

5.5

FIRST AID POLICY

In accordance with Health and Safety legislation (Health and Safety (First Aid) Regulations 1981) it is the responsibility of the Governing Body to ensure adequate and appropriate first aid provision at all times when there are people on the school premises and for staff and pupils during off-site visits and activities.

In order to ensure First Aid provision it is the policy of Eltham College that:

- There will be sufficient numbers of trained personnel together with appropriate equipment available to ensure someone competent in basic first aid techniques can rapidly attend an incident at all times when the school is occupied.
- A qualified First Aider is always available during normal school hours.
- Appropriate First Aid arrangements are made whenever staff and pupils are engaged in offsite activities and visits.

Responsibilities

The Health and Safety Committee of Eltham College, on behalf of the governing body is responsible for ensuring:

- First aid needs are assessed and addressed.
- Sufficient numbers of suitably qualified first aiders are available during school hours.
- Appropriate first aid cover is available for out-of-hours and off site activities.

The School Nurse is responsible for ensuring:

- Assessing first aid needs throughout the school.
- Advising on appropriate levels of first aid provision.
- Identifying first aid training needs.
- Maintaining a record of all first aid training undertaken by school staff.
- Arranging attendance on external first aid courses.
- Liaising with the Health and Safety committee on first aid issues.
- Providing first aid support during school hours.
- Organising provision and replenishment of first aid equipment.
- Maintain records of accident reports and treatment given in the college and White House.

Qualified first aiders are responsible for:

- Responding promptly to calls for assistance.
- Providing first aid support within their level of competence.
- Summoning medical help as necessary.
- Recording details of treatment given.

Teachers of PE on each school site are responsible for:

- Ensuring appropriate first aid cover is available at all sporting activities.
- Ensuring first aid kits are taken to all practice sessions and matches.

Junior school staffs are responsible for:

- Assessing and treating minor injuries.
- Liaising with the nurse for advice when necessary.

All staff are responsible for:

- Acting in capacity of a responsible adult in the event of an emergency.
- Accurately recording all accidents on the relevant Accident form and giving to the school nurse.
- Carrying out risk assessments for any off-site trips and adequate first aid provisions are taken. (First Aid Kits are available from the school nurse). It is preferable that a qualified first aider accompanies any school trips. With residential trips it is school policy that a member of staff will hold the 3 day first aid at work certificate.

First Aid Risks

The Health and Safety Committee and School nurse carry out a continuous assessment of first aid needs. The assessment takes account of:

- Numbers of pupils, staff and visitors on site.
- Layout and location of buildings and grounds.
- Specific hazards.
- Special needs.
- Out of hours and off site activities.

The assessment identifies:

- How many first aiders are needed during the school day
- Out of hours and off site arrangements.
- High risk areas needing a qualified first aider within the department.
- First aid equipment needed.
- Location of first aid equipment.
- Necessary first aid notices and signs.
- Good practice in record keeping.

Numbers of students, staff on site.

During the school day there are an estimated 625 pupils, and 120+ staff at the senior school, and 209 pupils and 30 staff in the junior school. Although there are no hard and fast rules about how many first aiders a school should have per capita, Health and Safety guidelines

recommend a minimum of one qualified first aider for every 100 people on site. At Eltham College we have approx. 20 qualified first aiders who hold the first aid at work in the senior school and 4 in the junior school.

Layout and location of buildings and grounds.

Both senior and junior school sites are large with extensive grounds and some scattered buildings. Accidents can happen anywhere at any time and therefore all staff should be trained in basic first aid skills and should know how and when to obtain help in an emergency.

Specific hazards.

Accident statistics can indicate the most common times, locations and activities at which accidents occur at school, highlighting areas where pupils and staff may be at greater risk of injury. Review of these statistics show that injuries and accidents are most likely to occur during games/PE lessons and matches, during science, technology and art lessons, at break-times, in the kitchen and maintenance departments. Out of hours and off site activities may present particular risks depending on the location and nature of the activity and the numbers of pupils and staff involved.

Special needs.

There are some pupils who have specific health needs. The school nurse will give advice to staff as appropriate. Parental consent to the sharing of health information in school is obtained when the child joins the school.

Out of hours and off site activities.

Many school activities take place outside of normal school hours and off site. First aid provision must be available at all times while people on the school premises and when on school trips or visits.

Provision of first aid personnel and equipment

The school has a well-equipped treatment room staffed by a registered nurse and a nursing assistant. It is open throughout the school day to deal with everyday accidents and injuries, as well as the emotional well-being of the child. The school nurse carries a mobile phone to enable contact at any time during the day. If the school nurse is off-site for any reason the staff will be informed of her absence and the nursing assistant will be present. If the occasion arises where both nurse and assistant are off site a notice of procedure to be followed will be displayed.

First aiders

Updated Mar 11

The following have attended the first aid at work course.

Junior School

Name	EXT
Will Schaper	270
Mark O'Dwyer	270
Trina Shea	268

Senior School

NAME	EXT	DEPT
Adrian Thomas	262	Head of Yr 7 & P.E.
Alex Fermor-Dunman	262	P.E.
Andrew Hillary	257	Head of Year 11 & DT
Sue McCafferty	231	Media Resources Officer
Sean Thomson	262	P.E.
David Hughes	283/252	Art
Paul Agate	252/283	Art
Ed Thorogood	262	P.E.
Hua Clough	263	Biology
Elaine Galloway	255	Physics
Julia Gregory	260	Chemistry
Cheryl Cartwright/Terri Cunningham	233/251	Medical (the white house)
Oliver Weatherly	266	History
James Chesterton	266	Head of Geography
Matthew Mackenzie	255	Head of Physics
Sharon Dunne	232	Spanish
Stephanie Fearn	288	Library

Sue Donaldson	255	Physics
Tim O'Connor	243	Clerk of Works
Teresa Skene	286	Reception
Jonathan Nix	237	Head of Catering
Nuria Rosada	231	Spanish
Tim Hotham	266	Classics
Michael Geden	284	General Factotum
James Willatt	266	Geography

One day first aid

Name	
David Boudon	Senior School - Languages
Laura Oldfield	Senior School - Music
Alastair Tighe	Senior School - Music
Elizabeth Walker	Senior School - Office
Roy Inkin	Senior School - Works
Nicki Chamberlain	Junior School
Joanna Donegan	Junior School
Jackie Smith	Junior School
Alison Hallett	Junior School
Rhys Johnston	Junior School
Lucy Jones	Junior School
Phillip Lewis	Senior School- School keeper
Paul McIntyre	Junior School. Deputy Master
Kate Newham	Junior School
Anne Pain	Junior School

Tina Pearce	Junior School
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First aiders should be easily available in areas of greater risk.

P.E. – All PE staff to be qualified first aiders.

Kitchen – Minimum of 1 qualified first aider.

Art Department – Minimum of 1 qualified first aider.

Science Department – Minimum of 1 qualified first aider.

Maintenance – Minimum of 1 qualified first aider.

First Aid Kits

First aid kits are located in many areas of the school and are clearly labelled with a white cross on a green background in accordance with Health and Safety regulations. The contents of first aid kits may vary depending on the particular needs in each location (for example, blue detectable plasters in the kitchen). The school nurse will provide first aid kits as appropriate. The Games and PE staff are allocated several first aid kits, and are taken to practices and matches. The kit is returned to the school nurse for restocking once a term.

A first aid kit should be taken to all off-site activities and visits. Kits suitable for use on day trips and those involving overnight stays are available from available from the nurses.

All minibuses must carry a first aid kit.

The school nurse and assistant are responsible for the checking and restocking of first aid kits/boxes. The school nurse should be notified when items have been used so they can be replaced without delay.

Location of First aid boxes in school

ABH
ART DEPT
ART
SCU
DESIGN AND TECHNOLOGY
STUDIO 1
STUDIO 2
STUDIO 3
CORRIDOR NEAR TECHNICIAN'S ROOM
SCIENCE LABS

PREPARATION LAB G/FLOOR
B2
BIOLOGY LAB
C1
C2
C3
P1
P2
SCHOOL OFFICE
JUNIOR SCHOOL STAFF ROOM
KITCHEN
MAINTENANCE WORKSHOP
SCHOOL KEEPERS OFFICE
GROUNDS STAFF OFFICE
LIBRARY
MUSIC DEPT
PAVILLION

It is essential that there is accurate, accessible information about how to obtain emergency aid.

All new staff and students should be provided with information about how to obtain first aid assistance. This should include:

- Location of medical centre (White House)
- How to contact school nurse in an emergency
- Dealing with an accident in the nurse's absence
- Names of qualified first aiders
- Location of first aid kits
- How to call an ambulance in an emergency

First aid notices should be posted in communal areas such as corridors and entrance halls and in high-risk areas such as science, technology, and games departments.

Notices should be easily recognisable through the use of the standard first aid symbol and should include information on:

- Names, location and telephone numbers of qualified first aiders
- Location of first aid boxes
- Emergency telephone numbers within the school
- Arrangements for obtaining emergency aid outside normal hours e.g. how to call an ambulance.

Rooms where first aid kits are located should be clearly marked with a sign.

All first aid notices should be checked regularly for accuracy and amended as necessary.

Training

A qualified first aider is someone who holds a valid certificate of competence in first aid at work. The certificate must be issued by an organisation approved by the health and safety executive, such as Red cross or St John Ambulance, and must be renewed every three years.

The school nurse and assistant will arrange for staff to attend the first aid at work and the re-qualification courses as required.

An appointed person is someone who has attended a minimum of four hours first aid training (renewable every three years) and is competent to give emergency aid until further help arrives.

Students should be encouraged to learn first aid skills through schemes such as the Duke of Edinburgh and Heartstart UK.

Additional first aid training may be provided by the school nurse for those with special health needs.

Emergency Procedures

Depending on the severity of the injury or illness, a casualty should either see the school nurse at the next appropriate opportunity e.g. break or lunchtime, or go immediately to the school nurse. During lessons times pupils may be accompanied by a responsible friend if appropriate.

In the event of a severe illness or injury the school nurse and / or ambulance should be called to attend without delay.

If the school nurse or assistant is not available, one of the qualified first aiders or school receptionist should be contacted.

Whenever possible someone should remain with the casualty until help arrives.

If an ambulance is called, the school receptionist should be informed as soon as possible and someone should go to the front of school to give directions to the ambulance crew.

Parents / next of kin of the casualty must be notified and a responsible adult should accompany the casualty to hospital with written details of the incident and any treatment / drugs given.

Reporting and Record Keeping

Staff have a duty to record accidents and incidents in order to protect both themselves and/or the person(s) involved.

During school hours all accidents (Pupils and staff) must be reported to the school nurse or assistant, who will record them in her records or on an accident report sheet as appropriate. Outside of normal school hours all accidents on- site, off-site, trips and sporting events, whilst on school business should be recorded on an Eltham College Accident/Injury/illness Record form. Accident forms are kept for a minimum legal period of 3 years.

The form can be found in the school office, mission control, the PE department and the junior school. Each section of the form should be fully completed by the first aider or person dealing with the incident, and handed to the school nurse. The school nurse will file the form in a folder which will be stored securely and kept confidential in accordance with the Data Protection Act.

Health Records

Emergency contact and health forms

These forms are used to gather health information, emergency contact numbers and consent for medication for every pupil. They are updated yearly and are kept by the school nurse. Information from these forms can be shared with the headmaster, Deputy Head, and Pastoral care team.

Day to Day Health Records

Records dealing with health needs, injury and illness are maintained and kept by the school nurse on computer. Access to these records is restricted to the school nurse. When appropriate, the school nurse can share information with the headmaster, deputy head, Pastoral care team, form tutors, parents and pupil concerned. The school nurse is bound by the NMC code of Professional Conduct to maintain confidentiality.

Records dealing with social and psychological well-being are kept by the school nurse in a locked filing cabinet. Disclosure of information can only be made in the case of a child protection issue, the risk of self-harm or with the consent of the pupil.

Monitoring and Review of the Policy

First aid arrangements are continually monitored by the school nurse and are formally reviewed annually to ensure the provision is adequate and effective. Annual reviews will be carried out by the school nurses, and the health and safety committee with additional reviews following any significant changes in structure, such as new buildings, relocation or changes in staffing and / or student numbers.

Eltham College Accident / Injury / Illness Record

Please fill in one of these forms if accident, injury or illness occurs **outside of school hours, while on a school excursion or at a sporting event**. Complete each section fully and hand to the **school nurse** or put in her pigeon hole when completed. It is a legal requirement that this form is stored securely and kept confidential. **(Please continue on the back of this form if needed.)**

About the person who had the accident, injury or illness			
Name: _____			
Address: _____ _____			
Postcode _____			
Staff	<input type="checkbox"/>	Pupil	<input type="checkbox"/>
Visitor	<input type="checkbox"/>	Occupation: _____	

Details of the accident, injury or illness	
When it happened:	Date: ___/___/___ Time: _____
Where it happened: _____	
How did the accident happen? _____ _____ _____	
Description of injury: _____ _____ _____ _____	

What first aid treatment was given?
_____ _____ _____ _____

What happened to the person immediately afterwards (include times where possible)? e.g. home / A&E / hospital / phone call to parent, carer or next of kin
_____ _____ _____ _____

About you, the first aider or person dealing with the accident, injury or illness, filling in this record
Name: _____ Signature: _____
Address: _____
Postcode _____
Occupation: _____