



Rossall

INSPIRING EXCELLENCE

FIRST AID POLICY

| | |
|--|---------------------------------|
| SLT Lead: Head of Health and Wellbeing and Director of Operations | Date Reviewed: Lent 2024 |
| Circulation: F&GP, SLT and All Staff | Next Review: Lent 2025 |
| Ratified by Council: | Date: March 2024 |

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 where there are people on the school premises and for staff and pupils during off site visits and activities.

Introduction

First Aid can save lives and prevent minor injuries becoming major ones. The Governing Body accepts the responsibility to provide adequate and appropriate equipment and facilities for providing First Aid in school. The Governing Body is responsible for the health and safety of its employees and anyone else on the school premises. This includes:

- Arrangements for First Aid
- Number of First Aiders/appointed persons
- Number and locations of First Aid containers
- Arrangements for offsite activities and visits
- Out of school hours arrangements

The Governing Body should ensure that insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employment.

In practice, most of the day to day functions are delegated to the Head who is responsible for ensuring that the policy is put into practice, and that parents are aware of the school's health and safety policy, including arrangements for First Aid.

Rossall School is committed to providing adequate and appropriate First Aid Training throughout all areas of the school.

Responsibilities

The Head must arrange for adequate and appropriate training and guidance for staff who are First Aiders and ensure that there is enough trained staff. In addition, the Head will consider:

- the individual's reliability and communication skills
- aptitude and ability to absorb new skills and knowledge
- ability to cope with stressful and physically demanding emergency procedures
- Ability to leave normal duties to attend an emergency.

The School Nurse is responsible for:

- During the medical centre's operational hours, providing first aid support during the term alongside staff who are qualified first aiders
- Liaising with the Health and Safety Committee on first aid issues
- Organising provision and regular replenishment of first aid equipment

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 in the online accident form
- Informing school nurse of equipment used so that it may be replenished

Teachers of PE on each school site are responsible for:

- Ensuring appropriate first aid cover is available at all sports activities.
- Ensuring first aid kits are taken to all practice sessions and matches
- Ensuring their first aid kits are kept well stocked

The Head of Boarding is responsible for:

- Ensuring first aid cover out of school hours for boarders
- Ensuring first aid cover is available for weekend activities for the boarders
- Ensuring that House parents inform the school nurse if their first aid kits need replenishing

The **Head of HR** is responsible for:

- Maintaining a record of all first aid training undertaken by school staff
- First Aid needs are assessed and addressed.
- Sufficient numbers of suitably qualified First Aiders are available
- Identifying First Aid training needs and arranging attendance on external courses

All staff are responsible for:

- Acting in capacity of responsible adult in the event of an emergency
- Accurately recording all accidents within the online accident report form which is automatically sent to the medical inbox.
- Carrying out risks assessments for any off-site trips, and ensuring adequate first aid provisions are taken. (First Aid Kits are available from the medical centre.) It is preferable that a qualified first aider accompanies any school trips.

Staff First Aiders complete a training course approved by the school. When necessary, they ensure that an ambulance or other professional medical help is called.

Providing Information

All staff, pupils and visitors to the school are informed as appropriate of the First Aid arrangements.

All staff, pupils and visitors should know how to contact a First Aider from **any area** of the school. A list of first aiders can be found below. Visitors are informed of first aid on the back of their visitor pass.

First aid notices should be posted in key areas throughout the school. Notices should be easily recognizable through the use of the standard first aid symbol (white cross on green background) and should include information on:

- Names of qualified first aiders
- Location of first aid boxes
- Emergency telephone numbers within the school (Reception number – 201 Prep school 222, Medical Centre - 287)
- Arrangements for obtaining emergency aid outside normal hours, e.g. how to call an ambulance 999/112

Induction programmes include First Aid information for staff and pupils when they join.

Provision of first aid personnel

In accordance with DfE and HSE guidelines, the school should have approximately 20% of the staff trained in the 3 day First Aid at work course. It is recognized that this is not always possible and a minimum of 10% is allowed with as many staff as possible trained in the 1 day emergency first aid course.

In line with DfE and HSE guidelines, Rossall School has 60 members of staff with a first aid qualification including; First Aid Instructor, Level 3 First Aid at Work, Emergency First Aid at Work (38), Paediatric First Aid, First Aid, Illness and Injury in a Pool Environment and Blended Emergency Outdoor First Aid.

The EYFS statutory framework details provisions, procedures and requirements that are specific to this stage of a child's education. These are described within Rossall's EYFS Accident and First aid and Administration of Medicine policies.

[Link to Staff First Aiders list](#)

In addition to this, Rossall School has a well-equipped Medical centre staffed by Registered Nurses. It is open throughout the school day to deal with everyday accidents and injuries. The School Nurses can be contacted either by email medical@rossall.org.uk, or by 01253 774287

First Aid Kits / Boxes

First aid boxes are strategically located around the school and are clearly labelled with a white cross on a green background in accordance with Health and Safety regulations.

A map in the appendix indicates locations of First aid kits/boxes.

The contents of first aid boxes may vary depending on particular needs in location (for example, blue detectable plasters in food areas, hand-cleansing gel where there is no easy access to hand-washing). The School Nurse should be notified when items have been used so they can be replaced without delay.

Each member of the Games/PE staff is allocated a first aid kit to be taken to all games practices and matches. The kits should be checked and restocked by the School Nurse at least once a term or sooner if needed.

- PE staff are responsible for bring their FA kits to the nurse to check
- Head RLE responsible for bringing all minibus kits to be checked

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 the Medical Centre and checked by both parties. The trip leader is responsible for ensuring that the parental consent form is signed and completed with any relevant medical information. Any additional information, advice or equipment can be sought from the school nurse, such as individuals with medical requirements.

The Nurse is responsible for the checking and restocking of First aid kits/ boxes when they are returned.

There are three Automatic External Defibrillators (AEDs) on site

- Under the Archway
- Outside the Medical Centre
- Inside the swimming pool area

It is the responsibility of the nurses to check all the AED weekly. The AED under the Archway and outside the medical centre are part of the national defibrillator network. The checks are recorded monthly with the British Heart Foundation via The Circuit.

Hygiene and Infection Control

All staff are required to take precautions to avoid infection and must follow basic hygiene procedures. First Aiders have access to single use disposable gloves. First Aiders need to follow the training given in their courses.

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 have first aid administered immediately.

For high risk areas eg. Sport, Armouries, maintenance, Rossall kitchen and forest school, the designated first aider for that environment should remain with the casualty and treat as per training. During medical centre operational hours the school nurse should be contacted by phone when able.

In the event of a severe illness or injury the First Aider should make the decision to call an ambulance to attend without delay. This may or may not be done in discussion with the SLE/SMT/school nurse/or boarding staff, however, SLE should be informed as soon as possible that an ambulance has been called. SLE will then take the appropriate measures to coordinate the emergency response, this would involve nominating a member of staff to go to the Main school entrance to give directions to the ambulance crew.

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

Parents /next of kin of the casualty must be notified as soon as possible. This should be organised by the person in charge of the situation (school nurse/ first aider) and should be the most appropriate person at the time for example a member of the SLE or boarding House parent. A responsible adult should accompany the casualty to hospital with details of the incident and any treatment/drugs given.

Staff 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, or of equal regulated body. The School will arrange for staff to attend the First Aid at Work and re-qualification courses as required. [HSE guidelines on training providers](#)

Unfortunately accidents will occur wherever there are numbers of children or young people present and all staff must be able to respond quickly and appropriately in the event of an accident or injury.

Pupils should be encouraged to learn first aid skills through schemes such as Duke of Edinburgh Award and PSHE lessons

Specific training is required for some areas:

- Early years require the 2 day level 3 paediatric course as outlined by the DfE.

Reporting Accidents and Record Keeping

All accidents, however minor, for staff, visitors and pupils should be recorded within the online accident report form at the time of the incident. It is the responsibility of the staff member who witnesses the incident or the first person who responds to the incident to complete the online accident Form.

The school keeps a record of treatment given by First Aiders including:

- The date, time and place of incident
- The name of the injured or ill person
- Details of the injury or illness and the First Aid given
- What happened to the person immediately afterwards - for example, went back to class
- Name and signature of the First Aider dealing with the incident.

It is the Health and Safety committee's responsibility to monitor accident forms and report any trends, regular occurrences or need for risk assessments to the Head/ Director of Operations.

Some accidents must be reported to the Health and Safety Executive within 3 working days under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995, and this will be done by the health and safety coordinator.

Any specified injuries resulting in the injured person being taken to hospital via an ambulance will be reported to the Head by a member of staff dealing with the incident.

The School will keep all Accident Forms and book stubs securely for the minimum legal period of 5 years.

RIDDOR require the following to be reported:

Deaths

All deaths to workers and non-workers must be reported if they arise from a work-related accident, including an act of physical violence to a worker. Suicides are not reportable, as the death does not result from a work-related accident.

Specified injuries to workers

The list of ‘specified injuries’ in RIDDOR 2013 (regulation 4) includes:

- a fracture, other than to fingers, thumbs and toes;
- amputation of an arm, hand, finger, thumb, leg, foot or toe;
- permanent loss of sight or reduction of sight;
- crush injuries leading to internal organ damage;
- serious burns (covering more than 10% of the body, or damaging the eyes, respiratory system or other vital organs);
- scalping (separation of skin from the head) which require hospital treatment;
- unconsciousness caused by head injury or asphyxia;
- Any other injury arising from working in an enclosed space, which leads to hypothermia, heat-induced illness or requires resuscitation or admittance to hospital for more than 24 hours.

Over-seven-day injuries to workers

This is where an **employee, or self-employed person, is away from work or unable to perform their normal work duties for more than seven consecutive days** (not counting the day of the accident). **Health and Safety Executive** Reporting accidents and incidents at work.

Injuries to non-workers

Work-related accidents involving members of the public or people who are not at work must be reported if a person is injured, and is taken from the scene of the accident to hospital for treatment to that injury. There is no requirement to establish what hospital treatment was actually provided, and no need to report incidents where people are taken to hospital purely as a precaution when no injury is apparent.

If the accident occurred at a hospital, the report only needs to be made if the injury is a ‘specified injury’ (see above).

Procedure for reporting

- [HSE RIDDOR Report website](#)
- Click on online reporting
- Click report and injury
- Complete the form
- You will receive a notification via e-mail of report

Ofsted require the following to be reported: should they occur in the Early Years setting

- death of a child in the care of Rossall
- death or serious accident or serious injury to any other person on your premises
- serious injuries – see specific list below
- Any child who requires A & E and requires hospitalisation for more than 24 hours, either directly from the school or as a result of something happening whilst at the school in our care.

- Any significant event that is likely to affect the suitability to care for children

Serious injury is defined as:

- Broken bone
- Loss of consciousness
- Pain not relieved from simple painkillers
- Acute confused state
- Persistent, severe chest pain or breathing difficulties
- Amputation
- Dislocation
- Loss of sight – temporary or permanent
- Chemical or hot metal burn to the eye or any penetrating eye injury
- Electrical shock or electrical burn leading to unconsciousness, or requiring resuscitation or admittance to hospital for more than 24 hours
- Any other injury leading to hypothermia, heat induced illness or unconsciousness, or requiring resuscitation, or requiring admittance to hospital for more than 24 hours
- Unconsciousness caused by asphyxia or exposure to harmful substance or chemical agent
- Medical treatment or loss of consciousness arising from absorption of any substance by inhalation ingestion or through the skin
- Medical treatment where there is reason to believe that this resulted from exposure to a biological agent, or its toxins, or infected material.

Policy Links

This policy should be read in conjunction with other policies/protocols as appropriate:

- Medical Provision (including specific Medical Conditions Protocols eg Asthma and Anaphylaxis)
- Administration of Medicine
- Automated External Defibrillators
- Infection Control
- Head Injury and Concussion
- Pupil Mental Health and Wellbeing

Appendix - Location of First Aid Kits and Emergency Medical Equipment

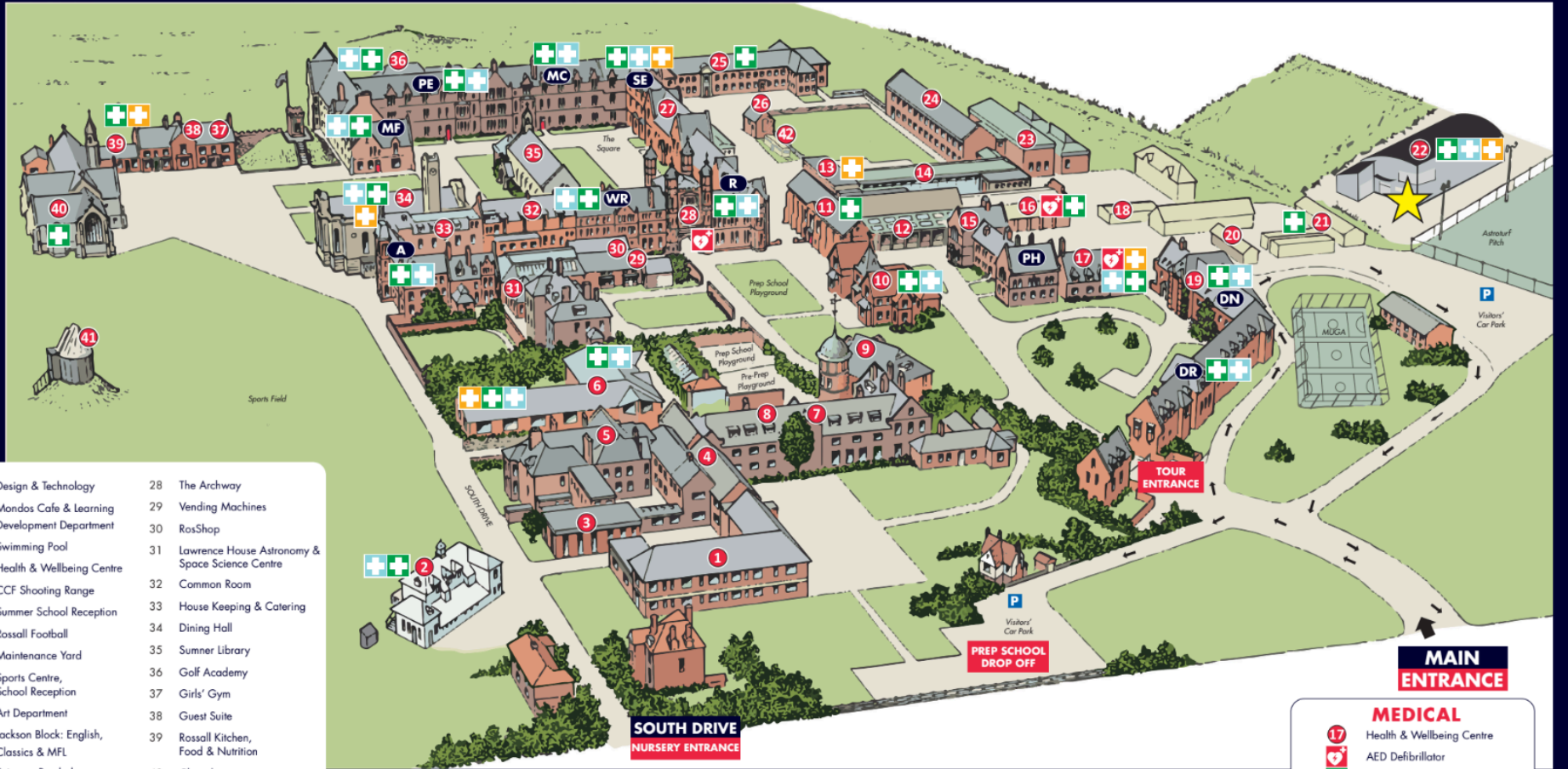


THE HOUSES

- A** Anchor
- DR** Dragon
- DN** Dolphin
- MC** Maltese Cross
- MF** Mitre Fleur-de-lys
- PE** Pelican
- PH** Porritt Hall
- R** Rose
- SE** Spread Eagle
- WR** Wren

★ RECEPTION

- | | | |
|--|--|--|
| 1 Maths Block, Business, Economics, EAL | 14 Design & Technology | 28 The Archway |
| 2 Cricket Pavilion | 15 Mondos Cafe & Learning Development Department | 29 Vending Machines |
| 3 Performing Arts Studio | 16 Swimming Pool | 30 RosShop |
| 4 Geography, Religion, Philosophy & Ethics | 17 Health & Wellbeing Centre | 31 Lawrence House Astronomy & Space Science Centre |
| 5 History, Archives | 18 CCF Shooting Range | 32 Common Room |
| 6 Nursery & Pre-Prep School | 19 Summer School Reception | 33 House Keeping & Catering |
| 7 The Farrell Building & Beecham School of Music | 20 Rossall Football | 34 Dining Hall |
| 8 Phoenix Suite (IT), Lower School Library | 21 Maintenance Yard | 35 Sumner Library |
| 9 Museum Theatre | 22 Sports Centre, School Reception | 36 Golf Academy |
| 10 Preparatory School | 23 Art Department | 37 Girls' Gym |
| 11 CCF, Outdoor Education | 24 Jackson Block: English, Classics & MFL | 38 Guest Suite |
| 12 Fives Courts | 25 Science, Psychology | 39 Rossall Kitchen, Food & Nutrition |
| 13 Sixth Form Centre | 26 I.T. Support | 40 Chapel |
| | 27 Big School | 41 Assheton Observatory |
| | | 42 Heritage Tram |



MEDICAL

- Health & Wellbeing Centre
- AED Defibrillator
- First Aid Kit
- Asthma Kit
- Epipen