



## St John's Beaumont Preparatory School

### First Aid Policy

#### Introduction

First aid can save lives and prevent minor injuries becoming major ones. This policy outlines St John's Beaumont school's responsibility to provide adequate and appropriate first aid to pupils (including those in the EYFS), staff and visitors, and the procedures in place to meet that responsibility. This policy is reviewed annually.

#### 1. Aims

- 1.1 To identify the first aid needs of the school in line with the Management of Health and Safety at Work Regulations 1992 and 1999 and the DfE Guidance on First Aid, with reference to other relevant legislation and guidance (see Appendix 1).
- 1.2 To ensure that first aid provision is available at all times while people are on the school premises, and also off premises on school trips and fixtures.
- 1.3 To ensure that first aid is administered in a timely and competent manner when needed.

#### 2. Objectives

- 2.1 To ensure that an adequate number of staff across all areas of the school are trained in first aid appropriate to their job role.
- 2.2 To ensure that staff are competent and confident in their administration of first aid.
- 2.3 To provide sufficient and appropriate equipment and facilities for the care of injured and unwell people.
- 2.4 To inform pupils, staff and visitors of the school's first aid arrangements.
- 2.5 To keep accident records and to report to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013.

#### 3. Responsibilities

- 3.1 The Governing Body, via the Headmaster and Bursar, is responsible for ensuring that the school has a health and safety policy, which includes arrangements for first aid, based on the findings of risk assessments.
- 3.2 The Bursar, in their role as Health & Safety Officer, is responsible for carrying out a first aid needs assessment to determine the required number of first aid trained staff and levels of qualification, identifying expired certificates and arranging training, and monitoring accident reports for high frequency or patterns of injuries and responding appropriately.
- 3.3 The Headmaster is responsible for ensuring that the Governing Body's policy is put into practice and parents and staff are aware of arrangements for first aid.

- 3.4 The Lead School Nurse is responsible for writing the First Aid Policy and distributing it to all staff, ensuring first aid equipment is maintained, assisting the Bursar to collate a central record of accidents and helping to identifying high frequency or patterns of injuries.
- 3.5 First Aid Trained staff and the School Nurses are responsible for assessing injuries and incidents, responding appropriately according to their training and levels of competence and confidence, recording the aid given and informing parents / guardians / carers and / or boarding parents.
- 3.6 School staff are responsible for ensuring they follow first aid procedures, know who the first aiders in school are, complete accident reports on all incidents they attend to where a first aider is not called and informing the Headmaster or their Line Manager of any specific health and safety or first aid concerns.
- 3.7 All staff are expected to use their best endeavours and do all they can to secure the welfare of all pupils, staff and visitors.

#### 4. First Aiders

- 4.1 The school employs Registered Nurses who are usually the first port of call for pupils (including those in the EYFS), staff and visitors requiring first aid or assessment of illness. In their absence, first aid cover for the whole school community is provided by a Duty First Aider or first aid trained boarding staff.
- 4.2 The school employs a number of staff who have attended the FAW or EFAW courses. A list of these staff is attached to first aid kits and displayed around the school.
- 4.3 The majority of teaching staff of the EYFS and Pre-Prep pupils are trained in paediatric first aid. They are responsible for administering, recording and reporting first aid for minor injuries, such as superficial grazes and minor bumps to the head and sending unwell Pre-Prep pupils home. EYFS and Pre-Prep pupils have access to the School Nurse.
- 4.4 Most games staff are first aid trained, including the RFU online concussion training, and administer treatment as required within their scope of competence and confidence. It is not necessary to call the Nurse or Duty First Aider to attend to pitch side injuries as this may lead to a delay in appropriate treatment, especially where an ambulance needs to be summoned. A separate policy covers first aid provision at rugby fixtures and tournaments. Outside agencies may be employed to provide first aid at sporting events if deemed necessary.
- 4.5 The swimming pool staff hold, at the very minimum, the National Pool Lifeguard qualification and the Pool Manager is responsible for induction, ongoing training and renewal of certificates. A qualified lifeguard will be present throughout all swimming activities.
- 4.6 Appointed Person - The School Nurses are the school's "Appointed Person". An appointed person is someone who takes charge when someone is injured or becomes ill, replenishes first-aid equipment and ensures that an ambulance or other professional medical help is summoned when appropriate. In the nurse's absence the Duty First Aider takes on this role.

#### 5. First Aid Kits

- 5.1 First aid kits/equipment are in the following locations.

- Outside the Berchmans Library
- Playground (Outside Science Lab 2)
- The Pre-Prep Building
- Sports Centre
- Sports Team Bags x 2
- Catering Kitchen
- Staff Kitchen
- Science Lab 1 (including eyewash station)
- School Vehicles (minibuses, car and van)
- Maintenance Staff Shed
- Grounds Man Shed
- Pavilion
- Infirmary First Aid Point
- Morse Dormitory
- Swimming Pool
- Fort / Outside Classroom
- Romero House Kitchen

5.2 First aid kits contain, as a minimum, the following supplies:

- 2 x Medium Dressings
- 2 x Large Dressings
- 2 x Eye Pads
- 2 x Triangular Bandages
- Disposable Gloves
- Assorted Plasters (blue for catering)
- Wound Wipes
- Hand Sanitising Gel
- Scissors
- First Aid Leaflet
- Type IIR Surgical Masks

5.3 First aid kits for the school's public service vehicles (minibuses and school car) comply with the Road Vehicles (Construction and Use) Regulations 1986 (for minibuses) and comprise

- 10 antiseptic wipes, foil packed
- 1 conforming disposable bandage (not less than 7.5 cm wide)
- 2 triangular bandages
- 1 packet of 24 assorted adhesive dressings
- 3 large sterile unmedicated ambulance dressings
- 2 sterile eye pads, with attachments
- 12 assorted safety pins
- 1 pair of blunt-ended scissors

Additional items, such as ice packs, vomit bags, spillage kits and emergency blankets are added to kits as appropriate.

5.4 All kits are checked twice each term, replenished where necessary and sealed by the nursing staff. A record of these checks is held in the Infirmary. Staff are asked to report used or missing items to the Infirmary. Staff are not permitted to hold a personally created first aid kit.

## 6. Automated External Defibrillator (AED)

6.1 An AED is kept in the Sports Centre and checked weekly by the nurses.

6.2 First aid courses attended by staff include the use of AEDs.

## 7. Adrenaline Auto-Injectors (AAI) and Inhalers

7.1 Practical awareness training in the use of AAI's and inhalers and allergic reaction prevention is delivered annually and as required by the school nurses. Staff are required to complete a training module via the school's chosen online staff education provider.

7.2 Pupils are encouraged to carry their own emergency medication and School provides easily recognisable red bags for this purpose.

7.3 Pupils prescribed AAIs have an individual Allergy Action Plan.

7.4 "Spare" AAIs and salbutamol inhalers are located in an alarmed, wall-mounted box outside the Infirmary Office and in the Pre-Prep department. A "spare" salbutamol (reliever) inhaler is in the Pavilion. These may only be administered to pupils who have a current prescription for these medications and for whom specific written parental consent has been obtained. A list of these pupils is maintained by the nurses and kept with spare medications.

7.5 In the event that a person appears to be having an asthma attack or anaphylaxis reaction but does not have consent for the spare medication to be administered, an ambulance must be called, and the staff member should inform the call handler that they have access to this medication. The call handler will advise if the medication can be given.

## 8. Consent for Emergency Medical Treatment

8.1 In accepting a place at the school, parents are required to authorise the headmaster to consent to their child receiving emergency medical treatment, including general anaesthesia and surgical procedures under the NHS, on the advice of an appropriately qualified medical specialist. Every effort will be made to contact parents prior to any treatment being given, and this measure will only be taken if there is insufficient time available to contact parents/guardians beforehand, or where parents are uncontactable in an emergency.

8.2 Parents also give consent, via the admission medical form, to their child receiving first aid from the school nurse or other suitably qualified person.

## 9. Accident Procedures

9.1 In the event of an accident involving boys, staff or visitors the nearest available first aider should administer treatment according to their level of competence, confidence and training. Staff should use the nearest first aid kit.

9.2 Injuries or ailments that cannot be dealt with by simple first aid measures will be seen by the Nurse (or Duty First Aider in her absence).

9.3 Parents / Guardians / Carers should be informed if their child receives first aid at school.

9.4 If the pupil is too unwell to remain at school or if their condition or injury requires further treatment or assessment by a healthcare professional, parents will be asked to collect their child as soon as possible and either take them home or directed to the most appropriate service (e.g., A&E department, walk-in centre, GP, Pharmacist or NHS 111). Weekly boarders' parents will be asked to collect their child, in the first instance. Pupils can be cared for in the Infirmary whilst awaiting collection.

9.5 Full boarders who are too unwell for school will be admitted to the Sick Bay under the care of the nurses and residential Matron. The school doctor can be contacted 24 hours a day during term time

and will visit unwell boarders if necessary. If they require assessment from an external provider, they will be accompanied by boarding staff, unless the parent is resident in the UK and able to attend.

9.6 If urgent or emergency treatment or assessment is required and parents cannot be contacted arrangements will be made for the pupil to be accompanied by a member of staff to the most appropriate medical facility, usually by taxi. Boarding pupils will be accompanied by a member of staff, usually from the Boarding Team, and the parents / guardians contacted to attend the medical facility if an inpatient stay or surgical procedure is required, or at the request of medical staff.

9.7 If an ambulance is needed, staff will call 999 and follow instructions given by the call handler. A member of staff will stay with the pupil until their parents / guardians attend. The School Office and Reception must be informed, ensure the barrier is raised and arrange for a staff member to direct the ambulance. During boarding hours, the boarding team will fulfill these roles.

9.8 Pupils who are sent home, including those sent directly from the Pre-Prep department, must be collected by parents / guardians via Reception so that school registers are updated. Reception must also be informed when pupils are admitted to the Sick Bay or are awaiting collection from the Infirmary.

## 10. Accident Reporting / Recording

10.1 An accident form must be completed for injuries attended to by First Aiders, including those that occur off-site.

10.2 Any accident or incident which did not result in injury but had the potential to do so must be recorded on a Near Miss Form.

10.3 The school nurses will record all episodes of attendance at the Infirmary on the confidential Treatment Log.

10.4

10.5 The School complies with the National Health and Safety legislation regarding accident reporting as required by The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), and this is described in the School's Health and Safety Policy.

## 11. Spillages and Decontamination

11.1 Appropriate PPE will be worn when dealing with body fluids, spillages and decontamination to protect staff from both infection and chemical hazards from cleaning products. PPE is available from the cleaning department or Infirmary. Spill Kits are available from the Infirmary and cleaning staff, and in both dormitories and school vehicles.

11.2 Procedure following spillage or contamination

- The area where the spillage or contamination has occurred will be cordoned off using yellow cleaning signs.
- If a large spillage or if assistance is required, a member of the cleaning team should be summoned to deal with the spillage and decontaminate the area. If there is likely to be a delay, then any staff member should be prepared to assist. Nursing staff will deal with spillages in the Infirmary or arising from first aid they carry out; however, the casualty's welfare takes priority.
- PPE will be worn, to include disposable gloves and apron as a minimum. It may be necessary to wear masks, shoe coverings and visors for large spillages or if there is a risk of splashing.
- Liquid spillages, such as urine, vomit or blood, should be covered with absorbent paper towels or absorbent granules. The granules can be scooped up using the provided scrapers.
- Solid spillages, such as faeces, can be collected using a scoop, scraper or wad of disposable paper towels, and disposed of in the toilet.
- The affected area should be cleaned with disinfectant or diluted bleach, prepared as per label on bottle. Used PPE, contaminated disposable cleaning supplies and used absorbent granules should be disposed of in an offensive waste bag (yellow and black stripes) which is placed in a black bin bag, tied securely and disposed of in large outside bins.

## 12. Unwell Pupils and Infectious Diseases (including Covid-19)

12.1 The school adheres to the guidance published by the UKHSA document [Health protection in education and childcare settings](#). It is School policy to ask parents to keep children at home if they are ill or infectious, and [report absences](#) to school as soon as possible.

12.2 Likewise, staff should adhere to the school's absence policy and refrain from attending school with an infectious disease or if unfit for work.

12.3 The school will contact parents or guardians if a child becomes unwell whilst at School or if there are any worries or concerns about their health. This applies equally to EYFS children.

12.4 The school follows the [guidance and recommendations](#) from the UK Health Security Agency (UKHSA) for respiratory infections, including Covid-19.

12.5 Additional measures are in place to reduce the risk of Covid-19 transmission during the administration of first aid to injured and unwell pupils and staff. These measures will be updated to reflect changes in the guidance from the UKHSA.

- Pupils, staff, parents and guardians are informed of the latest Covid-19 guidance and recommendations from the UKHSA, via SJB Together or communications from the Lead School Nurse or School Office.
- Type IIR fluid-resistant surgical masks have been added to every first aid kit. Additional PPE, such as visors and aprons, are available if required.
- A suitable room is available to isolate pupils and staff who develop symptoms of Covid-19 whilst at school, including boarders who may require longer-term isolation. Staff will follow the latest guidelines with regard to PPE and symptomatic boys.
- Enhanced cleaning and personal hygiene procedures are in place.

## 13. Non-Accidental Injury / Raising Concerns

13.1 If an injury is suspected or reported / alleged to be non-accidental, staff will follow the school's safeguarding policy and report concerns to the Designated Safeguarding Lead via CPOMS.

13.2 If an injury is reported by a pupil to have been deliberately caused by another pupil, the pupil's teacher / tutor and Head of Year or School must be informed via CPOMS in line with the school's anti-bullying policy.

13.3 If the incident occurs during boarding hours or involves a boarding pupil at any time, the dormitory parent, Matron, the Head of Boarding and the School Nurse must be informed via CPOMS.

## 14. Medicine Administration

14.1 Medication is administered by the Nurse or appropriately trained staff, including the Duty First Aider, selected members of the Boarding Team and Pre-Prep paediatric first aid trained staff. The school has a policy for the administration of medication, including non-prescription medicines stocked by the school.

14.2 Parental consent must be obtained before any medication is administered. Nursing staff can use the advance consent given in the admission medical forms. Boarding staff can refer to the individual boarder's medication chart. Duty First Aiders and Pre-Prep Staff must telephone parents before giving non-prescription medication stocked by school, e.g., paracetamol.

14.3 Parents provide consent and instructions for short courses of prescription medication, e.g., antibiotics, or occasionally required but ongoing medications, e.g., antihistamines, via an e-consent form.

14.4. The administration of medication must be recorded against the pupil's individual record or in the first aid folder.

## 15. Pupils with Medical Conditions

15.1 Pupils with long-term medical conditions have Individual Care Plans, written by the nurses in consultation with the pupil, their parents, specialists involved in his care and relevant teaching / school staff. These are displayed in the Common Room, on the Staff Document Centre and with any emergency medication carried by the pupil.

15.2 Staff are made aware of procedures that are put in place to ensure medical emergencies such as anaphylaxis and asthma attacks are dealt with correctly.

15.3 All known allergies and medical conditions, as notified to school by parents / guardians, are entered onto SchoolBase and are accessible by all staff.

15.4 St John's Beaumont is an allergen-aware school.

## 16. Specific Injuries

### 16.1 Head Injuries

A separate policy for the assessment and treatment of head injuries and concussion is produced by the Lead Nurse. Sports staff undertake additional training in the identification and treatment of concussion. The school follows the Rugby Football Union's Graduated Return to Activity and Sport.

### 16.2 Eye Injuries

If further assessment is required, boys should be directed to the Eye A&E department at King Edwards VII Hospital (Monday-Friday 9am-5pm, Saturday 9am-12:30pm).

### 16.3 Dental Injuries

If further assessment is required, pupils should be directed to their own dentist. For dental emergencies, such as a fully avulsed (knocked out) tooth, out of hours advice / treatment can be obtained from the Berkshire Emergency Dental Line 03000 243251 or NHS 111.

## 17. School Trips

17.1 Off-site trips will include a first aid trained staff member. A holder of the paediatric first aid qualification will accompany EYFS and pre-prep pupils.

17.2 A first aid kit will be collected from the Infirmary. Residential Trip first aid kits also contain simple over-the-counter medications that have been authorised by the School Doctor to be given for minor ailments when accompanied by parental consent.

17.3 The trip risk assessment will highlight those pupils who have allergies, medical or dietary needs. Trip staff will ensure emergency medication, such as adrenaline and inhalers, are brought on the trip prior to departure.

## APPENDIX A

### Legislation & Guidance

- Statutory Framework for the Early Years Foundation Stage
- Department for Education guidance on first aid in schools and health and safety in schools
- The Health and Safety (First Aid) Regulations 1981, which states that employers must provide adequate and appropriate equipment and facilities to enable first aid to be administered to employees, and qualified first aid personnel
- The Management of Health and Safety at Work Regulations 1992, which requires employers to assess the risks to the health and safety of their employees

- The Management of Health and Safety at Work Regulations 1999, which require employers to carry out risk assessments, plan to implement necessary measures, and arrange for appropriate information and training
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, which states that some accidents must be reported to the Health and Safety Executive (HSE), and set out the timeframe for this and how long records of such accidents must be kept
- The School Premises (England) Regulations 2012, which requires that suitable space is provided to cater for the medical and therapy needs of pupils
- The Boarding Schools National Minimum Standards 2022 which requires that boarding schools have, and effectively implement, policies for the care of boarders who are unwell and require first aid.
- Supporting pupils at school with medical conditions 2015

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