

FIRST AID AND ACCIDENT POLICY

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| Reviewed | Summer 2022 |
| Version | 2 |
| Name of owner/author | JMA |
| Approval by | Executive leadership Team/Governors |
| Target Audience | Whole School Community/Public |
| Where available | Website, Staff Handbook |
| Review Date | Spring2024 |

1 Policy Statement

This policy applies to all members of our school community and is written as an extension to the school's Health and Safety Policy, the full version of which is available at: [Sharepoint/Administration/Whole School Information/School Policies/General](#).

Ewell Castle School is committed to excellent standards of health and safety and will ensure, so far as reasonably practicable, that adequate and appropriate First Aid provision is available at all times to staff, pupils, contractors and visitors whilst legally on the premises and for staff and pupils during off-site visits and activities. This Policy explains how the school complies with this and its requirements under the [HSE First Aid at Work Regulations 1981](#) and the [DfE First Aid for Schools Guidance 2000](#).

This policy is reviewed annually to ensure that the policy continues to meet the needs of the school and legal compliance.

Copies of current Qualified First Aiders, Adverse Event Forms and other First Aid related documentation are available from the Bursary.

All members of our school community will be informed of any changes that are made to our First Aid procedures and must adhere to the parts of this policy which are relevant to them.

2 Responsibilities

The **Governing Body** has overall responsibility for health and safety at Ewell Castle School to ensure that an appropriate policy is in place and that arrangements are made for its effective implementation. The responsibility for the implementation and management of this policy is devolved to the **Principal** who has nominated competent staff to carry out particular duties.

Day to day responsibility for the effective implementation of this Policy and its role within the School's Health and Safety Policy lies with the **Bursar** who is supported in this role by the **Operations Manager** and **First Aid Lead**.

The First Aid Lead maintains an overview of First Aid arrangements and makes recommendations to the Principal/Senior Leadership Team.

The Bursar (Health and Safety Coordinator)

The Bursar as a member of SLT is responsible for ensuring that:

- Satisfactory provision of First Aid trained staff and First Aid equipment are maintained at the School both during School hours and out of hours, on the School site and for School-related activities that are off site.
- The First Aid policy is kept under regular review by Governors and the Senior Management Team
- Staff and students are aware of First Aid procedures
- Visitor and Contractors are given clear instructions on what they should do in the event of First Aid being required

- A copy of this policy is made available to all staff and relevant parties in line with the school's provision of information
- Relevant records are kept (including Adverse Event forms, training records, regular inspection of First Aid kits and First Aid rooms)
- RIDDOR reportable accidents are reported as required to the HSE and records kept

First Aid Leads

The First Aid Manager is responsible for ensuring that:

- First Aid needs of the school are assessed on a regular basis
- First Aid training is reviewed and updated as required
- The First Aid Manager is supported in this role by Head of EYFS for day-to-day running of First Aid in the Prep and Pre-Prep School. First Aid Manager and Head of EYFS meet termly to discuss First Aid across the School.

Lists of First Aid trained staff are clearly displayed across the three School sites

Reception Staff

- Relevant records are made (including Minor accident spreadsheet at the Senior School and books at the Prep and Pre-Prep Schools, as well as Adverse Event Forms across all sites)
- First Aid kits are fully supplied and checked at the end of each term and topped up as required
- Medical records are kept and maintained for staff (by HR) and students on the School's database ISAMS
- Upload all [New Parents Information, Health Section Forms](#) (forwarded by Admissions on each student's arrival at the School) onto ISAMS
- Ensure Parents/Guardians whose children have ongoing or long-term medical issues complete an [Individual Pupil Healthcare Plan](#), a hard copy of which is kept with the individual's medication(s) and uploaded to ISAMS
- Ensure Parents/Guardians whose children have a short-term medical condition that requires medication complete a [Parental Agreement for the School to Administer Medicine Form](#) and upload this information to ISAMS
- Ensure Parents/Guardians whose children have allergies and/or Asthma complete the appropriate [Consent to use of Emergency Auto Injector Form](#) and/or [Consent to Use of Salbutamol Inhalers Form](#) and upload this information to ISAMS
- Any other changes to a staff or student's medical records are updates on ISAMS.

Health and Safety Committee

The Health and Safety Committee, chaired by the Bursar is responsible for ensuring that:

- Adverse Events are reviewed and any trends discussed.
- Any action to be taken to reduce the likelihood and consequences of Adverse Events is agreed.
- Minutes of meetings are sent to the Governing Body so that they are kept apprised of Health and Safety matters within the school.

Qualified First Aiders

Qualified First Aiders are responsible for:

- Providing First Aid support within their level of competence
- Responding to calls for assistance
- Summoning medical help as necessary
- Recording details of treatment given

P.E Staff

Members of the P.E department are required to be either Emergency First Aid trained or 'Pitch Safe' First Aid trained and are responsible for ensuring that:

- Appropriate First Aid cover is available at all sports activities including out of hours activities
- First Aid kits are taken to all matches and practices (also see Note 4.2).

Employees

All employees have a duty to take reasonable care to ensure that:

- The workplace is safe from hazards that may require First Aid attention
- They do not do anything that will place themselves or other people at risk
- Employees are responsible for ensuring they are familiar with the First Aid procedures at each site
- They report to the Assistant Bursar any hazards that could pose a risk
- They are familiar with completion of Adverse Event forms
- They are familiar with the location of List of First Aiders, First Aid kits and defibrillators on each of the Schools' sites

3 First Aid Risks

3.1 Specific Hazards

On behalf of the Governors and Principal, the First Aid Manager assesses the First Aid needs of the school in liaison with the Bursar. In making an assessment the following are taken into consideration:

- Number of pupils, staff and visitors on site
- Layout and location of school sites
- Specific hazards to the school including any high- risk areas
- Any special medical needs
- Off-site activities
- Out of hours activities

From this assessment appropriate First Aid provisions have been made at the School. These include, the numbers of First Aid trained staff needed during the school day, out of hours and off-site provision and the location of First Aid equipment and facilities.

The most common times, locations and activities when First Aid has been required over the three School sites have been identified as PE/Games lessons and fixtures, Science, DT, Art, Performing Arts and Site team activities.

Out of hours and off-site activities/trips may also present particular risks that will be risk assessed dependent upon location, nature of the activities and number of pupils and staff involved.

First Aid trained staff are employed in all high- risk areas of the School including Science, PE, DT, Art, Performing Arts and the Site team.

3.2 Specific Pupil & Staff Needs

There are a number of pupils and staff identified as having specific medical needs ie. Diabetes, severe allergies, asthma, anaphylaxes. Medical information is kept and maintained by the First Aid Manager

and Reception staff and shared with other staff as required.

Staff and Parents/Guardians of students are required to notify the School of any ongoing medical requirements using the appropriate forms as listed in Section 2.4 of this policy.

3.3 Out of Hours and Off-Site Activities

The School runs many activities both out of School hours and away from the School site such as co-curricular clubs, Duke of Edinburgh and trips both locally and overseas.

Out of hours and off-Site Activities include First Aid trained staff with the appropriate staff-to-pupil ratios. Co-Curricular clubs running on the School site will either be run by a First Aid trained member of staff or Reception staff will still be available for First Aid if required.

Lettings must provide their own First Aid staff when running activities on the School premises as per their terms and conditions.

During holiday periods First Aid trained members of the Site team are on the School site.

4. Procedures

In the event of First Aid being required, the following procedures will be followed across the School's sites.

First Aid- Immediate Actions

Staff and Pupils, All Sites

- In the event of an accident the First Aider should be contacted for treatment.
- If not already at the location of the accident, First Aid trained staff are located at the main Reception.
- If the accident is serious the First Aider will decide if an ambulance should be called and the School Reception will immediately be notified.
- The First Aider will remain with the casualty and brief the ambulance service on the situation.
- If the accident was caused by a hazardous substance, the safety data sheets must be made available to the ambulance service.
- If the accident involves a pupil, the medical information data will be provided to the ambulance service by the School Reception.
- As permitted by the Human Medicines (Amendment) (No.2) Regulations 2014, the School holds a Salbutamol inhaler on each site for use in emergencies. As permitted by the Human Medicines (Amendment) Regulations 2017, each site also holds a spare adrenaline auto-injector (AAI) in the First Aid Room for use in emergencies. (Please refer to the Administration of Medicines Policy for further information: [Administration of Medicines Policy](#))
- If the event occurs off-site appropriate First Aid trained staff must accompany all fixtures, trips and off-site visits and be present for immediate First Aid assistance.

Prep School and EYFS

- The Prep School has a yellow/red card system so that if there is an emergency in the classroom and the staff member needs to stay with the casualty, a pupil will bring a red or yellow card to the Reception or School Office at Prep – the card states which room the emergency is in. Yellow means 'come as soon as you can' and red means 'come now'.

- If the event occurs off-site appropriate First Aid trained staff must accompany all fixtures, trips and off-site visits and be present for immediate First Aid assistance.

Visitors

- In the first instance, employees should come to Reception for First Aid care, or seek the nearest First Aid trained staff member
- Employees should complete an Adverse Event Form and report details of any accidents or incidents (near misses) to the Bursary.

Sports and Off-Site Injuries

- Staff supervising and teaching sport must be Emergency First Aid trained.
- All activities taking place off the School site including sporting fixtures must be accompanied by a First Aid trained member of staff.
- A First Aid bag should be taken on any excursion from school unless the means of transport (e.g., coach/minibus) and venue (e.g., theatre/field centre) is known to cater for a situation of need.
- First Aid bags include details of individuals requiring medicine and health conditions staff should be aware of as well as emergency contact details.
- A First Aid bag should accompany a team(s) to an away fixture and to any home fixture 'off-site'. The booking of a First Aid bag should be made with Reception (Senior), School Office (Prep) or First Aid Officer (Pre-Prep).

Serious Injuries (Sports-related)

If a serious abrasion/cut, suspected broken bone or worse has occurred the following procedures will be implemented:

- An ambulance must be summoned immediately.
- Emergency services can be contacted on a landline from the School (9) 999 or from a staff member's school mobile phone
- If the injury sustained is in the region of the head, neck or spine movement should be avoided except if the situation is life threatening in which case it is necessary to make sure that the airway is clear.
- The injured person must not be left unattended. Talk to the person to relax and to reassure them of the action being taken
- Collect details of the incident, together with personal details of the casualty, to relay to the ambulance crew or doctor.
- At the first opportunity contact must be made with parents/guardians by the member of staff or a colleague.
- If the accident occurred during an activity, e.g., games or a school match, then unless a colleague or the parent/guardian is present to take responsibility for the pupil, the activity will be curtailed.
- Wherever possible, a member of staff will accompany the pupil by ambulance, or follow by other transport, to the hospital and to wait there until relieved by a parent/guardian.
- Cover will be arranged during school hours for any member of staff detained in this manner. Out of school hours, other pupils should be dismissed, and hospitality be waived (in the case of a home fixture) if no support is available.
- The member of staff in charge of the activity must have emergency telephone numbers for all pupils involved in the activity.
- All Senior School staff at away fixtures, have access to emergency contact details either hard copy if going away, or by ringing the school if at home. All Prep School staff at away fixtures carry school mobile phones and have access to emergency contact details on hard copy. Prep

School Staff on home fixtures will contact the Reception/School Office at Prep.

- An Adverse Event Form must be completed at the first opportunity by relevant PE staff. In particular, any blows to the head must be reported to the Reception (Senior), Reception/School Office (Prep), First Aider (Pre-Prep) in case of delayed concussion and as per head injury protocols.

Administration of Medicine

Medical records for all staff and students are kept on the School database ISAMs and should be referred to before administering any medicine or First Aid.

Parents/guardians must complete a New Parents Information, Health Section Forms when joining the School and notify the School of any changes to their children's health.

Staff must complete a Medical Fitness Questionnaire when joining the School and notify the School of any changes to their children's health

Reception staff will ensure records are kept up to date and any changes are uploaded on ISAMS.

Parents/Guardians whose children have allergies and/or Asthma complete the appropriate Consent to use of Emergency Auto Injector Form and/or Consent to Use of Salbutamol Inhalers Form and upload this information to ISAMs.

Staff who have allergies should also give consent Staff Consent to use of Emergency Auto Injector Form and/or [Consent to Use of Salbutamol Inhalers Form](#).

Medicines are kept in locked cupboards in First Aid rooms on each of the School sites.

Pupils' spare AAI, inhalers, etc. will be stored in an unlocked cupboard in the First Aid Rooms.

If a pupil is taking any course of medication this will be left with Reception Staff on each site with written instructions for dispensing in the form of a Parental Agreement for the School to Administer Medicine Form.

Ongoing conditions will require a parent/guardian to complete [Individual Pupil Healthcare Plan](#).

See Section 2.4 for further details of Reception Staff responsibilities to administer medicine and upload pupil records on ISAMs.

Feeling unwell If a member of staff or a student is unwell whilst on the School premises they should be sent to the First Aid room and accompanied by a First Aid trained member of Staff. Prep and Pre-Prep pupils will be accompanied at all times by the staff First Aider, Senior School students will be checked on every 5 minutes minimum. Parents/guardians will be notified so that the individual can be collected from the School site as soon as possible.

Biological Hazards and Spillages

Biological Hazards

Biological hazards include AIDS, hepatitis, animal-borne diseases and food poisoning. Infections such as AIDS, hepatitis, etc. can be transmitted if blood or certain bodily fluids from a sufferer or carrier contaminate a skin wound. Hygiene precautions are necessary when dealing with spilled blood from any source.

Personal hygiene is the most important factor in the avoidance of biological hazards. In particular persons who have handled a body, casualty, contaminated article, animal remains or who have dealt with spilled blood or body fluids must wash their hands, face and any other contaminated parts of their body with soap and water as soon as possible.

Staff working on the maintenance of buildings, toilets or working on the outside must take care to avoid needle stick injuries from discarded syringes and cuts from glass ampoules, razor blades, etc.

If such an injury occurs, free bleeding should be encouraged and the wound should be washed with soap and running water before being dressed. The casualty must be referred as soon as possible to a hospital accident unit or local doctor.

Staff within the Biology Department work in line with CLEAPSS guidelines.

Spillages

- PPE: Hand protection must be worn when dealing with spilled blood, vomit or any other bodily fluid.
- PPE (disposable gloves, masks, aprons) is available in First Aid rooms for all First Aiders.
- Gloves must be disposed of in medical waste containers located in the First Aid room at each site.
- Spillages should be cleaned up as quickly as possible using either: Bio Hazard Disposal Kit (available on all sites) *or* Diluted bleach solution (1:5) obtained from Site Office (Senior), School Office (Prep) or First Aider (Pre-Prep).
- Follow up extensive cleaning can be arranged by the Site Manager as required.

5. Provision of First Aid

First Aid Kits

There is no mandatory list of items to be included in a First Aid kit. However, Ewell Castle kits contain the following recommended items:

- 4 Individually wrapped sterile adhesive dressings (assorted sizes)
- 5 Sterile eye pads
- 6 Individually wrapped triangular bandages (preferably sterile)
Safety pins
- 7 Medium sized bandage (approximately 12cm x 12cm)
- 8 Medium individually wrapped sterile non-medicated wound dressings
- 9 Large (approximately 18cm x 18cm) sterile individually wrapped non-medicated wound dressings
- 10 Disposable gloves

The contents of the boxes/bags are examined at the end of every term and restocked immediately after use. Spare stock of most items is held in the First Aid Room (Senior school) and School Office (Prep). It is the responsibility of Reception Staff and Department Heads (Senior), Main First Aiders (EYFS) under the supervision of the First Aid Lead to check expiry dates and maintain the stocks.

Location of First Aid Kits

| | |
|-----------------------------------|--|
| Senior | First Aid Room Site |
| | PE Office |
| | Science Tech room |
| | Laboratories |
| | Technology Workshop |
| | Kitchen |
| | Art Room |
| Prep | Minibuses |
| | Basement Sink Room/School Office/Reception |
| | The Snug/First Aid Room |
| EYFS and Chessington Lodge | |
| | Early Years Building |
| | First Aid Room |
| | Art / Technology Studio |

Defibrillators

Sudden Cardiac Arrest (SCA) can strike people of all ages including children. In order to give pupils, staff and visitors the best chance of surviving a cardiac arrest, the School has invested in four Automated External Defibrillators (AEDs). An AED is a machine used to give an electric shock when a person is in cardiac arrest, i.e., when the heart stops beating normally. Cardiac arrest can affect people of any age and without warning. If this happens, swift action in the form of early cardiopulmonary resuscitation (CPR) and prompt defibrillation can help save a person's life.

The AED will analyse the individual's heart rhythm and apply a shock to restart it, or advise that CPR should be continued. Voice and/or visual prompts will guide the rescuer through the entire process from when the device is first switched on or opened. These include positioning and attaching the pads, when to start or restart CPR and whether or not a shock is advised.

The AED is fully automatic and designed to be used by anyone however training in the use of AEDs is incorporated into all First Aid training.

The defibrillator that is based in the Sports Hall (Senior) may be removed and taken to home fixtures not based at the Castle Site and returned as soon as is practicable.

Location of Defibrillators:

| | |
|-----------|-----------------------|
| Senior: | First Aid Room |
| | Sports Hall |
| Prep: | Outside School Office |
| Pre-Prep: | First Aid Room |

First Aiders and Training

A list of First Aid trained staff and individual First Aid qualifications is kept by the School's First Aid Manager.

The school has staff trained in the following:

First Aid at Work - three days First Aid training giving competency to carry out First Aid at work:
<https://www.sja.org.uk/courses/workplace-first-aid/hse-first-aid-at-work/book-faw/>

Emergency Paediatric First Aid - A minimum of four hours First Aid training giving competency to give emergency aid until further aid arrives: <https://www.paramedicrescue.com/schoolcourses.html>

Paediatric First Aid - A minimum of twelve hours Paediatric First Aid training:
<https://www.sja.org.uk/courses/schools-first-aid/blended-online-paediatric-first-aid/book-opf/>

6. Reporting

6.1 Minor Accidents/illness

Minor Accidents/illness (e.g., scrapes and grazes) that occur with younger children at the Prep and Pre-Prep Schools are recorded in hard copy in an Accident book held at each Reception desk. Minor accidents/illness that occur with older students at the Senior School are recorded on a spreadsheet held at Reception.

6.2 Reporting, Recording and Investigation of Accidents and incidents

Once First Aid treatment has been provided, the First Aider must complete an Adverse Event Form, found on the School's SharePoint shared drive: [Sharepoint/Administration/Health&Safety/AdverseEvent Form](#). This must be returned to the Bursar via email to: bursar@ewellcastle.co.uk for further investigation after completion

6.3 Head Injuries All head injuries must be followed up with details of appropriate NHS advice. For students and pupils, parents/guardians will be contacted by the School on the day of the injury with a letter giving details of the injury as well as NHS guidance notes. Head injury letters can be found on the School's Sharepoint here: [Sharepoint/Administration/Health&Safety/Adverse Events/Head Injuries](#)

6.4 RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations)

- The Bursar will decide if the accident/incident meets the criteria for Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) in accordance with HSE guidelines: [HSE RIDDOR](#). If notification is required, the Assistant Bursar will be responsible for the notification to the HSE of a RIDDOR report as soon as possible and within 15 days of an accident occurring.

6.5 Investigating Accidents and Incidents

- Further investigation will be carried out by the Assistant Bursar and any further actions either to the School property or concerning the individual will be undertaken as soon as is reasonably practical.
- HoD will be contacted where relevant to follow up matters with individual staff members or pupils.
- The Site team will be contacted if there is an urgent safety requirement regarding the School Premises.
- The Bursar will review all Adverse Event forms and investigations for final sign off. The Health and Safety committee will review a summary of Adverse Events occurring each term to identify any problem areas/matters.

7 Review

This document is reviewed annually by the Executive Leadership Team and Governing Body and as events or legislation changes require.

8 Links with other Policies

This policy should be read in conjunction with the following Policies:

- Administration of Medicines:
- Health and Safety:
- Educational Trips and Visits:
- Child protection (safeguarding):
- Risk: