



Redmaids' High School

First Aid

Introduction

The School will provide suitable and sufficient first aid provision for employees and students if they become ill or are injured at the School or on an approved school trip. The School's arrangements for first aid take into account the requirements of the Health and Safety (First Aid) Regulations 1981, as supported by the Health and Safety Executive's guidance in their approved code of practice, "First Aid at Work". In accordance with this guidance the School will also provide first aid assistance for visitors to, and contractors working at, the School so far as is reasonably practicable.

Medical Personnel

At least one qualified School Nurse is on duty throughout the normal school day during term time. A trained first aider is also on site until 6pm everyday (when all the after school extra-curricular activities are finished). This is a member of the SMT. All PE teachers and sport coaches are also trained first aiders.

It is the responsibility of the Deputy Head (Staff and Operations) and the Junior School Headteacher to hold and maintain a record of appointment and qualifications of first aiders for the respective schools.

The SMT Secretary supports the Deputy Head (Staff and Operations) and the Junior School Headteacher to ensure there is a master list and co-ordinates the training.

This includes the requirement for updated training every three years.

First Aid Personnel

First aiders are volunteers from members of staff. All Redmaids' High first aiders are trained to either 'First Aid at Work' or 'Schools Emergency First Aid' standard. However, there are other members of staff who are trained in 'Emergency Sports First Aid'. A list of personnel who have received first aid training and the certificate they have achieved is posted in the staff room and at other key locations around the school.

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

If someone has a serious accident or is taken seriously ill at school, requiring an ambulance, the School Nurse is normally responsible for summoning the ambulance but all staff are advised in their induction training that if the School Nurse is unavailable, they should summon the ambulance themselves. If possible, two members of staff will escort the student to hospital and stay until a parent/carer arrives. It

is understood that this will not always be possible if the other member of staff needs to remain with the existing students.

Redmaids' High School first aiders understand the guidance that if they are in any doubt, they should call 999 (112 from a mobile).

All staff are given training on the use of emergency medication such as auto injectors, inhalers and defibrillator. This is through face-to-face sessions or online videos, as appropriate.

This may include training on specific medical conditions relevant to a pupil or staff member (i.e. Diabetes, Cystic Fibrosis).

Accident /Incidents

Senior School

All accidents, injuries and illnesses are referred to the School Nurse on duty in the Medical Centre who will then report any accidents and injuries to the, Deputy Head. Accident report forms are completed and submitted via the School Operoo system. Parents are informed by the School Nurse, according to need and their professional judgement.

For injuries to students 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 an Accident Report form. Incident (and accident) reporting is an integral part of the risk management process whereby all reports are investigated as appropriate and measures put in place to mitigate identified risks and prevent reoccurrence wherever possible.

For accidents involving members of staff, it is the responsibility of the injured person to ensure details of the accident have been documented, however the actual details may be recorded by another person on their behalf. An Accident Report form should also be completed on Operoo and passed to the Deputy Head.

Junior School

Medical forms are completed and submitted by the school Operoo system. First Aiders in the Junior School are referred to if the injury needs First Aid. For injuries to pupils and visitors, it is the responsibility of the member of staff who witnessed or dealt with the injured person to record the details on Operoo. Parents/carers are informed by a member of staff, according to need and professional judgement. Incident (and accident) reporting is an integral part of the risk management process whereby all reports are investigated as appropriate and measures put in place to mitigate identified risks and prevent reoccurrence wherever possible.

For accidents involving members of staff, it is the responsibility of the injured person to ensure details of the accident have been recorded on Operoo, however the actual details may be recorded by another person on their behalf.

There is a specific procedure for dealing with the spillage of bodily fluids. Bodily fluid disposal kits are located in the locked First Aid cabinet in the Servery. They are checked and replenished by the Principal First Aider.

General

A report on the accidents recorded during each term is presented to the next meeting of the School Health and Safety Committee by the Health and Safety Officer.

Certain types of accidents and injuries must be reported to the Health and Safety Executive as required by The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR). Employers must report: deaths; major injuries; over seven-day absence injuries; certain accidents causing injury to students, members of the public or other people not at work; a specified dangerous occurrence, where something happened which did not result in an injury but could have. Full details can be found in the Accident Reporting Procedure of the school's Health and Safety manual.

The Health & Safety manual is available to all staff on SharePoint.

Senior School

First Aid/Treatment Room

A First Aid room is provided in the Medical Centre on the second floor of the main building (Burfield House) and will contain as a minimum the following facilities and equipment:

- Sink with running hot and cold water always available
- Drinking water
- Liquid soap
- Paper towels
- Smooth topped working surfaces
- Suitable store for first-aid materials
- First-aid equipment
- Clean protective garments for use by first-aiders
- Chair
- An appropriate record book
- Disposable bowls
- Thermometer (non-mercurial) with disposable covers
- Adequate lighting both overhead and focus
- Clinical waste bin
- Lockable drug/medicine cupboard (complying to the Misuse of Drugs Regulations 1973):
- Refrigerator

- Bodily Fluid Disposal Kit
- Sharps bin
- Microwave, ice machine, stock of drinks and snacks
- Sanitary products and spare clothing

Some Emergency medication is kept in unlocked cupboard this includes Epipens and Inhalers. The Medical Centre is clearly identified as a first-aid room with the familiar white cross on a green background, which complies with the Health & Safety (Safety Signs & Signals) Regulations 1996. There is a three bedded room for use of those feeling unwell/awaiting collection from school. There are hospital wipeable pillows and a couch roll in the room.

Junior School

Treatment for minor injuries is given in the servery; where there is a significant injury, it is School policy to call an ambulance. There is also a fully equipped Medical Centre in the Senior School staffed by two qualified nurses. The Nurses can be called upon to assess children and give first aid/advise.

When a pupil suffers an injury requiring immediate hospital attention they will be accompanied by a first aider, or at least one other appropriate adult, who will remain with the pupil until a parent/carer is available. Best practice is for two members of staff to accompany.

First Aid Kits

First aid kits should contain only those items which a first aider has been trained to use. Some kits may have additional items depending on need and all first aid kits follow the www.hse.gov.uk guidelines. First aid kits are prepared by the School Nurse and tailored to the individuals attending and the activities undertaken.

Contents – minimum

Bandage

Medium Dressing x 2

Triangular bandage

Plasters

Gloves (latex free)

Wound wipes

Foil blanket x 1

Yellow clinical bag x1

Location of First Aid Kits

- Medical centre
- Main Reception
- Kitchen
- Music block
- Redland Hall, outside servery
- 6th Form entrance
- 6th Form kitchen
- Science department x 3 (inside prep rooms)
- Food Technology room
- Maintenance department
- Lecture Theatre (300 Building)
- PAC Green Room
- Sports Hall
- Junior school main internal corridor next to the defibrillator
- The Lawns site office
- All PE staff carry their own First Aid kits.
- All minibuses and maintenance vehicles
- Disaster Plan Pack

The School Nurse is responsible for providing and checking all first aid kits 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 medical room.

The Junior School Support and Liaison Assistant is responsible for ensuring the first aid kits and the defibrillator are checked in the Junior School.

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. Eye irrigation is available in each Science lab.

Bodily fluid disposal kits are located at various points around the school (the school office, the staff room, the laundry on the ground floor of the main building, the Sports Hall and 6th Form Centre). These contain latex free gloves, aprons, masks, solidifying granules, scoop, disinfectant spray and yellow biohazard bag. They are checked and replenished by the School Nurse as required. All staff are

responsible for initial cleaning up of any spills and for contacting the cleaning staff for further deep clean/decontamination.

Defibrillators

There is a defibrillator situated outside Burfield House in the Senior School. The defibrillator is checked weekly by the School Nurses and is registered with The South Western Ambulance Service NHS Foundation Trust (SWAST). The Junior School has a defibrillator which is situated outside the school hall and also registered with SWAST. This is checked by the Junior School Support and Liaison Assistant with training from the School Nurses. A defibrillator is also available at The Lawns.

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 School Nurses whenever requested.

It is the School Nurses responsibility to collect the defibrillator and take it to the assembly point whenever the fire alarm is triggered.

A list of all trained first aiders and their location can be found on SharePoint.

Further information

HSE – [First Aid at Work](#)

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

School Nurses: schoolnurse@redmaidshigh.co.uk

Roz Watson/Melissa Stimson/Lisa Brown/Gilly Rowcliffe Summer term 2023

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