



# HULL COLLEGIATE SCHOOL

## FIRST AID

Hull Collegiate School seeks to implement this policy through adherence to the procedures set out in the rest of this document.

Hull Collegiate School is fully committed to ensuring that the application of this policy is non-discriminatory in line with the UK Equality Act (2010). Further details are available in the school's Equal Opportunity Policy document. This policy applies to all members of our school community, including those in our EYFS setting

This document is available to all interested parties on our website and on request from the main school office and should be read in conjunction with a range of policies, procedures and other documentation relating to:

- Child Protection
- Administration of Medication
- Trips and visits (activities offsite)
- Risk assessment

<b>First Aid Policy</b>	
Reviewed by:	Mrs K Bloomfield, Assistant Head / DSL Mrs S Cannell & Mrs P Crank
Date of last review:	December 2020
Approved by:	Mr Paul Grimwood, Chair of LGB
Date of approval:	
Reason for changes:	Review due to changes in the ISI Regulatory Commentary as of July 2018. Training Updates
Next scheduled date for review:	September 2021 or as events or legislation change requires.

## CONTENTS

<b>Entry</b>	<b>Page</b>
Policy Statement	2
Aims	2
Personnel and Training	2
How to access First Aid	5
First Aid Response	5
First Aid Equipment	6
Medical information	6
Arrangements for pupils with particular medical conditions	6
Calling an ambulance	6
Recording Accidents (ARMS)	7
Appendix 1 – Salbutamol inhalers in school	9

## **Policy Statement**

This document was drawn up in conjunction with Guidance from Managing Medicines in Schools and Early Years Settings (**Department for Education and Skills/ Department of Health**)

Hull Collegiate School is fully committed to ensuring that the application of this First Aid, Accident Reporting and Medication policy is non-discriminatory in line with the UK Equality Act (2010). Further details are available in the school's Equal Opportunity Policy document.

Hull Collegiate School seeks to implement this policy through adherence to the procedures set out in the rest of this document.

It is a statutory requirement for an employer to make adequate first aid provision for all employees. At Hull Collegiate School it is recognised that the provision should cover all staff, pupils (including those in the EYFS setting) and visitors.

For this reason, all staff must make themselves familiar with:

- (i) The location of the First Aid Rooms
- (ii) The name and location of First Aiders and First Aid kits
- (iii) First Aider call-out procedures and how to contact them in an emergency (copies of these procedures can be found in the staff work rooms, staff rooms and school offices).

## **Aims**

- to ensure appropriate first aid treatment is provided for all users of the school with particular reference to pupils and staff
- to make provision for having at least one person qualified in First Aid on the school site during school hours and for events organised by the school
- to make provision for having at least one person qualified in paediatric First Aid on the premises when EYFS pupils are present
- to provide for secondary first aid where necessary and appropriate
- to ensure that all those involved in the provision of First Aid at the school treat a casualty, relatives or others involved with care, compassion and courtesy
- to provide a first aid room in accordance with the Education (School Premises) Regulations 1999.

## Personnel and Training

The First Aider on duty takes charge of first aid arrangements and is available to support staff qualified as First Aiders.

The First Aiders include:

- Mrs S Cannell
- Mrs P Crank

Mrs Cannell holds a current Paediatric first aid certificate involving a minimum of twelve hours training in the EYFS.

Additional paediatric qualifications are also held by:

- Mrs P Palmer            Senior school first aider

Each First Aider must complete a Health and Safety Executive (HSE) approved training course and hold a valid certificate of competence. This certificate is valid for 3 years: refresher training and retesting is arranged before the certificate expires. Sara Cannell, (First Aider) keeps records of First Aiders and their certification dates.

Training will include resuscitation procedures for children. Training is provided by Andy Train (Independently Accredited Training Provider) or North East Medical Services and gives staff sufficient understanding, confidence and expertise.

As of 1<sup>st</sup> December 2019, in addition to the First Aiders, qualified First Aid staff include (one day course):

<b>Mrs A Asbury</b>		
<b>Mrs K Bloomfield</b>		<b>Mr J Mishra</b>
<b>Mrs J Brentano</b>		
<b>Mrs H Butler</b>		<b>Mrs P Palmer</b>
<b>Mrs S Cannell</b>		<b>Mr C Parra</b>
<b>Mr R Chambers</b>		<b>Ms K Windeatt</b>
<b>Mrs P Crank</b>		
<b>Miss A Davis</b>		<b>Mrs T Vaux</b>
<b>Mrs S East</b>		<b>Mr C Wainman</b>
		<b>Mrs E Wallis</b>
<b>Miss S Groves</b>		<b>Mr J Webb</b>
		<b>Mr J Windeatt</b>
<b>Mr F Henderson</b>		

Foundation Stage Staff 1<sup>st</sup> Aid qualifications as of December 2019:

Karen Rogers:	Paediatric 1 <sup>st</sup> Aid expires March 2021 Anaphylaxis EpiPen training completed Sept 2017 Medicine Management completed 6 Nov 2015
Allison Haworth:	Paediatric 1 <sup>st</sup> Aid expires March 2021 Anaphylaxis EpiPen training completed Sept 2017 Medicine Management completed Nov 2015
Jackie Taylor:	Paediatric 1 <sup>st</sup> Aid expires 11 <sup>th</sup> July 2021 Anaphylaxis EpiPen training completed Sept 2017 Medicine Management completed 12 April 2016
Chloe Hardy:	Paediatric 1 <sup>st</sup> Aid expires December 2020 Anaphylaxis EpiPen training completed Sept 2017 Medicine Management completed Nov 2015
Deana Porter:	Paediatric 1 <sup>st</sup> Aid expires July 2021 Anaphylaxis EpiPen training completed Sept 2017
Rachael Dartnall:	Paediatric 1 <sup>st</sup> Aid course commences October 2018 Anaphylaxis EpiPen training completed Sept 2017
Tracy Escreet:	Anaphylaxis EpiPen training completed Sept 2017
Mark Dyson:	One day first aid course in September 2016 Anaphylaxis EpiPen training completed Sept 2017
Sue Douthwaite:	Paediatric 1 <sup>st</sup> Aid expires July 2021 Anaphylaxis EpiPen training completed Sept 2017
Janet Maltby:	Medicine Management completed 12 April 2016

A person with a First Aid at Work qualification is on site when children are present. When EYFS children are present at school or on an outing a person qualified in paediatric First Aid is present. The person responsible for co-ordinating this is the Foundation Stage Coordinator.

## **How to access First Aid**

- The First Aid Room is situated on the ground floor and has good ambulance access. It complies with the relevant regulations of the Education (School Premises) Regulations 1999. A secondary room is provided for the Prep School pupils including EYFS where minor first aid treatment is administered.
- A qualified First Aider(s) is on the site and on call during the school day.
- All users of the school will be able to contact the First Aider(s) on ext 223 or Mrs Palmer on the main switchboard (201) or a member of staff. Minor first aid issues in the Prep School and EYFS are sometimes dealt with by a First Aider in the Prep School, who can be contacted by phoning the Prep School office (432).
- A list of qualified First Aiders can be found with Mrs Palmer at the main reception, the First Aider in the first aid room, the administrative staff in the general office, the Assistant Headteacher (Care and Guidance) and on various notice boards around the school premises.
- In the event of a pupil feeling unwell during a lesson, they should be sent to the First Aid room accompanied by another pupil. Prep pupils are encouraged to wait until break times to report illness except in cases of emergency.
- Should the pupil be too ill to go to the first aid room, two pupils should go to the First Aid room (or Prep School office) to inform the First Aider that their assistance is required

Please note that North East Medical Services Ltd. provides cover for sporting fixtures including rugby, hockey, netball, school concerts, plays and the like. Their services must be booked in advance by the Headteacher's PA and/or Head of PE

## **First Aid Response**

1. Once informed of an incident the First Aider(s) will go to the casualty(ies) without delay and provide emergency care.
2. Secondary aid i.e. ambulance assistance will be sought if necessary.
3. If a First Aider cannot accompany a casualty to hospital a member of staff will accompany him/her if this is deemed appropriate.
4. The casualty's parent/guardian (or other appropriate adult) will be informed if deemed appropriate by the First Aider and always in the case of an injury to the head.
5. All appropriate precautions will be taken by the support staff when cleaning up after an incident involving blood, vomit, etc. Staff must follow basic hygiene procedures and should take precautions to avoid infection. Staff have access to single use disposable gloves and hand washing facilities and must take care when dealing with the spillage of blood, other body fluids or contaminated dressings/equipment, using disposable gloves, disinfectant and appropriate disposal facilities as provided.

## **First Aid Equipment**

All first aid kits are clearly labelled with a white cross on a green background. First aid kits are located in many rooms throughout the school including Science Labs, PE department, Food Technology, Library, Nursery Kitchen and First Aid Rooms.

A supply of kits is available in first Aid Room for school trips during which a kit should always be carried.

Contents: suitably checked and stocked: minimum requirements stated in DCSF guidelines (paragraph 58).

First aid kits will be kept sealed until used. Used kits must be returned to the First Aider(s) as soon as possible and will be restocked as appropriate. The First Aider(s) will check contents of kits termly and restock as soon as possible after use or expiry. Spare stock is kept in the First Aid room.

## **Medical information**

Details of individual pupils' emergency telephone contact numbers and important medical history (e.g. asthma, severe allergy, diabetes, epilepsy) are available on the iSAMS and a hard copy kept in the First Aid Room. This information is updated in September each year and as the school is made aware of new information.

Written parental consent is required for the administration of medicines.

## **Arrangements for pupils with particular medical conditions**

Where pupils have important medical conditions, (such as asthma, severe allergy, diabetes, epilepsy), staff are informed, and training or guidance is provided. All staff receive regular training from the First Aider(s) on the appropriate use of EpiPen's.

Where pupils need immediate medical care, the following arrangements are followed:

- The First Aider is contacted immediately, including at times outside the school day.
- An ambulance is called if adequate care cannot be provided by personnel on site (see below).

## **Calling an ambulance**

If in the judgement of the member of staff in attendance there is a serious risk to the injured person, and adequate care cannot be provided by personnel on site, an ambulance should be summoned immediately. The First Aider may make this decision once she has assessed the injury but any other member of staff may make this judgement if the nurse is not present.

## Recording Accidents

All Accidents, Incidents, Bumps and Scrapes, Dangerous Occurrences and Occupational Diseases are reported on the ARMSystem. This can be accessed on any school desktop PC using the web browser and finding "ARMSystem" under the Managed Bookmarks heading.

The First Aider(s) dealing with the incident are responsible for completing the appropriate entry on to the ARMSystem.

All reported Accidents will be reported to the Business Manager, via an automatic email alert. This will also go to the UL Health & Safety Manager, Stuart Males for input.

Every term the Business Manager analyses all entries for pupils and staff on the ARMSystem and investigating any trends with Heads of Department and the Collegiate Leadership Team. These are reported on at the health and safety meetings and a copy provided to the Local Governing Body meetings.

The First Aider(s) are also responsible for recording details of all treatments.

Confidential records are kept of First Aid treatment given by First Aiders for any incidents. The following details must be recorded:

- Date, time, place of incident
- Name of injured
- Details of injury/illness
- What first aid given
- Outcome (e.g. went home, resumed normal duties, went to hospital)
- Name of First Aider

Records are kept for a period of three years from the incident.

Serious accidents will be reported via ARMSystem to the United Learning Group Health & Safety Manager who will advise on RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, 1995) telephone 0845 300 99 23.

The school will observe the statutory requirement for schools to report to the HSE accidents resulting in death, major injury or transfer to hospital and accidents which prevent the injured person from working for more than three days.

All serious or significant incidents, including head injuries for Prep and Senior pupils, will also be reported to the parent/guardian as soon as possible. The First Aider is responsible for doing so or delegating the task to another responsible member of staff. Emergency contact details for pupils and staff are available on school database and in the documentation taken on school trips.

*In line with the Accident, Records and Notification procedures in the United Learning Group Health and Safety document (page 13 ff.) The school will notify the HSE, under RIDDOR, of any serious accident, illness or serious injury to, or death of, any student whilst in our care, and of action taken in respect of it. For EYFS students Ofsted will also be notified and will be notified of any instance*



*in connection to medicines which leads to such an event. A student's GP has the responsibility of reporting notifiable diseases and ensuring that a student is safe to return to school and not cause public health problems from infections. However, the school may also seek advice from the Health Protection Agency if a student is believed to be suffering from a notifiable disease as identified under the Health Protection (Notification) Regulations 2010. For students in our EYFS, notification will be made to Ofsted as soon as is reasonably practicable, but in any event within 14 days of the incident occurring. If the school, without reasonable excuse, fails to comply with this requirement, we commit an offence. Contact details for Ofsted are as follows: [www.ofsted.gov.uk](http://www.ofsted.gov.uk) or by telephone on 0300 123 4666.*



# HULL COLLEGIATE SCHOOL

## PUPIL ACCIDENT REPORTING

### **Pupil Injury/ Accident**



Did this happen in a lesson  
or because of defective equipment/  
premises or lack of supervision?



**YES**



**NO**



Administer First Aid  
(Record on ISAMS)



Start an Accident Form using – ARMSsystem



Inform Business Manager (automatic alert once ARMS submitted)



Business Manager to investigate as necessary.



Business Manager to liaise with Group H&S Manager to assesses if further investigation  
Required and if RIDDOR reportable



All details saved / uploaded to ARMSsystem

Administer First Aid  
(Record on ISAMS)



Record on ARMSystem

## **Appendix 1**

### **Salbutamol Inhalers in School**

From the 1 October 2014, the Human Medicines regulations (Amendment No 2 – Department of Health) allows schools to keep a Salbutamol inhaler for use in emergencies. Schools are not however, required to hold an inhaler.

Hull Collegiate School holds an Emergency Asthma kit which is located in the Senior Medical room. This contains 2 x pressurised Salbutamol canisters with blue inhalers and 2 x spacers. All staff have been made aware of its location and this information will be cascaded out to staff on a 6-monthly basis.

The emergency inhaler will only be used by children with asthma and with written parental consent for its use – consent is included on the Hull Collegiate' s Medical Record and Authorisation form.

The parent/carer of the pupil will be informed if the emergency inhaler is used as well as the school documenting the episode on its ISAMS System.

### **Asthma Medicines**

Immediate access to reliever medicines is essential. Pupils with asthma are encouraged to carry their reliever inhaler as soon as their parent/carer agree they are mature enough. Inhalers of younger pupils must be kept in the classroom with their Teacher. All school staff will let pupils take their own inhalers when they need to.

Parents/carers are asked to ensure that school is provided with a labelled spare inhaler.

### **Exercise and activity**

All teachers should know which children in their class have asthma. Pupils with asthma are encouraged to participate fully in all PE lessons. PE teachers will remind pupils whose asthma is triggered by exercise to take their reliever inhaler before the lesson. Pupils' inhalers should be labelled and kept at the site of the lesson in the event that the pupil needs to use it during a lesson. This also applies to out of hours sports activities.

The Senior School PE/Games First Aid kits also contain spare inhalers/spacers which can be used in the event of an emergency.