

# LANCASTER ROYAL GRAMMAR SCHOOL

## POLICY STATEMENT

Number 52	Date Approved by Board of Governors December 2017
--------------	--

### FIRST AID POLICY

#### **Aim of the policy**

To ensure that Lancaster Royal Grammar School has adequate, safe and effective First Aid provision in order for every pupil, employee and visitor to be well looked after in the event of any illness, accident or injury, no matter how major or minor.

To ensure that staff and pupils are aware of the procedures to be followed in the event of an illness, accident or injury.

If anyone is in any doubt about the seriousness of a particular situation they should call the emergency services without delay if only as a precaution.

#### **Who is Responsible**

The Governing Body of the school have overall responsibility for ensuring that there is adequate and appropriate First Aid equipment, facilities and trained First-Aid personnel and for ensuring that the correct First Aid procedures are followed.

The Health and Safety Officer (HSO) working with the Medical Centre Sister has the delegated day to day responsibility for ensuring that there are adequate and appropriate First Aid equipment, facilities and appropriately qualified First Aid personnel available to the School. The HSO working with the Medical Centre Sister will regularly (at least annually) carry out a First Aid risk assessment and review the School's First Aid needs to ensure that the School's First Aid provision is adequate.

The Headmaster is responsible for ensuring that all staff and pupils are aware of, and have access to, this policy.

The Headmaster delegates to the Medical Centre Sister responsibility for collating medical consent forms and important medical information for each pupil and ensuring the forms and information are accessible to staff as necessary.

The HSO is responsible for ensuring that staff have the appropriate and necessary First Aid training as required and that they have sufficient understanding, confidence and expertise in relation to First Aid.

#### **First Aiders**

The HSO is responsible for ensuring that the LRGS has an appropriate number of qualified First Aid personnel.

A list of all staff that have completed the following courses and holds a valid certificate of competence is held by the HSO and available to all staff for reference within the “Accident Reporting & First Aid” folder within the Health & Safety intranet area.

- HSE approved First Aid at Work (FAW)
- Emergency First Aid at Work (EFAW)
- Outdoor Activities First Aid

The main duties of First Aiders are to give immediate First Aid to pupils, staff or visitors when needed and to ensure that an ambulance or other professional medical help is called when necessary. First Aiders are to ensure that their First Aid certificates are kept up to date through liaison with the HSO.

All staff should read and be aware of this Policy, know who to contact in the event of any illness, accident or injury and ensure this Policy is followed in relation to the administration of First Aid. All staff will use their best endeavours, at all times, to secure the welfare of the pupils.

### **First Aid Boxes**

First Aid boxes are located around the School site and are as near to hand washing facilities as is practicable. A list of the location of all first aid boxes is available to all staff for reference within the “Accident Reporting & First Aid” folder within the Health & Safety intranet area.

Staff who use the first aid boxes are responsible for checking the contents of the boxes after use and for contacting the Medical Centre Sister to arrange the replenishment of the first aid boxes when required.

The Medical Centre Sister is responsible for the replenishment of items within the first aid boxes/kits after use.

### **School minibus**

The School's minibus should have a prominently marked First Aid box on board which is readily available for use and which is maintained in a good condition.

### **Off-site activities**

First Aid boxes for off-site activities can be obtained from the Medical Centre Sister.

### **PE and Sports**

First aid boxes will be provided at the relevant sporting areas within the School.

A first aid kit/medical bag will be provided for staff/team managers for home away fixtures.

The Head of PE/Games is responsible for ensuring that the first aid boxes are stocked correctly and for contacting the Medical Centre Sister to arrange the replenishment of the first aid boxes when required.

If an incident occurs during an away sporting fixture, medical treatment should be sought from the host school's first aid staff.

If necessary, the pupil should be taken to nearest casualty by a member of LRGS staff.

Treatment and after-care should then be followed up by the LRGS Medical Centre Sister.

Any incident of treatment must be reported on return to LRGS and an accident report form completed.

### **Information on Pupils**

Parents of boarders are requested to provide written consent for the administration of First Aid and medical treatment before pupils are admitted to the school.

Parents of day pupils are requested to provide medical information and permission for the Medical Centre Sister to administer pain relief for minor ailments, at her discretion.

The Medical Centre Sister will be responsible for ensuring that all statutory guidance relating to medical conditions in school is followed, for reviewing pupils' confidential medical records and providing essential medical information regarding allergies, recent accidents or illnesses, or other medical conditions which may affect a pupil's functioning at the School to all the staff on a "need to know" basis. Care plans for pupils with complex medical issues have been drawn up by the Medical Centre Sister and are available to staff. This information should be kept confidential.

### **Use of asthma inhalers, epipens, injections etc**

The information held by the Medical Centre Sister will include a record of pupils who need to have access to asthma inhalers, epipens, injections or similar and this information will be circulated to teachers and First Aiders.

Where appropriate, individual pupils will be given responsibility for keeping such equipment with them and this will be reviewed on a regular basis. In other cases, the equipment will be kept, suitably labelled, in the Medical Centre and boarding houses.

### **Procedure in the event of illness**

Pupils may visit the Medical Centre at any time during the day. If a pupil is unwell during lessons then they should consult the member of staff in charge who will assess the situation and decide on the next course of action. The pupil will, accompanied as necessary, be told to go to the Medical Centre. The Medical Centre Sister will decide on the next course of action and provide the necessary treatment as required.

Staff may visit the Health Centre as and when necessary, but appropriate cover must be arranged.

## **Procedure in the event of an accident or injury**

In the event of an accident or injury, the “Procedures for Reporting Accidents or Incidents and Administering First Aid” should be followed.

These procedures will be made available to all staff via the “schoolinf” area and within the “Accident Reporting & First Aid” folder within the Health & Safety intranet area.

If an accident occurs, then a member of staff will take charge. That person will assess the situation and decide on the next course of action depending upon the seriousness and nature of the injury;

- Arrange for treatment to be given by qualified First Aider
- Direct or take individual to the Medical Centre, or contact the Medical Centre Sister to attend the scene.
- Dial 999 & request an Ambulance

If an Ambulance is called to school, staff should notify the Medical Centre Sister or a member of the Senior Leadership Team or the HSO as soon as possible.

Arrangements should be made to ensure that any pupil is accompanied in the ambulance, or followed to hospital, by a member of staff.

Parents will be contacted as soon as possible.

If a spillage of blood or other bodily fluids occurs, the Medical Centre Sister and HSO must be informed. They will then arrange for the proper containment, clear up and cleansing of the spillage site by the maintenance or cleaning staff.

## **Accident Reporting**

All accidents must be reported using the LRGS Accident Reporting Form

This includes:

- accidents **on school premises** (all school buildings, grounds and sports field injuries)
- all accidents that occur **off site** while on school trip/activity/business/sporting fixture
- all accidents involving visitors, contractors and members of the public on school grounds/premises

Dangerous incidents or near miss accidents must be reported to the Health & Safety Officer (HSO)

The LRGS Accident Reporting Form is available from the HSO, Medical Centre or can be found within the Accident Reporting & First Aid folder in the H&S area and in the “schoolinf” folder.

Completed forms should be sent to the HSO as soon as reasonably practicable.

Serious accidents or incidents will be investigated by the HSO.

The HSO is responsible for reporting accidents or incidents to the Health & Safety Executive that fall within the **RIDDOR** requirements.

#### **Minor Injury** (minor cuts, abrasions etc)

Minor injuries that are reported directly to Medical Centre Sister will be recorded in the School Accident and Illness Book.

The Medical Centre Sister is responsible for ensuring that the School Accident and Illness Book is filled in correctly, that an LRGS Accident Reporting Form is completed if necessary and that parents and the HSO are kept informed as necessary.

#### **Reporting to the Health & Safety Executive (HSE)**

The HSO is responsible for ensuring that the School complies with legal requirements to report certain accidents, diseases and dangerous occurrences to the HSE as per the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

#### **Monitoring**

The HSO will ensure that all accidents and incidents are recorded, monitored and investigated where necessary.

Accident and incident information will be reviewed by the Health & Safety Committee and will form part of the regular reporting of H&S matters to the Governing Body, via the Properties Committee.

The HSO and Medical Centre Sister will carry out an annual review and assessment of the school’s first aid provision and of this policy.