
First Aid Policy

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1 Policy Statement

This policy is designed to promote the health, safety and wellbeing of our pupils, staff and visitors, both in school and off the school premises. This is through the provision of First Aid equipment and trained personnel in accordance with the guidelines provided by the Department for Education (published 2000, updated 2014 <https://www.gov.uk/government/publications/first-aid-in-schools>).

2 Procedures

School Provision

At Birkdale School, we have designated Sick Bays at both the Senior and Prep School, staffed by school matrons. In addition to this there are 2 sick bays at Castle Dyke to cater for need within the Games programme, including one for external users (see related policies).

When pupils join the school, **it is the duty of parents to inform the school of any medical complaints suffered by their child.** Parents are also responsible for informing the school where these details change. This **MUST** include up to date GP details, as without this information hospital treatment may be delayed; hospitals need this information to process a patient.

Matrons are trained and qualified to administer first aid (First Aid at Work and Paediatric First Aid) and provide cover throughout the school working day from 8.00 am to 4.00 pm. They are available to administer first aid, to deal with any accidents or emergencies, or to help if someone is taken ill. We also have a number of members of the teaching staff who are trained and qualified to administer first aid (Emergency First Aid at Work (6 hours, HSE approved) or Paediatric First Aid 12 hours). All such qualified staff receive refresher training every three years.

The school has defibrillators in the Senior School (Exhibition Area), Prep School (Main Entrance) and at Castle Dyke Sports Ground (First Aid Room). All staff know the location of the defibrillators and all Games staff, matrons and a significant number of other staff have received training on how to use the equipment. The defibrillators are checked weekly.

Medication

Medication Protocol for EYFS pupils

Matrons will give prescribed medications to EYFS pupils during school hours, eg antibiotics, eye drops

- **Parents are required to complete, and sign, a medication form to authorise this and clearly stating the child's name and form, the medication to be given, the dosage and the frequency/ time of administration.**
- Medication **MUST** be in its original, prescribed packaging – we cannot accept 2/3 tablets in a named envelope.
- Once the medication has been given, the form will be signed and dated, with a note of the time given, by the person administering the medication.
- A further medication form is completed which is handed to parent/carer at the end of the school day to confirm that medication has been given as requested.
- The remaining medication is either returned to parent/ carer each evening or stored securely in the First Aid office at Belmayne House as agreed with parents. There is a refrigerator in this office for the sole purpose of storing medications.

- At the end of the course of treatment, the completed medication form is stored in the pupils file.

If an EYFS pupil needs Calpol during the day this can be given following a discussion with parents; a medication form is completed and given to parent/ carer at the end of the day.

If an EYFS pupil needs a long term medication plan - for a condition such as type 1 diabetes for instance - the same form is used but with an additional protocol specific to that child, produced after discussion with parents and medical information as necessary.

The Senior School does not prescribe or dispense medication, including paracetamol; however, pupils in the Prep School **may** be given Calpol/Paracetamol in school, with prior consent and appropriate discussion with parents. Where pupils are required to take medication this will be supervised by the matron on duty with the consent of parents and in accordance with the doctor's prescription. Medicine stored within the school under these circumstances is kept in a secure place within the Sick Bay.

Details of pupils with particular medical conditions are maintained by the matrons and made available to staff. Pupils who have significant illnesses or long-term conditions will have an individual protocol; this will inform all staff as to the particular needs of the child and contain strict guidance on any required treatment. The protocol will be agreed with parents and health professionals responsible for the long term patient care.

Medical information and individual pupil medication will be given to school staff running a school trip. This will be returned to the school Matron on the trip return. Individual pupil medical protocols are included in relevant risk assessments for all school trips.

Medical information about pupils should be treated as confidential by staff and should not be divulged to other pupils or to those outside the school.

Health & Safety

Hygiene procedures for dealing with the spillage of body fluids: gloves are worn, spillages are wiped up with paper towels, placed in the sealed clinical waste bags and disposed of within the yellow clinical waste disposal unit within the sick bay. All affected areas are cleaned with hot water and disinfectant.

Any member of staff administering first aid to an open wound should wear protective equipment as provided.

First Aid Equipment

First Aid kits have been strategically placed throughout the School site, at Castle Dyke and in the School's vehicles. These kits are checked on a regular basis and restocked accordingly. There is signage in all buildings to show the location of the First Aid boxes. It is the policy of the school that First Aid kits will be taken when groups of pupils go out of school on organised trips or to participate in sporting events. All school activities are assessed for the level of first aid provision required.

Recording of Accidents and Injuries

We keep records of all reported accidents and injuries, pupils, staff and visitors. All reportable accidents are recorded on an HSE report form, which is supplemented as appropriate by a report from, for example, a member of staff leading the activity where the accident occurred. These are stored securely.

In the event of a serious injury or accident the Head/Deputy Head/Head of the Prep School/Bursar will be informed of the situation as soon as is practicable. They will decide on the appropriate response to the accident/injury and conduct an investigation as appropriate to ensure that the relevant lessons are drawn and necessary action taken. Documentation including the HSE form and statements by involved parties will be stored securely. The Governors will be informed of all serious accidents and injuries. The school acknowledges its reporting responsibilities under RIDDOR and all such reports are made by the Bursar with the assistance of the matrons.

An ambulance will be called whenever it is evident that serious injury has occurred or where the person dealing with the patient has any cause for concern.

Head Injuries and Concussion

A 'Head Note' will be given by Matron as appropriate and parents contacted as required. Under EYFS guidelines **ALL PP1 pupils** having a head injury **MUST** be given a Head Note, regardless of the severity, and PP1 staff must be informed. If a pupil sustains a head injury in an After School activity the supervising member of staff will inform parents and Matrons.

A more serious head injury, which causes staff to suspect a concussion injury **WILL** be treated as concussion. Parents will be contacted and asked to take their child to be medically checked. On pupils return to school they will be issued with a GRTP (Graduated Return to Play) letter by Matron, which states when they can return to full contact sport. School will follow GRTP guidelines as stated in Sports Injuries Policy.

Sports Injuries and Accidents which take place during PE or Games (Including School Matches)

Staff are familiar with the school's guidelines on injuries and accidents during PE and Games. For matches, and Games sessions at Castle Dyke, the school's *Health and Safety Policy for School Matches* should be known and observed by all staff.

During PE/GAMES

An injured pupil should be isolated and examined immediately by the member of staff responsible for the group. Unless a further adult is available, the game should be stopped while this is done. The immediate examination should decide if First Aid is necessary. If in doubt consult a qualified First Aider or Matron.

The site of the accident should also be examined, to ensure no further injuries are sustained.

In the case of an **obvious injury** (trauma, dislocation, bleeding, broken bone etc) appropriate First Aid to be administered immediately.

If it is evident that hospital attention is required the pupil's parents are to be contacted and if possible they are to accompany the pupil to hospital. However, if a parent is not available or an injury requires urgent attention the pupil must be accompanied to hospital with staff supervision. Matron needs to be informed and preferably she will escort the injured pupil to casualty. Whilst at hospital staff remain *in loco parentis* until parents relieve them of responsibility.

If it becomes necessary for a teacher to accompany a casualty to hospital, appropriate supervision should be provided for the remainder of their pupils. If the resulting pupil/teacher ratio is too great, games must be stopped.

Blows to the head must be given medical attention and medical guidelines must be followed before a pupil can participate in body contact sports again. Parents must be informed and warned to look for subsequent signs of concussion. All Games staff have received training to address possible concussions and the school adheres strictly to the RFUs directives on phased return to sport following such an injury (GRTP).

For any neck or spine injury, or if a pupil complains of not being able to move his/her legs, DO NOT TOUCH, SEND FOR THE MATRON AND EMERGENCY SERVICES then contact parents.

In any event, parents need to be informed at the first possible opportunity (using the emergency contact list).

Full details of the accident need to be entered in the School 'Accident Book'. Matron will report serious incidents to the Bursar (Health and Safety Officer) and Head/Head of Prep/Deputy Head as soon as practicable and will alert any other party that she feels needs to know about the incident such as the relevant Head of Section or Form Tutor.

Injury at Home Matches (Castle Dyke)

The same process shall apply here as above (Note however that Matron is not on site). A First Aid trained member of staff will be present and at weekends a paramedic service will be on site. Parents may be in attendance at the match and thus able to accompany their son/daughter to hospital if necessary.

Injury at Away Matches

As far as possible, the same procedure should be followed as above. Above all, parents should be notified as soon as is practically possible.

Staff

Training and guidance is provided for all First Aiders, including refresher training and specialist First Aid training as appropriate. All First Aiders are aware of and implement the guidance on infection control, and provision and use of PPE (personal protective equipment). All new staff and pupils are given information on where to go for help in the event of an accident as part of their induction into the school.

3 Review and Development

3.1 Procedure

This document, together with the effectiveness of its procedures, is reviewed annually by the Senior Management Team and Governing Board and as events or legislation change requires.

3.2 Links with other Policies

This policy should be read in conjunction with the following documents:

- Drugs Policy
- Trips Policy
- Health & Safety Policy