



**APPLEFORD SCHOOL**  
**FIRST AID POLICY AND PROCEDURES**  
**This policy applies to the whole school, including boarding**

**This policy, which applies to the whole school, is publicly available on the school website and on request; a copy (which can be made available in large print or other accessible format if required) may be obtained from the School Office.**

**Applies to:**

- The whole School, all staff (teaching, boarding and support staff), proprietors and volunteers working in the School

**Available from:**

This Policy can be viewed in the School office or a copy can be requested.

**Monitoring and Review:**

This Policy will be subject to continuous monitoring, refinement, review and audit by the Headmaster The Proprietor will undertake a full review of this policy and procedures, inclusive of its implementation and the efficiency with which the related duties have been discharged no later than one year from the date shown below, or earlier if changes in Legislation, regulatory requirements or best practice guidelines so require. This discussion will be formally documented in writing. Any deficiencies or weaknesses recognised in arrangements or procedures will be remedied immediately and without delay.

The current policy was reviewed and approved by the proprietor in March 2018.  
This policy will next be reviewed by March 2019.

Signed

Dr P. Gardner  
Managing Director

Mr D King  
Headmaster

**Rationale**

It is a statutory requirement for an employer to make adequate First Aid provision for all employees. At Appleford it is recognised that the provision should cover all staff, pupils, and visitors.

**Our Aims**

- To provide First Aid treatment where appropriate for all users of the school (with particular reference to pupils and staff).
- To provide or seek secondary First Aid where necessary and appropriate.
- To treat a casualty, relatives and others involved with care, compassion and courtesy.

*Appleford School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is our aim that all pupils fulfill their potential.*

### **Guidelines**

- To ensure that during term time there are sufficient qualified First Aider(s) available to provide First Aid cover at all times when pupils, staff, parents, visitors or contractors are on the school site.
- To ensure that First Aid information is readily available and that all users of the school are aware of the way in which to call for help.
- To ensure that First Aid kits for minor injuries are available for use throughout the school by all First Aiders and that they are regularly maintained. Location of these kits must be known by all designated persons/First Aiders.

### **Key points**

All staff are expected to use their best endeavours in the event of a first aid emergency, while seeking support from the Duty First Aider / one of the first aid trained members of staff on site.

### **All Staff should know:**

**How to call the emergency services – dial 999 / 112 and ask for an ambulance. If there is any doubt that an ambulance is required, call an ambulance straight away.**

## **APPLEFORD SCHOOL**

### **FIRST AID - LOCATION OF BOXES**

- |                         |   |   |
|-------------------------|---|---|
| <b>1. STAFF ROOM</b>    | - | <b>Large Kit</b>  |
| <b>2. STAFF ROOM</b>    | - | <b>Small Travel Bag</b>   |
| <b>3. KITCHEN</b>       | - | <b>Small Kit Catering Blue / Burns Cool Box</b><br><b>+ 1 Eyewash Station</b> |
| <b>4. DT ROOM</b>       | - | <b>Medium Kit</b>   |
| <b>5. SCIENCE LAB'S</b> | - | <b>Medium Kit</b><br><b>+ 2 Eyewash Stations (1 in each Lab)</b>              |
| <b>6. THE ROOKERY</b>   | - | <b>Medium Kit</b>   |
| <b>7. SPORTS HALL</b>   | - | <b>Medium Kit</b>   |
| <b>8. SPORTS HALL</b>   | - | <b>Travel Sports Bag</b>  |
| <b>9. PAVILION</b>      | - | <b>Medium Kit</b>   |
| <b>10. ART ROOM</b>     | - | <b>Small Kit</b>  |
| <b>11. HOME ECO</b>     | - | <b>Small Kit Catering Blue</b>  |

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		<b>+ Burns Cool Box</b>
<b>12. MINIBUS 1</b>	-	<b>Small Kit + PSV Kit Bag</b>
<b>13. MINIBUS 2</b>	-	<b>Small Kit + PSV Large Kit Bag</b>
<b>14. THE BEECHES</b>	-	<b>Medium Kit</b>
<b>15. ELM HOUSE</b>	-	<b>Medium Kit</b>
<b>16. CEDAR HOUSE</b>	-	<b>Medium Kit</b>
		<b>+ Small Kit Catering Blue</b>
<b>17. MADDINGTON HOUSE</b>	-	<b>Medium Kit</b>
		<b>+ Small Kit Catering Blue</b>
<b>18. WILLOW HOUSE</b>	-	<b>Medium Kit</b>

### **Who the Duty First Aider is:**

- The duty First Aider: If they are not at the medical desk, they can be contacted via reception.
- In the event of a pupil feeling unwell during a lesson, they should be sent to the Duty First Aider accompanied by another pupil or adult and a medical note should be sent with them explaining the issue.
- If a child or adult is in need of medical assistance resulting in being unable to walk to the Central Surgery, a staff member may give a 'green hand' to someone to take to the school reception to signify that there is a medical emergency and a Duty First Aider is required.
- In the event of a change, e.g., Duty First Aider is away, the School Secretary should be informed.
- A list of qualified first aiders is displayed on the Medical Notice Board in the Staff Room and a copy is held by The Head of Boarding and by the Personnel Dept.



## QUALIFIED FIRST AIDERS



Name	Course	Expiry Date
Anderson, Charles	Highfield Awarding Body for Compliance Level 3 Award in Paediatric First Aid (QCF)	6 <sup>th</sup> January 2020
Ball, Mark	Highfield Awarding Body for Compliance Level 3 Award in Paediatric First Aid (QCF)	6 <sup>th</sup> January 2020
Barnett, Amanda	Paediatric First Aid (3day) FAW	October 2018
Bishop, Sarah	AoFAQ Level 3 Award in First Aid at Work (QCF)	5 <sup>th</sup> September 2020
Blake, Leanne	Highfield Awarding Body for Compliance Level 3 Award in Paediatric First Aid (QCF)	6 <sup>th</sup> January 2020
Bues, Sarah	Highfield Awarding Body for Compliance Level 3 Award in Paediatric First Aid (QCF)	6 <sup>th</sup> January 2020
Chase, Aaron	Paediatric First Aid (3day) FAW	October 2018
Cleaver, Amy	Highfield Awarding Body for Compliance Level 3 Award in First Aid (QCF)	February 2020
Coombes, Simon	Highfield Awarding Body for Compliance Level 3 Award in First Aid (QCF)	25 <sup>th</sup> October 2019
Cox, Samantha	Highfield Awarding Body for Compliance Level 3 Award in Paediatric First Aid (QCF)	6 <sup>th</sup> January 2020
Filkins, Dean	Highfield Awarding Body for Compliance Level 3 Award in First Aid (QCF)	25 <sup>th</sup> October 2019
Filkins, Fiona	Paediatric First Aid (3day) FAW	November 2018
Hawkesby, Natalie	Paediatric First Aid (3day) FAW	October 2018
Gray, Iona	Highfield Awarding Body for Compliance Level 3 Award in First Aid (QCF)	February 2020
Harries, William	AoFAQ Level 3 Award in First Aid at Work (QCF)	5 <sup>th</sup> September 2020
King, Shelagh	AoFAQ Level 3 Award in First Aid at Work (QCF)	5 <sup>th</sup> September 2020
Mills, Karen	Emergency & Paediatric First Aid	3 <sup>rd</sup> January 2019
Palmer, Justine	Paediatric First Aid (3day) FAW	October 2018
Pullen, Kelly	Emergency First Aider at Work (1 Day)	October 2018
Sawyer, Christine	Highfield Awarding Body for Compliance Level 3 Award in Paediatric First Aid (QCF)	6 <sup>th</sup> January 2020
Shipstone, Lloyd	Highfield Awarding Body for Compliance Level 3 Award in First Aid (QCF)	February 2020

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Name	Course	Expiry Date
Shergold, Jack	AoFAQ Level 3 Award in First Aid at Work (QCF)	5 <sup>th</sup> September 2020
Sinclair, Sarah	Emergency First Aid at Work 12 Hour Paediatric First Aid	3 <sup>rd</sup> July 2019
Stewart, Vanessa	Highfield Awarding Body for Compliance Level 3 Award in Paediatric First Aid (QCF)	6 <sup>th</sup> January 2020
Swerdlow, Victoria	Emergency First Aider at Work (1 Day)	22 April 2017
Wedd, Andy	Emergency First Aider at Work with The Red Cross	19 <sup>th</sup> January 2020
Wedd, Coral	Highfield Awarding Body for Compliance Level 3 Award in Paediatric First Aid (QCF)	6 <sup>th</sup> January 2020
Woollard, Daniel	AoFAQ Level 3 Award in First Aid at Work (QCF)	5 <sup>th</sup> September 2020

### **A basic aide memoir for dealing with first aid emergencies and Contents of 10 man first aid box (see annex A)**

There is a rota to ensure that a qualified First Aider is on call during the school day, this person is known as the person on **Medical Duty**

All users of the school will be able to contact the Medical Duty person First Aider(s) via Reception or direct to the Medical Duty desk, telephone number 1032.

Once informed of an incident the Medical Duty First Aider(s) will go to the casualty(ies) without delay and provide emergency care.

Blankets for shock treatment (in first aid kits and 2 emergency foil blankets on Minibus) must be readily available as well as rubber gloves and pocket masks resuscitation.

Secondary aid will be sought if necessary. The parent/guardian (or other appropriate adult) will be informed as soon as possible.

If an appropriate adult cannot accompany a casualty to hospital a member of staff will accompany him/her if this is deemed appropriate.

**Medical Duty First Aider's** are responsible for:

- Taking charge when someone is injured or becomes ill.
- Ensuring that an ambulance or other professional medical help is summoned if appropriate.

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- Giving immediate help to casualties with common injuries or illnesses and those arising from specific hazards at School.
- Ensuring where appropriate that the School's Accident Book is completed by the person who witnessed the accident or found the pupil.

#### **School trips or outings:**

- A member of staff trained in the administration of medication should accompany the trip, taking responsibility for the safe storage of pupils medication, if the pupils cannot carry it themselves.
- Staff supervising the trip must be aware of the pupil's condition and of any relevant emergency procedures.

#### **Responsibility:**

The provision of first aid at Appleford School is delegated by the Director to the Headmaster, who in turn delegates responsibility to The Head of Boarding. The Head of Boarding in consultation with the Senior Leadership Team determines the number of First Aiders and the level of training they should receive.

An appointed Person within the Boarding House Staff is responsible for looking after and restocking all the first aid boxes throughout the school.

The number of First Aiders is reviewed annually by the Head of Boarding in consultation with the Senior Leadership Team, or more frequently when required, for example following an accident or emergency.

When determining the appropriate number of First Aiders, the following is taken into account:

- The number of staff (and pupils) present at any one time;
- The distribution of staff;
- The number and locations of first-aid boxes;
- Whether there are inexperienced members of staff;
- The number of staff and pupils with disabilities or specific health problems;
- The size and location of the school premises to which members of staff have access in the course of their employment;
- Whether there are travelling, remote or lone staff;
- Arrangements for off-site activities;
- Arrangements for out of school hour activities such as parent evenings;
- Parts of the school premises with different levels of risks;
- The types of activity undertaken;
- The proximity of professional medical and emergency services;
- Any unusual or specific hazards (for example, working with hazardous substances, dangerous tools or machinery); and
- Accident statistics. These indicate the most common types of injuries, times and locations. It is a useful tool as it highlights areas to concentrate on and tailor first aid provision to.

When selecting staff to be an Appointed Person or First Aider, the Head of Boarding will take into account their reliability, communication skills, aptitude to learn, ability to cope with stressful situations and the ability to leave the work that they are doing at the time.

Guidance on the minimum legal requirement for First Aiders; the recruitment, selection and training of First Aiders; the responsibility and accountability of First Aiders; the need for a first aid room / surgeries and the contents of first aid boxes can be found in the Health and Safety (First Aid) Regulations 1981.

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## Reporting Accidents and Record Keeping

All members of the school community should report any accident or incident, however minor, as soon as possible after it has occurred. When an injured person is unable to complete their own details of the accident, then the Duty First Aider and/or witness should do it on their behalf.

Completed Accident Report forms should be given into the Health and Safety Officer by hand for filing at the earliest opportunity. A brief record of the accident should be made on the whiteboard in the staff room in the case/s involving a pupil.

Reports must contain:

- The date, time and place of the event;
- Details of those involved;
- A brief description of the accident/illness and any first aid treatment given;
- Details of what happened to the casualty immediately afterwards - for example went to hospital, went home, resumed normal activities, returned to class.

The Headmaster and Senior Leadership Team should be informed about any incident if it is at all serious or particularly sensitive. For example, when a pupil has had to go to hospital or if one pupil has caused deliberate damage to another or where negligence might be suggested.

The Duty First Aider or Houseparents must inform parents when any pupil requires hospital treatment or is kept in the surgery overnight.

If, as the result of an accident, a pupil is taken to hospital, the member of staff accompanying them should take:

- The child's medical questionnaire and pupil resume.
- Mobile phone (personal or school)
- Cash
- The Appleford school hospital file (it is kept in central surgery within school)

If, as the result of an accident, an employee is taken to hospital, is unable to work or subsequently becomes absent from work, their line manager/Head of Department and School Office should be notified immediately.

The Health and Safety Officer must report all serious accidents to the HSE as required by RIDDOR.

In an emergency, the relevant contact details of pupils' parents and guardians can be found in the school office or the central surgery and with the Boarding Houseparent's. Personnel have details of employees and their next of kin.

## References

- a) DfEE Guidance on First Aid for Schools
  - b) Health and Safety (First Aid) Regulations 1981
- This First Aid Policy should be reviewed every two years or sooner if necessary

## Annex A:

### Basic First Aid

Knowing what to do in an emergency is vitally important. Consider getting some first aid training and a first aid kit, and familiarise yourself with how to deal with some of the more common situations opposite. If someone is injured, the following steps will keep them as safe as possible until professional help arrives:

- Keep calm.
- If people are seriously injured call 999 / 122 immediately; contact the Duty First Aider.

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- Make sure you and the injured person are not in danger.
- Assess the injured person carefully and act on your findings using the basic first aid steps below.
- Keep an eye on the injured person's condition until the emergency services arrive.

<b>Unconsciousness</b>
If the person is unconscious with no obvious sign of life, call 999 / 112 and ask for an ambulance. If you or any bystander has the necessary skills, give them mouth-to-mouth resuscitation while you wait for the emergency services.

<b>Bleeding</b>
Control severe bleeding by applying firm pressure to the wound using a clean, dry dressing and raise it above the level of the heart. Lay the person down, reassure them, keep them warm and loosen tight clothing.

<b>Burns</b>
For all burns, cool with water for at least 10 minutes. Do not apply dry dressings, keep the patient warm and call an ambulance.

<b>Broken bones</b>
Try to avoid as much movement as possible.

#### **Contents of medium size first aid boxes situated around the school site.**

- 1 Guidance Card.
- 2 Eye Pads.
- 21 Plasters. Asstd.
- 4 Triangular Bandage.
- 6 Safety Pins.
- 1 Kool Pack.
- 1 Vent Aid.
- 1 Disposable Gloves.
- 6 Wound Dressing Medium.
- 2 Wound Dressing Large.
- 6 Medical wipes.
- 1 Saline Eye Wash. Lag.
- 1 Conform Bandage Medium
- 1 Conform Bandage Large

Please do not include known allergenic materials, Elastoplast or any cream or otherwise.

Prescription medication such as inhalers must not be kept in first aid boxes.

#### **Annex B: Cleaning up body fluids from floor surfaces**

All appropriate precautions will be taken by the support staff when cleaning up after an incident involving blood, vomit, etc. Disposal of body fluids must be placed in the sharps yellow bins located in the two surgeries.

Avoid direct contact with body fluids, as they all have the potential to spread germs. Germs in vomit and faeces may become airborne, so it is very important to clean up body fluids quickly. Red bags (for soils) are available in both surgeries.

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- Put on gloves and a disposable apron. Disposable latex or vinyl gloves are the best choice. However, reusable rubber gloves are acceptable as long as they are cleaned and sanitized after each use.
- Sprinkle 'Bio999 absorbing powder liberally on all visible material. Allow approximately 90 seconds for the powder to absorb all visible material. Be careful not to agitate the material, so that germ particles do not become airborne.
- Remove all visible material from the most soiled areas, using paper towel.
- Put all used paper towel and cloths into a shapes yellow bin for incineration.
- The remaining visible material should then be vacuumed. The vacuum cleaner bag MUST be changed after use, and the hose and pipe disinfected with Eco Force.
- Non- carpeted areas: Sanitize the area using Eco, leaving on the affected area for a minimum of 10 minutes. A red mop and bucket are designated for this use. (One in both surgeries and one in the sports hall)
- Carpeted areas: The area should be cleaned Eco Force solution and should contact the affected area for at least ten minutes. The area should then be shampooed or steam cleaned within 24 hours.
- Wash the non-disposable cleaning equipment (mops, buckets) thoroughly with soap and water and then rinse with Eco Force.
- Discard gloves, disposable apron into yellow bag for incineration. Finally wash your hands thoroughly using soap and water.

**Annex C: RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, 1195)**

All Schools are required to report to the Health and Safety Executive (Tel: 0845 300 99 23). Employers must report:

- Deaths
- Major Injuries
- Over three day injuries
- Accidents causing injury to pupils
- Accidents causing injury to members of the public or people not at work
- Specified dangerous occurrences, where something happened which did not result in an injury but could have done.

Refer to Health & Safety Handbook for full details