

FIRST AID POLICY

Our policy is to ensure that Stamford School (the School) has sufficient trained personnel and adequate and appropriate facilities to be able to deal promptly and correctly with the accidents and sudden illnesses that inevitably occur in schools.

This policy is in accordance with Health & Safety (First Aid) Regulations 1981 and DfE Guidance on First Aid and Supporting Students at School with Medical Conditions.

General

All new students and staff are given information on where to go for help in the event of an accident as part of their induction into the school.

The School will ensure that there are sufficient first aid trained staff to meet the statutory requirements and assessed needs of the school:

- There is usually a qualified School Nurse based in the Health and Wellbeing Centre at each school site who is available to administer first aid, deal with any accidents or emergencies, or to help if someone is taken ill.
- The School also have designated trained staff who can give first aid ("First Aiders"). The appropriate number of First Aiders are identified after all the relevant factors have been considered, including the split site, foreseeable absences of First Aiders and the number of students taking part in activities.

First Aid Training

First Aid training is provided by recognised competent providers. The School holds a register of all first aid trained personnel and training is refreshed as determined by the qualification.

Regular staff training on the use of adrenaline auto injectors, inhalers and defibrillators is delivered by the School Nurse.

A list of all those trained in first aid is available to all staff.

Definitions of First Aiders

First Aider at Work

This is an individual who has completed 'First Aid at Work' training in accordance with the standards set out by the Health and Safety Executive. This is a three-day course and training is

renewed every three years. At least one First Aider at Work is based in each of the Senior Schools, the Junior School and the Nursery.

Emergency First Aider

This is an individual who has completed 'Emergency First Aid at Work' or 'Emergency First Aid for Schools' training and is competent to give emergency aid until further help arrives. This is a one-day course and training is renewed every three years. This training is provided to staff depending on the needs of the School. There is no legal requirement to have any personnel with this qualification.

Paediatric First Aider

This is an individual who has completed 'Paediatric First Aid' training and is competent to give first aid, specifically but not exclusively, in the EYFS setting. This is a two-day course and training is repeated every three years

Paediatric first aid qualified staff are required in the EYFS setting and all staff working in the Nursery and in the two reception classes are trained in Paediatric First Aid.

At our site where the Early Years students are located, at least one person with a Paediatric First Aid qualification will always be present and at least one Paediatric-trained member of staff must be on all outings.

Mental Health First Aider

This is an individual who has completed a two-day course and is qualified to understand mental health issues, to reassure and support a person with mental health issues and signpost for further help.

First Aid Facilities

First aid kits, marked with a white cross on a green background, are located within the Medical Centres; staff rooms in the Junior and Senior Schools; the Staff Room at the Nursery; in the school's minibuses; and the Sport's Centre. Additional first aid containers are located in key areas of the school based on an assessment of risk (taking into account the split site).

First aid kits will always be taken when groups of students go out of school on organised trips or to participate in sporting events. These are obtained from, and returned to, the Medical Centres. Containers are put together to take account of specific needs of those travelling when necessary.

All containers in the Junior and Senior Schools are checked (by a member of the department where the kit is held) and are replenished on a regular basis by the Medical Team. Containers in the Nursery department and at the Sports Grounds are monitored by staff that work in those areas.

First Aid Procedures

If a student or adult is taken ill or has an accident on school premises, the School Nurse or, in their absence a qualified First Aider, will decide on the seriousness of the injury/ illness and the appropriate course of action. If there is any doubt about the safety of moving a casualty, the School Nurse or, in their absence a qualified First Aider, should be called to the scene.

Any treatment needed will be given as deemed necessary to keep the casualty comfortable and to prevent any possible spread of infection. Basic hygiene procedures should be followed by staff. Single use disposable gloves should always be used, and staff should take care when dealing with blood or other bodily fluids and disposing of dressings or equipment. The appropriate clinical bin should be used for disposing of waste and are in each first aid kit.

Children who are ill and need to lie down whilst waiting for parents will always be supervised.

Calling an Ambulance

If an ambulance is needed, 999/112 should be rung immediately (even before contacting the duty nurse); the Deputy Head, or another member of CET, should be informed if an ambulance is called and they will arrange for the parents / next-of-kin to be contacted.

The condition, the treatment and the location of the casualty should be clearly stated, and the instructions given by the ambulance service followed. A member of staff should be sent to wait outside the school gates to direct the ambulance staff. An appropriate adult will accompany an injured student to hospital and will remain with them until the arrival of a parent or guardian.

When under school care, all injuries requiring hospitalisation, including those occurring off site and over weekends, must be reported to the School Nurse and Head of Safety & Compliance (who will complete an Incident report).

Automated External Defibrillators

Automated External Defibrillators are available on site at the following locations:

Stamford Junior School

- Reception
- Swimming Pool

Stamford Sixth Form - St Martin's Site

- Reception
- Wothorpe Sports Centre

Stamford Senior School - St Paul's Site

- Reception

- Medical Centre
- OE Hall Atrium
- Sports Centre Reception

The defibrillators and the accessories to are checked weekly by the Medical team. They are all standard AED's that can be used on adults and children over 12 months of age. All defibrillators are equipped with adult and child pads to apply in the event of an emergency.

Hygiene Procedures for Dealing with the Spillage of Bodily Fluids

If any spillage of bodily fluids occurs, maintenance staff should be called immediately. A medical spillage product should be used to absorb the fluid and the residue swept up and flushed down the toilet or securely bagged and placed in the yellow clinical waste bin. Areas such as the floor and furniture are cleaned with appropriate disinfectant solutions. Protective gloves must be worn.

Eye washing facilities

Facilities are available to enable the eyes to be immediately irrigated in the event of an emergency. These are in the Medical Centres on all sites, in Design Technology classrooms and in Science labs and they are checked regularly

Burns

Specific first aid for burns are available in Dining Halls, Science, Food and Technology rooms and Medical Centres and some kitchens on all sites. These kits are checked regularly and replenished by the Health and Wellbeing team.

First Aid Records

Any first aid treatment given to students, staff or visitors by the School Nurse or first aiders must be documented in the students' medical records by appropriately trained staff. All incidents should be emailed to the school nurses to ensure that student medical records are updated. The information should contain:

- Date and time of incident
- Name and form of the injured or ill person
- Details of the injury /illness and what first aid was given
- Outcome of visit e.g., returned to class, sent home, ambulance called
- Name of the School Nurse or First Aider who administered treatment

Parents or guardians will be contacted by a member of staff if a student suffers anything more than a minor injury, or if they become unwell, or if the school has any worries or concerns about

their health. In the case of an injury to the head which causes concern and/or requires treatment, parents will always be informed.

Parents of children in the EYFS will be informed of any accident or injury sustained by the child on the same day or as soon as reasonably practicable, and any first aid treatment given.

Infectious Illness

If an infectious illness is suspected, we will ask the parent to consult a doctor before their child returns to school. Parents are advised that if an infectious condition is confirmed, the school will adhere to exclusion guidelines as set out in the document entitled 'Guidance on infection control in schools and other childcare settings', published by Public Health England.

Accident Reporting

All accidents that occur during any school activity – other than minor 'bumps and scrapes' – should be reported using the accident form / near-miss form. This may be done by the School Nurse, but the member of staff who deals with the accident or the person leading the activity is responsible for filling in the accident form / near miss form, concentrating on the how and why there was an accident and including any first aid administered. If seen by the nurse the examination, outcome and treatment should be added (by the nurse) under "follow-up treatment". This form should be completed as soon as possible, preferably the same day.

All head injuries and/or suspected concussions will be referred to Return2Play.

The Head of Safety & Compliance must be informed if an accident occurs as a result of unsafe or faulty equipment.

A minor sports injury that is a standard risk of the game and does not require attention need not be reported.

In line with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), any serious accidents that have arisen because of poor organisation, supervision, equipment or premises condition, must be reported to the Head of Safety & Compliance. A record will be kept of any reportable injury, disease or dangerous occurrence.

Where applicable incidents will be reviewed by the school's Health and Safety Committee in order, where possible, to minimise the likelihood of recurrence.

Injuries/Illness Occurring at Home

Any injury or illness occurring outside school hours (under parental care) requiring hospitalisation should be reported to their tutor and School Nurse as soon as possible, ideally before the student's return. This is particularly important where ongoing assessment may be required e.g., concussion.

Staff Medication

If staff are using medication which may affect their performance or behaviour at work, then they must inform their line-manager (this will be treated as a confidential matter). All staff medicines should be stored away from access to children. In the EYFS, staff must also seek medical advice if they are taking medication which may affect their ability to care for children.

Emergency Medical Treatment

Under our Terms and Conditions if we are unable to contact a parent / guardian, or another named emergency contact, we will provide the emergency services with medical information that the School holds on a student. Decisions around care will be made by the emergency services or a treating professional and not by the School.

Indemnity and Insurance

Where an employee, acting in the course of their employment, administers first aid assistance to another employee or other person in the charge of the school, such as a student, they will be indemnified by the School's liability insurance for a claim of negligence relating to injury or loss caused by their action provided that:

- Those administering First Aid must do so within the skill and competency level.
- The relevant protective equipment (PPE) is used.
- The First Aider is adhering to protocols and acting within the limitations of their training.
- The First Aider is acting in good faith.

Supporting Students with Medical Conditions

Most students will at some time have a medical condition that may affect their participation in school activities; often this will be short term. Other students will have longer term or permanent medical conditions that, if not properly managed, could limit their access to what the school has to offer.

Any student with a medical condition will be fully supported by the school. They will be afforded the same opportunities to participate in school life that all students enjoy.

All parents are required to complete a Medical Information and Consent Form before their child joins the school. Parents are requested to inform the school if their child's circumstances change.

Children who have serious medical needs will be highlighted to their Head of Key Stage, Head of Year, Form Teacher, relevant members of SLT and, where necessary, other members of staff.

Complex or Long-term Medical Conditions

Where a child has a more complex or long-term medical condition, a Care Plan will be drawn up by the School Nurse in consultation with the parent, the child (where appropriate), and any relevant health-care professional, such as the child's GP or specialist.

A Care Plan enables the school to help support any students with medical needs, ensuring that they can participate in all activities and play a full and active role in school life.

The content of the Care Plan will vary according to the child's level of need and each condition will be assessed and managed on an individual basis. Any factors that may give cause for concern regarding the child's needs, such as school routine/activities/equipment/facilities will be identified. The Care Plan will include any issues surrounding the management of medication in the school setting and any measures that would need to be taken in the event of an emergency.

The Care Plan will be shared with staff members as appropriate. The plan will be reviewed annually or sooner in the event of a change to any aspect of the child's care.

All medical records will be stored in line with the School's Data Retention Policy, after which they will be securely destroyed.

Students with Asthma and Allergies

Parents of Junior School children with asthma are asked to complete and sign a School Asthma Card in order to obtain details about medicines, triggers and individual symptoms.

Parents of children in the Nursery should inform staff, at the start of the school day, if their child has received any reliever medication for their asthma prior to arriving at school.

Parents of children who suffer from allergies are asked to complete and sign a care plan at the beginning of the academic year enabling the School to gain a better understanding of how a child's allergies affect them and outlining the specific steps that staff would be required to take in the event of an emergency.

For those children who are prescribed Adrenaline Auto Injectors, parents are asked to supply two pens. Senior students, are always required to carry their emergency medication.

Emergency stock are kept at the following locations:

Stamford Junior School

- Medical Room
- Dining Hall

Stamford Sixth Form - St Martin's Site

- Medical Centre
- Dining Hall
- Wothorpe Sports Centre

Stamford Senior School - St Paul's Site

- Medical Centre
- Dining Hall

Medical Centres will provide Boarding Houses with spare medicine such as an emergency asthma inhaler and adrenaline auto injector if a risk assessment deems this necessary.

Copies of asthma and allergy care plans will be kept with the student's medication and can be accessed by staff on ISAMs

School staff will receive training in the management of anaphylaxis, asthma attacks and other medical conditions such as Diabetes by the School Nurse. Printed guidance is supplied to staff in charge of students on residential and day trips.

Further information about allergies can be found within the School's Allergy Policy

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