



BARNARD CASTLE SCHOOL

## **First Aid Policy**

This is a whole school including the EYFS policy.

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<b>Action</b>	<b>Responsibility</b>	<b>Date</b>
Reviewed	Suzanne Metcalf	January 2019
<b>Next Review</b>	<b>Suzanne Metcalf</b>	<b>January 2020</b>

## **Introduction**

First Aid is emergency care given immediately to an injured person. First Aid can save lives and prevent minor injuries becoming major ones.

The administration of medication does not fall under the definition of First Aid, therefore only members of staff that have been authorised by the School Medical Officer in conjunction with the Homely Medicines Policy can administer medication.

In accepting a place at the School, parents authorise the Head, or an authorised deputy acting on their behalf, to consent to the advice of an appropriately qualified medical specialist to their child receiving emergency medical treatment, including general anaesthetic and surgical procedure under the NHS if the school is unable to contact the parents in time.

## **Objective**

To ensure there is adequate provision of appropriate First Aid at all times.

## **Responsibility**

The Governing body in considering their responsibilities under the Health and Safety (First Aid) Regulations 1981 delegate responsibility for the School's First Aid provision to the Headmaster and Bursar. The Headmaster and Bursar, together with the School Medical Officer recruit suitably qualified and experienced Medical Centre Staff. The Medical Centre Staff work under the supervision of the School Medical Officer, the Deputy Head Pastoral and the Bursar in the School Medical Centre.

## **First Aid Accommodation, materials and equipment**

In order to comply with its obligations under the Education (School Premises) Regulations 1996 the School has a dedicated Medical Centre for the care of pupils.

There are also numerous First Aid stations around the School estate (Appendix 1) where First Aid containers can be found.

The School has an AED (Defibrillator) available for the whole School community which is located in the Emberton Room in the Main School Building.

## **First Aider**

A First Aider is someone who holds a valid certificate of competence, issued by an organisation whose training and qualifications are approved by the HSE. Such qualifications are:-

- First Aid at work
- Emergency First Aid at work
- Paediatric First Aid
- Outdoor First Aid

The qualification is valid for 3 years.

Teachers and other staff in charge of pupils are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of pupils at the School in the same way that parents might be expected to act towards their children.

In addition to qualified First Aiders, all staff receive updates throughout the year, in elements of First Aid from the Medical Centre Staff, to ensure all staff have a basic awareness of First Aid and any particular issues which are relevant to the whole School population. Such issues

are often identified by the Medical Centre Staff when preparing the Individual Health Care (IHCP) plans.

The updates will cover but are not limited to:-

- Basic life support (CPR)
- AED use (Defibrillator)
- The use of Epipens/Anaphalaxis
- Epilepsy awareness
- Emergency response to an asthma attack

All Pre Prep staff and a number of Prep staff are paediatric First Aid trained.

All Boarding House matrons are First Aid at work qualified.

The School Medical Centre team are experienced Health Care Professionals and are trained in advanced First Aid for pitch side and sport injuries.

The Games staff all receive training in the National Rescue Award which incorporates basic First Aid training including CPR.

The Bursar maintains the Register (Appendix 2) of all First Aiders and their relevant qualification. The Register is displayed on notice boards around School. Requalifications are planned in advance of expiry to ensure adequate coverage of qualified staff at all times.

### **Pupil illness or injury and parental communications**

During the School day, in the event of an emergency, the Medical Centre (**Ext 6063**) should be contacted for advice or assistance. The Medical Centre is open from 8:00am to 5:30pm, Monday to Friday and Saturdays during term-time.

If a pupil becomes ill during the day, the pupil will be taken to the Medical Centre and the Medical Centre Staff will contact the parents and the child will be cared for in the Medical Centre, until the pupil can be collected. Parents will be notified immediately if their child has required emergency medical treatment.

If a pupil is injured during the School day, the Medical Centre Staff or a member of pastoral staff will contact parents by telephone as soon as possible. Any First Aid provided is recorded on the School Management System, logged as a minor injury on a minor injury log or if significant reported on the Pupil Incident Form and for concussion, the Concussion Incident Form. In the EYFS and Prep School, children are also sent home with a written parent communication of any treatment at the Medical Centre.

The Bursar and Medical Centre Staff review all accident forms and undertake an analysis which is provided to the Health and Safety Governor for review.

If Medical Centre Staff cannot be contacted at the Medical Centre or on the **Medical Centre Mobile (07425984158)**, the Senior School General Office can be asked to make contact with the Medical Centre Staff or one of the qualified First Aiders

At times when the Medical Centre is not open, one of the resident qualified First Aiders should be contacted.

## **When to call for an ambulance**

All staff and First Aiders are instructed through training to call for an ambulance if there is any concern of serious illness or injury.

Where possible ask another member of staff to do so whilst continuing to administer First Aid.

- **Call 999**
- **Request an ambulance**
- **Stay calm and provide as much information about the casualty as possible.**

## **Administration of Medication**

### **EYFS and Prep School**

At the request of parents, the Medical Centre Staff will administer prescribed medication to pupils during the school day in accordance with the dispensing professional's instructions on each individual medication.

Parents must take all medication to the Medical centre and sign the authority provided by Medical Centre Staff and collect at the end of each school day.

Parents are required to provide written authority for each day.

The School Medical Centre staff **only** are responsible for the administration of prescribed medications to the EYFS children.

Non prescribed medication such as paracetamol can be dispensed by those staff trained to do so in accordance with the Homely Medicines policy. Parents provide their authority to this on the School medical card consent.

Parents of children in the EYFS and Prep School are provided with a written report of any homely medicine administered during the School day.

In Senior School the following guidance is provided to parents in the medical protocol information:-

*Pupils should not keep medication of any description in their possession without the approval of the School Medical Centre.*

*Parents should follow the protocol for "Receipt of medicines from Parents/ Guardians" for any ad-hoc medicines required by pupils.*

### **Children with specific medical conditions**

When children have a medical condition which necessitates regular access to medication, parents are requested to inform and meet with the Medical Centre Staff, so that an appropriate regime can be devised and communicated to relevant staff. Contact will also be made with any specialist nursing teams to ensure appropriate support is provided. The relevant academic and pastoral staff will be informed, in strict confidence, of any condition that is likely to affect the child in any area of school life.

## **Roles and responsibilities of First Aiders**

The First Aiders and appointed person's roles include:

- Administration of First Aid, up to but not exceeding the level of their training

- Ensuring that accidents and any treatment given is recorded on the appropriate documentation.
- Taking precautions to avoid infection and follow basic hygiene procedures.
- Ensuring all spills of body fluids are cleaned up promptly and correctly as appropriate for the disposal of clinical waste; the best way to ensure this is to call for the assistance of the Domestic Services Manager or a member of her team.
- The First Aider or a member of the pastoral staff must travel with the patient in the ambulance to the hospital until their parent/relative arrives
- Ensuring their own recommended immunisations (if they chose to have them) are up-to-date

Prior to any occasion when additional First Aid cover is required in the School or by the School, it is the responsibility of the organiser of the occasion or event to ensure the Medical Centre has been informed in good time to ensure First Aid cover is in place.

Staff who are taking groups of pupils out of School must take a First Aid bag with sufficient equipment for the group size. Sufficient notice should be given to the medical centre to ensure a First Aid bag is fully equipped and available. An administration of First Aid should be documented using the appropriate document.

### **Accident Reporting**

On receipt of each accident form, the Bursar will consider the nature of the accident and injury and the School's obligations in accordance with Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). When required a report will be submitted online to the HSE via the RIDOR portal. In the event of serious injury, the HSE will be contacted by telephone the same day.

In relation to children in the EYFS, local child protection agencies will be notified of any serious accident or injury to, or the death of, any child while in our care, and will act on any advice from those agencies.

### **First-Aid Boxes and Kits**

First-aid boxes should contain a sufficient quantity of suitable first-aid materials.

Contents of the boxes and kits should be replenished as soon as possible after use in order to ensure that there is always an adequate supply of all materials. Items should not be used after the expiry date shown on packets. It is therefore essential that first-aid equipment be checked frequently, to make sure there are sufficient quantities and all items are usable.

Sufficient quantities of each item should always be available in every first-aid box or container. In most cases these will be:

- ◆ One guidance card
- ◆ One resus mask
- ◆ Individually wrapped plasters
- ◆ Different size wound dressings
- ◆ Antiseptic wipes;
- ◆ One sterile eye pad, with attachment;
- ◆ Individually wrapped triangular bandages;

- ◆ Safety pins;
- ◆ Foil blankets
- ◆ One large sterile individually wrapped unmedicated wound dressing (approx. 18cm x 18cm);
- ◆ One medium sized individually wrapped sterile unmedicated wound dressing (approx. 12cm x 12cm);
- ◆ Small sized individually wrapped sterile unmedicated wound dressing (approx. 5cm x 4cm);
- ◆ Scissors;
- ◆ Disposable gloves;
- ◆ Yellow bag, for medical waste.
- ◆ Crepe bandages
- ◆ Sterile water pods

The maintenance, checking and replenishing of first-aid boxes/kits is the responsibility of the Medical Centre Team. Where large amounts of equipment are used from a first-aid box, staff should report this to the Medical Centre, in order that timely replenishment of stock can occur.

### **Defibrillator**

The School has an AED (Automatic External Defibrillator) which is located in the Emberton room in Senior School.

In the event that CPR is required, request assistance and ask that the AED be brought to the casualty. Chest compressions should commence and continue whilst the AED is retrieved.

### **Practices**

School staff are to follow the practices set out below:

Any member of staff who provides First Aid of any kind must record this on the appropriate document and pass this as a matter of urgency to the Medical Centre at the earliest opportunity. The Bursar will be informed by the Medical Centre.

Any First Aid provided to pupils or staff during off-site activities should be reported directly to the Bursar and documented.

First Aiders must remember that they must ensure the safety of themselves, their pupils, and colleagues before offering First Aid

Following the use of any First Aid equipment, it is the responsibility of the user to inform the Medical Centre to allow immediate replacement of equipment

### **Indemnity and insurance**

When an employee of the School administers First Aid to a colleague or pupil, volunteer or visitor, in the course of his or her employment, he or she will be indemnified by the School's liability insurance. This will cover a claim relating to the injury or a loss caused by their actions as long as the following criteria has been adhered to:

- That they are officially designated as a Barnard Castle School First Aider or appointed person with a current valid first-aid certificate
- That the relevant protective equipment is used, for example gloves, face mask in the case of resuscitation
- That the First Aider or appointed person is adhering to protocols and acting within the limitations of their training

- The First Aider or appointed person is acting in good faith
- Where a member of staff or volunteer is not an appointed person or qualified First Aider, they can act as any member of the public would do to save life or minimise the results of an injury or a medical condition

On those occasions where First Aid is needed by a member of staff or pupil from another School, the question should be asked whether or not the patient is happy to accept First Aid assistance or advice. If the patient cannot reasonably make this decision, it is reasonable for the visiting member of staff to act 'in loco parentis'.

### **Risk assessment**

The Bursar in assessing the risk of the School's First Aid needs will consider the following:-

- Size of school and whether it is on split sites/levels
- Location of the school
- Specific hazards or risks on the site
- Staff or pupils with special health needs or disabilities
- Previous record of accidents any trends
- Provision of cover throughout the School day
- Provision for leave, sickness of staff and First Aiders.
- Practical departments
- Contractors/Visitors on site

This policy should be read in conjunction with Barnard Castle School policies on:-

- Administration and Storage of Medicines
- Receipt of Medicines from Parents/Guardians
- Accident Reporting and Investigations
- Anaphalaxis
- Asthma
- Diabetes
- Homely medicines
- Medical Protocol

**Appendix 1**  
**First Aid Stations**  
**(Updated January 2019)**

<b>Location</b>
A Block - Outside the Gym
All Weather Pitch
Art Classroom
Biology – Ground floor Staff Room
Biology – Upstairs Prep Room
Big School - Tech Room Store
Boiler House Entrance
Boiler House – Eye Wash Station
Bowes House – Housemistress Office
Carpenters Workshop
Chemistry – Prep Room including Eye Wash Station
Chemistry – Lab C3
Dale House
Durham House
D&T Classroom
General Office – Senior School
Kitchen (Inc. Burns kit)
Laundry
Longfield House
Matron Lindy’s Flat
North/York HSM Office
North/York Medical Room
Marwood HSM office
Mini Buses x 2
Old Courts
Portacabin Class Rooms – E Block
Physics: Prep Room
Prep School Secretary Office
Science Lab P4
Sports Fixture Kits- Staff Room
Sports Hall
Senior School – Work Room
Swimming Pool
Sixth Form Centre
Sixth Form Kitchen including Burns Kit

All First Aid Stations should be checked at least termly by the Medical Centre Team.

Staff should ensure that they contact the Medical Centre to request replenishment as required.

**Appendix 2**  
**Qualified First Aiders**  
**(Updated January 2019)**

**Paediatric First Aid**

<b>Name</b>	<b>Expiry</b>
Simon Ayres	September 2019
Robin Harrison	September 2019
Nathan Joy	September 2019
Michael Killeen	September 2019
Sarah Morse	September 2019
Claire Priestley	September 2019
Emma Small	September 2019
Alex White	September 2019
Mark Langley	August 2020
Molly McNulty	August 2020
Rebecca Robertson	August 2020
Nina Summerson-Brown	August 2020
Ruth Thompson	August 2020
Laura Turner	August 2020
Mark Robson	August 2020
Leeza-Jayne Stewart	August 2020
Jennifer Strachan	October 2021
Claire Bale	January 2022
Amy Bainbridge	January 2022
Martine Chapman	January 2022
Louise Rowlandson	January 2022
Lauren Laverick	January 2022
Fiona Killeen	January 2022
Martin Burgess	January 2022
Nuala Penny	January 2022
Alex Robson	January 2022
Katie Shearn	January 2022

### **First Aid at Work**

<b>Name</b>	<b>Expiry</b>
Steven Blakemore	January 2019
Andrew Gill	January 2019
Lindy-Lou Themistocleous	September 2019
Jacqueline Notman	January 2021
Colleen Brunskill	January 2021
Dawn Butterfield	January 2021
Susan Sams	January 2021
Suzanne Metcalf	January 2021
Luke Monument	November 2021
Toni Flack	January 2022
Dorothy Jones	January 2022
Marcus Baker	January 2022
Elizabeth Beckley	January 2022
Anna-Clare Lee	January 2022
Daniel Clarke	January 2022

### **Outdoor First Aid**

<b>Name</b>	<b>Expiry</b>
Kevin Cosstick	May 2021
Rebecca Gibson	May 2021
Samuel Forsyth	May 2021
Charles Alderson	May 2021
Gary Bishop	January 2022

### **Sports Trauma Management**

<b>Name</b>	<b>Expiry</b>
Tanya Farren	December 2021
Alexandra Robson	December 2021

**National Rescue  
Award**

<b>Name</b>	<b>Expiry</b>
Rachael Masterman	November 2019
Sean Houltham	November 2019
Tanya Broadbent	November 2019
Mark Robson	November 2019
Alex Robson	November 2019
Lesley Burgess	November 2019
Fiona Norrie	September 2020
Olivia Hovington	September 2020
Martin Burgess	September 2020
Nina Summerson- Brown	September 2020
Lauren Laverick	September 2020
Rebecca Glen	September 2020
Chris Gregory	September 2020
Molly McNulty	September 2020
Peter Lavery	September 2020
Fiona Killeen	September 2020