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First Aid Policy and Procedures

The Ringwood Waldorf School is committed to providing emergency first aid provision to deal with accidents and incidents affecting employees, children and visitors. The arrangements within this policy are based on the results of a suitable and sufficient risk assessments carried out by the School in regards to all staff, pupils and visitors. The School will take every reasonable precaution to ensure the safety and wellbeing of all staff and pupils.

This policy aims to comply with Part Three of the Education (Independent School Standards) (England) Regulations 2014, the Health and Safety at Work etc Act 1974 and subsequent regulations and guidance including the Health and Safety (First Aid) Regulations 1981 (SI 1981/917) and the First aid at work: Health and Safety (First Aid) Regulations 1981, approved code of practice and guidance.

All staff should read and be aware of this Policy, know who to contact in the event of any illness, accident or injury and ensure this Policy is followed in relation to the administration of first aid. All staff will use their best endeavours, at all times, to secure the welfare of the pupils.

Everyone on the School premises is expected to take reasonable care for their own and others' safety.

1. Aims of this Policy

- To ensure that the School has adequate, safe and effective first aid provision in order for every pupil, member of staff and visitor to be well looked after in the event of any illness, accident or injury; no matter how major or minor.
- To ensure that all staff and pupils are aware of the procedures in the event of any illness, accident or injury.
- To promote effective infection control.
- Nothing in this policy should affect the ability of any person to contact the emergency services in the event of a medical emergency. For the avoidance of doubt, staff should dial 999 for the emergency services in the event of a medical emergency before implementing the terms of this Policy, and make clear arrangements for liaison with ambulance services on the School site.

To achieve the Policy Aims, the School will:

- Appoint a First Aid Officer to have overall responsibility for ensuring that the School has adequate and appropriate first aid equipment, facilities and first aid personnel and for ensuring that the correct first aid procedures are followed.
- Carry out a suitable and sufficient risk assessments of premises and activities. (See *Risk Assessment Policy*), to keep risk low and first aid provision adequate.
- The School will have a minimum of three qualified 'First Aiders' (see below). This will include staff in higher risk areas, such as science, Games etc. Ensure that there is always one First Aider on site during hours 0800-1600 and during out of hours events run by the school.

- All Kindergarten staff must have current Paediatric First Aid training.
- Ensure that a holder of a First Aid certificate accompanies all trips, walks and field trips. A portable first aid kit and telephone will be taken on all trips.
- The School will maintain a record of employees who have undergone various first aid training, which can be requested from the School Office.
- Have suitably stocked first aid boxes (responsibility of the First Aid Officer).
- Ensure notices are clearly visible throughout the School indicating the location of the first aid boxes and the names of the School's First Aiders. New and temporary staff will be informed of box locations and First Aiders as part of induction training.
- Have a procedure for managing accidents, including immediate liaison with emergency services, medical staff and parents.
- Ensure that an accident record file is maintained and every incident that requires first aid is recorded including any treatment given. This will also record how parents have been informed of any accidents. The forms will be reviewed and analysed for patterns annually and remedial action put in place.
- Ensure that appropriate hygiene is observed at all times and rubber surgical gloves will be provided and used in any instance involving blood.
- Review and monitor arrangements for first aid on as appropriate on a regular basis (and at the very least on an annual basis).

2. First Aiders

A First Aider (FA) is a person who has a valid certificate in either first aid at work ('FAW') or emergency first aid at work ('EFAW') training. First Aiders are to ensure that their first aid certificates are kept up to date through liaison with the School First Aid Officers, **Liz Tomkins** and **Louise Tiley**. The School will maintain a record of employees who have undergone various first aid training, which can be requested from the School Office. The Compliance Matrix and CPD log will be used to ensure that training is kept up to date.

The School will have a minimum of three qualified 'First Aiders'. This will include staff in higher risk areas, such as science, Games etc. All Kindergarten staff must have current Paediatric First Aid training. There must always be one First Aider on site during hours 0800-1600 and during out of hours events run by the school. The assessment of general need will be reviewed at least annually.

In addition to fully qualified FAs, the majority of staff undergo first aid training to basic certificate level.

External contractors must provide their own risk assessments and first aid provision.

The main duties of FAs are to give immediate first aid to pupils, staff or visitors when needed and to ensure that an ambulance or other professional medical help is called when necessary.

3. First Aid Boxes and First Aid Travel Kits

The first aid boxes have appropriate signage (white background, green cross), and are kept in the following locations:

- All Classrooms
- School Office
- Kitchen
- Sick Room
- Staff Room

- Minibus
- Travel Kits are stored in the School Office for class trips.

All First Aid boxes will be checked regularly and maintained by the First Aid Officer. This task may be delegated.

First Aid boxes will contain a sufficient quantity of suitable first aid materials and nothing else. First aid does not include the administration of medicines and therefore should not contain drugs of any kind, including aspirin, paracetamol etc. Please see the *Supporting Pupils with Medical Conditions Policy and Administering Medicines Policy* for more information regarding this.

4. Visits and events off site

Before undertaking any off-site events, the teacher organising the trip or event will assess level of first aid provision required by undertaking a suitable and sufficient risk assessment of the event and persons involved. It is the School's policy that all trips are accompanied by a qualified First Aider.

Please see the *RWS Educational Visits Policy* for more information about the School's educational visit requirements.

5. Storage of medication

An emergency supply of medication should be available for pupils with medical conditions that require regular medication. Parents should advise the school when a child has a chronic medical condition so that staff can be trained to deal with any emergency in an appropriate way. Examples of this would be epilepsy and diabetes. A disclaimer will be signed by the parents in this regard. Please see the *Supporting Pupils with Medical Conditions Policy* for further information.

6. Emergency Medical Consent Form

Parents will be asked to complete and sign an *Emergency Medical Consent Form* when a child is admitted to the school, which includes emergency numbers and consent for the administration of emergency first aid. Details of allergies and chronic conditions will be included on this form, and must be updated with any changes. Please see *Supporting Pupils with Medical Conditions Policy* for more information regarding those with chronic conditions and disabilities.

Staff do not act *in loco parentis* as this has no basis in law. Staff always aim to act and respond to accidents and illness based on what is reasonable under the circumstances and will always act in good faith while having the best interests of the child in mind. Guidelines are issued to staff in this regard.

7. Procedure in the event of a minor accident, illness or injury

Illness in school: A quiet area will be set aside for withdrawal and for pupils to rest while they wait for their parents/guardians to arrive to pick them up. This area has easy access to a toilet and hand washing facilities. Pupils will be monitored during this time. When a child becomes ill during the day the parents/guardians will be contacted and asked to pick their child up from school as soon as possible.

Minor Injury: If the initial assessment indicates that a minor injury has taken place then the following actions will be taken:

1. First Aid administered as necessary by designated First Aider.
2. File a report in the Accident Book.

3. Parents informed (generally at the end of the day).
4. Parents must be informed **in writing** of any injury to the head, minor or major, and be given guidance on action to take if symptoms develop.

8. Emergency Procedure in the event of a major accident, illness or injury

If an accident, illness or injury occurs, the member of staff in charge will assess the situation and decide on the appropriate next course of action, which may involve calling immediately for an ambulance or calling for a First Aider (see list in Staff Room/at Reception and various other locations around the School for up-to- date information on designated First Aiders). In the event of any serious injury or an incident requiring emergency medical treatment, the pupil's class teacher will telephone the pupil's parents as soon as possible. A list of emergency contact details is kept at Reception.

A First Aider will assess the situation and take charge of first aid administration. In the event that the First Aider does not consider that he/she can adequately deal with the presenting condition by the administration of first aid, then he/she should arrange for the injured person to access appropriate medical treatment without delay.

Where an initial assessment by the designated First Aider indicates a **moderate to serious injury** has been sustained then one or more of the following actions will be taken:

1. Administer emergency help and first aid to all injured persons. The purpose of this is to keep the accident victim(s) alive and, if possible, comfortable, before professional medical help can be summoned. Also, in some situations, action now can prevent the accident from getting more serious, or from involving more victims.
2. Call an ambulance or a doctor, or (if after receiving the parents' clear instruction) take the accident victim(s) to a doctor or to a hospital. Moving the victim(s) to medical help is only advisable if the person doing the moving has sufficient knowledge and skill to make the move without making the injury worse.
3. Make sure that no further injury can result from the accident, either by making the scene of the accident safe, or (much easier if they are fit to be moved), by removing people from the scene.
4. See to any children who may have witnessed the accident or its aftermath and who may be worried, or traumatised, in spite of not being directly involved. They will need to be taken away from the accident scene and comforted. Younger or more vulnerable children may need parental support to be summoned immediately.
5. When the above action has been taken, the incident must be reported to:
 - a. the parents (if not done so already) of the victim(s), and
 - b. the police, if a criminal offence may have occurred.
6. Allocate staff resources carefully between helping the victim(s) (eg. by accompanying them to hospital), dealing with the direct aftermath of the accident and looking after pupils not affected by the accident. All three activities are important.
7. Require (in so far as it is reasonable to do so) all adult witnesses and older children who are witnesses (including those arriving on the scene after the accident), to write down in their own hand and in their own words exactly what they saw and heard. This first-hand evidence can be invaluable, if litigation follows the accident.
8. File a report in the Accident book (located in the School Office).
9. The First Aid Officer may need to report the matter to the school trustees, the school's insurers, and RIDDOR. For more information on which injuries are reportable, refer to HSE's RIDDOR guidelines at <http://www.hse.gov.uk/riddor/reportable-incidents.htm>

10. Decide whether the whole school needs to be informed and, if so, what to say in class or assembly and when to say it.
11. Without delay, carry out a risk assessment in order to prevent such an accident from happening again and implement identified preventative measures.
12. If the accident is very serious, or fatal, report the matter to the Health and Safety Executive.
13. Make arrangements for the return to school of the accident victim(s) and of those worried or traumatised by the accident.

9. Ambulances and Hospital Admission

An ambulance must always be called on the following occasions:

- In the event of a serious injury;
- In the event of any significant head injury;
- In the event of a period of unconsciousness;
- Whenever there is the possibility of a fracture or where this is suspected;
- Whenever the first aider is unsure of the severity of the injuries;
- Whenever the first aider is unsure of the correct treatment.

If an ambulance is called then the First Aider in charge should make arrangements for access to the injured person. All pupils must be accompanied in an ambulance, or followed to hospital, by a member of staff, and remain with the pupil until a parent, guardian or named representative is present.

Hospital admission may be required but an ambulance not necessary. The parents will be contacted immediately to collect the student to take to A&E. If the parents are unable to or unavailable, a taxi may be called, or a member of staff may use their own vehicle. In this case, a member of staff must accompany the student in addition to the member of staff driving.

Support for the injured pupil and their parents will be provided as determined by the individual circumstances of the incident.

10. Procedure in the event of contact with blood or other bodily fluids

First Aiders should take the following precautions to avoid risk of infection:

- ensure the area is well ventilated
- wear suitable disposable gloves when dealing with blood or other bodily fluids;
- use suitable eye protection and a disposable apron, where splashing may occur;
- use devices such as face shields, where appropriate, when giving mouth to mouth resuscitation;
- wash hands after every procedure.

If a First Aider suspects that they or any other person may have been contaminated with blood and/or other bodily fluids which are not their own, the following actions should be taken without delay:

- wash splashes off skin with soap and running water;
- wash splashes out of eyes with tap water and/or an eye wash bottle;
- wash splashes out of nose or mouth with tap water, taking care not to swallow the water;
- record details of the contamination;
- take medical advice (if appropriate).

Spillage Procedure:

- Cordon off the area where the spillage has occurred. Follow precautions above to avoid risk of infection.
- **Hard surfaces** (e.g. floor tiles, impervious table tops): Small spills: Clean with neutral detergent and hot water.
- Large Spills: remove as much as possible using absorbent paper towels. Flush these down the toilet or dispose of carefully in waste bag. Cover remaining with paper towels soaked in diluted bleach (1:10 with cold water). Leave for up to 30mins, then clear away. Clean with neutral detergent and hot water.
- Alternatively, large spills may be covered with granules from the spillage kit for two minutes. Spillage and granules should be carefully removed with paper towels and disposed carefully into waste bags. Clean area with neutral detergent and hot water.
- **Soft surfaces and fabrics** (e.g. carpets and fabric chairs): remove the spillage as far as possible using absorbent paper towels, then clean with a fresh solution of neutral detergent and hot water. Carpets and upholstery can then be cleaned using cleaner of choice. Steam cleaning may be considered. Liaise with First Aid Officer regarding this.

Contaminated gloves, aprons, paper towels etc. should be carefully disposed of into a leak proof plastic bag, securely tied and placed immediately into the normal school external waste container. Large quantities of contaminated waste should be disposed of in consultation with the local waste authority.

11. Related Policies

Health and Safety Policy

Behaviour Policy

Safeguarding Policy

Supporting Pupils with Medical Conditions Policy and Administering Medication Guidelines,

Educational Visits Policy

KG Infection Control Policy



Emergency Medical Consent Form

Child's Name _____ Date of Birth: _____

Parent/Guardian 1

Name: _____

Emergency Telephone: _____

Parent/Guardian 2

Name: _____

Emergency Telephone: _____

Please read RWS' *First Aid Policy* which is regularly reviewed in the light of current best practice and legislation. In an emergency, parents will be contacted as soon as possible on the numbers supplied. In case of the event that you cannot be contacted, please give the following consent:

I give consent for my child to receive emergency first aid treatment by a member of staff should the situation arise. This may involve advice given over the phone when dialling 999. YES/NO

I give consent for a member of staff to accompany my child off site to the hospital for medical assessment/treatment in an emergency YES/NO

My child is allergic to the following medications:

Known chronic medical conditions :

Please refer to our '*Supporting Pupils with Medical Conditions Policy*'

Signed:

Date:

Note: This form remains in effect for the duration of the child's education at the school unless you advise us otherwise.

Office use: Exceptions noted and held in class first aid box. ☐