sporting programme, swimming pool, outdoor education, practical subjects, educational visits and activities across the School site.

Subject to approval of the School's proposed material change, first aid provision will be reviewed and developed appropriately as Years 9–11 open.

2. Aims

The School aims to:

- provide adequate and appropriate first aid equipment, facilities and personnel;
- ensure first aid provision reflects the risks and needs of the School;
- provide appropriate numbers of suitably trained staff;
- ensure appropriate Paediatric First Aid provision for EYFS children;
- ensure first aid is available during School activities, educational visits, sport and boarding;
- respond promptly and appropriately to accidents, injuries and illness;
- ensure emergency medical assistance is summoned promptly when required;
- maintain appropriate records;
- communicate appropriately with parents;
- meet applicable reporting requirements; and
- review provision as the School changes and develops.

3. Legal and Regulatory Framework

This policy has regard to:

- the Health and Safety at Work etc. Act 1974;
- the Health and Safety (First-Aid) Regulations 1981;
- Department for Education guidance on first aid in schools, early years and colleges;
- Health and Safety Executive guidance;
- the current Early Years Foundation Stage statutory framework;
- the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR);
- the Education (Independent School Standards) Regulations 2014, as amended;
- the National Minimum Standards for Boarding Schools;
- Keeping Children Safe in Education; and
- other relevant health, safety and safeguarding requirements.

4. Responsibility for First Aid

The Proprietor has overall responsibility for ensuring that appropriate first aid arrangements are in place.

The Head is responsible for ensuring that this policy is implemented effectively.

The School Nurse has day-to-day oversight of the School's first aid and medical arrangements, working with the Head and other relevant staff.

Responsibilities include:

- maintaining appropriate first aid provision;
- supporting the School's first aid needs assessment;
- maintaining first aid equipment;
- coordinating appropriate training;
- maintaining a current record of trained personnel;
- advising staff;
- maintaining appropriate medical and accident records; and
- contributing to the review of this policy.

All staff have a responsibility to familiarise themselves with the School's emergency and first aid arrangements and to act within the limits of their training and competence.

5. First Aid Needs Assessment

The School maintains a first aid needs assessment to determine the level of provision required.

The assessment considers matters including:

- the number and age of pupils;
- the number of employees;
- the size and layout of the site;
- Early Years provision;
- boarding;
- swimming;
- sport and fixtures;
- outdoor education;
- Science and Design & Technology;
- educational visits and residential trips;
- staff working patterns;
- before- and after-school provision;
- weekends and School events;
- staff absence and leave;
- pupils or staff with particular medical needs;
- previous accidents and incidents;
- proximity and access to emergency medical services; and
- any additional risks identified through School risk assessments.

The number and type of trained first aid personnel will be determined by this assessment rather than by applying a fixed numerical ratio.

Provision will be reviewed where there is a significant change to the School's activities, pupil population, staffing or site.

6. First Aid Personnel and Training

The School maintains sufficient appropriately trained personnel to provide effective first aid cover.

Depending upon role and identified need, training may include:

- First Aid at Work (FAW);

- Emergency First Aid at Work (EFAW);
- Paediatric First Aid (PFA);
- emergency Paediatric First Aid;
- specialist training relevant to particular pupils or activities; and
- additional training identified through risk assessment.

Training will be provided by an appropriately competent training provider.

First aid qualifications will be renewed within the appropriate certification period.

The School will maintain a live register of trained staff and certificate expiry dates separately from this policy.

The School will plan training and cover so that first aid provision remains sufficient when trained staff are absent or engaged elsewhere.

Relevant staff may undertake refresher training where appropriate.

7. Early Years and Paediatric First Aid

S. Anselm's complies with the Paediatric First Aid requirements contained within the current EYFS statutory framework. At least one person who holds a current full Paediatric First Aid certificate will be on the premises and available at all times when EYFS children are present. At least one person holding the required current Paediatric First Aid qualification will accompany EYFS children on outings.

The School will also comply with the Paediatric First Aid requirements associated with staff qualifications and inclusion within EYFS staff:child ratios.

First aid arrangements will take account of the particular needs of very young children.

The School will ensure that appropriate Paediatric First Aid cover is available during relevant:

- drop-off and collection periods;
- wraparound provision;
- meals and snacks;
- activities;
- outdoor provision; and
- outings.

Where required by the current EYFS framework, a member of staff holding an appropriate Paediatric First Aid qualification will be present while children are eating.

The Head of Early Years will work with the School Nurse to ensure that sufficient Paediatric First Aid cover is maintained.

8. First Aid Facilities and Equipment

The School provides appropriate first aid facilities and equipment according to its first aid needs assessment.

First aid kits are located at suitable points across the School.

These include provision appropriate to areas and activities such as:

- the main School;
- Early Years and Pre-Prep;
- Sports Hall and playing areas;
- swimming pool;
- Science;
- Design & Technology;
- Innovation Centre;
- kitchens;
- boarding;
- School vehicles; and
- educational visits.

First aid kits will be clearly identifiable and readily accessible.

The contents of kits will reflect the risks associated with their location and use.

The School Nurse or designated staff will arrange regular inspection and replenishment.

Staff should report used, damaged or missing items promptly.

9. Automated External Defibrillators

The School maintains automated external defibrillators (AEDs) at designated locations across the site. Their locations will be clearly communicated to staff.

AEDs will be maintained and checked in accordance with manufacturer requirements and the School's established checking procedures. The School will maintain appropriate registration of publicly accessible AEDs with the relevant national defibrillator network/emergency service system.

The current locations of AEDs and other emergency equipment will be maintained in the School's operational First Aid information rather than relying solely upon this policy.

10. School Surgery and Medical Cover

The School maintains a Surgery as the principal location for School medical and first aid provision.

The School Nurse provides medical and first aid support during published hours.

Appropriate arrangements are maintained outside these hours, including during boarding and other School activities.

Current Surgery hours and duty arrangements will be communicated operationally to staff and reviewed as necessary.

11. First Aid Procedures

When an accident, injury or sudden illness occurs, staff should:

1. assess the immediate situation and ensure that it is safe to approach;
2. provide first aid within the limits of their competence;

3. summon an appropriately trained first aider or the School Nurse where required;
4. remain with the casualty where appropriate;
5. call the emergency services without delay where the situation is serious or potentially life-threatening;
6. follow any relevant individual healthcare or emergency plan;
7. ensure appropriate communication with parents; and
8. ensure that the incident and treatment are recorded appropriately.

Staff must not delay calling 999 while waiting for the School Nurse, a senior member of staff or parental permission where urgent medical assistance is required.

12. Emergency Medical Treatment

Where a person appears seriously ill or injured, staff should seek emergency medical assistance immediately.

Examples may include:

- unconsciousness or altered consciousness;
- difficulty breathing;
- suspected anaphylaxis;
- severe bleeding;
- seizure requiring emergency assistance;
- suspected serious head, neck or spinal injury;
- suspected cardiac arrest;
- severe burns;
- serious trauma; or
- any situation where the member of staff considers urgent medical assessment necessary.

A member of staff should arrange for the emergency services to be met and directed to the casualty. Parents should be informed as soon as practicable.

Where a pupil requires hospital treatment and a parent is not immediately available, an appropriate member of staff should accompany the pupil where necessary and remain until responsibility can appropriately be transferred.

13. Head Injuries and Concussion

All head injuries will be treated seriously and managed in accordance with the School's current head injury/concussion procedures.

Staff should be alert to symptoms which may develop after an apparently minor injury.

Parents will be informed appropriately of a pupil's head injury and given relevant information about symptoms requiring further medical assessment.

A pupil suspected of concussion must not return to sport simply because symptoms appear to have resolved.

The School's separate Concussion/Head Injury Policy and relevant return-to-activity protocols must be followed.

14. Sport and Physical Activity

Appropriate first aid provision will be available for sporting activities.

The member of staff responsible for an activity must ensure that:

- appropriate first aid equipment is accessible;

- relevant pupil medical information is available;
- an appropriate means of communication is available where necessary;
- emergency access arrangements are understood; and
- risks associated with the activity have been considered.

The level of first aid provision for fixtures, tournaments and large sporting events will reflect the nature and scale of the activity.

External medical or first aid support may be arranged for significant events where appropriate.

15. Educational Visits and Off-Site Activities

First aid requirements must be considered as part of the risk assessment and planning for every educational visit or off-site activity.

The level and type of first aid provision will reflect:

- the age of pupils;
- number of pupils;
- nature of the activity;
- location;
- accessibility of emergency services;
- known medical needs;
- duration of the visit; and
- any particular hazards.

Appropriate first aid equipment and essential medication must accompany the group.

Where EYFS children participate in an outing, the applicable EYFS Paediatric First Aid requirements must be met.

For higher-risk, remote or adventurous activities, additional or specialist first aid competence may be required according to risk assessment.

16. Boarding

Appropriate first aid and medical arrangements will be maintained for boarders outside the normal School day.

Boarding staff will know:

- how to access first aid;
- how to contact the School Nurse or appropriate medical support;
- when emergency medical assistance is required;
- where emergency medication is located where applicable; and
- how incidents must be recorded and communicated.

Relevant medical information will be available to boarding staff on a need-to-know basis.

17. Pupils with Medical Conditions

The School maintains appropriate arrangements for pupils with medical conditions.

Relevant staff will have access to the information necessary to keep pupils safe, subject to appropriate confidentiality and data protection arrangements.

Individual Healthcare Plans or equivalent arrangements will be established where appropriate.

Staff responsible for pupils should familiarise themselves with relevant information and emergency procedures. Where a pupil requires specialist emergency intervention, appropriate staff will receive suitable training. The management and administration of medicines is addressed separately within the School's Medical/Administration of Medicines Policy.

18. Infection Prevention and Bodily Fluids

Appropriate personal protective equipment and cleaning materials are available for dealing with blood and bodily fluids.

Staff providing first aid should take reasonable precautions against infection, including appropriate hand hygiene and use of disposable gloves where required.

Clinical and contaminated waste will be disposed of safely in accordance with the School's procedures.

Specialist bodily-fluid cleaning equipment will be provided at appropriate locations.

19. Recording Accidents and First Aid

Appropriate records will be made of accidents, injuries and first aid treatment.

Records should include, as appropriate:

- the name of the injured or ill person;
- date, time and location;
- circumstances of the incident;
- nature of the injury or illness;
- first aid or treatment provided;
- the person providing treatment;
- whether further medical assistance was sought;
- communication with parents; and
- any subsequent action required.

Records will be stored securely and retained in accordance with the School's records retention and data protection arrangements.

Accident information should also be reviewed where appropriate to identify patterns, hazards or opportunities to prevent recurrence.

20. Informing Parents

Parents will be informed appropriately where their child has been injured, becomes unwell or receives significant first aid.

The urgency and method of communication will reflect the nature of the incident.

Parents will be informed as soon as practicable of serious incidents and where external medical treatment is required.

For EYFS children, parents and/or carers will be informed of accidents, injuries and first aid treatment in accordance with the requirements of the EYFS statutory framework.

Communication with parents will be recorded appropriately.

21. RIDDOR

The School will comply with its reporting responsibilities under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

Not every accident resulting in hospital attendance is reportable under RIDDOR.

Whether an incident is reportable will be determined according to the circumstances and current HSE requirements.

For pupils and other people who are not at work, an injury may be reportable where it arises out of or in connection with the work of the School and results in the person being taken directly from the scene to hospital for treatment, or where another relevant reporting criterion applies.

The person designated by the School as responsible for health and safety reporting will determine whether a report is required and ensure that any required notification is made within the applicable timescale.

22. Serious Incidents and Safeguarding

An accident or medical incident may also give rise to:

- a safeguarding concern;
- a health and safety investigation;
- a review of a risk assessment;
- notification to an insurer;
- notification to a regulatory body; or
- another reporting obligation.

Where there is any indication that an injury may have resulted from abuse, neglect, peer-on-peer harm or another safeguarding concern, the School's Safeguarding & Child Protection Policy must be followed immediately.

Medical treatment must not be delayed while safeguarding or accident-reporting procedures are initiated.

23. Proposed Years 9–11

S. Anselm's currently provides first aid arrangements appropriate to its existing pupil population and activities.

Subject to approval of the School's proposed material change and as Years 9–11 open, the School will review its first aid needs assessment to take account of the changing age profile and activities of pupils.

This will include consideration of:

- increased pupil numbers;
- additional curriculum activities;
- Science and practical subjects;
- competitive sport;
- outdoor education;
- educational visits and residential;

- boarding provision where applicable;
- mental and physical health needs associated with older adolescents;
- pupil-specific medical conditions;
- site use and supervision