



## First Aid Policy

### Repton School

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### First Aid Policy and Procedure

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## **1 Policy Statement**

This policy is a whole, through school policy and applies to Repton Prep School, Repton Senior School and Repton Enterprises, together referred to in this policy as 'The School'. It is relevant to all staff and applies to pupils from Early Years to Year 13 and all visitors. It should be read in conjunction with the medical policies and procedures.

## **2 Introduction: Purpose and Aims**

The purpose of this First Aid Policy is to enable The School to provide adequate and appropriate equipment, facilities and first aid trained staff to meet the reasonable first aid needs of all pupils, staff, contractors and visitors, and to effectively meet the requirements of the Health and Safety (First Aid) Regulations 1981.

In addition to statutory or other requirements, The School recognises that it has a responsibility to provide timely and competent administration of first aid and to endeavour to always ensure the safety of pupils, staff and visitors, especially bearing in mind the obligation to act in loco parentis for boarding pupils and to provide adequately for visitors on the premises.

## **3 Provision of trained/qualified staff and training**

The Health and Safety Executive (First-Aid) Regulations 1981 "require employers to provide suitable first-aid equipment, facilities and personnel to enable immediate assistance to be given to employees if they are injured or become ill at work". In accordance with HSE and the DfE guidance The School seeks to maintain a minimum of five First Aiders qualified to First Aid at Work (FAW) level. The aim is to have all staff in the Health and Wellbeing Centre, as many Matrons as possible and at least three other support staff at both sites qualified to this standard (with at least one from maintenance, one from grounds and one from the Sports Complex).

Outside of term time there are fewer than 50 staff at the senior site and 12 staff at the Prep site, so first aid cover will be provided by the trained members of the support staff.

It is recognised that the size and scope of school facilities and activities make it difficult for a limited number of FAW qualified staff to provide adequate cover. The School therefore aims to train a significant number of staff to the Emergency FAW (EFAW) standard. The School will provide training on a continuous rolling programme over a three year requalification cycle.

The School will provide FAW and EFAW courses several times throughout the school year, at least on an annual basis.

### **3.1 First aid at Work**

Health and Wellbeing support staff and other key identified personnel will attend a three-day First Aid at Work course. The rest of the staff who require first aid training will attend the one-day Emergency First Aid at work course.

### **3.2 Emergency First aid at Work**

Key members of staff will have the opportunity and are encouraged to attend a one-day (6 hour) course, Emergency First Aid at Work. Amongst teachers the priority should be for those members of staff involved in adventurous training, sports, field trips and the sciences. All support staff should also have access to training.

Staff will be trained as a group at The School. The training is adjusted to suit the precise needs of each school site, whilst fulfilling the curriculum requirements of the qualification; the course will be organised by the Health and Wellbeing Centre. This will ensure that there will always be several individuals on site who are qualified in first aid when pupils, staff and visitors are present.

### **3.3 Paediatric First Aid**

Arrangements will be made by the Deputy Head (Pre-Prep) for staff within Pre-Prep to train in first aid which is age appropriate to the children within this department - in line with the Early Years Foundation Stage requirements.

Staff will be trained for a total of 12 hrs by an approved HSE paediatric training provider. This will ensure that there are several individuals on the Pre-Prep site (and Yrs. 3&4) who will be qualified in first aid when children are present. At least one member of staff with a first aid qualification (paediatric for EYFS) will accompany all off site visits for Nursery to Year 2.

### **3.4 Register**

Details of those who hold first aid qualifications are held by the Health and Wellbeing Centre.. Staff taking First Aid courses outside the School, or who have a current certificate when first employed by the School, should pass a copy of their certificate to HR who will communicate this with the Health and Wellbeing team.

### **3.5 Induction**

Details of The School's first aid provision will be brought to the attention of new staff and pupils as part of their induction process. The Health and Wellbeing Team will remind all staff at the start of each academic year as part of the INSET programme. The HR Manager will ensure that it is covered as part of the new staff induction process.

## **4 Facilities and Equipment**

### **4.1 Repton Senior Health and Wellbeing Centre**

The Health and Wellbeing Centre is staffed on a rota-basis during term time by two fully qualified Nurses and a Health Care Assistant. There is a Nurse or a HCA on-site between 08.00-18.00, all other periods are covered by an on-call service.

Maintained in the Health and Wellbeing Centre are:

- Emergency adrenaline auto-injector (AAI). **There are also AAI boxes held in the Sports Centre, Grubber and Music School**
- One nebuliser - Only to be used for a child in an emergency who is prescribed salbutamol nebulisers
- Emergency Asthma kit (**There are also Asthma boxes held in the Sports Centre, Grubber, Music School and each boarding house**)
- Wheelchair
- Support splints for ankle/leg injuries
- Dressings/bandages of all types
- 1 x portable oxygen cylinder in a carry bag and 1 x spare cylinder, child/adult masks and Ambu-bag resuscitators
- Defibrillator situated at the entrance - door code access - no key required. **There are also Defibs held in the Sports Centre, The Lodge, and on Tanners Lane attached to the sports shed** (See appendix 1)
- Emergency attendance bag
- Outdoor response bag, containing blankets, torches, and heat packs
- PPE grab bag containing variety of PPE including gloves, apron, visor, face mask, clinical waste bag
- All medical equipment is calibrated annually (last done 31/01/2024)

## 4.2 Repton Prep Health and Wellbeing Centre

The Health & Wellbeing Centre is staffed from 08.00-18.00 Mon-Friday and 09.00-16.00 on a Saturday during term time by either a registered Nurse or a qualified First Aider (with additional on-call Nurse provision from the Senior School).

Maintained in the Health and Wellbeing Centre are:

- Emergency attendance bag
- Nebuliser x2 (x1 in Health and Wellbeing Centre and x1 in Pre-Prep)
- 1 x portable oxygen cylinder in a carry bag and 1 x spare cylinder
- Stretcher (kept in common room)
- Wheelchair
- Dressings/bandages of all types
- 2 x Defibrillators (1 in Health and Wellbeing Centre 08.00-16.00 Mon – Fri and 1 on the Swimming Pool building accessible 24 hours a day with code). (See Appendix 1)
- 2x anaphylaxis & asthma kits on site which are kept in the public access AED cabinet on the swimming pool wall and in the Health and Wellbeing Centre
- Emergency asthma kit in each boarding house
- All medical equipment is calibrated annually (last done 31/01/2024)

Please note – Health and Wellbeing Centre (both sites) or house staff are unable to administer crutches, if a pupil requires crutches these must be supplied and fitted by an external medical professional such as a physiotherapist or A&E department; there is to be no stock of crutches within the school site. All pupils who require crutches will need to have a Personal Emergency Evacuation Plan, which will be completed by the Health and Wellbeing Centre.

### 4.3 First aid bags and boxes

The Health and Wellbeing Centre supplies first aid boxes and contents to all Houses and Departments at both sites; the contents of the first aid boxes are appropriate to departmental needs and not necessarily in the amounts recommended by the HSE. A first aid kit is accessible by all members of staff by request and will be prepared by and issued from the Health and Wellbeing Centre.

The full locations list for both sites is held by the Health and Wellbeing team and updated as necessary. All key locations such as Main Reception and all teaching blocks holds their own FA kit. The Health and Wellbeing Centre staff will inspect and replenish first aid boxes annually; **thereafter, the Health and Wellbeing Centre should be notified if any items are used.** A termly reminder will be sent to all staff reminding them to return any first aid kits which have been used for replenishment.

**The contents of First Aid boxes should be used solely for the purpose of ensuring that the patient is protected, prior to receiving assessment and appropriate treatment from qualified staff and, if appropriate, the emergency services.**

### 4.4 Eye Wash Stations

All laboratories, Design Technology, Art, kitchen, the Maintenance, Grounds and Gardens and Swimming Pools are provided with eye wash stations with appropriate instruction notices.

### 4.5 First aider Protection

In order to reduce the risk of transmission of diseases including those spread via bodily fluids, all first aid kits are supplied with:

2 x pairs plastic disposable gloves

1 x personal shield

1 x clinical waste bag - all clinical waste to be sent to the Health and Wellbeing Centre for disposal.

### 4.6 Clinical Waste/PPE grab bags

All school areas at the Prep School will have access to a RESPONSE box, containing clinical waste material and advice for disposal of bodily fluids alongside an additional PPE bag.

To maintain protection from disease, all bodily fluids should be considered infected. To prevent contact with bodily fluids the following guidelines should be followed:

- When dealing with any bodily fluids wear disposable gloves.
- Wash hands thoroughly with soap and warm water after the incident.
- Keep any abrasions covered with a plaster.
- Spills of the bodily fluids must be cleaned up immediately.
- Bodily fluids include blood, faeces, urine, nasal and eye discharge, saliva, and vomit.
- All bodily fluids should be cleaned up using the appropriate Response box and wearing appropriate PPE.

The Health & Wellbeing Centre has a clinical waste bin. All contaminated waste should be brought to the Health & Wellbeing Centre by a member of Staff for it to be disposed of. All contaminated waste is to be disposed of into the Yellow Clinical Bags. No sharps should be placed in this bag.

The Clinical waste bag will be sealed and collected by the school's waste disposal provider.

## 5 Specialist Requirements

Heads of Department are responsible for notifying the Health & Wellbeing Centre of any special First Aid requirements that they may need for their department.

## 6 Educational visits/trips/away sports fixtures

**Senior** – All sports staff should hold their own first aid kit, which they are responsible for. The head of sport has a supply of first aid rucksacks that will be allocated to the appropriate staff. Staff who do not hold their own kit can obtain one to use as required from the Health and Wellbeing Centre. It is the responsibility of the staff member taking the trip/sports fixture to create a medical conditions list from iSAMS and the member of staff responsible for first aid whilst off site is responsible for ensuring that an individual has their emergency medication upon them (for example inhalers and Adrenaline Auto-injectors).

***It is good practice for the group leader to select an accompanying member of staff with first-aid qualifications, training or expertise. In the event of hazardous EVs, such as CCF or DofE, this is mandatory. On non-hazardous trips a member of staff with a first-aid qualification is highly recommended. A first aid kit, or access to one (mandatory on sports trips and tours) is also good practice. All overseas trips require a minimum of one first aid trained member of staff.***

**Prep** - All away sports fixtures and any school trips, which involve children being taken off campus, will be provided with a first aid kit. Parents will provide any prescribed medication for individual children with additional medical requirements. This kit will be prepared by the Health and Wellbeing team in advance of the trip and issued from the Health and Wellbeing Centre. The member of staff responsible for first aid whilst off site is responsible for ensuring that an individual has their emergency medication upon them (for example inhalers and Adrenaline Auto-injectors). When a request for a First Aid bag is made a “conditions and consent list” may be compiled from iSAMS and placed in digital format within the Trips and Visits folder.

***It is a requirement that all trips should be accompanied by at least one member of staff with a first aid qualification and that for EYFS there must be a member of staff with a paediatric first aid qualification on any trip.***

\*Staff will be reminded about this as part of Termly updates in the inset programme\*.

## 7 Procedures

**Nothing in this policy should affect the ability of any person to contact the emergency services in the event of a medical emergency. For the avoidance of doubt staff should dial 999 in the event of a medical emergency before implementing the terms of this policy and make clear arrangements for liaison with ambulance services.**

Should an accident or injury occur, members of staff should conduct appropriate emergency first aid depending on the injury or condition of the casualty, and their own training, qualification and experience. Should assistance be required, the member of staff involved should send someone else to get help and stay with the casualty at least until that help arrives.

The Health and Wellbeing Centre has produced an Emergency Medical protocol, this is included as Appendix 2 (Senior) and Appendix 3 (Prep). All staff, particularly those involved in sporting activities should ensure that they are fully conversant with this protocol.

## 8 Reporting and Recording Accidents and Injuries

**Pupils** - Any accident involving a pupil that results in injury or the requirement of first aid must be reported to the Health & Wellbeing Centre by the member of staff who witnessed the incident. The accident form for pupils is available on Teams in the REP\_All Staff team – ‘Dealing with Emergencies (Prep/Senior)’ Channel; once completed, the form will automatically be sent to the Lead School Nurse. The Lead School Nurse will collate data from the accident forms and will review the records with the Planned Maintenance and Health and Safety Manager at least termly to see if there are any trends or control measures that need to be implemented.

**Senior School** – A member of the nursing or boarding team will contact the parent/guardian as appropriate following an accident. All head injuries requiring clinical assessment will be reported to parents via The Health and Wellbeing team.

**Prep School** – Copies of the accident forms are sent to parents as necessary. All head injuries requiring clinical assessment will be reported to parents via The Health and Wellbeing team.

**Staff and visitors** - All staff and visitor accidents should be reported on the Staff/Visitor Accident form which is available on Teams in the REP\_All Staff team – ‘Dealing with Emergencies (Prep/Senior)’ Channel. The data for staff and visitor accidents is analysed by the Planned Maintenance and Health and Safety Manager.

**RIDDOR** - See RIDDOR policy.

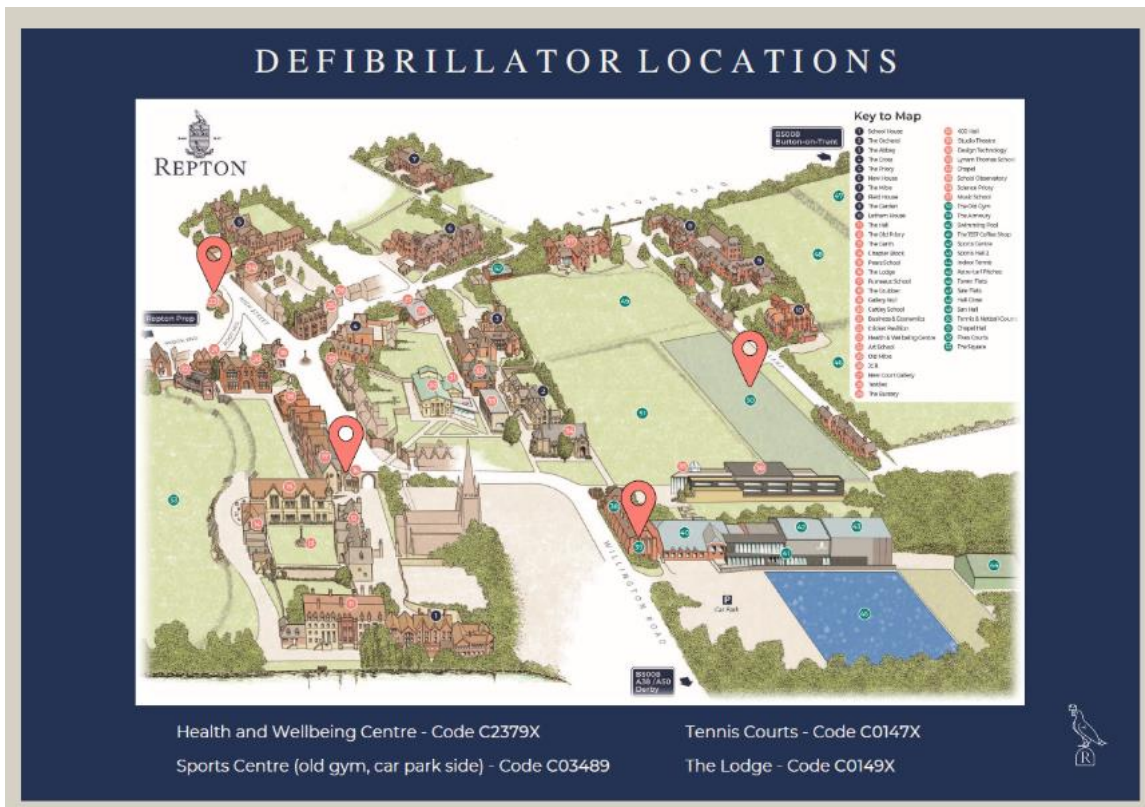


## **9 Pupils with Additional Health Needs**

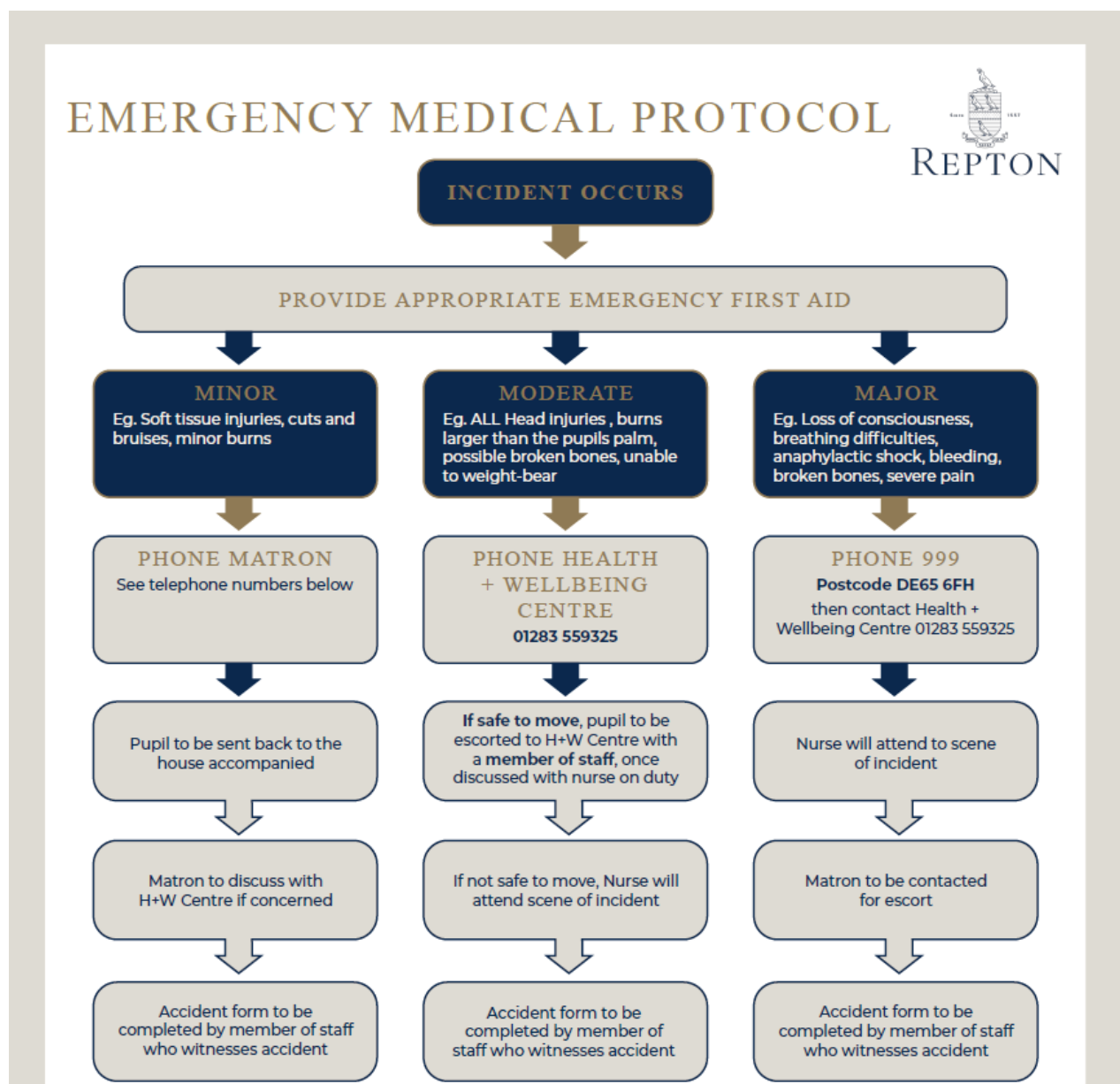
Parents of pupils complete digital consent and Welfare information prior to their child's admission to the school. Having retained appropriate information, the Health & Wellbeing Centre keeps the form on file for future reference and collates the appropriate details into a central database.

Health & Wellbeing Centre staff will decide if the central data base needs to be updated with information provided by the pupil or parents. The database can be accessed by all staff. Any pupil with a medical condition or allergy will have a 'Medical Flag' by their name on The School database; all staff are obliged to make themselves aware of any medical conditions of pupils for whom they are responsible.

# Appendix 1 – Defib Locations

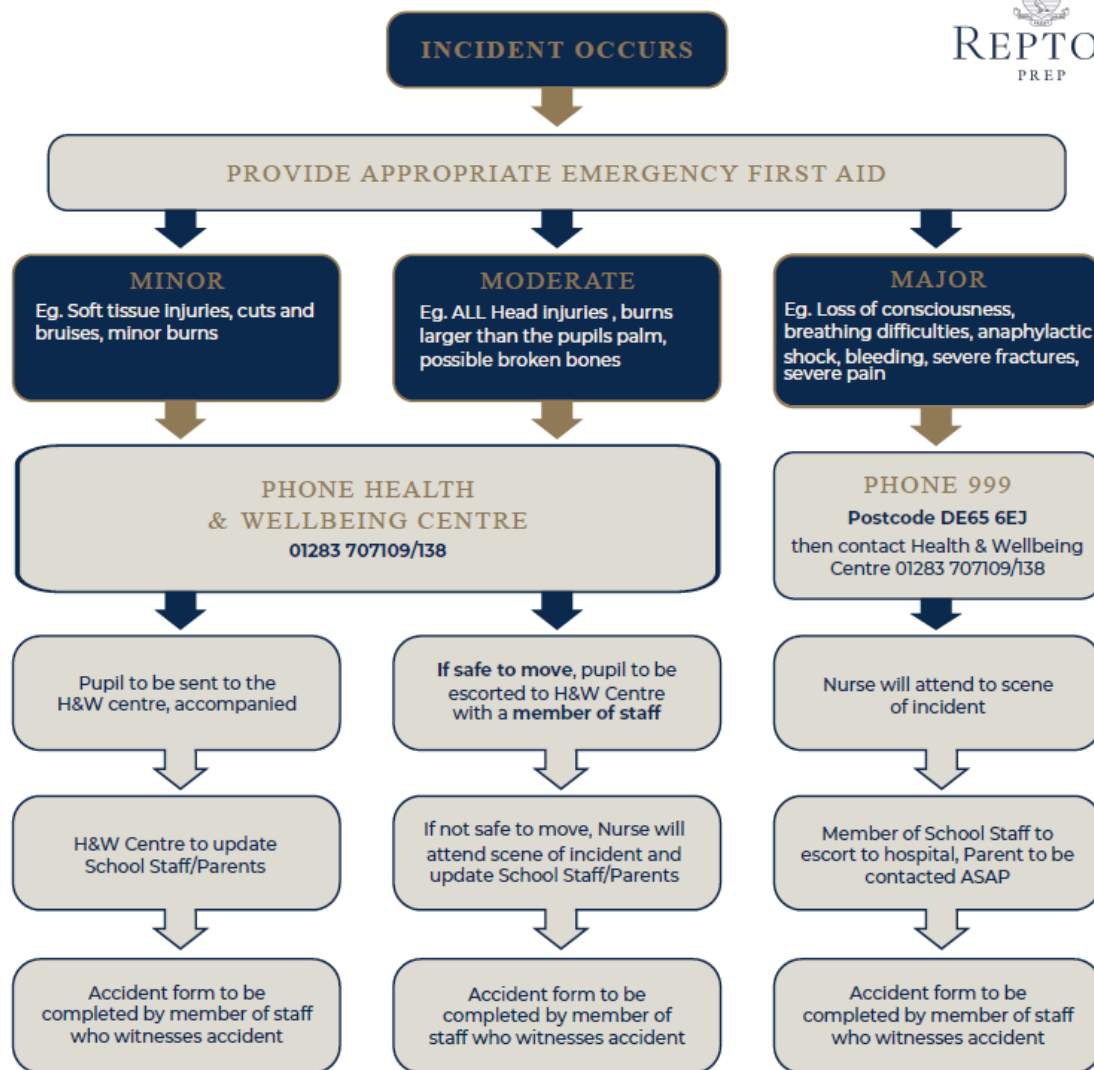


## Appendix 2 – Senior Emergency Medical Protocol



# Appendix 3 – Prep Emergency Medical Protocol

## EMERGENCY MEDICAL PROTOCOL



## Appendix 4 – First Aid Box Contents

**All first aid boxes should contain the following contents, quantities may vary depending on departmental need**

Alcohol Free Wipes
Assorted Plasters (Blue - Catering)
Blunt Ended Scissors
Clinical Waste Bag
Conforming Bandage 7.5cm x 4m
Eye pad dressing with bandage
Eye wash pods
Finger Bandage
First Aid Guidance Leaflet
Foil Blanket
Instant Ice Pack
Large Dressing Bandage
Low Adhesive Dressing M, L
Medium Dressing Bandage
Microporous Tape
Nitrile Gloves, Pair
Resuscitation Device with Valve
Steroplast M,L
Swabs
Triangular Bandage and pins
Burn gel
Vomit bag

## Revision History

<b>Date</b>	<b>Description of Document change</b>	<b>Owner</b>
Feb 2023	Merge of Senior and Prep Policies to a through school document Removal of unnecessary appendices	N.Blunt
<b>March 2024</b>	<b><i>No major updates</i></b>	<b>N Blunt</b>