



**Wakefield Grammar School Foundation**

# **First Aid Policy**

## **CONTENTS**

### **SECTION 1 General Policy Statement**

### **SECTION 2 Arrangements for First Aid**

#### **2.1 Personnel**

#### **2.2 Appointment of First Aiders**

#### **2.3 Equipment**

#### **2.4 Automated External Defibrillators**

#### **2.5 Facilities within school**

#### **2.6 Calling for an ambulance/ Transporting to and from hospital**

#### **2.7 Body Spillages/HIV**

#### **2.8 Provision of first aid away from the School**

### **SECTION 3 Provision of medical care**

#### **3.1 Provision of medical care**

#### **3.2 Support for pupils with medical needs**

#### **3.3 Administration of medication**

### **SECTION 4: Record Keeping**

### **SECTION 5: Accident Reporting**

## **SECTION 1 General Policy Statement**

The Governors and Head teachers of WGSF accept their responsibility under the Health and Safety (First Aid) Regulations 1981. They acknowledge the need to provide adequate and appropriate equipment, facilities and personnel to enable timely and competent first aid for all employees, pupils and visitors if they are injured or become ill on site. The Governors are committed to the Regulations procedure for reporting accidents and recognise their statutory duty to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

This policy is the result of an assessment of local need considering the likely risks to staff, pupils and visitors. The policy works in conjunction with the Health and Safety, and Child Protection policies and is approved, implemented and reviewed by the Governing Body.

This policy informs all employees of the first-aid arrangements within the Foundation. These policies form part of the School Health Service. The provision of first aid within the Foundation is in accordance with the following guidance documents:

- First Aid in Schools: 2014
- Supporting pupils in school with medical conditions: 2014
- Guidance on the use of emergency Salbutamol inhalers in schools: 2015
- Automated external defibrillators (AEDs): a guide for maintained schools and academies: 2018
- Using emergency adrenaline auto-injectors in school:2017
- Health and Safety: advice for schools: 2014.

The WGSF arrangements for implementing the policy include eight key principles:

1. Places a duty on the Governing Body to approve, implement and review the policy.
2. Provides information for employees on the arrangements for first aid.
3. Places individual duties on all employees.
4. Provides training to employees, maintaining a record of that training and reviewing annually.
5. Establishes a procedure for managing accidents in school requiring first aid treatment.
6. Records, reports and where appropriate, investigates all accidents and near misses.
7. Provides equipment and materials to carry out first aid treatment.
8. Records all occasions when first aid was administered to employees, pupils and visitors.

This policy should be read in conjunction with each school's local procedures document.

## **SECTION 2: Arrangements for First Aid**

### **2.1 Personnel**

The School Nurse at each site takes responsibility for provision of first aid during school hours and her assistance is sought as required. During her absence, alternative provision is organised and staff notified. In QEGS Centenary House, and in WGHS St Johns House and Mulberry House appropriately trained staff will act under the overall supervision of the QEGS/WGHS School Nurses.

### **2.2 Appointment of First Aiders**

WGSF School Nurses are under contract to provide First Aid cover during school hours. They are Registered General Nurses and must maintain first aid certification. The Governing Body acknowledge that unless first aid cover is part of an employee's contract, those who agree to become emergency first aiders do so on a voluntary basis. Employees are encouraged to volunteer to undertake paediatric or emergency first aid training in order to optimise health and wellbeing. In the EYFS setting, most teaching and teaching support staff have a paediatric first aid qualification – see local documents re First Aid in the EYFS setting. A list of staff, with current paediatric or emergency first aid certification is publicised on the staff room notice boards.

### **2.3 Equipment**

First Aid boxes are strategically positioned around school and on school minibuses. These should not be removed. The boxes are regularly checked by the School Nurses and individual departments are responsible for alerting the Nurse if stocks need replenishing in-between checks.

### **2.4 Automated external defibrillators**

(AEDs) are strategically placed around the school sites for emergency use:

<b>QEGS</b>	<b>WGHS</b>
Centenary House office	Outside Head's PA's office
Senior school sports hall corridor	Forrest building outside the DT Office
Senior school main building, in corridor by office	Hartley Pavilion in the main entrance
Senior school games pavilion, outside first aid room.	Girls Pavilion near the social area and the PE office
Junior School Reception	Mulberry House Reception

An AED should be used in the case of sudden cardiac arrest, following instruction from first aider present and/or Yorkshire Ambulance Service (YAS) during 999 call. An AED can be used safely and effectively without previous training; its use should not be restricted to trained rescuers. Training should, however, be encouraged to help improve the time to shock delivery

and correct pad placement. Staff are offered annual updates alongside basic emergency life support training.

## **2.5 Facilities within school**

In compliance with The Education (School Premises) Regulations 2012 the Governing Body ensures that first aid rooms are made available for medical treatment. Keys are stored with the school office, if access is required out of school hours.

## **2.6 Calling for an ambulance / Transporting to and from hospital**

- Where an injury or illness is an emergency, an ambulance must be called. The decision to call for an ambulance is the responsibility of the first aider attending to the casualty. Parents, in the case of pupils, and next of kin in the case of employees/visitors, must then be informed, as soon as feasible.
- Where hospital treatment is required, but it is not an emergency, the School Nurse, the Head teacher or member of senior team will delegate contact to parents for them to take over the responsibility of the child. If the parents cannot be contacted, the Nurse or the Head teacher may decide to transport the pupil to hospital.
- Where the School Nurse or the Head teacher makes arrangements for transporting a child, then the following points will be observed:
  - i) Only staff cars insured to cover such transportation will be used;
  - ii) Determine whether 2 members of staff should accompany pupil in a vehicle;

## **2.7 Infection Control Procedure for Body Fluid Spillages**

- Gloves must be worn when contact with blood or body fluid is likely. Protective gloves are stored in first aid boxes. Latex gloves must not be used due to the risk of allergy.
- Disposable yellow plastic bags must be used for clinical waste. These bags must be disposed of in the special bins in each medical room.
- Sponges and water buckets must never be used for first aid to avoid the risk of HIV contamination.
- Body fluid disposal kits are kept by porters to clear all body fluid spillage's (Vomit, diarrhoea and blood). This must be cleaned immediately. Porters must be called to do this. This is vital if spread of infection is to be minimised.
- Cleaners must be aware of risks and procedure when cleaning first aid rooms and disposing of yellow bags.

## **2.8 Provision of first aid away from the School**

A member of staff with relevant first aid certification should accompany groups on school trips; this will be determined by risk assessment. All EYFS trips have a paediatric trained first aider with them. First aid bags and pouches are available for school trips and are available from the School Nurse. First aid kits are also allocated on school minibuses, but must not be removed from the minibus.

# **SECTION 3 Provision of medical care**

## **3.1 Provision of medical care**

The school health service offers health advice to pupils and parents, coordinating first aid provision, triaging those that are ill/injured, supporting pupils with medical conditions,

undertaking health checks and running a confidential drop-in. A full vaccination programme is offered at school by Mid Yorkshire Hospitals NHS Trust, School Nurses.

Parents have prime responsibility for their child's health. They are encouraged to provide full information about their child's needs, including any medication taken. It is intended that this service should in no way replace the General Practitioner who would, normally, retain sole control over any prescribing for pupils; although some referrals to other health professionals can be made via this service.

If a pupil is taken ill at school, they should be directed to the School Nurse, or a nominated first aider, who will decide on appropriate care and treatment and whether they should go home; in which case parents will be informed to arrange collection. Pupils must not make their own arrangements with parents to be collected without first being assessed by the School Nurse. Where infection control is an issue, parents will be advised, in accordance with Public Health England guidance for schools, on recommended periods to be kept away. Employees will also be informed of instances of communicable diseases where their own health may be at risk.

### **3.2 Support for pupils with medical needs**

- Health care plans for individual pupils, with specific medical conditions will be developed, by either a Specialist Nurse or the School Nurse, parents and the pupil (e.g. diabetes, anaphylaxis, epilepsy). It is the responsibility of parents to keep school up to date with changes, just as it is the responsibility of the School Nurse, as part of the pastoral team, to share any concerns with parents. Parental updates will be requested annually.
- Pupil's care plans, and other relevant health information will be made available to staff as deemed appropriate\* by School Nurse/parents, in order to optimise their wellbeing. This information can be found in SIMS database. Staff are reminded that any information provided is confidential under the Data Protection Act 1998. \*Be aware that the School Nurse is bound by a professional code of conduct with regards confidentiality, which means that they may be privy to some information regarding health that they cannot share.
- Prescribed medication such as epipens and inhalers should be carried by the pupils, depending on competence, at all times. In the case of those pupils deemed too young to carry their own medication, clear guidance must be provided to all staff regarding its location. Parents should ensure these medications are in date.
- Should staff have concerns regarding a pupil's health and wellbeing, the School Nurse should be approached for advice.
- The School Nurses will coordinate provision of information for staff on specific medical conditions and updates as required. Staff should highlight their need for further training.

### **3.3 Administration of medication. Please refer to local procedures regarding medicine administration within each school.**

- Any pupils requiring long term prescribed medication, will be referred to the School Nurse to discuss how this will be administered. Any long term treatment will be supported by a care plan.
- The School Nurse will not give non-prescription medication to pupils under 16 without parental consent. Consent forms are sent to all parents annually.

- All medications should be stored securely at each school site and should not be carried by pupils unless it is an epipen or inhaler. Emergency Ventolin inhalers are available for students with diagnosed asthma as per WGSF Emergency Inhaler Policy 2014, following guidance document: Emergency asthma inhalers for use in schools: 2014. Emergency Adrenaline Auto-injector (AAIs) devices are available for students with allergies and who have a prescribed AAI for their allergy, following guidance document: Using emergency adrenaline auto-injectors in school:2017. This document states that from 1 October 2017, schools in England are allowed to purchase adrenaline auto-injector (AAI) devices without a prescription, for emergency use on children who are at risk of anaphylaxis but whose own device is not available or not working.
- The School Nurse or a qualified first aider will give short term prescribed medication e.g. antibiotics, ear/eye drops etc. if a covering letter is provided by parents, the medication is in its original container, which is clearly marked with name, dosage and frequency. Any prescribed, controlled medication (eg Ritalin, diazepam) must be stored in a locked cupboard in the School Nurse's room if it has to be administered at school. Pupils must take any medication under adult supervision.
- Parents are encouraged to inform school of a pupil's long term medication regime regardless of whether that medicine is administered at school or not.
- Any medication given to pupils will be recorded in order to keep parents informed of medication given, reason for administration and time given.

#### **SECTION 4: Record keeping**

A daily log is kept of all attendees, including staff, visiting the school nurse. The records are kept for the proceeding five years. By choosing to consult with the school nurse, that person is consenting to a confidential record being kept in accordance with the Nursing and Midwifery Council (NMC) Code of Conduct.

#### **SECTION 5: Accident Reporting**

Any employee, pupil or visitor sustaining injury / accident should be seen by The School Nurse or an emergency first aider for first aid treatment. All accidents and near misses, even if the injury is sustained out of school on school trips or sports fixtures, must be reported to relevant Heads of Department/SLT and the School Nurse on return, so that accident forms can be completed by the person witnessing the event. A WGSF accident form must be completed for all accidents. For further details, please refer to the WGSF Health and Safety Policy.

## **Review History**

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