

# Kesgrave High School



## First Aid Policy

This policy is reviewed **annually**.

### Policy Approval

Where	Chair	When
Operations Committee	Eunice Brain	6 March 2024

Chair of Governors	Sue White
Headteacher	Julia Upton

### Policy History

Issue No.	Author	Date written	Approved by governors	Comments
1	Cath Breckell	June 2021	30/6/21	
2	Cath Breckell	June 2022	6 July 2022	No changes
3	Julia Upton	January 2023	28 March 2023	Addition of paracetamol dispensation and hospital transportation. Chair's action taken.
4	Julia Upton	March 2024	6 March 2024	Minor changes

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### **About this policy**

The Local Governing Body and the Headteacher Academy accept their responsibility under the Health and Safety (First Aid) Regulations 1981 and acknowledge the importance of providing First Aid for employees, students and visitors within Kesgrave High School.

The Local Governing Body are committed to the HSE's procedure for reporting accidents and recognise their statutory duty to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

The provision of first aid in Kesgrave High School will be in accordance with the details included in this document.

Kesgrave High School's arrangements for carrying out the policy include nine key principles:

1. To place a duty on the Local Governing to approve, implement and review the policy.
2. To place individual duties on all employees.
3. To report, record and, where appropriate, investigate all accidents.
4. To record all occasions when first aid is administered to employees, pupils and visitors.
5. To provide equipment and materials to carry out first aid treatment.
6. To make arrangements to provide training to employees, maintain a record of that training and review annually.
7. To establish a procedure for managing accidents in Kesgrave High School which require first aid treatment, including reviewing previous accident information on an annual basis.
8. To provide information for employees on the arrangements for first aid.
9. To undertake a regular risk assessment of the first aid requirements of the Academy.

### **Who is this policy for?**

Leadership of the school and first aid delivery staff, to guide policy and practice.

### **Glossary of key terms used in this policy**

AED     Automatic External Defibrillator

## **1. Arrangements for First Aid**

### **1.1 Materials, equipment and facilities**

Kesgrave High School will provide materials, equipment and facilities as set out in the National Guidance on First Aid. The location of department first aid boxes in Kesgrave High School is as detailed in Appendix 1.

The contents of the first aid boxes will be checked annually by the First Aid Officers (persons in charge of Academy First Aid). The First Aid Officers will be responsible for all record keeping on first aid.

The following items will be included within First Aid Kits and Travelling First Aid Kits as a minimum. Some departments will have additional items to reflect the likely specific first aid needs within the department (such as PE, Science and Technology)

- |                                      |                                  |                 |
|--------------------------------------|----------------------------------|-----------------|
| • Guidance card/leaflet on first aid | • Plaster (Large for Knee/Elbow) | • Sterile Wipes |
| • Air Flow                           | • Plasters – Assorted            | • Tampons       |
| • Crepe Bandage Small and Large      | • Rubber Gloves (Pair)           | • Vomit Bag Kit |
| • Non-adherent Dressing              | • Sanitary Pads                  |                 |

In compliance with The Education (The Academy Premises) Regulations 1996 the Local Governing Body will ensure that a room will be made available for medical treatment. This facility will contain the following and be readily available for use:

- |   |   |
|---|---|
| • drinking water (if not available on mains tap) and disposable cups; | • a range of First Aid equipment (at least to the standard required in First Aid boxes) |
| • sink with running hot and cold water;                               | • paper towels;   |
| • soap;   | • smooth-topped working surfaces;   |
| • a couch or bed (with waterproof cover), pillow and blankets;        | • suitable refuse container (foot operated) lined with appropriate disposable yellow    |
| • a chair;  | • Plastic bags, i.e. for clinical waste;  |
| • proper storage;   | • an appropriate record-keeping facility, and   |
|   | • a means of communication, e.g. telephone.   |

In addition to the items set out for the first aid boxes in the Academy the following items will be provided:

- a) Disposable drying materials.
- b) Plastic bowls one for cleaning wounds and one for cleaning vomit, excreta, etc.
- c) An effective cleaning solution used in accordance with instructions.
- d) Bags for double bagging.

Items in (c) and (d) above will be kept locked away from access by children.

## **1.2 Appointment of First Aiders**

The appointment of the First Aider Officers and Appointed Persons within Kesgrave High School will comply with National Guidance on Assessment of First Aid needs. The appropriate, completed Risk Assessment will be undertaken on a regular basis to support this. The Headteacher will appoint the First Aider Officers and Appointed Persons.

The duties of the First Aid Officers are to:

- take charge when someone is injured or becomes ill;
- look after the first aid equipment e.g. restocking the first aid containers, and
- ensure that an ambulance or other professional medical help is summoned when appropriate.

The duties of the Appointed Persons are to:

- take charge when someone is injured or becomes ill (in the absence of the First Aid Officers);
- look after the first aid equipment within their area/department e.g. restocking the first aid containers, and
- ensure that an ambulance or other professional medical help is summoned when appropriate (in the absence of the First Aid Officers).

The Local Governing Body recognises the need to support any member of staff who is a First Aid Officer or Appointed Person to undertake emergency first aid training and refresher training.

In addition to meeting the statutory requirement placed upon them to provide first aid for employees the Local Governing Body accepts their responsibilities towards non-employees. In order to provide first aid for students and visitors, the Local Governing Body will undertake a risk assessment to determine, in addition to the Appointed Persons, how many emergency First Aid Officers are required to hold a First Aid at Work certificate of competence. In implementing the outcome of the risk assessment, the Local Governing Body acknowledges that unless first aid cover is part of a staff members contract of employment, those who agree to become Appointed Persons do so on a voluntary basis.

Where possible first aid training will be undertaken to meet the needs of students/employees with special health needs or disabilities (e.g. Epilepsy, Diabetes and EpiPen Training).

In determining who should be trained in first aid the Head teacher will consider each individual against the following criteria:

- reliability and communication skills;
- aptitude and ability to absorb new knowledge and learn new skills;
- ability to cope with stressful and physically demanding emergency procedures, and
- must be able to leave normal duties to go immediately to an emergency.

### **1.3 Information on First Aid Arrangements**

The Headteacher will inform all employees of the following:

- The arrangements for recording and reporting accidents;
- The arrangements for first aid;
- Those employees with qualifications in first aid, and
- The location of first aid boxes.

In addition, the Headteacher will ensure that signs are displayed throughout Kesgrave High School providing the following information:

- Names of employees with first aid qualifications, and
- Location(s) of first aid boxes.

All members of staff will be given a copy of the First Aid Policy or made aware of it.

### **1.4 First Aid Provision Away from School**

Provision for first aid on visits and journeys will be determined by risk assessment in accordance with National Guidance on First Aid.

## **2. Accident Reporting**

This section of the policy will ensure compliance with the Kesgrave High School Health and Safety Policy. The Local Governing Body will implement the procedures in line with those of the HSE for reporting:

- a. All accidents to employees, and
- b. All incidents of violence and aggression.

The Local Governing Body is aware of its statutory duty under The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) in respect of reporting the following to the Health and Safety Executive as it applies to employees:

1. An accident that involves an employee being incapacitated from work for more than 3 consecutive days (excluding the day of the accident but not including non-working days).
2. An accident which requires admittance to hospital for in excess of 24 hours.
3. Death of an employee.
4. Major injury such as fracture, amputation, dislocation of shoulder, hip, knee or spine.

For non-employees and students an accident will only be reported under RIDDOR where:

- it is related to work being carried out by an employee or contractor and the accident results in death or major injury; or
- it is an accident in the school which requires immediate emergency medical treatment at hospital.

All accidents to non-employees (e.g. visitors) which result in injury will be reported to the Local Governing Body.

### **3. Student Accidents Involving Their Head**

The Local Governing Body recognise that accidents involving a student's head can be problematic because the injury may not be evident (e.g. internal) and the effects only become noticeable after a period of time.

In all cases, parents/guardians will be notified by telephone, ensuring a conversation, not just a message takes place.

#### **4. Transport in the Event of an Accident**

The First Aid Officers 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 parent will be called. If the Emergency Services need to take the pupil to hospital before parents/carers are able to attend school, parents/carers will be kept informed of intended arrival and destination.

Where a hospital visit is required, but either is not deemed an emergency, or response time is likely to be lengthy, then the First Aid Officers will contact the parents for them to take over the responsibility of the child for transportation. Where parents/carers are not close by, they will be asked to contact other family members or other appropriate adults, who might be able to assist in transportation.

##### **4.1 Criteria for Calling an Ambulance**

If in doubt an Ambulance should be called. The decision of the qualified first aid officer should override seniority in all cases. Parents and carers will be advised when this has taken place, along with the communicated wait time from the ambulance service at the time of the call if their response is not immediate.

An Ambulance should be called in cases of; difficulty in breathing, heart failure, severe bleeding, unconsciousness, serious burns, suspected serious fractures, shock or poisoning.

Due regard also has to be given to any mechanisms of injury. Injury is not always apparent when gaining signs and symptoms from a patient, but the history may reveal a mechanism that only later shows as a sign or symptom of trauma.

#### **5 Communicable Diseases Procedure**

Kesgrave High School will follow the procedure as laid down in The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

## 6 Administering paracetamol in the school setting

**Purpose of the policy** - It may sometimes be appropriate to give paracetamol to control specific pain such as migraine or period pain, thus assisting a student to remain in school, and minimise lost learning and absence. Despite being a widely used drug for controlling pain and reducing temperature, it can be dangerous if taken inappropriately.

**Obtaining permission** – It is a legal requirement that the school has written permission from the parent/ carer in order to administer any pain relief medication. This is sought via an online form prior to the student starting on roll. It is the parent/ carer's responsibility to update the school if they wish to retract this permission at a later date. The First Aid Officer will also call on the day paracetamol is requested to verify any previous doses or other regular medication already taken in the 24 hrs prior. If contact is not possible, administration of paracetamol will not take place.

**Storage** - The school keeps its own stock of Liquid child (6+) paracetamol and paracetamol tablets (250 and 500 mg tablets) in a locked cabinet in the Medical Room only. This reduces the risk of students carrying medicines and taking a dose without an adult's supervision.

### Before giving the student paracetamol

If a student complains of pain as soon as they arrive at school and asks for painkillers, it is not advisable to give paracetamol straight away. There should be at least four hours between any two doses of paracetamol containing medicines. No more than four doses of any remedy containing paracetamol should be taken in any 24 hours. It must always be considered whether the student may have been given a dose of paracetamol before coming to school. If paracetamol tablets are taken soon after these remedies, it could cause an unintended overdose.

The student is first encouraged to get some fresh air/ have a drink/ something to eat/ take a walk/ sit in the shade/ lie down (as applicable) - paracetamol is only considered if these actions do not work.

The First Aid Officer must have checked written consent and called the parent / carer on the day in question to verify any previous doses of paracetamol/ regular medication or combination medicines in the last 24 hours. The dosage will be confirmed in this discussion.

Child 10-12 years	Syrup form 5-10ml every 4-6 hours Tablet form 480 – 500 mg every 4-6 hrs	Maximum 4 doses in 24 hrs
Child 12-16 years	Syrup form 5-10ml every 4-6 hours 482 – 750 mg every 4-6 hrs	Maximum 4 doses in 24 hrs
Child 16-18 years	500 mg – 1 g every 4-6 hrs	Maximum 4 doses in 24 hrs

The First Aid Officer must have considered that paracetamol cannot be given;

- Following a head injury
- If hospital admittance might be required



- When the student has already had paracetamol/ combination drug within a 4 hour period
- More than 4 doses of any paracetamol combination drug have already been taken within a 24 hr period.

### **Administering paracetamol**

Students will only be given one age-appropriate dose during the school day. If this does not relieve the pain, the First Aid Officer will contact the parent/ carer/ emergency contact if the student is still too ill to attend class.

The First Aid Officer must witness the student taking the medication and make a record of the date/ time/ dosage/ staff initials in the medical spreadsheet in a timely manner.

The student must be informed that paracetamol should only be taken when absolutely necessary, and as such, great care has been taken to avoid overdosing.

### **After giving the student paracetamol**

The First Aid Officer sends child back to class and updates register/ medical spreadsheet with the time of leaving the medical room.

The First Aid Officer will monitor administration of dispensation and where patterns or frequency of request causes concern contact will be made with the parent/ carer and a member of the pastoral team.

### **Paracetamol on residential visits**

If a pupil becomes unwell during a residential visit, it may be appropriate to administer paracetamol. The general guidance on paracetamol should be followed but on a residential visit, it may be appropriate to administer more than one dose. Dosage must be strictly according to the instructions on the packaging. Should paracetamol fail to alleviate symptoms and/ or should staff have any concerns about a pupil's condition, they should not hesitate to contact parents/carers and to get professional medical attention.

## **Appendix 1 – Location of First Aid Boxes**

The location of First Aid Boxes as of January 2024 are:

- Medical Room (including Portable boxes)
- Art
- Communications
- Creative Media
- Learning Support
- Music and Drama
- PE
- PE/Dance
- Science (Downstairs)
- Science (Upstairs)
- Sixth Form
- Tech Food/Textiles
- Technology

## Appendix 2 – First Aid Personnel

The names of employees with a qualification in First Aid or who have a First Aid responsibility as at March 2024 are:

### First Aid at Work Trained

- Tracey Bishop (four days) and Emma Woodley (one day) - Medical Room
- Samantha Fitzsimmons – Reception
- Jennifer Osborne-Clamp – teacher and cover supervisor
- Faye Gibbs - Science

### Appointed Persons

<b>SSO</b>	Liz Newman	<b>Technology</b>	Denise Andrews Joshua Lee
		<b>PE</b>	All PE Staff Sam Fellman Melanie Griffiths
<b>Library</b>	Kerry Caley	<b>Humanities</b>	Emma Woodley Jennifer Osborne-Clamp
<b>Art</b>	Jeremy Mullett	<b>Science</b>	Faye Gibbs
<b>Drama/Music/Media</b>	Hannah Gooch		Sarah Mann
<b>Caretakers</b>	Garin Creed Mark Lynch Tom Boreham		

### Defibrillator Trained;

#### AED TRAINED VIA KHS

Medical	Tracey Bishop
PE	Stuart Simmons & Scott Roberts

#### AED TRAINED EXTERNALLY

Humanities	Geraldine McLaughlin
SMT	Cath Breckell
Music	Dan Dolman