



# FIRST AID POLICY

## (Senior and Junior Schools)

### INTRODUCTION

The Governors of QEH are committed to provide suitable and adequate first aid provision for their employees and for pupils if they become ill or are injured at school. QEH arrangements for first aid take into account guidelines in the Health and Safety (First Aid) Regulations 1981 supported by the Health and Safety Executive's approved code of practice "First at Work". All accidents, injuries and illnesses are referred to the school nurse on duty in the Health Centre.

### MEDICAL PERSONNEL

There are three qualified school nurses available in the Health Centre. The Health Centre is usually open from 08:15 until 16:15 during School term time. Outside of these hours a first aider will be available in the School Office or in the Bursary.

### FIRST AID PERSONNEL

First aiders are volunteers from members of staff and training will be provided to the standards approved by the Health and Safety Executive (normally 1 day course). All QEH staff are trained to either "First Aid At Work" or "Schools Emergency First Aid" standard.

Wherever activities for which there is an element of risk (e.g. sports) are conducted away from the main school site it is the policy of the Governors that a qualified first aider or appointed person will accompany the pupils unless there is adequate first aid provided at the venue.

First Aid is provided at the school playing fields at Failand on Saturday fixtures by an outside agency Bristol Physio. Copies of treatment records will be sent to the school nurse the following week.

It is the responsibility of the School Nurse and the Bursary to hold and maintain a record of appointment and qualifications of first aiders and to arrange refresher training as necessary.

Lists of trained first aiders will be displayed in:

- Senior School staff room
- Senior School Reception
- School Office

All pupils and staff will be given information on the provision of first aid at their induction.

All staff are trained how to use emergency medication including auto-injectors, inhalers and the defibrillator. This is done via face-to-face training on INSET or via online training videos.

## **ACCIDENT OR INJURY**

When a pupil has an accident or is injured the first person on the scene should assess the situation and if necessary start first aid.

If possible, the injured pupil should be accompanied to the Health Centre in school, so that they can be assessed and treated by the school nurse on duty.

At Failand, the First Aid room is the Pavilion. All injuries at Failand should be reported to the School Nurse.

If the pupil cannot be moved the school nurse should be notified so that she can bring a first aid kit to the scene of the accident.

The school nurse on duty will assess the pupil's condition and decide if the injured pupil should: -

1. Return to school **or**
2. Receive treatment at the health centre as appropriate and return to school **or**
3. Contact their parents or guardian in order to be taken home or for medical review **or**
4. Call an ambulance so that the injured pupil can be taken to hospital for further treatment

The School Nurse will normally be responsible for summoning an ambulance and for escorting the pupil to hospital.

Parents or guardians of pupils involved in accidents at school should be notified as soon as possible.

## **TREATMENT RECORDS**

The School Nurse keeps daily records of attendance and treatments on school base. Additional information will be held within the student medical records.

The school will notify parents if a pupil suffers anything more than a minor injury or becomes ill during the school day.

## REPORTING OF ACCIDENTS

For injuries to pupils and visitors, it is the responsibility of the most senior member of staff who witnessed or dealt with the injured person to record details on SchoolBase. The school nurse should be notified as soon as possible.

For injuries suffered to members of staff, it is the responsibility of the injured person to ensure details of the accident have been recorded, however the actual details may be recorded by another person on his/her behalf.

A report on the accidents recorded during a term will be presented to the next Health and Safety Committee by the Health and Safety Officer.

## FIRST AID/TREATMENT ROOM

A First Aid room is provided in the Health Centre and will contain as a minimum the following facilities and equipment

- a) Sink with running hot and cold water always available;
- b) Drinking water when not available on tap and disposable cups;
- c) Liquid soap;
- d) Paper towels;
- e) Hygiene hand rub
- f) Smooth topped working surfaces;
- g) Suitable store for first-aid materials;
- h) First-aid equipment;
- i) Couch (with waterproof surface) and clean pillow and disposable couch roll.
- j) Disposable Personal Protective Equipment (PPE) incl. medical grade face masks (IIR), aprons, gloves, face shield, foot covers.
- k) Chair
- l) Disposable bowls
- m) Portable wound dressing table
- n) Thermometer (non mercurial) with disposable covers
- o) Adequate lighting both overhead and focus
- p) Clinical waste bin
- q) Drug/medicine cabinet (complying to the Misuse of Drugs Regulations 2005)
- r) Refrigerator
- s) Bio hazard kit

The room is clearly identified as a first-aid room. Identification is by means of a sign complying with the Safety Signs Regulations 1996.

There are 2 beds available to those who are feeling unwell/awaiting collection from School. There are hospital mattresses and couch roll in the room.

## FIRST AID KITS

First Aid Kits will be provided and located as follows: -

Maintenance (x1)  
Bursar's Office (x1)  
Gym (x1)  
Sports travelling kits (6+)  
Biology Prep Room (x1)  
Failand (x1)  
Chemistry Prep Room (x1)  
Mini Buses (x3)  
Physics Prep Room (x1)  
Art Department (x1)  
Theatre (auditorium) (x1)  
Design & Technology Department (x1)  
Junior school Office (Yrs 3,4,5,6)  
School Office (x1)  
Land Rover (x1)

First Aid Kits should contain only those items which a first aider has been trained to use. The contents of the kits will be checked by the school Nurse and all first aid kits follow the <http://www.hse.gov.uk> guidelines.

Contents- minimum

- a) One guidance card
- b) Medium sterile adhesive dressings (assorted sizes) appropriate to the work environment.
- c) bandages;
- d) Triangular Bandage
- e) Six safety pins
- f) Normal Saline
- g) Wound wipes
- h) Disposable latex free gloves
- i) Plasters
- j) Yellow clinical bag x 1
- k) Foil blanket x 1

The school nurse is responsible for checking and replenishing all first aid kits on a termly basis, in order to ensure that there is always an adequate supply of materials. Items should not be used after the expiry date shown on packets. Staff are responsible for requesting any items needed from the health centre.

Where mains tap water is not readily available for eye irrigation, sterile water or sterile normal saline (0.9%) in sealed disposable containers should be provided. Each container should hold at least 300ml and should not be re-used once the sterile seal is broken. At least 900ml should be provided. Eyebaths when used should be disposable. They should not be used if chemicals are splashed in the eye to stop re contamination.

### Automated External Defibrillator (AED)

The school has two Zoll Plus AED. They are located:

- Outside the Head's office (Senior School)
- Males staff changing room Failand

The Zoll Plus AED is a self-testing device, however the machine and pads should be checked regularly to ensure the pads are in date and batteries are valid.

All staff are informed of the locations and are trained by online courses on how to use the defibrillator. Online training is sent out at the beginning of the school year in September and face-to-face training is available from the School Nurses whenever requested.

NB Please also refer to the other medical policies available on the school website.

### FURTHER INFORMATION AND GUIDANCE

ISBA First Aid Policy Guidance

HSE – [First Aid at Work](#)

DfE – [Guidance on first aid for schools](#)

School Nurses: [healthcentre@qehbristol.co.uk](mailto:healthcentre@qehbristol.co.uk)

#### REVIEW:

Date policy updated	10 July 2023
Date policy to be reviewed by	31 July 2024 or earlier if required
Policy Owner	School Nurse