Bramfield House School

# First Aid Policy – Local Arrangements

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## INTRODUCTION

This policy outlines the school's responsibility to provide adequate and appropriate First Aid to pupils, staff, parents/carers and visitors and the procedures in place to meet that responsibility.

Please read this policy in conjunction with the company's First Aid At Work Standard Operating Procedure.

This policy details local arrangements for First Aid at the school in addition to the OFG policy.

## DEFINITIONS

**First Aid** means the treatment of minor injuries which do not need treatment by a medical practitioner or nurse as well as treatment of more serious injuries prior to assistance from a medical practitioner or nurse for the purpose of preserving life and minimising the consequences of injury or illness. For the avoidance of doubt, First Aid does not include giving any tablets or medicines.

**First Aiders** are members of staff who have completed a Health and Safety Executive (**HSE**) approved First Aid course and hold a valid certificate of competence in First Aid at Work or Emergency First Aid.

**First Aid Guidance** is the *First Aid at work: Health and Safety (First Aid) Regulations 1981: approved code of practice and guidance* (Health and Safety Executive, 2nd edition, 2009).

## AIMS

To ensure that Bramfield House School has adequate, safe and effective First Aid provision in order for every pupil, member of staff 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 all staff and pupils are aware of the procedures in the event of any illness, accident or injury.

**Nothing in this policy should affect the ability of any person to contact the emergency services in the event of a medical emergency. Staff should always dial 999 for the emergency services in the event of a serious medical emergency before implementing the terms of this Policy and make clear arrangements for liaison with ambulance services on the School site.**

**PURPOSE**

- To preserve life
- To limit worsening of the condition
- To promote recovery
- To provide First Aid as necessary from trained members of staff
- To promote health and safety awareness in children and adults, in order to prevent First Aid being necessary
- To encourage every child/young person and adult to begin to take responsibility for their health needs

## FIRST AID PROVISION

The Head of School is responsible for ensuring that there is an adequate number of qualified First Aiders. There will be at least one First Aider on each school site when children are present.

First Aid kits are provided in relevant classrooms and areas.

First Aid kits are provided in school vehicles for visits off-site.

The Medication Leads will ensure the maintenance of the contents of the First Aid boxes and other supplies. All staff are responsible for alerting the Medication Leads when they have used and need to replace equipment used from a First Aid box.

The Medication Leads will ensure adequate First Aid stock and supplies are ordered.

Staff will be trained in specific aspects of First Aid if deemed necessary, i.e. asthma, diabetes, epilepsy.

All staff will ensure that they have read the school's First Aid Policy and the companies First Aid At Work Standard Operating Procedure.

Where possible, at least one person who has a current First Aid certificate will be on any off-site trips.

A list of First Aiders names is maintained centrally and is available in departmental areas.

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 supervision and liaison with the Head of School/Medication Leads.

The First Aiders will undergo refresher training at least every three years.

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 endeavors, at all times, to secure the welfare of the pupils.

Anyone on the School premises is expected to take reasonable care for their own and others safety.

## FIRST AID BOXES/KITS

First Aid Boxes are located in: -

- Primary Medical Room (Main House)
- Ibstock Medical Room
- Ibstock Kitchen
- Kitchen (Main House)
- Staff Room
- Larger Maintenance Cabin
- Pool Store Room
- DT room
- Food Technology room
- Science room
- Art Room
- Therapy Cabin
- Horticulture/Farm
- Middle School
- Motor Mechanics
- Construction
- Forest school
- Swimming Pool
- Sports Hall
- Reception
- All School Vehicles
- Fire Marshall Bags x 3

No medicine/tablets are to be kept in the First Aid Boxes/kits. See **appendix 2** for contents of First Aid Box/Kit.

Signs will be displayed around the school indicating where First Aid kits can be found. The First Aid kits will be located as near to hand washing facilities as is practicable.

The First Aid boxes/kits should only be used by a qualified First Aider and can be used in the time it takes for the Lead First Aider to arrive. They can be used also for very minor injuries such as small cuts.

## DEFIBRILLATORS

Defibrillators are located on-site as follows: -

- Visitor Car Park (on construction building wall)
- Outside Spots Hall
- In Staff Key Press Cupboard

## SPARE AAI DEVICES

Adrenaline Auto Injectors (AAI) devices are located on-site as follows: -

- Upper School
- Middle School
- Outside Primary School Medical Room
- Sports Hall
- Ibstock House
- SLT Office
- Spare/Trip AAI's located in Reception x 2

Please refer to The Allergy Awareness Policy for further guidance, in relation to allergies and the use of AAI devices.

## FIRST AID MATERIALS, EQUIPMENT AND FACILITIES

The Estate Manager will ensure that the appropriate numbers of first-aid containers, according to the risk assessment of the site, are available. See HSE guidelines on recommended and mandatory contents.

a) All first-aid containers must be marked with a white cross on a green background
b) Each school vehicle must carry a first-aid kit

First Aid containers should be kept near to hand washing facilities as is practicable.

Spare stock should be kept in the medical room/sick bay. Medication Leads will ensure that they order adequate stock and supplies.

If First Aid boxes/kits are used, they should be re-stocked by the Medication Leads. Staff using the First Aid boxes/kits are responsible for making sure they request stock is replaced if used.

The First Aid boxes/kits should be checked once a term and a record kept both in the box/kit and centrally in the Medical Room/sick bay. These checks can be done by the Medication Leads or a designated staff member.

## ACCOMODATION

The Head of School must provide a suitable room for medical treatment and care of children and young people during school hours. This need not be a dedicated area but should be close to a lavatory and contain a washbasin.

A bed can be used by pupils if they become ill during the day whilst at school; this is a fold up bed that is located in the medical room.

## PROCEDURE IN THE EVENT OF AN ACCIDENT OR INJURY

If an accident occurs, then either the member of staff supervising the class or a Lead First Aider should be informed. That person will assess the situation and decide on the next course of action, which may involve calling immediately for an ambulance. If necessary a Lead First Aider should be called for as soon as is possible. A First Aider can also be called for if necessary and should be called if a Lead First Aider is not available immediately.

In the event of an injury or medical emergency, staff should notify a member of the Senior Leadership Team. After 10pm, staff should also call a member of the Senior Leadership Team In the event that the First Aider does not consider that they can adequately deal with the presenting condition by the administration of First Aid, then they should arrange for the injured person to access appropriate medical treatment without delay.

A list of First Aiders names and locations are maintained centrally and is available in departmental areas.

Leigh Bailey (Head of School) to be contacted and informed of any pupil complaining of illness or who has been injured. If too unwell to attend class, constant supervision will be provided by the Team in the medical room. Parents/carers will also be contacted.

Parents/carers are contacted if there are any doubts over the health or welfare of a pupil.

The school recommends that, unless it cannot possibly be avoided, no member of staff should administer First Aid without a witness (preferably another member of staff).

No member of staff or volunteer helper should administer First Aid unless he or she has received proper training, except in the case of minor cuts and grazes.

For their own protection and the protection of the patient, staff who administer First Aid should take the following precautions:

- Exposed cuts and abrasions should be cleaned under running water and patted dry with a sterile dressing.

- Hands should be washed before and after administering First Aid. Disposable gloves should be worn and apron if necessary

- If an injury has been sustained, the pupil should not be moved and a lead first asked for support.

- In the event of a head injury, the pupil or staff should be seen by a lead first aider who should assess the injury and observe for signs of concussion. Head injuries should always be treated with extra caution and further medical attention is required if there is any doubt, this may be to call 111, go to minor injuries or to hospital. All cases should be monitored for 24 hours regardless.

## PROCEDURE FOR PUPILS WITH MEDICAL CONDITIONS (SUCH AS ASTHMA, HAEMOPHILIA, EPILEPSY, DIABETES ETC.)

Staff undergo Emergency First Aid training on a rolling programme. Staff will also undergo training for Asthma or other specific medical conditions on a rolling programme where necessary.

A list of all of the pupils with a medical condition or allergy is maintained. It states whether they need to have access to asthma inhalers, Haemophilia medication, Epipens, injections or similar. It also identifies medications that are prohibited due to their condition. This information is circulated to all relevant members of staff.

A copy of individuals Asthma Plans are circulated to teaching staff and First Aiders along with a digital copy which is stored in section 7 of their pupil working file and within the 'Asthma Plans' file in the Medication Folder on the staff drive.

There is an Emergency Salbutamol (blue) Inhaler located in the downstairs reception (Jans office) This is to be used in an emergency in the event that a pupil does not have access to their own Salbutamol inhaler for whatever reason.

It may be necessary for pupils to have an Individual Medical Risk Assessment for specific conditions, these will be kept in section 7 of the pupil working file along with being circulated to relevant staff via email.

There will be information on the individuals Essential Information sheet with details of specific conditions including hypoglycaemic episodes or anaphylactic shock. This information will be viewed regularly on a termly basis or sooner if necessary.

## PROCEDURE IN THE EVENT OF ILLNESS

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 be accompanied to the Medical Room if appropriate. Pupils who have been injured and who are in obvious pain or distress should never be directed to make their own way to the Medical Room and should be always be accompanied by an adult.

The member of staff in charge will contact the Medical Room to indicate that the pupil should be expected. A Lead First Aider will decide on the next course of action and provide the First Aid as required.

# EMERGENCY SITUATIONS

**IF THE SITUATION IS LIFE THREATENING THEN AN AMBULANCE SHOULD BE CALLED AT THE EARLIEST OPPORTUNITY WITHOUT WAITING FOR THE APPOINTED PERSON TO ARRIVE ON THE SCENE. HERE, THE SCHOOL'S "CRITICAL INCIDENT RESPONSE PROCEDURE" SHOULD BE ADOPTED.**

A member of SLT to be informed.

All serious accidents should be reported. An ambulance and the pupil's parents/carers should be called as soon as practicably possible.

In the event of a serious incident where an ambulance is called, a member of staff will accompany the pupil to hospital. It may be appropriate for school staff to transport a pupil to hospital using school transport. The parents/carers of the injured person would be called and meet at the hospital.

**Ambulances:**
Staff should always call an ambulance in the following circumstances:

- A significant head injury
- Fitting, unconsciousness, or concussion
- Difficulty in breathing and / or chest pains
- A severe allergic reaction
- A severe loss of blood
- Severe burns or scalds
- The possibility of a serious fracture
- In the event that the First Aider does not consider that they can adequately deal with the presenting condition by the administration of First Aid or if they are unsure of the correct treatment

If an ambulance is called, the Lead First Aider or First Aider in charge should make arrangements for the ambulance to have access to the accident site including providing GPS coordinates where appropriate

Arrangements should be made to ensure that any pupil is accompanied in the ambulance, or followed to hospital, by a member of staff if it is not possible to contact the parents/carers in time.

To use a mobile hand set to dial for an ambulance as this can be taken to the casualty so that advice can be followed, whilst attending the casualty.

The pupils Essential Information sheet should be printed off and taken to the hospital.

## OUT OF SCHOOL

- Always take a school MOBILE PHONE on trips out of school.
- Teachers/key staff to check that pupils have medication e.g. inhaler and emergency medication for seizures.
- First Aid kits are provided within all school vehicles.
- A Risk Assessment will need to be carried out as part of an educational trip/evening activity.

**School vehicles:** The school's behciles all have an allocated bag which contains an emergency First Aid Kit. The First Aid kit is stocked in accordance with part 2 of schedule 7 of the Road Vehicles (Construction and Use) Regulations 1986 (SI 1986/1078) which is set out in Appendix 1.

## INFORMATION ON PUPILS

Parents are requested to provide written consent for the administration of First Aid and medical treatment before pupils are admitted to the School. Parents/carers are also requested to provide the school with details of any medical conditions and medications as part of the admission process.

The Medication Leads will be responsible for reviewing pupil confidential medical records and providing essential medical information to the SLT, Heads of Departments, Pupil Support Team members, class teachers/TA's and First Aiders on a need-to-know basis. This can be regarding allergies, recent accidents or illnesses, or other medical conditions which may affect a pupil's functioning at the School. This information should be kept confidential but may be disclosed to the relevant professionals if it is necessary to safeguard or promote the welfare of a pupil or other members of the School community.

This information can be found in the pupil's Education, Health and Care Plan (EHCP).

## INCIDENT REPORTING

All incidents, injuries, head injuries, ailments and treatment are reported. Accident books can be located in the following areas: -

- Safeguarding office
- Medical Room
- Main House Kitchen

All accidents that occur during the school day should be recorded in the accident book held in the Safeguarding office. Staff will liaise with Jack Gardener (Tracking and Achievement Assistant) to determine whether it is necessary to complete the form.

If treatment has been administered this is to be recorded on the accident form and on the individual young person's minor injuries form, which is found in the relevant class group folder in the electronic pupil working file.

Jack Gardener (Tracking and Achievement Assistant) or a member of the admin team is responsible for recording the incident and treatment on Info Exchange. The designated staff member is responsible for recording on the pupil's individual continuation and treatment sheet.

**Reporting to HSE:** The School is legally required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (SI 1995/3163) (**RIDDOR**) to report the certain injuries, diseases and dangerous occurrences to the HSE.

A staff member is to contact parents by phone regarding injury, LA and Social Services informed if applicable.

## ACCIDENTS INVOLVING STAFF

Staff can seek medical attention or advice with regards to a First Aid situation from one of the Lead First Aiders.

An injured member of staff or other supervising adult should not continue to work if there is any possibility that further medical treatment is needed.

The member of staff or other supervising adult concerned should seek medical advice without delay.

## MONITORING

The Health and Safety Committee will organise a monthly review of the Accident book in order to take note of trends and areas requiring improvement. This will form part of the annual First Aid risk assessment. The information may help identify training or other needs and be useful for investigative or insurance purposes. In addition, the Head of School will arrange for a review of all procedures following any major incident to check whether the procedures were sufficiently robust to deal with the major occurrence or whether improvements should be made.

## PROCEDURE IN THE EVENT OF CONTACT WITH BLOOD OR OTHER BODILY FLUIDS

No person must treat a casualty who is bleeding, without protective gloves.

Cover any cuts and grazes on their own skin

Use devices such as face shields, where appropriate, when giving mouth to mouth resuscitation

Protective gloves are stored in the Medical Room/Sick Bay and with all First Aid Kits.

Sponges and water buckets must never be used for clearing up bodily fluids, to avoid the risk of HIV contamination; therefore specific Absorbing Granules are provided and stored in the First Aid Trolley in the Medical Room/Sick Bay, and in yellow bio-hazard kits found in the medical room/sick bay/domestics cupboard.

All body fluid spillage's (Vomit, diarrhea and Blood) must be cleaned immediately. This is vital if spread of infections is to be reduced. Gloves and aprons should be worn when in contact with blood or body fluid is likely. They must be kept for this purpose only. Following use, gloves and aprons must be disposed of.

Once spillages have been covered in the granules they are then cleaned up and put in a double plastic bag and disposed of correctly. The floor area then needs to be cleaned using appropriate designated cleaning equipment. Hands must be washed and dried after removal of protective gloves.

Wash hands after every procedure

## QUALIFICATIONS AND TRAINING

- First Aiders will hold a valid certificate of competence, issued by an organization approved by the HSE.
- Nominated persons will undertake one-day emergency first-aid training.
- Nominated persons will undertake 3 day First Aid course, First Aid at Work, valid for three years (advanced First Aid training).

## REVISION

This document will be revised on a regular basis to confirm that the arrangements are still appropriate.

A review will also take place if there are any significant changes in the arrangements and also after any serious incident to ensure that this policy was sound in its content.

**APPENDIX 1**

**Part 2 of schedule 7 of the Road Vehicles (Construction and Use) Regulations 1986 (SI 1986/1078)**

First Aid equipment:

- Ten antiseptic wipes, foil packed
- One conforming disposable bandage (not less than 7.5 cm wide)
- Two triangular bandages
- One packet of 24 assorted adhesive dressings
- Three large sterile un-medicated ambulance dressings (not less than 15.0 cm × 20.0 cm)
- Two sterile eye pads, with attachments
- Twelve assorted safety pins
- One pair of rustless blunt-ended scissors.

**APPENDIX 2**

**Contents of First Aid Kit/boxes:**

- Plasters,
- 2 pairs gloves,
- Eye wash pods,
- medium dressing,
- hand gel,
- cleaning wipes,
- triangular bandage,
- wound dressings,
- eye dressings

**APPENDIX 3**

**Consent letters:-**

- Emergency Treatment
- Open Water Swimming Activities
- Photograph Permission
- Sex Education
- Non-prescribed Medication
- Responsible Internet Issue
- Head Lice treatment

These consent letters can be obtained from the Main School Office.

## DOCUMENT HISTORY

| | Comments/amendments | Name | Date |
|---|---|---|---|
| 1.0 | Document Created | Elizabeth Hart | November 2014 |
| 2.0 | Document reviewed and updated | Elizabeth Hart | October 2015 |
| 3.0 | Document reviewed and updated | Elizabeth Hart | September 2016<br>March 2017 |
| 4.0 | Document reviewed and updated | Elizabeth Hart | October 2017 |
| 5.0 | Document reviewed and updated | Elizabeth Hart | October 2018 |
| 6.0 | Document reviewed and updated | Elizabeth Hart | December 2019 |
| 7.0 | Document reviewed and updated | Barry Austin | October 2020 |
| 7.1 | Document reviewed and updated | Barry Austin | January 2021 |
| 8.0 | Document reviewed and updated | Barry Austin | September 2021 |
| 9.0 | Document reviewed | Barry Austin | September 2022 |
| 10 | Document reviewed | Barry Austin | September 2023 |
| 11 | Document reviewed | Fizan Tuzemen | March 2024 |
| 12 | Document Reviewed | Fizan Tuzemen | March 2025 |
| 13 | Document Reviewed | Leigh Bailey | June 2026 |
| 14 | Document reviewed and updated | Zahra Jones | September 2026 |
| 15 | Document reviewed and updated | Emma Kosturczak | October 2026 |

## REFERENCE LIST

Paragraph 14 of Schedule 1 of the Education (Independent School Standards) (England) Regulations 2010

The Health and Safety at Work Act 1974

Subsequent regulations and guidance including the Health and Safety (First Aid) Regulations 1981 (SI 1981/917)

First Aid at work: Health and Safety (First Aid) Regulations 1981, approved code of practice and guidance

Part 2 of schedule 7 of the Road Vehicles (Construction and Use) Regulations 1986 (SI 1986/1078)