



King Edward VI High School for Girls First Aid Policy

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First Aid Policy

It is our policy to ensure that appropriate first aid arrangements are in place for our pupils, staff and any visitors to our premises. We aim to make sure that every pupil, member of staff, and visitor will be safe and well looked after in the event of illness or accident, no matter how minor or major.

This policy assists staff to:

- To identify how to access competent first aid assistance for pupils and staff on a timely basis
- To identify those who have been trained to provide first aid whenever the school is open
- To set out the process for reporting accidents and injuries for review and reporting to Governors

1 Access to first aid

- In the event of an injury the School Nurse should be contacted for treatment. If the School Nurse is not immediately available, contact Reception who will call other First Aiders.
- If the accident was caused by a hazardous substance, the safety data sheets must be made available to the ambulance service.
- The School Nurse will notify the Bursar or a member of LT if the matter is sufficiently serious.
- Defibrillators are located in the Main School foyer and the Sport's Centre foyer.

1.1 First aid during the school day

The First Aid team at KEHS is led by the School Nurse. The School Nurse sits in the First Aid room located in the centre of the school on the ground floor. During office hours the School Nurse, or in her absence, another appropriately qualified colleague will administer first aid in the sick room. There is a supply of materials in the cupboards adjacent to the sink in the School Nurse's room for use by qualified first aiders at other times. In the instance where it is deemed necessary to contact parents/guardians this should be done by the School Nurse or the Receptionist.

1.2 First aid cover out of normal office hours

During the times that the School Nurse is not in school (school holidays and after 4.15 pm) there is always a First Aider on site. The list of other first aiders are displayed in the School Nurse's Office, the Staff Room, the corridor by the Head of School's office, on reception and in the Exams Office. If the School Nurse is unable to be in school, the school will ensure that First Aid cover is provided and a notice with the relevant information posted on the First Aid room door.



1.3 First aid provision off site

When planning an out of school visit, staff discuss requirements with the School Nurse and the Director of Enrichment as part of the risk assessment process, including understanding whether there are any pupils with particular medical needs where appropriate. Staff take a first aid box with them together with details of any medical needs of pupils in their care.

1.4 Illness or injury requiring care at a hospital

Non-emergency – parents or guardian should be informed immediately by the School Nurse or member of the Pastoral Staff and asked to collect pupil without delay and accompany them to hospital.

Immediate hospital care required – if it is deemed necessary that a pupil should immediately attend hospital, the pupil should be accompanied by a member of staff who will wait with the pupil until a parent arrives. In this event the School Nurse or member of SLT will arrange one of the following methods of transport, depending upon the urgency and nature of the circumstances and contact the parent or guardian:

- Taxi
- Ambulance
- Staff should not transport a pupil in their private car, unless there are exceptional circumstances, and they have permission of a member of SLT

Serious illness or injury requiring an Emergency Ambulance¹ – a call to 999 for an emergency ambulance should take place when a qualified First aider has assessed a casualty and deemed it necessary to do so based on the knowledge acquired through their training. Parents or guardian should be immediately contacted by the School Nurse or member of SLT.

An emergency ambulance would usually be for a casualty with the following problems (this list is not exhaustive):

- where it is unsafe to approach and treat the casualty
- unconscious
- not breathing (or not breathing normally after administering casualty's own medication)
- anaphylaxis (*use this word when requesting an ambulance*)
- severe bleeding
- neck or spinal injury
- suspected major fracture
- injury sustained from a fall from height (above 2m) or sudden impact with force e.g. struck by vehicle
- seizure, fits or symptoms of stroke or heart attack
- severe burns or scalds
- severe injury to themselves or taken an overdose
- rapid deterioration in condition despite the initial assessment of not requiring an ambulance
- where calling 999 has been advised by a pupil's consultant for known condition

111 operators will offer advice if you are in doubt and will arrange appointment at A&E if appropriate

¹ <https://www.nhs.uk/nhs-services/urgent-and-emergency-care-services/when-to-call-999/>



If in doubt, it is better to call 999 and speak to a dispatcher who will advise

1.5 Head Injuries

If someone suffers a potential concussion, the school's concussion protocol must be followed. The school's concussion report form must be completed, by someone who was there at the time. The member of staff supervising an activity where a pupil suffers a suspected concussion, must complete the form, not the school first aider.

1.6 Spillage of bodily fluids

In the event of spillage of bodily fluids, staff must cordon off the affected part of the room / corridor etc, and notify the Facilities team who will arrange for prompt clearing up, following the relevant procedure for dealing with the spillage of bodily fluids.

2 Trained personnel

The School Nurse's duties include the following

- Ensure that their nursing registration is maintained or their First Aid qualification is up to date.
- Keep a careful record of all visits to the first aid room for treatment, noting the nature of the visit and any treatment administered using the school medical management software, Medical Tracker
- Officially record all accidents on an accident log.
- Provide First Aid expertise throughout the working hours of the school day.
- Always attend a casualty when asked to do so and treat the casualty to the best of her ability, and in the safest way possible. This also includes wearing appropriate PPE, including wearing gloves where there may be loss of blood or bodily fluids.
- Call for assistance from other First Aiders or Emergency Services if appropriate.
- Always maintain adequately stocked First Aid kits and ensure that these are easily and quickly located throughout the school.

- Perform a regular (at least annual) check of contents of first aid kits around the school site.
- Ensure that a pupil who is sent to hospital by ambulance is either:
 - Accompanied in the ambulance at the request of the paramedics
 - Followed to the hospital by a member of staff to act *in loco parentis*
 - Met at hospital by a relative

- Take charge of the first aid room and ensure that all medical supplies are up to date and appropriate.
- Be responsible for collecting medical information from parents when a pupil joins KEHS.
- Inform the staff of a pupil's medical history if and when appropriate, having obtained permission to do so from the pupil and/or her parents.
- Display relevant and pertinent information for pupils and staff (for example, the location of First Aid kits).
- Attend safety committee meetings



The School Nurse is supported by members of staff who hold a current First Aid Certificate. The list of the names of trained first aiders is located in the School Nurse's office, the corridor by the Head of School's office, the Exams Office, the Staff Room, and on Reception.

All staff attend annual training on Anaphylaxis and are invited to attend training sessions on Asthma, Diabetes and Epilepsy.

New members of staff are made aware of the First Aid procedures in school through induction. The Assistant Bursar will also arrange recognised First Aid training for members of staff who request it. All members of staff will familiarise themselves with the First Aid procedures in place and meet the School Nurse.

PE staff attend training courses on Asthma. Staff taking pupils with medical issues overseas are offered additional training when they may be far from help.

Staff are also encouraged to refer to the School Nurse for advice and help if they are taken unwell during the school day.

3 Medication

Dispensing medication

Medicines of any kind are not dispensed by members of staff. The School Nurse assesses all accidents and administers all medication and records each interaction using the school medical management software (see 1.1 above).

With the exception of paracetamol and antihistamine tablets, we are not able to administer any non-prescription medicines in school. Paracetamol and antihistamines will only be administered where it is deemed necessary and where prior parental consent has been obtained. Paracetamol is available in both oral suspension and tablet forms, while antihistamines are stocked solely in tablet form. Any other medication that a pupil may need to take during the school day must be obtained on prescription from a doctor and supplied in the original pharmacist's container, along with clear written and signed instructions about the required dose and time and method of administration.

As a general rule, pupils should not self-medicate during the school day. The School Nurse liaises with parents and dispenses all medication. It is parents' responsibility to supply in-date medications and consent. Emergency medication such as Adrenaline Auto Injectors (AAIs) and inhalers must be carried by the pupil at all times and a spare supply left in the First Aid Room. Diabetics should keep their own supply of dextrose tablets and a supply should also be left with the School Nurse. Diabetic pupils may, if required, keep a spare supply of insulin in the refrigerator in the School Nurse's office.

The school reserves the right to refuse pupils admission to school if emergency medications are not provided.



Access to medication

All medication is stored in the First Aid Room and is administered by the School Nurse, a First Aider or a teacher if off site or a First Aider is unavailable. Medication is always administered in the First Aid Room and is never allowed to be taken away for later administration. All non-emergency medication is securely locked, and all emergency medication stored in an unlocked, clearly labelled, cupboard.

The School has purchased spare Adrenaline Auto Injectors, without a prescription. These are for emergency use for pupils who are at risk of anaphylaxis but where their own device is not available or not working (e.g., because it is broken or out of date). This is in line with current Guidance on the use of adrenaline auto-injectors in schools, (Department of Health 2017). These are stored, unlocked, in the First Aid Room, the Dining Hall, Cafe Six and the Sports Centre Office. The School's spare AAI should only be used on pupils known to be at risk of anaphylaxis, for whom both medical authorisation and written parental consent for use of the spare AAI has been provided. The school's spare AAI can be administered to a pupil whose own prescribed AAI cannot be administered correctly without delay. Emergency Salbutamol inhalers are also kept by school for pupils whose parents have provided written consent. These are stored, unlocked, in the First Aid Room and the Sports Office.

4 School trips

The School Nurse keeps several first aid kits for trips – these are booked in advance and returned promptly after the trip. For residential trips, at least one member of staff must have a first aid certificate. The KEHS Terms and Conditions for Trips, Visits and Fixtures provides further information.

5 Pupils with medical needs

All parents/carers are required to complete a medical questionnaire prior to their child starting at the school. It is the parents' responsibility to inform school of any changes in medical conditions and other information.

Individual Health Care Plans

Some pupils with medical needs may require an Individual Healthcare Plan, (IHCP). The School Nurse identifies those pupils that require an IHCP. An IHCP records the following:

- the medical condition, its triggers, signs, symptoms;
- the pupil's resulting needs, including medication and any other daily care requirements;
- the name of the medication, dose, method of administration, when it should be taken and any side effects;
- what constitutes an emergency and the action to take if this occurs.



6 Allergy Action Plans

Pupils with a severe allergy will require a BSACI Allergy Action Plan. These plans have been designed to facilitate first aid treatment for anaphylaxis, to be delivered by individuals without any specialized medical training or equipment apart from access to an adrenaline autoinjector. The plans function as Individual Healthcare Plans for children with food allergies, granting medical and parental consent for schools to administer medication in the event of an allergic reaction. This includes consent to administer a “spare” back-up adrenaline auto-injector pen. It is the parent’s responsibility to complete the Allergy Action Plan, provide emergency medication to be stored in the First Aid Room, and ensure the pupil carries their emergency medication at all times.

7 Asthma Action Plans

Pupils with asthma will require an Asthma Action Plan. This plan is designed to aid in the first-aid management of asthma symptoms and potential attacks. It is intended to be followed by individuals without specialized medical training or equipment, apart from access to a reliever inhaler. These plans also outline which medicines you take every day to prevent symptoms, what to do if your asthma symptoms are getting worse, and the emergency action to take if you’re having an asthma attack and when to call 999. It is the parent’s responsibility to complete the Asthma Action Plan, provide a spare inhaler to be stored in the First Aid Room, and ensure that the pupil keeps their emergency inhaler with them at all times.

All plans are reviewed at least annually or earlier if evidence is presented that a pupil's needs have changed.

8 Sharing information about pupils with medical needs

Pupil medical information is kept on the School Information Management System (SIMS) and Medical Tracker. Parents are responsible for informing school of changes to medical information. Notices of pupils with epilepsy and serious allergies are displayed in the Staff Room as well as in the First Aid Room. The School Nurse maintains and updates these records regularly in line with GDPR regulations. All staff should familiarise themselves with these and ask the School Nurse for further advice or information if they need to, particularly if they are taking any of these pupils out on trips.

Pupils with dietary requirements, including food allergies, are able to meet with the Catering Manager to assess their needs.

9 Recording and reporting accidents

- Once first aid treatment has been provided, the School Nurse or the injured person must enter the relevant details into the accident book, which is held in the First Aid Room.



- Once the entry has been made into the Accident Book, the page will be referenced and removed and kept in a secure and confidential place. The Accident Book must be kept for a period of 3 years from the date of the last entry. The injured person may make a copy of the page entry.
- When the investigating officer has completed their investigations, they will retain a copy of their report for recording purposes and send an additional copy to Human Resources (if the accident relates to a member of staff).
- The Line Manager will review any appropriate risk assessments and safe working procedures to ensure any further remedial actions are taken.
- Where an accident falls into the requirements of RIDDOR reporting, a report is made by the Bursar.).

The School Nurse is a member of the Health & Safety Committee and raises any recurrent issues or any significant issues arising from accidents that have not had an official investigation to the Committee either to the H&S Committee or directly to the Facilities Manager or the Bursar. A report on the accidents recorded during each term is presented to the next meeting of the Health and Safety Committee by the School Nurse.

10 Investigation

In the event of a serious incident, an investigating officer (usually Bursar or Facilities Manager) will:

- Consider if the incident is RIDDOR reportable in line with the HSE guidance for schools²
- Ensure that the area is left undisturbed and sealed off, until authorised.
- Organise an investigation to determine the cause of the dangerous occurrence.
- Take photographs of the site of the incident and any other relevant tools, equipment, etc. if necessary, and seek access to any CCTV recordings if these exist.
- Obtain witness statements.
- Obtain a statement, if possible, from the injured person.

Where there is an incident involving a member of staff an investigation may be deemed necessary (the assessment would be made by a member of SLT). When the investigating officer has completed their investigations, they will retain a copy of their report for recording purposes and send an additional copy to Human Resources.

The Line Manager will review any appropriate risk assessments and safe working procedures to ensure any further remedial actions are taken.

The investigating officer will make a full report and include all of the above information and forward it to the Principal for onward transmission to the insurance company.

11 List of Certified First Aiders

² <https://www.hse.gov.uk/pubns/edis1.pdf>



Up-to-date lists of First Aiders can be found in the School Nurse's Office, the Staff Room, the corridor by the Head of School's office, on Reception and in the Exams Office

Further information

DfE - [Guidance on first aid for schools](#) HSE – [First Aid at Work](#)

DfE - [Supporting pupils at school with medical conditions](#)

DfH – [Guidance on the use of adrenaline auto-injectors in schools](#)

<https://www.sparepensinschools.uk/>

[BSACI Allergy Action Plans](#)

DfH - [Guidance on the use of emergency salbutamol inhalers in schools](#)

Asthma and Lung UK - [Asthma Action Plan](#)