



**Aldenham School**

# **First Aid Policy**

To be read in conjunction with the Prep School First Aid Policy (including EYFS)

Revised February 2023  
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## **1. Scope**

- 1.1 This Policy is applicable to all those involved in the provision of first aid related to Aldenham Foundation activities.
- 1.2 'First Aid' can be defined as "The initial care of the ill or injured where someone has had an accident or is suffering from a sudden illness and needs help until a qualified health care practitioner, such as a Doctor, registered Nurse or Ambulance arrives."
- 1.3 The wider provision of general medical care for boarders, day pupils and staff within the school is explained in greater detail in the document "Health Care at Aldenham School."

## **2. Objectives**

- 2.1 To ensure there is an adequate provision of appropriately trained First Aid staff, resources and facilities to always suit the needs of the school.
- 2.2 To ensure that where individuals have been injured there are suitable mechanisms in place to provide remedial treatment until appropriate medical help is available where necessary.
- 2.3 To ensure accidents are properly recorded, reported to HSE (Health & Safety Executive) where appropriate and procedures are in place to act where possible to minimise the risk of future reoccurrence.

## **3. Responsibilities**

- 3.1 By delegation from the Governors, the Bursar is responsible for the implementation of this Policy, in liaison with the Health Centre Team.

## **4. Risk Assessment**

- 4.1 A risk assessment has been undertaken to determine the first aid needs of the school. This included consideration of the following:
  - Size and location of the school
  - Specific Hazards and risks on site
  - Staff or pupils with special health needs or disabilities
  - Previous record of accidents/incidents at the school
  - Adequacy of provision of first aiders always
  - Offsite activities including trips
  - Practical Departments such as Science, Design Technology, P.E.
  - Out of hours activities
  - Contractors on site and agreed arrangements

## **5. First Aiders**

- 5.1 Staff volunteering as First Aiders will attend training courses run by those organisations which have been approved and validated by the HSE.

5.2 Refresher training is provided, and staff retested before qualifications expires (usually after 3 years).

5.3 All first aiders should be able to demonstrate reliability and communication skills, aptitude, and ability to absorb new knowledge and skills in addition to the ability to be able to cope with stressful and physically demanding situations.

5.4 First Aiders must be able to leave their duties and immediately to attend an emergency.

5.5 First Aiders will be expected to:

- Take charge when someone is injured or becomes unwell.
- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school
- Request assistance or guidance from the Health Centre staff if needed/available
- When appropriate **ensure that an ambulance or other professional medical help is called.**
- Document any interventions in an accident report- available in the Health Centre

5.6 **A list of current qualified first aiders** is maintained by the Health Care Assistant and is available from the Health Centre and via T: Drive.

5.7 Within the Prep school appropriate staff have Paediatric First Aid Training.

5.8 At least one qualified person (member of Health Centre or trained First Aider) will always be on the school site when pupils are present.

## **6. First Aid materials, equipment, and Facilities**

6.1 The School in liaison with the Health Centre will ensure that there are an appropriate number of first aid containers according to national guidelines, including the provision of specialist first aid kits where required i.e. catering burns kit. The Health Centre team will keep a record of their location.

6.2 First aid kits should be easily accessible and clearly identifiable, marked with a white cross and green background. Specialised first aid kits such as eye irrigation or burns may differ in colour but will be clearly visible.

6.3 The Health Centre will check the contents of first aid boxes on a termly basis and replenish them. Heads of department will be reminded by a member of the Health Centre Team via email.

6.4 It is the responsibility of each head of department to ensure that their first aid kit(s) is returned to the Health Centre for replenishing should it be used and supplies depleted.

## **7. Automated External Devices (defibrillators)**

7.1 The Health Centre are responsible for the daily check of the Health Centre AED and the management of all AEDs available on the school site including the replacement and maintenance of parts such as batteries and pads.

7.2 It is the responsibility of individual members of staff in a department where an AED is located to undertake and appropriately record daily AED checks, including the reporting of any concerns to directly to the Health Centre.

7.3. Individual members of staff from all departments are actively encouraged to participate in first aid training and basic lifesaving skills training (provided by an outside agency) relevant to their role within the school which may include an awareness/training on the use of the AED. The duty nurse may also provide basic awareness if requested.

7.4 The 3 AEDs are accessible in:

- The School House outside the Health Centre
- The Sports Centre
- The Porter's Lodge

## **8. School Trips**

8.1 Each school vehicle used for the purpose of transporting staff/pupils must carry a first aid kit; these are the responsibility of the Porters.

8.2 For the Senior School at least one first aid kit must be taken by the supervising member of staff when accompanying pupils off site. These should be reserved, collected, and signed for from the Health Centre prior to the day of travel. The Prep School continues to use their own protocol.

8.3 The Health Centre staff are advised of school trips /outside activities by way of "Operoo" and email notification in advance. Emergency Medication/Care Plans for individual pupils are prepared as necessary for collection on the day of departure.

## **9. Pupils with Medical Conditions**

9.1 Pupils with chronic medical conditions (such as asthma, epilepsy, migraines, diabetes, cystic Fibrosis, allergies, or anaphylaxis) will be identified from the medical documents completed by parents/guardians on admission or as identified from "Operoo."

9.2 Pupils in the Senior School who require Emergency Medication are advised and encouraged to always carry a supply with them. Pupils in prep school will have access to their medications as necessary.

9.3 It is the responsibility of staff to be to be aware of pupils in their class, those being taken on away sporting fixtures or for whom they are responsible on a school trip, who have been diagnosed with such conditions (information is held on Isams and Operoo) and to read the

appropriate guidance documents and consult the Nurse on Duty should they still have any queries or concerns.

9.4 On school trips and away sporting fixtures the supervising member of staff must make arrangements for the correct storage and administration of any necessary medication and equipment required because of the condition.

9.5 Generic Emergency Inhalers/ pupil's own AAls (Adrenaline Auto Injectors) – The Health Centre are responsible for the management, maintenance of the pupil list, checks and awareness of members of staff in the use and administration of AAls and emergency Salbutamol inhalers.

## **10. Hygiene/Infection Control**

10.1 Basic hygiene procedures must be followed by all staff when administering First Aid. Please refer to the Aldenham School “Infection Control Policy” document within the Policies Folder held on T: Drive.

10.2 Single use disposable gloves must be worn when treatment involves blood or other bodily fluids.

10.3 Care should be taken when disposing of dressings, equipment, or medications. Preferably contact the Health Centre for a yellow clinical waste disposal bag for the safe disposal of soiled products or contact the domestic department for the correct equipment dispose of bodily fluids.

## **11. Record Keeping and Reporting**

11.1 It is the duty of all staff to ensure they fill out an **Accident Form** if they are involved in an accident directly or indirectly.

11.2 During term time the casualty is attended by the Duty Nurse, a medical record is kept on the Health Centre's electronic records system of any first aid treatment given by the duty nurse; this includes:

- The date and time of the incident
- The name and form of the injured person
- Details of their injury/illness and what first aid was given
- What happened to the person immediately afterwards?
- Name of the person/first aider dealing with the incident

11.3 The Health Centre has in place procedures for ensuring that the person who has parental responsibility/designated next of kin is informed of accidents. Where the accident is dealt with locally the head of that department may contact the next of kin directly.

11.4 The school **Accident Folder** is held in the Bursary and a report is to be completed for all accidents or incidents involving injury to a pupil or member of staff.

11.5 In certain circumstances HSE must be notified of accidents or incidents involving injury (under RIDDOR regulations) and this will be done by the Bursar.

11.6 Accident records will be photocopied and discussed as soon as possible with the Bursar if necessary, particularly if the casualty has attended Accident and Emergency Department. The records will also be monitored by the Bursar and the Health & Safety Committee to identify any trends or areas for improvement to minimise the risk of future occurrences.

## **12. Staff Awareness**

All new staff should be informed about the school's first aid arrangements as part of their induction programme. They should be made aware of this and other relevant policies in addition to the information contained in the staff handbook regarding location of equipment, facilities and first aid personnel.