

LEICESTER GRAMMAR SCHOOL TRUST

LEICESTER GRAMMAR JUNIOR SCHOOL

POLICY AND PROCEDURES ON THE PROVISION OF FIRST AID

This policy should be read with regard to the Administration of Medicines Policy. It refers to Leicester Grammar Junior School including Early Years Foundation Stage (EYFS).

1. Introduction

The H&S at Work Act (HSWA) 1974 places duties on employers for the health and safety of their employees and anyone else on the premises. This covers the Head Teacher, teachers, non-teaching staff, children and visitors. The Education (Independent Schools Standards) (England) Regulations 2014 require that independent schools have and implement a satisfactory policy on First Aid and have appropriate facilities for pupils in accordance with the Advice on Standards for School Premises, issued by the Department of Education (March 2015).

Leicester Grammar Junior School (LGJS) is under a general duty to provide a safe place of work, with suitable arrangements, including welfare. This Policy describes what facilities are in place, however, the Codes of Practices outline procedures in respect of administering medicines, and the responsibilities of relevant staff.

Leicester Grammar Junior School is committed to providing sufficient numbers of first aid personnel to deal with accidents and injuries occurring at the School. To this end, Leicester Grammar Junior School will provide information and training on first aid to staff to ensure that they can meet the statutory requirements and the needs of the school are met. To reflect the age of the pupils this training will be at paediatric first aid or first aid for schools level.

2. Arrangements for securing first aid provisions

Leicester Grammar School Trust employs two registered nurses who are contracted to work during term-time, when the majority of pupils are present in school.

The School Nurses oversee the provision of first aid and are supported by non-teaching staff who have undertaken the first aid at work training, in accordance with H&S executive requirements, and have been appointed as nominated first aiders. These first aiders can provide the initial first aid treatment if necessary and stand in for the School Nurse in their absence.

First Aiders are employees who have been trained and appointment as a nominated First Aider. At least one person with a current Paediatric First Aid certificate must be on the premises at all times when EYFS children are present. From 1st September 2016 all NQT EYFS practitioners must hold a current PFA to be included in the staff:child ratios

First Aiders are qualified personnel who have received training and passed an examination in accordance with H&S Executive requirements. The first aid training received by employees must also be approved by the local authority and consistent with the requirements set out in 'Statutory Framework for the Early Years Foundation Stage'. This training will also be relevant to a school setting and will cover paediatric issues. The first aiders renew their qualifications every 3 years, as recommended, to ensure that their skills are maintained.

For responsibilities of a First Aider refer to Appendix 1.

3. Legal indemnity of first aiders

It is unlikely as first aid personnel rendering assistance will become subject to legal action because of a deterioration in the injured person's condition. However, Leicester Grammar Junior School has arranged to guard against this possibility by providing, through its insurance policies, indemnification for any member of staff who assists a person who becomes ill/injured either on or off the school premises but in association with school business.

4. First aid room and kits

The main first aid room for LGJS is located next door to the School office. It is fully stocked with first aid resources, a fridge, a sink and a trolley. Adrenaline auto-injectors and other emergency medicines are also located in this room.

Due to the current COVID-19 restrictions, first aid boxes are positioned at suitable locations around the School to minimise the movement of children out of their allocated bubble. Each box contains first aid requisites, a list of contents and a general guidance leaflet as recommended by the Health and Safety Executive.

First aid bags, appropriately stocked to deal with sporting injuries, are allocated to PE staff for use when teaching within the school grounds.

Lunchtime supervisors are allocated small first aid kits for use when in the playground.

There are first aid rooms in the sports hall and pavilion which staff can access whilst in their locality. These are fully equipped with the resources that may be required and the stock levels are checked on a regular basis.

The School Nurse is responsible for the up-keep and re-stocking of the first aid rooms, first aid boxes and PE first aid kits.

A Bodily Fluid Spillage Kit is stored in the LGJS first aid room and in the first aid room in the sports hall.

School trip first aid kits are made available for those persons who are required to undertake their work/activity off the school site, where an assessment has highlighted that access to such facilities may be restricted. Examples of these circumstances include (but are not

exhaustive) school trips, persons travelling in vehicles, sporting or social events arranged or supported by the School.

However, if attending the premises of a third party where first aid arrangements have been assessed to be suitable and the third party can cover the School's needs, then persons in attendance should be provided with relevant information of the first aid arrangements prior to attending and then made familiar of the arrangements again on their arrival to the third party premises.

5. Defibrillators

There are 3 Automated External Defibrillators (AED's) located on the School site. These can be found in easily accessible positions in the school foyer of Leicester Grammar School, the sports hall foyer and the lower corridor, next to the lift, in the pavilion. The defibrillators are stocked with paediatric pads and are registered with the East Midlands Ambulance Service.

7. Pupils and staff with on-going medical conditions

On entrance to the School, it is a requirement for a medical questionnaire to be completed. A data collection sheet is annually sent home which includes a student health questionnaire. Parents are required to check, amend if necessary, sign and return the form to school.

Once these forms are returned, each child's medical record is updated on the school database system "SIMS" as necessary. This ensures the School Nurse and members of staff are kept up to date with the child's medical history, including the nature and effect of any disability. Any information required to keep the child safe whilst in school is then communicated to the relevant staff.

It is the parents' responsibility to ensure the School Nurse is kept fully up to date with their child's medical diagnoses and on-going medical requirements. Parents are advised to contact the School Nurse to inform her of any changes to the pupil's medical history over the course of the year. This information is uploaded onto the individual child's medical record on SIMS and disseminated to the relevant members of staff.

In the case of potentially life threatening conditions, such as anaphylaxis or diabetes, this information is also displayed with a photograph on the "Student Health" wall in the staff room. This ensures staff members are fully up to date, can identify pupils with ongoing health needs and will be aware of the treatment possibly required in an emergency.

Staff are encouraged to provide similar information to the nurse regarding their own past medical history. This is treated with the strictest confidence and would only be disclosed to medical staff in the event of an emergency.

If staff are taking medication which may affect their ability to care for children, they should take medical advice and inform the Head Teacher. A decision will then be made regarding their fitness to work. Staff medication must be securely stored out of reach of children.

7. Infection protection and control.

Precautions should be taken to protect the staff member from coming into contact with bodily fluids. Good hand hygiene should be adhered to at all times, either through the use of a

disinfectant hand gel covering all parts of the hands, or by a good hand washing technique, using soap, washing under running water for more than 20 seconds and drying effectively.

The Government state that the majority of staff in education settings do not require PPE beyond what they would normally need for their work.

<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe>

This is even if they are not always able to maintain a distance of 2 metres from others. PPE is only needed in a very small number of cases including:

- Children, young people and students whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way.
- If a child, young person or other learner becomes unwell with symptoms of coronavirus (COVID-19) while in their setting and needs direct personal care until they can return home. If contact with the child or young person is necessary, then the supervising adult should wear disposable gloves, a disposable apron and a fluid-resistant surgical facemask. Wear eye protection if a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting.

LGJS has invested in the appropriate PPE to ensure it is available for staff if required.

In the case of a bodily fluid spillage a site services team member must be contacted and the bodily spillage kit retrieved and utilised. If a member of staff has concerns regarding coming into contact with bodily fluids whilst carrying out first aid, they should contact the School Nurse.

8. First aid procedures

Each break time there is a nominated first aider on first aid duty.

First aid should be rendered, but only as far as knowledge and skills admit.

Any first aider who assesses a child, must record the details in the first aid room attendance book however trivial, and any relevant medical information should also be handed over to the class teacher to be recorded on CPOMS. Parents are informed if a head injury is sustained, the injury involves another child or the first aider feels the injury requires further explanation or advice.

In the case of a head bump, a head bump notification wrist bracelet should be worn by the child and readily displayed to staff and parents.

As soon possible after an accident occurring to a pupil, employee or visitor, the incident must be fully and accurately reported on an accident form. These forms can be obtained from the following places: LGJS First Aid Room; School Nurses Office Senior School; First Aid Room in the pavilion; First Aid Room in the sports hall. The form should be completed fully and promptly sent to the School Nurse for evaluation. Where possible detailed statements should be obtained from witnesses.

If necessary, the Head Teacher and the Director of Finance & Operations will be informed and an investigation taken place. An LGJS representative will also make a report to the Health and Safety committee. This is to ensure any accidents are followed up and measures have been put in place to prevent the accident reoccurring in the future.

If it is evident that hospital attention is necessary, the School Nurse or first aider will decide the most appropriate way of transporting the patient. If an ambulance is required, the emergency 999 service should be used. In cases of a less severe nature it may be appropriate to transport them to hospital by one of the three following options.

- Contacting the parents and request that they undertake the duty themselves.
- Using the school minibus with the School Nurse or any other member of staff accompanying.
- Using a taxi with the School Nurse or other member of staff accompanying.

No child will travel to hospital unaccompanied. Whilst at the hospital, staff remain “in loco parentis” until parents relieve them of their duty of care for the child.

If an accident occurs at an isolated facility with only one member of staff present, additional staff will be summoned by a mobile phone which should always be carried when in an isolated place.

9. Illness and infectious diseases

If an LGJS pupil or member of staff becomes unwell with any of the three identified COVID-19 symptoms:

- High temperature – if they feel hot to touch on their chest or back
- A new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if they usually have a cough, it may be worse than usual)
- a loss or change to their sense of smell or taste – this means they have noticed they cannot smell or taste anything, or things smell or taste different to normal

Collection is to be discussed and arranged (in the case of a pupil) and the person promptly sent home. The following guidance should be followed and a COVID-19 test booked. This can be done by visiting [NHS.UK](https://www.nhs.uk) or contact NHS 119 via telephone.

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-a-test-to-check-if-you-have-coronavirus/>

Whilst a pupil is awaiting collection, they should be moved to the isolation room set up in Leicester Grammar Senior School. The school nurse will provide direct or indirect supervision depending on the age of the child and their condition. Ideally a window will be opened to provide ventilation.

If the pupil needs to go to the bathroom while waiting, they should use the appointed bathroom, located opposite to the isolation room. This bathroom will be cleaned and disinfected after the pupil has been collected.

Staff caring for the child should wear PPE (mask, gloves and apron) while they await collection if a distance of 2 metres cannot be maintained.

If a member of staff has to help someone with symptoms, they do not need to go home unless they develop symptoms themselves (in which case, they should self-isolate and arrange testing) or the child or staff member subsequently tests positive. The member of staff should wash their hands thoroughly using soap, washing under running water for more than 20 seconds and drying effectively, after any contact with someone who is unwell.

Cleaning the area after someone with symptoms has left is vital. This will reduce the risk of passing the infection on to other people.

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>

The name of the pupil or staff member will be added to the COVID-19 absence log and they will only be allowed to return to school if they have received a negative test result or they have spent the 10 days self-isolation period (or longer if necessary).

In addition to COVID-19, children with infectious diseases should not in general attend school. Although mild snuffles and colds need not necessarily prevent a child attending, diarrhoeal illness or children requiring regular paracetamol or ibuprofen for example should be reasons for a child to stay at home.

If a child becomes unwell whilst at school, parents will be contacted and arrangements made for the child to be taken home.

A child with an infectious disease should be excluded from school until fully recovered or until the required period has passed.

A list of notifiable diseases is displayed in the first aid room. If a child suffers from a notifiable disease, the Child must not attend school until their GP has determined them fit to do so. The Head Teacher and School Nurse must be informed of the diagnosis without delay. It is the GP's responsibility to notify the Director of Public Health via the Duty Room.

Further clarification and guidance on infection control in schools and childcare settings can be found at:

http://www.publichealth.hscni.net/sites/default/files/A2%20Schools%20poster_1.pdf

10. Near misses and dangerous occurrences

A near miss is any incident which could have resulted in an accident.

A dangerous occurrence is a near miss which could have led to serious injury or loss of life.

The Director of Finance & Operations should be informed for both of these types of incidents, suitable action can then be taken to avoid similar accidents in the future.

11. Reporting of injuries, diseases and dangerous occurrences regulations 1995 (RIDDOR)

It is a legal duty to report and record some accidents and illnesses to the Health and Safety Executive. Once the patient has received medical attention, the Director of Finance and Operations/or School Nurse will decide if the incident is reportable under the above regulations and make the necessary arrangements.

Reporting can be done online or by telephone. HSE telephone number: 0845 3009923. Advice on RIDDOR can be found at:

<http://www.hse.gov.uk/riddor/>

Any person whilst on duty who suffers an injury as a result of an accident that occurred off the school site should also report in accordance with the aforementioned procedure. In addition, accidents occurring on a third party's site should be reported with the arrangements applying at that site.

12. Safe systems of work

The following arrangements should be followed in order to ensure that suitable and sufficient provision of first aid staff and equipment is available with the School.

- First Aiders should inform the School Nurse that their training certification period is nearing (6 months minimum) expiry.
- The name(s) and location(s) of first aiders and equipment must be displayed adequately throughout the School.
- Ensure that the School Nurse maintains the first aid boxes ensuring that the contents have not expired.
- Maintain easy access to a first aider and first aid box.
- Ensure that all staff are familiar with requirements of this policy through instruction and training.

13. Review of first aid procedures

A review of first aid procedures will take place each year.

Staff should be familiar with the arrangements for administering first aid. Pupils must know whom to contact in case of accident or illness (i.e. nominated First Aider on duty or School Nurse).

Appendix 1- Responsibilities of first aiders

All appointed First Aiders at Leicester Grammar Junior School have the following responsibilities to:-

First Aid Practice

- Be readily available.
- Follow the principles and practices as laid down by the first aid course and manuals.
- Comply with the aims of first aid:-
 - To preserve life
 - To prevent the condition worsening
 - To promote recovery
- Not to ignore accidents or illness under any circumstances, or to refuse to give treatment and assistance if required to do so.
- Not to undress any patient unnecessarily.
- Safeguard the patient's clothing and possessions.
- Respect the patient's confidentiality at all times, and to discuss the patient's condition with only those necessary.
- Maintain the highest practicable level of cleanliness whenever treating a patient.
- Maintain a record of all patients treated, no matter how trivial.
- Attend refresher courses as necessary.

In an emergency:

- Quickly and accurately assess the situation.
- Identify the condition from which the casualty is suffering; but not to treat any illness or injury which is beyond your capability.
- Give immediate, appropriate and adequate treatment, bearing in mind that a casualty may have more than one injury and that some casualties will require more urgent attention than others.
- Arrange, without delay, for the transfer of a casualty (should it be required) to their GP, hospital or home, according to the seriousness of the condition.
- Stay with the casualty until they are handed over to the care of a doctor, paramedic, the hospital A & E unit or other appropriate person.

Appendix 2- Emergency procedures (Illness and accident)

If anyone should become ill or suffer an injury as a result of an accident, the procedures below should be followed:

1. **Assess the situation.** Ensure the situation is safe to approach. Take a few seconds to look around and observe for any danger or potential hazards.
2. **Make the area safe.** If safe to do so, remove or reduce any dangers or potential hazards before attending to the patient. If it is not possible to sufficiently reduce the danger to a level that allows the rescuer to safely enter the situation, then the emergency services must be contacted ASAP; the patient should be given all possible reassurances.
3. **Administer first aid.** First aid should be rendered, but only as far as knowledge and skills admit and it is safe to do so.

Precautions should be taken to protect the staff member from coming into contact with bodily fluids. Good hand hygiene should be adhered to at all times either through the use of disinfectant hand gel or by a good hand washing technique.

In the case of a bodily fluid spillage a site services team member must be contacted and the bodily spillage kit retrieved and utilised. If a member of staff has concerns regarding coming into contact with bodily fluids whilst carrying out first aid, they should contact the School Nurse.

4. **Get help.** If required, further first aid support should be summoned. If the patient is within the School grounds and circumstances necessitate the School Nurse should be sent for. In the absence of the School Nurse, one of the qualified first aiders should be called.

5. **Transport to hospital.** If it is evident that hospital attention is necessary, the School Nurse or first aider will decide the most appropriate way of transporting the patient. If an ambulance is required, the emergency 999 service should be used. In cases of a less severe nature it may be appropriate to transport them to hospital by one of the three following options.

- Contacting the parents and request that they undertake the duty themselves.
- Using the school minibus with the School Nurse or any other member of staff accompanying.
- Using a taxi with the School Nurse or other member of staff accompanying.

No casualty who is a child should be allowed to travel to hospital unaccompanied.

Whilst at the hospital, staff remain “*in loco parentis*” until parents relieve them of their duty of care for the child.

6. **Notification of parents.** In cases of an emergency, the School Nurse or First Aider will contact reception who will notify the child’s parents with minimum delay.

7. **Accident forms.** As soon as possible, every case of injury or accident to a pupil, employee or visitor must be fully and accurately reported on the appropriate accident form which should be sent to the School Nurse for analysis. Accident forms (in blue folders) can be obtained from the following places:

- First aid room, Junior School
- Nurses office, Senior School.
- First Aid Room, Pavilion.
- First Aid Room, Sports Hall.

The incident should also be entered into the First Aid Book in the First Aid Room and in the case of a pupil, onto SIMS. Where possible, detailed statements should be obtained from witnesses.

The Head teacher and the Director of Finance and Operations will be informed of any relevant information and a report given at the Health and Safety meeting every quarter.