



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 January 2020
This policy will next be reviewed by January 2021.

Signed:

Dr P Gardner
Proprietor

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.**

The Duty First Aider

- The duty first aider: If they are not at the medical desk, they can be contacted on extension 1032 or mobile number 07938571435 or 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 Human Resources Dept.

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APPLEFORD SCHOOL

FIRST AID - LOCATION OF BOXES

OAK HOUSE:

- Reception - Kat's Office - Large kit and eye wash
- Reception - Kat's Office - Small travel bag
- Kitchen - Small kit catering blue
- Burns cool box
- 3 x eyewash stations x 500ml

DT ROOM:

- Medium kit and 1 eye wash

LOWER SCHOOL:

- Medium it (classroom E5)

ELM HOUSE:

- Elm Boarding House - Medium kit (surgery)

THE ROOKERY:

- Medium kit (corridor)
- Science lab - Medium kit and 1 eyewash station

SPORTS HALL:

- Medium kit (staff toilet)
- Travel sports bag (staff toilet)

WILLOW HOUSE:

- Medium kit (corridor)
- Willow Boarding House - Medium kit (surgery)

BEECHES:

- Medium kit (corridor)
- Home Eco - Small kit catering blue
Burns cool box
- Beeches Boarding House - Medium kit (surgery)

PE CONTAINER:

- Medium kit

MADDINGTON HOUSE:

- Medium kit (surgery)
- Small kit catering blue (kitchen)

VEHICLES:

- Minibus 1 - Small kit and PSV kit bag
- Minibus 2 - Small kit and PSV kit bag
- Car 7 Seater - Small kit and medium motor kit (boot)

Qualified First Aiders	Course	Expiry Date
Asbridge, Colette	Paediatric First Aid Level 3	4 th September 2022
Bagguley, Marcia	Opus Medicines Awareness Foundation Course for Schools	6 th September 2021
	Paediatric First Aid Level 3	4 th September 2022
Ball, Mark	Opus Medicines Awareness Foundation Course for Schools	6 th September 2021
	Salisbury Diabetic Team Training (attended on 23 rd September 2019) Outdoor First Aid Course – including Paediatric First Aid	21 st March 2021
Bues, Alan	Paediatric First Aid Level 3	4 th September 2022
Bues, Sarah	Salisbury Diabetic Team Training (attended on 23 rd September 2019)	
Byford, Jill	Paediatric First Aid Level 3	3 rd January 2023
Chase, Aaron	Paediatric First Aid Level 3	4 th September 2022
	Opus Medicines Awareness Foundation Course for Schools	6 th September 2021
Day, Louise	Paediatric First Aid Level 3	4 th September 2022
Fielder, Rob	Opus Medicines Awareness Foundation Course for Schools	6 th September 2021
	Paediatric First Aid Level 3	4 th September 2022
Filkins, Dean	Paediatric First Aid Level 3	4 th September 2022
Filkins, Fiona	Paediatric First Aid Level 3	4 th September 2022
	Opus Medicines Awareness Foundation Course for Schools	6 th September 2021
	Anaphylaxis for Schools and early Years Level 2	11 th November 2020
	Salisbury Diabetic Team Training (attended on 23 rd September 2019)	
Gray, Iona	Paediatric First Aid Level 3	3 rd January 2023
Harris, Jan	Paediatric First Aid Level 3	4 th September 2022
	Salisbury Diabetic Team Training (attended on 23 rd September 2019)	
King, Shelagh	Opus Medicines Awareness Foundation Course for Schools	6 th September 2021
	AoFAQ Level 3 Award in First Aid at Work (QCF)	5 th September 2020
Logan, Kat	Paediatric First Aid Level 3	4 th September 2022
Mills, Karen	Outdoor First Aid Course – including Paediatric First Aid	21 st March 2021
Moffitt, Julie	Paediatric First Aid Level 3	3 rd January 2023

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Palmer, Justine	Opus Medicines Awareness Foundation Course for Schools	6 th September 2021
Palmer, Lauren	Level 3 Award in First Aid at Work (RQF)	9 th January 2022
Prior, Stevie	Paediatric First Aid Level 3	3 rd January 2023
Scott, Tamsin	Paediatric First Aid Level 3	3 rd January 2023
Sherwood, Tony	Paediatric First Aid Level 3	3 rd January 2023
Shipstone, Lloyd	Paediatric First Aid Level 3	3 rd January 2023
	Introduction to Defibrillators level 2	20 th December 2020
Sinclair, Sarah	Opus Medicines Awareness Foundation Course for Schools	6 th September 2021
	Emergency First Aid at Work 12 hour Paediatric First Aid	September 2021
	Paediatric First Aid Level 3	4 th September 2022
Stewart, Vanessa	Paediatric First Aid Level 3	3 rd January 2023
Taylor, Jemma	Level 3 Award in First Aid at Work (RQF)	9 th January 2022
	Introduction to Defibrillators level 2	20 th December 2020
Templeton, Fiona	Opus Medicines Awareness Foundation Course for Schools	6 th September 2021
Topliss, Karl	Introduction to Defibrillators level 2	20 th December 2020
Trowbridge, Diane	Level 3 Award in First Aid at Work (RQF)	9 th January 2022
Wedd, Andy	Opus Medicines Awareness Foundation Course for Schools	6 th September 2021
	Introduction to Defibrillators level 2	20 th December 2020
	Outdoor First Aid Course – including Paediatric First Aid	21 st March 2021
Wedd, Coral	Paediatric First Aid Level 3	3 rd January 2023
	Opus Medicines Awareness Foundation Course for Schools	6 th September 2021
	Introduction to Defibrillators level 2	20 th December 2020
	Type 1 Diabetes training (attended on 9 th September 2019)	
Wilson, Henry	Paediatric First Aid Level 3	3 rd January 2023
Williams, Barbara	Opus Medicines Awareness Foundation Course for Schools	6 th September 2021
Woollard, Dan	AoFAQ Level 3 Award in First Aid at Work (QCF)	5 th September 2020

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A basic aide memoir for dealing with first aid emergencies and contents of 10-person 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 via reception or direct to the medical duty desk, extension number 1032 or mobile number 07938571435.

Once informed of an incident the medical duty first aider(s) will go to the casualty/casualties 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 for 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 Aiders 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.
- Giving immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school.
- Ensuring where appropriate that the schools 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 pupil's 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.
- Staff must bring the relevant medical paperwork on the trip.

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.

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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
- School trips and activities
- 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)
- 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.

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 to the Health and Safety Officer by hand for any action deemed necessary and filing at the earliest opportunity. A brief record of the accident should be made on ISAMS/CPOMS. 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 a deliberate injury to another or where negligence might be suggested.

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The duty first aider or houseparent must inform parents when any pupil requires hospital treatment or is kept in the surgery overnight.

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

- The child's medical information
- 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 reception 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 on ISAMS, in reception or the central surgery and with the boarding houseparents. The human resources department 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 below. 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 999/112 immediately; contact the duty first aider.
- 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.

Unconsciousness
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 and use the defibrillator (kept in the admin office) while you wait for the emergency services.

Bleeding
Control severe bleeding by applying firm pressure to the wound using a clean and dry dressing. Lay the person down, reassure them, keep them warm and loosen tight clothing.

Burns
For all burns, cool with water for at least 20 minutes. Do not apply dry dressings, keep the patient warm and call an ambulance.

Broken bones
Try to avoid as much movement as possible.

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

- 1 guidance leaflet
- 3 eye pads sterile dressing
- 60 sterile adhesive dressing (plasters)
- 3 triangular bandages
- 12 safety pins
- 1 resuscitation face shield
- 9 disposable gloves (nitrile)
- 6 medium sterile dressings
- 2 large sterile dressings
- 30 saline cleansing wipes
- 1 conform bandage medium
- 1 conform bandage large
- 1 adhesive tape
- 3 finger sterile dressings
- 2 emergency foil blankets
- 2 hydrogel burn dressings
- 1 tough cut shears

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 all the 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 all surgeries.

Follow the yellow box instructions

- 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.
- Remove all visible material from the most soiled areas, using paper towel/red scraper and dustpan.
- Put all used paper towels and cloths into a clinical waste 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 all surgeries and one in the sports hall)

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- Carpeted areas: The area should be cleaned with Eco Force solution and should contact the affected area for at least 10 minutes. The area should then be shampooed or steam cleaned with 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 a 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