



BIRKENHEAD SCHOOL

First Aid Policy

INTRODUCTION

This policy outlines the School's responsibility to provide adequate and appropriate first aid to pupils, staff, parents and visitors and the procedures that are in place to meet that responsibility. This policy is reviewed annually by the Governing Body.

AIMS

- To identify the first aid needs of the School in line with The Health & Safety (First Aid) Regulations of 1981
- To ensure that first aid provision is available at all times while people are on school premises, and also off the premises whilst on school visits.

OBJECTIVES

- To undertake a risk assessment of first aid needs necessary to ensure that adequate provision is available.
- To appoint the appropriate number of suitably trained people as First Aiders to meet the needs of the School.
- To provide relevant training and ensure monitoring of training needs.
- To provide sufficient and appropriate resources and facilities.
- To inform staff and parents of the School's First Aid arrangements.
- To keep accident records and to report to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995. These will be reviewed each term by the Health and Safety Committee. Trends will be identified and any remedial action taken.

RESPONSIBILITIES

The responsibility for health and safety, which includes First Aid, rests with the Governing Body. The Headmaster is responsible for putting the policy in place, including informing staff and parents. It is the responsibility of the Headmaster to ensure good First Aid practice is being carried out within the School and at events and activities organised by the School.

All staff, and those parents with responsibility for children in School, should be aware of available First Aid personnel, facilities and the location of First Aid boxes and information. The School Nurse will oversee first aid facilities and training within Birkenhead School.

PROVISION

- First Aid provision should be available at all times, including out of school trips, during school sports and all other times when the school facilities are in use.
- First Aid equipment will be provided in all school buildings, school mini-buses, school playing fields and is also taken on educational visits.
- First Aiders must have attended a recognised First Aid Course approved by the Health and Safety Executive (HSE) and attend refresher courses in line with the HSE advice. They will be reliable, have good communication skills, an ability to cope with stress and able to absorb new knowledge.
- The HSE states that First Aid does not include the administration of medicines, although there is no legal bar to doing so. Those who dispense medicines will follow the School's guidance and procedures on administering medicines to children in school.
- A lists of staff with appropriate First Aid qualifications is available in the staff handbook.
- The contents of the First Aid Cabinets/Kits are checked at least every half term and maintained by the School Nurse. Used items will be replaced, as will those beyond their usable date.

ACCIDENTS AND INCIDENTS

If possible, staff are to treat minor injuries themselves, using equipment from the First Aid box. All the First Aid boxes contain equipment which is **totally safe** and can be used with confidence.

It is recommended that any child sustaining a head injury which results in loss of consciousness must not be moved, unless he or she is at risk of further danger. Immediate hospital treatment may be required. Parents will be informed by telephone if hospital treatment is thought necessary.

Minor head injuries, such as bumps or grazes, can be treated by applying a cold compress or ice pack.

All head injuries should be examined by the School Nurse or a nominated First Aider. The child should be observed for any vomiting, headaches, visual disturbance or drowsiness. Hospital treatment may be required if the above signs and symptoms are present.

If any accident/incident is perceived to require attention, then one of the following courses is recommended:

1. Send the pupil, accompanied, to the Medical Centre.
2. Member of staff to bring the pupil to the Medical Centre.
3. Telephone Medical Centre (631) or School Nurse on mobile number 07733012438 requesting her to come over to the accident/incident giving the precise location.
4. Send another pupil to the Medical Centre to request assistance. This pupil will then accompany the Medical Centre staff to the site of the incident.

If there is a major medical incident, then staff will have to take the initiative to telephone for an ambulance themselves. Do not delay.

Dial 999 or 9999 if from an internal phone and ask for an ambulance.
Be ready with the following information.

- Your telephone number.
- Address of School, Senior, Prep, Pre Prep or Nursery
- Exact location in School setting.
- Name and age of child with a brief description of symptoms.
- Inform ambulance control of the best entrance as below.

Senior School **Beresford Road (black gate leading directly onto School field) entrance**

Prep School **Shrewsbury Road**

Pre Prep and Little School **Kingsmead Road South**

Nursery **Corner of Shrewsbury Road and Beresford Road**

The following procedures should then be followed;

1. Telephone the School Office/Nursery with details.
2. The School Office/Nursery staff will send an adult to meet the ambulance at the agreed access, open any gates and escort the ambulance to the actual site.
3. The School Office/Nursery staff will inform the School Nurse or First Aider who will immediately attend the scene.
4. The School Office/Nursery staff will contact the parents and a member of the Senior Management Team will be informed.
5. The School Office/Nursery staff will print the child's details and give them to the adult who will accompany the child to hospital.

If an ambulance has been called there will not usually be enough time for parents to get to School before the ambulance; they should therefore go straight to Wirral University Teaching Hospital (formerly known as Arrowe Park Hospital).

An adult must accompany the child to hospital.

DUTY TO REPORT

A written report should be entered into the H.S.E. Accident Book on ANY (non-minor) accident for which a pupil has been sent to the Medical Centre or to hospital. Reports should be written in as much detail as possible by the member of staff witnessing the accident or by the member of staff first on the scene. This should take place within 24 hours and be signed with the full name of the member of staff. The form should then be forwarded to the School Nurse as soon as possible. Any accidents/incidents which need to be reported to the HSE under RIDDOR regulations will be duly reported as soon as practically possible.

H.S.E. Accident Books will be located in the following areas:

Medical Centre

The Cottage (Prep School Secretary)

The Lodge (Senior School Secretary)

Nursery

All minor injuries/illnesses/incidents are recorded in the medical centre. All children who attend our early year's settings will have a report sent home on the same day of any accidents/incidents.

MEDICAL CENTRE

The Medical Centre will be open during the day at times advertised **(0830 – 1600 hrs)** extension **631**. The School Nurse however may be called out anywhere on campus. She can always be contacted on her mobile number **07733012438**. In an emergency contact the ambulance first, and then contact the staff. If an incident occurs out of hours, then staff should contact a first aider.

PUPIL RECORDS

Birkenhead School is an inclusive school that aims to support and welcome pupils with medical conditions, enabling them the same opportunities as others in school. Information on all of the children's medical conditions and their treatments are available, on Schoolbase. Health Care Plans are also available if appropriate. A register is kept of all medical conditions and known allergies and is kept up to date by the School Nurse.

Staff Medication

Staff should bring their own medication in to School. This must be securely stored, preferably in a lockable cupboard. Pupils should not be able to access this medication. Staff medication does not need to be stored with the medication for pupils.

INFECTION CONTROL

Basic hygiene procedures must be followed by all staff. Single-use disposable gloves must be worn when treatment involves blood or body fluids. Correct disposal of dressings or equipment must be followed.

OTHER RELEVANT DOCUMENTS

- Medical Centre Booklet
- Birkenhead School Guidance and procedures for the administration of medicines to children in school and early year's settings.
- Medical Conditions at School Policy

All staff are required to have read through this information at the start of a year, particularly noting information on the pupils that they teach.

FIRST AID QUALIFIED STAFF

Please see the separate document listing those currently qualified in First Aid. The School will aim to train all teachers in Basic Emergency First Aid, Early Years practitioners in Paediatric First Aid, a number of sports staff in Sports First Aid and at least a couple of Estates staff members in “First Aid at Work”.

Kirsten Pankhurst 26th October 2018. To be reviewed September 2019