

# **Barnwell School**

# **First Aid Policy**



**Adopted by the Governing Body – July 2011**

**Reviewed – September 2021**

**To be reviewed – September 2022**

# **BARNWELL SCHOOL FIRST AID POLICY**

## **1 PURPOSE**

- 1.1 To outline the school's responsibility to provide adequate and appropriate first aid to students, staff, parents and visitors of the school and to address the responsibilities and the procedures in place to meet that responsibility.

## **2 AIMS**

- 2.1 To identify the first aid needs of the school in line with Health and Safety at Work Regulations.
- 2.2 To ensure that first aid provision is available at all times for the health and safety of staff, students and visitors of the school premises and whilst on school trips.

## **3 OBJECTIVES**

- 3.1 The school will ensure that:
- the appropriate number of suitably trained staff are appointed as First Aiders to meet the needs of the school;
  - adequate training and guidance is available for first aiders and a record of such training is maintained and monitored;
  - a risk assessment is carried out to determine the needs of the school and the level of provision required;
  - the necessary equipment, appropriate resources and facilities are available;
  - all staff are made aware of first aid arrangements;
  - a written record is kept of all accidents that occur on the school premises
  - a record is kept of all first aid treatment administered;
  - learning from accidents and treatment is shared with staff and governors;
  - all necessary forms are completed and sent to the Local Authority and the HSE and copies of these forms retained

## **4 PROCEDURES**

### **4.1 Risk assessments**

- 4.1.1 Risk assessments are carried out on all areas around school and school activities. Extra-curricular/off site activities will have separate risk assessments. These will be reviewed at least annually. Recommendations on measures needed to prevent or control identified risks are forwarded to the member of SLT (School Business Manager) responsible for Health and Safety.

### **4.2 Providing information**

- 4.2.1 The School Business Manager will ensure that staff are informed about the school's first aid arrangements. All staff will have information on the location of equipment, facilities and first aid staff in the Staff Handbook.

### 4.3 First Aiders

4.3.1 The School Business Manager will ensure that First Aiders are available on site at all times during school hours. All First Aiders complete a training course approved by the Health and Safety Executive (HSE).

4.3.2 The main duties of first aid are:

- To give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school. This includes the treatment of any person on the school site/premises whether or not they are a member of staff, student, contractor or member of the public.
- To ensure that an ambulance or other professional medical help is called when necessary.
- To maintain good communication to ensure that accident reporting, risk identification, reduction and elimination is effective.

4.3.3 The following members of staff are qualified First Aiders and have received the 3-day First Aid at Work (FAW) training:

<b>Name</b>	<b>Course Date</b>	<b>Valid until</b>
Barry Hull (Mon-Wed)	August 2020	August 2023
Dawn Headington	November 2017	November 2023
Emma Anderson	May 2021	May 2024
Jodie Hudson	November 2019	November 2022
Julie Allingham	May 2021	May 2024
Rob Cozens	March 2017	November 2023

4.3.4 The following members of staff have received Emergency First Aid at Work (EFAW) training:

<b>Name</b>	<b>Course Date</b>	<b>Valid until</b>
Claire Coombes	October 2019	October 2022
Dave Smith	June 2020	June 2023
Emma Harbottle-Day	November 2019	November 2022
Harriet Field	November 2017	November 2020
Holly Bolter	June 2019	June 2022
Jamie Mendelsohn	June 2020	June 2023
Jo Carter	June 2021	June 2024
Jo Elliot	March 2020	March 2023
Jocelyn Taylor	October 2018	October 2021
Juliette Stevens	October 2019	October 2022
Kat Hull	June 2020	June 2023
Kim Collier	June 2020	June 2023
Kyri Neoclous	September 2019	September 2022
Lauren Oliver	October 2019	October 2022

Maria Townsend	June 2020	June 2023
Martina Jeffcoate	October 2018	October 2021
Martyn Patching	March 2020	March 2023
Matt Roberts	June 2020	June 2023
Paul Smith	June 2020	June 2023
Russell Franklin	June 2020	June 2023
Sam Goodman	June 2021	June 2024
Sara Jones	June 2020	June 2023
Steve Clarkson	June 2020	June 2023
Steve Johnson	November 2019	November 2022
Sue Clarkson	March 2020	March 2023
Tony Howard	January 2020	January 2023

Each School Administrator and member of the site team will be trained in Emergency First Aid at Work, as a minimum.

Appendix A shows the contact detail for first aiders on each Campus.

4.3.6 First aid training is valid for three years, after which a refresher course is required before re-certification. Although not mandatory, an annual refresher may also be offered to first aid trained staff. This will be considered for staff on a case by case basis.

4.3.7 Contact details for 1<sup>st</sup> aid trained staff are located in the Reception and Staff Room on each campus.

#### **4.4 First Aid Provision**

4.4.1 Barry Hull, Dawn Headington and Rob Cozens (Upper Campus) and Julie Allingham, Emma Anderson and Jodie Hudson (Middle Campus) are the designated First Aid at Work (FAW) first aiders. Additional staff have been identified and trained in Emergency First Aid at Work (EFAW), to deal with minor injuries.

4.4.2 Major injuries should be reported to Barry Hull / Dawn Headington (Upper) and Julie Allingham / Jodie Hudson (Middle) immediately, who will organise help and take the appropriate action. If neither are available, then Rob Cozens (Upper), and Emma Anderson (Middle) should be called.

4.4.3 More minor concerns should be referred to Reception on either campus in the first instance. Students may be referred to one of the lead first aiders as necessary.

4.4.4 In circumstances where a student may need to go home because they are genuinely ill it is the expectation that they will be collected by their parent/carer. In the event that the parent/carer states that they are unable to collect their child it is **not a requirement** that the school transports the student home. If the student is

not able to be collected they should remain in school in an appropriate environment.

#### 4.4.5 First Aid kits are available in the following locations across the Upper School and Middle School Campus':

- Reception and First Aid rooms on both campuses
- First Aid room in the Leisure Centre
- Site offices
- Minibuses
- Science Department
- Design and Technology Department
- PE Department
- Kitchen

#### 4.4.6 Defibrillators are located in reception on each Campus and in the Leisure Centre.

#### 4.4.7 It is the responsibility of the Designated qualified First Aider at each site to check the contents of the First Aid Kits and re-stock as necessary. Stock will be checked on a half-termly basis, and dates and stock recorded in the First Aid Stock Register.

### **4.5 Immediate Action for a sick or injured student**

#### 4.5.1 Students presenting with minor medical concerns fall typically into the following categories:

- State that they are “not feeling well” but are unspecific about the ailment.
- Do not have the demeanour of a sick person, i.e. pallor is normal, they do not appear to be running a temperature.
- The complaint may be mild, i.e. slight cold, headache, stomach ache but no obvious symptoms as vomiting or diarrhoea.

In these situations, the following procedures should be applied:

- Assess the nature and seriousness of the situation in terms of the child's safety.
- Send the student to reception who will deal with the issue in the first instance
- Receptionist will contact a lead first aider if necessary
- The Receptionist dealing with the first aid issue will log the visit
- Reception will notify the Attendance Officer and the respective Head of Year. A check will be undertaken on the student's current percentage attendance and frequency of presenting as ill. If the attendance is low or they often present to First Aid as unwell then the Attendance Officer will contact the Head of Year before any attempt is made to send the student home. The final decision to send a student home will be made by the Head of Year/Assistant Headteacher.
- The student should be asked to sit quietly for a short time in the first aid room, (e.g. headaches are often a symptom of dehydration or low blood sugar)

- The parent/carer should be called as stated in the policy but told that as the issue is not serious the school will monitor to see if their child improves and is able to carry on
- If the complaint has improved or not worsened, then the student should return to their lesson
- If the student presents again later in the day still unwell the parent/carer should be called again with a view to the student being collected to go home
- In the event of the student presenting as ill late morning then they should be encouraged to remain if possible until the afternoon session has started • Students being sent home at or after 1.20 pm should be marked as “Q” present for period 5 but receive an “I” code for period 6

#### 4.5.2 Students with more severe conditions or following an incident:

- Students presenting to first aid with more severe medical conditions, possibly following an accident or incident should be referred to a Lead First Aider.
- The staff member initially dealing with the incident should complete the first aid incident form, as per the first aid policy.
- The Lead first aider dealing with the injury will then complete a more detailed report outlining the treatment applied, and the cause of the injury.
- All injuries must be reported to the Head of Year for witness statements to be taken, and investigation to be undertaken if appropriate.
- In serious situations, the Headteacher must be informed immediately.

#### 4.6 Informing Parents

- Parents must be informed of injuries, accidents or illnesses sustained at school, and any bump to the head however minor.
- Parents will be telephoned immediately or as soon as practically possible as a precautionary measure if the child has been sent to the medical room or if other medical assistance has been required.
- The injury, accident or illness is recorded on an Accident/Incident Report Form.

#### 4.7 Transport to Hospital or Home

- The First Aider will determine what is a reasonable and sensible action to take in the circumstances of each case.
- Where the injury is an emergency an ambulance will be called following which the parents will be contacted.
- Where hospital treatment is required but it is not an emergency, then the parents will be contacted for them to take over the responsibility of the child.
- In the event that a parent cannot be contacted, a member of staff will accompany the child to hospital and will remain with them until the parents can be contacted.
- In no circumstances will a member of staff transport a student to hospital or home unless accompanied by another member of staff.
- In the absence of a First Aider an ambulance should be called in the following circumstances:

- in the event of a serious injury
- in the event of a significant head injury
- in the event of a period of unconsciousness
- whenever there is a possibility of a suspected fracture

#### **4.8 Follow-up Arrangements**

- The appropriate member of SLT, such as Heads of College, KS4 or Post 16, will be informed of any incident where a student has received medical attention.
- The member of SLT will ensure that each incident is followed-up at the earliest opportunity with the student, or parent/carer as appropriate.

#### **4.9 School Trips and Journeys**

- Where the trip is extended or remote in nature, or the likelihood of injury is higher, a qualified First Aider should accompany the group.
- Where journeys are close to populated areas, or the likelihood of injury is minimal, then an appointed person or someone with a working knowledge of first aid procedures should accompany the trip, and a travelling first aid kit should be provided.
- The planning for such journeys, such as sports or field trips, will include what to do in case of accident and emergency.
- Students may carry some medication such as asthma inhalers with them. Epipens and Salbutamol inhalers are held by the trip leader or another designated person. A form authorising administration of medicines is completed by parents and is held by the trip leader. A further copy of this form is held centrally by the school.

#### **4.10 School Events**

- A qualified first aider will be present for events and functions that are held out of school hours, such as parent evenings, shows and sporting activities.

#### **4.11 Medical Room**

- In compliance with The Education (School Premises) Regulations 1996 the Governing Body has ensured that a room is made available for medical treatment. Regulations state that this facility will be equipped with a sink and will be reasonably near to a toilet. It will contain equipment and supplies to provide basic first aid attention for a sick or injured student.
- A first aid room is located on each campus. These are HO5 on the Middle Campus and Next to the female staff WC in D block on the Upper Campus. There is also a first aid room in the Leisure Centre. Students may be asked to remain in the first aid room if it is considered that they are unfit to return to their lesson. The initial first aider dealing with the injury/illness will be responsible for checking on the student on a regular basis. The Head of Year and the Attendance Officer should be informed when a student is in the first aid room.

#### **4.12 Hygiene Control**

- Hands must always be washed before administering first aid.
- Disposable gloves must be worn if treatment involves blood or other bodily fluids.
- Disposable gloves and soiled dressings must be disposed of in a clinical waste bin.
- Any spillages of blood or bodily fluids must be cleaned up immediately using appropriate cleaning materials.
- Exposed cuts or abrasions should be covered.

#### **4.13 Infection Control**

In the event of viral or bacterial infections across the whole school or school sites, the following actions must be taken:

- The School will report the situation to the appropriate authorities, including the LA
- The School will report the situation to parents along with guidance regarding avoidance, treatment and school attendance.
- Guidance will also be communicated to students.

#### **4.14 Incident Reporting**

- All visits to first aid must be recorded in the First Aid Action / Treatment log, (appendix B). The log is held in the First Aid folder on the Shared drive, and must be completed for any visit to 1<sup>st</sup> aid on either campus.
- All incidents and injuries must be recorded on a First Aid Incident Report Form, (appendix C) and notified to First Aid on Reception.
- All parents/carers will be contacted by a member of 1<sup>st</sup> aid staff regardless of the type of injury. If the student has a head injury the parent/carer will be advised that they should visit their GP or a hospital. If there are serious concerns then an ambulance will be called.
- Any significant injury will be recorded on a Detailed First Aid Incident Report, (appendix D) by the person administering the first aid. Senior Staff will be informed as appropriate.
- The member of SLT responsible for Health and Safety will notify the local authority as appropriate via Solero.
- The member of SLT responsible for Health and Safety shall present regular summary reports regarding student accidents and incidents to the Governors Learning Environment and Safety Committee.

### **5 References:**

- 5.1 Hertfordshire County Council 'First Aid in Educational Establishments' December 2009  
The Health and Safety (First-Aid) Regulations 1981 [www.hse.gov.uk/firstaid](http://www.hse.gov.uk/firstaid)  
Guidance on First Aid for Schools – DfEE publication



## Appendix A: Contact details of Barnwell School First Aiders

FORENAME	SURNAME	JOB TITLE/DEPARTMENT	CERTIFICATE HELD	CAMPUS	EXT NO
Julie	Allingham	Attendance Officer	First Aid at Work (3 day)	Middle	135
Emma	Anderson	Assistant Headteacher	First Aid at Work (3 day)	Middle	109/249
Hollie	Bolter	Ks3 Pastoral Support	Emergency 1 <sup>st</sup> Aid at Work	Middle	188
Jo	Carter	PE Teacher	Emergency 1 <sup>st</sup> Aid at Work	Upper	111/208
Steve	Clarkson	Assistant Site Manager	Emergency 1 <sup>st</sup> Aid at Work	Site	147/212
Susan	Clarkson	Minibus Driver/Site	Emergency 1 <sup>st</sup> Aid at Work	Bus Driver	147/212
Kim	Collier	KS3/4 Progress	Emergency 1 <sup>st</sup> Aid at Work	Upper	271
Claire	Coombes	Receptionist/Admin	Emergency 1 <sup>st</sup> Aid at Work	Upper	219
Rob	Cozens	KS4 Alternative Curriculum	First Aid at Work (3 day)	Upper	184/196
Jo	Elliot	Head of Faculty, PE	Emergency 1 <sup>st</sup> Aid at Work	Middle	111/208
Russell	Franklin	PE Teacher	Emergency 1 <sup>st</sup> Aid at Work	Middle	111/208
Harriet	Field	PE Teacher	Emergency 1 <sup>st</sup> Aid at Work	Middle	111/208
Sam	Goodman	PE Teacher	Emergency 1 <sup>st</sup> Aid at Work	Middle	111/208
Emma	Harbottle-Day	Learning Resource Centre	Emergency 1 <sup>st</sup> Aid at Work	Middle	153
Dawn	Headington	KS4 Administrator	First Aid at Work (3 day)	Upper	262
Tony	Howard	Assistant Site Manager	Emergency 1 <sup>st</sup> Aid at Work	Site	147/212
Jodie	Hudson	Receptionist/Admin	First Aid at Work (3 day)	Middle	102
Barry	Hull	Technology Technician	First Aid at Work (3 day)	Upper	243
Kat	Hull	KS3 Behaviour / PE Teacher	Emergency 1 <sup>st</sup> Aid at Work	Middle	112
Martina	Jeffcoate	Receptionist/Admin	Emergency 1 <sup>st</sup> Aid at Work	Middle	103
Steve	Johnson	Assistant Site Manager	Emergency 1 <sup>st</sup> Aid at Work	Site	212
Sara	Jones	HOC / PE Teacher	Emergency 1 <sup>st</sup> Aid at Work	Middle	190
Jamie	Mendelsohn	Food Technology Teacher	Emergency 1 <sup>st</sup> Aid at Work	Middle	161
Kyri	Neocleous	HOY10	Emergency 1 <sup>st</sup> Aid at Work	Upper	275
Lauren	Oliver	Receptionist/Admin	Emergency 1 <sup>st</sup> Aid at Work	Middle	101
Martyn	Patching	Assistant Headteacher	Emergency 1 <sup>st</sup> Aid at Work	Middle	113
Matt	Roberts	Head of School	Emergency 1 <sup>st</sup> Aid at Work	Middle	107
Dave	Smith	SLT	Emergency 1 <sup>st</sup> Aid at Work	Middle	122
Paul	Smith	Site Manager	Emergency 1 <sup>st</sup> Aid at Work	Site	212
Juliette	Stephens	Deputy Head of year	Emergency 1 <sup>st</sup> Aid at Work	Upper	202
Jocelyn	Taylor	Receptionist/Admin	Emergency 1 <sup>st</sup> Aid at Work	Upper	202
Maria	Townsend	Deputy Headteacher	Emergency 1 <sup>st</sup> Aid at Work	Upper	250

First aid trained staff have also received training in the use of AEDs (Automated External Defibrillators).

# First Aid Action / Treatment Log

<b>BARNWELL SCHOOL</b>		<b>MIDDLE CAMPUS</b>								
To be kept for a minimum of 3 years										

## First Aid Action / Treatment Log

Date <i>(presenting)</i>	Time From	Time To	Student Name	Year/ College	Faculty /Social	Incident / Problem <small><i>Include: place and time of incident / other persons involved</i></small>	Action / Outcome <small><i>Include: first aid treatment given / what happens to person immediately afterwards (time)</i></small>	Contact	Student Collected by Parent / Carer (Y/N)	Time Collected	AIRS issued ✓	Solero ✓	Staff Initials

# First Aid Incident Report

For completion when an accident or incident has occurred, resulting in a visit to First Aid, not for general illness or minor first aid visits.

To be completed by member of staff witnessing an incident involving First aid treatment

<b>STAFF NAME:</b> <i>(staff member completing report)</i>			
<b>NAME:</b>		<b>STUDENT:</b>	
		<b>STAFF:</b>	
<b>REG GROUP:</b>		<b>COLLEGE:</b>	
<b>DATE OF INCIDENT:</b>		<b>TIME OF INCIDENT:</b>	
<b>LOCATION OF INCIDENT:</b>			
<b>DESCRIPTION OF INCIDENT:</b> <i>Include details of any relevant conditions such as wet weather, ground condition, etc</i>			
<b>WITNESSES:</b> <i>Include details of witnesses to this incident</i>			
<b>FORM HANDED TO FIRST AID:</b>		<b>DATE:</b>	
<b>SIGNED:</b>			

Form to be filed in First Aid file and held by designated first aider on each campus

# Detailed First Aid Incident Report

For completion when an accident or incident has occurred, resulting in a visit to First Aid, not for general illness or minor first aid visits.

To be completed by designated First Aider for each Campus

<b>STAFF NAME:</b> <i>(staff member completing report)</i>			
<b>NAME:</b>		<b>STUDENT:</b>	
		<b>STAFF:</b>	
<b>REG GROUP:</b>		<b>COLLEGE:</b>	
<b>DATE OF INCIDENT:</b>		<b>TIME OF INCIDENT:</b>	
<b>LOCATION OF INCIDENT:</b>			
<b>DESCRIPTION OF INCIDENT:</b> <i>Please refer to: <b>First Aid Incident Report</b></i>			
<b>DETAILED DESCRIPTION OF INJURY AND TREATMENT ADMINISTERED:</b>			
<b>ACTION TAKEN / INITIAL OUTCOME:</b> <i>Please record if A&amp;E called, student referred to medical room, returned to lesson, taken home, etc</i>			
<b>DETAILS OF PARENT / CARER CONTACT:</b>			
<b>NAME OF PARENT / CARER CONTACTED:</b>		<b>CONTACT DETAILS:</b>	
<b>TIME OF CALL:</b>		<b>STAFF MAKING CALL:</b>	

<b>DETAILS OF CONTACT MADE AND CONVERSATION WITH PARENT / CARER:</b>		
<b>DETAILS OF ANY WITNESSES TO THE INCIDENT:</b>		
<b>NAME:</b> <i>Indicate staff / student</i>	<b>FORM/COLLEGE:</b>	<b>DATE STATEMENT TAKEN:</b>
<b>NAME:</b> <i>Indicate staff / student</i>	<b>FORM/COLLEGE:</b>	<b>DATE STATEMENT TAKEN:</b>
<b>NAME:</b> <i>Indicate staff / student</i>	<b>FORM/COLLEGE:</b>	<b>DATE STATEMENT TAKEN:</b>
<b>NAME:</b> <i>Indicate staff / student</i>	<b>FORM/COLLEGE:</b>	<b>DATE STATEMENT TAKEN:</b>
<b>PLEASE ENSURE THE FOLLOWING STAFF ARE INFORMED OF THE INCIDENT:</b>		<b>Y / N</b>
• <b>PASTORAL TEAM</b> ( <i>Name</i> ):		
• <b>BUSINESS MANAGER:</b> APT		
• <b>CAMPUS H&amp;S LEAD:</b> (SBO Upper / TN Middle)		
<b>LOGGED ON SOLERO:</b>	<b>DATE &amp; TIME LOGGED:</b>	
<b>SIGNED:</b> <i>(First Aider)</i>		
<b>CONCLUSION TO INVESTIGATION AND FINAL OUTCOME</b> <i>Please include measures taken to prevent similar incidents</i>		
<b>SIGNED:</b> <i>(Investigating Officer)</i>		

<b>DATE INVESTIGATION COMPLETED:</b>			
<b>INCIDENT COMPLETED ON SOLERO:</b>		<b>DATE &amp; TIME SUBMITTED TO COUNTY:</b>	

**Form to be filed in First Aid file and held by designated first aider on each campus**