

1. INTRODUCTION

- 1.1 Tudor Hall School and Carrdus School¹ (together the 'School') aim to provide a level of First Aid cover and expertise that ensures a swift and competent response to any accident or illness suffered by pupils or members of staff (while they are in School or engaged in a School activity out of School) or by visitors to the School.
- 1.2 First Aid is the immediate treatment necessary for the purpose of preserving life and minimising the consequences of injury or illness until expert medical assistance can be obtained. First Aid also includes the initial treatment of minor injuries, which will not need treatment by a medical practitioner.
- 1.3 The School seeks to meet the obligations under the *'Health & Safety at Work Act' 1974*, the *'Management of Health & Safety at Work Regulations' 1999*, the *'Health & Safety (First Aid) Regulations' 1981*, *'HSE Approved Code of Practice & Guidance L74-First Aid at Work'*, and *'The Early Years Foundation Stage Statutory Framework' 2017*.

2. OBJECTIVES

- 2.1 To ensure that there is adequate provision for appropriate First Aid at all times.
- 2.2 To provide prompt First Aid attention by qualified staff:
 - 2.2.1 During normal School operation (e.g. sports injuries, accidents in School);
 - 2.2.2 From inherent & serious medical conditions (e.g. asthma, allergies etc.); and
 - 2.2.3 During off-site School visits.
- 2.3 To safeguard all personnel in School, including visitors, from death or injury in the event of an incident or health problem.
- 2.4 To minimise the potential threat to health and wellbeing and facilitate a rapid recovery.
- 2.5 To inform staff and parents of the School's First Aid arrangements.
- 2.6 To keep records of accidents and follow requirements of the *'Reporting of Injuries, Diseases and Dangerous Occurrences Regulations' 2013 (RIDDOR)*.
- 2.7 To ensure that Safety Incident Report (SIR) outcomes are effective.

3. SUCCESS CRITERIA

- 3.1 The policy may be deemed successful if:
 - 3.1.1 Appropriate First Aid is given in an emergency in line with staff training;
 - 3.1.2 Training given is in line with appropriate regulations;
 - 3.1.3 Staff and parents are informed of the School's First Aid arrangements in INSET days, and on School online information system Firefly; and

¹ Carrdus has an additional First Aid policy specific to its setting.

3.1.4 Any incident is recorded, reported and reviewed effectively.

4. METHODOLOGY

- 4.1 **Implementation** - The Head (Tudor Hall School), Head (Carrdus School) and Bursar are responsible for ensuring that the School has adequate First Aid provision and practice.
- 4.2 First Aid will primarily be managed by the School's Health Centre nursing staff (School Secretary at Carrdus), working in close collaboration with members of staff involved throughout the School or with those involved in School activities where First Aid may be required.
- 4.3 The School's First Aid provision and practice will be reviewed as often as circumstances require, but at least:
- 4.3.1 Every three years by the Board of Governors;
 - 4.3.2 Annually by the Senior Leadership Team (SLT) as part of their responsibilities;
 - 4.3.3 Termly by the Risk Management Team (Health and Safety) as part of their responsibilities.
- 4.4 **Procedures** - The Senior Leadership Team (SLT) will:
- 4.4.1 Undertake an assessment of First Aid needs to identify the School's requirements across the broad spectrum of activities undertaken both on- and off-site;
 - 4.4.2 Ensure that suitably trained personnel are available to act as First Aiders or Emergency First Aiders at all times, both on the School's premises and when engaged in off-site School activities;
 - 4.4.3 Maintain, at Tudor Hall School, a dedicated Health Centre staffed by qualified nurses which is available to day pupils, boarders, staff and visitors during term-time. At Carrdus, a qualified First Aider, supported by the Head, will always be on site when children are on the premises
 - 4.4.4 Maintain an up-to-date list of all trained First Aiders for all staff and arrange training as recommended by the Health & Safety Executive (HSE) '*Guidance on First Aid in Schools*'.
- 4.5 The School Nurse (School Secretary at Carrdus) will:
- 4.5.1 Keep detailed records of illnesses, accidents and injuries together with an account of any First Aid treatment, non-prescription medication or treatment given to a pupil. School staff are responsible for their own medication and its safe keeping.
 - 4.5.2 Ensure that there are sufficient suitably equipped First Aid kits in designated areas, in the School minibus, and for staff to take on external visits.

- 4.6 The Bursar will:
- 4.6.1 Report within the required timescale to the Health & Safety Executive any incidents that fall within the scope of RIDDOR.
 - 4.6.2 Ensure that local child protection agencies are notified of any serious accident or injury to or death of any child while in the School's care and acting on any advice from those agencies.
- 4.7 The School has particular medical procedures in place for managing:
- Allergies and Anaphylactic shock;
 - Blood borne infections;
 - Care of asthmatic pupils;
 - Care of boarders who are unwell;
 - Care of pupils following head injury;
 - Care of pupils with Type 1 diabetes;
 - Confidentiality (medical);
 - Eating disorders;
 - Emergency contraception;
 - Epilepsy;
 - Medication in school;
 - Mental health;
 - Misuse of drugs; and
 - Spillage of bodily fluids.

4.8 **Qualification and training**

- 4.8.1 The School Nurses are registered by the Nursing and Midwifery Council (NMC).
- 4.8.2 First-aiders will be members of the staff who have undergone training which is appropriate to the circumstances. They will hold a valid certificate of competency in either '*First Aid at Work*' (FAW), '*Emergency First Aid at Work*' (EFAW), or any other level of training or qualification that is deemed by the School and the School Nurse to be necessary.
- 4.8.3 The School will offer regular First Aid briefings and updates. In addition, the School will provide such additional training as may be required, for example to PE staff, those handling dangerous equipment or materials, drivers, staff handling machinery or undertaking potentially dangerous activities. All staff have the opportunity to undertake the basic emergency First Aid training if they wish.

5. ADMINISTRATION

- 5.1 A list of First Aiders is available digitally on Firefly (Tudor) and in key areas of both Schools, including in the Staffroom at Carrdus.
- 5.2 All accidents must be reported to the Health Centre or Carrdus School office together with details of the incident and how it was treated. A '*Safety Incident Report*' (SIR) will be completed in all cases at Tudor Hall. At Carrdus School all accidents will be recorded in the accident book held in the School office and an SIR will be completed for any non-minor injuries appropriate to the setting.
- 5.3 Staff going off-site with pupils must record any accidents on the SIR and hand it in to the Health Centre or Carrdus School office on their return.
- 5.4 The Health Centre and Carrdus School will forward any SIRs to the Bursar for completion.

- 5.5 The Health Centre and Carrdus School secretary, as appropriate, will communicate incidents, accidents or where First Aid has been necessary, to parents.
- 5.6 Pupils with identified and significant medical conditions will be highlighted on the respective central School-wide databases (iSAMS). These lists will be updated regularly.
- 5.7 First Aid materials, equipment and facilities:
- 5.7.1 First Aid kits are provided in locations around the School where the need has been identified. The list of locations is held by the Health Centre or the Carrdus School office.
 - 5.7.2 Staff taking pupils off-site from School must take a First Aid kit from the Health Centre or Carrdus School office. The PE department have their own kit.
 - 5.7.3 The School follows the HSE recommendations for stocking First Aid kits.
 - 5.7.4 Automated external defibrillators (AED) are located at Tudor Hall in the Health Centre kitchen and in the Carrdus School office. Use of the equipment must be in accordance with the instructions attached to the equipment.
- 5.8 Responsibility for checking/restocking First Aid kits belongs to the Health Centre nurses (Carrdus School secretary) to check the contents of First Aid kits at least termly and re-stock any missing or out of date items.
- 5.9 Staff can request items as required in between routine checks.
- 5.10 **Specific Medical Needs**
- 5.10.1 The School Nurse is expected to take charge in a First Aid emergency on site during term time and will take responsibility for the pupil's medical needs.
 - 5.10.2 The School Nurses will train First Aiders to administer specific emergency treatment for individual pupils.
 - 5.10.3 Pupils with on-going medical conditions requiring medication (e.g. severe allergies and prescribed with EpiPens, asthma requiring the use of inhalers) are responsible for ensuring they carry the appropriate medication with them at all times, around the School and on School visits. Individual care treatment plans are provided for particular pupils by the School Nurse with the First Aid kit on School visits.
 - 5.10.4 At Carrdus such medication is kept in the School office or the child's classroom. On School visits, a member of staff, usually the form teacher, will carry the child's medication.
 - 5.10.5 Where required, spare emergency medication may be taken on School visits, under the direction of the School Nurse. Staff must follow the School medication policy and protocols for any medication administered.
 - 5.10.6 Parents are required to provide medical details directly to the Health Centre or Carrdus School office and to notify of any changes promptly. A list of relevant medical needs for pupils is stored on the School database, accessible only to academic and pastoral staff. A copy of the appropriate year group list is supplied by the Health Centre or Carrdus School office for School visits.

5.11 School Visits

5.11.1 During School visits a First Aider accompanies the trip and is responsible for First Aid provision. The First Aider is responsible for ensuring pupils have their emergency medication with them (asthma inhaler, EpiPen etc.), has a First Aid kit and digital copies of emergency parental contact/consent forms. At Carrdus a teacher will carry the emergency medication on trips.

5.11.2 In the event of an emergency, serious or significant incident, procedures are in place for contacting the parent/guardian/named contact as soon as possible. At Carrdus this will be the School secretary or Head/Deputy Head. At Tudor Hall, for all incidents including on School trips, this will be the School Nurse or member of SLT. During School holidays, a designated member of SLT is the trip link and will liaise with parents as required.

5.12 School Holidays

5.12.1 In the event that there is no First Aider present, a First Aid box is kept in the staff room. The Bursary will act as the 'appointed person' and point of communication in an emergency.

5.12.2 External organisations letting or using the School facilities are required to make their own First Aid risk assessment and to provide sufficient cover for their activities.

6. MONITORING AND REVIEW

6.1 All accidents, near misses, significant incidents or learning events are reportable using the SIR available on Firefly or from the Health Centre, the Bursary or the Carrdus School office. These will be checked by the Bursar and reviewed termly by the Risk Management Committee ensuring that any action required to prevent further incidents will be implemented.

6.2 Statutory accident records must be kept for:

6.2.1 Adults, date of incident plus seven years

6.2.2 Child, date of incident plus twenty-five years

6.3 SIRs can assist the School in identifying accident trends and areas for improvement in the control of health & safety risks. They can also assist in assessing First Aid needs and be helpful for insurance and investigative purposes.

6.4 **Evaluation** - A member of SLT will evaluate the First Aid provision with the School Nurse and the Risk Management Committee.

6.5 This policy will be reviewed every three years by the Bursar and Health Centre, or at more frequent intervals if there are relevant legislative changes, and/or the evaluation of the policy highlights the need for a review.

Reviewed by Bursar/School Nurse: September 2024

Reviewed by Bursar: January 2022