

BOLTON SCHOOL



FIRST AID MANAGEMENT POLICY & PROCEDURE

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FIRST AID MANAGEMENT POLICY & PROCEDURE

1. GENERAL STATEMENT

The Governors, Foundation Heads and the Clerk and Treasurer accept their responsibility for Health and Safety at Bolton School and for putting in place arrangements for first-aid based on a risk assessment of the School and its campus.

This policy is designed to promote the health, safety and welfare of students, staff and visitors at Bolton School, through the provision of first-aid equipment and trained personnel in accordance with the requirements of the Health and Safety (First Aid) Regulations and relevant DfE guidance. This policy should be read in conjunction with the Foundation Health and Safety Policy and the Accident Management Policy.

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

2. INTRODUCTION & AIMS OF POLICY

The aims of this policy are to outline the ways in which Bolton School will provide a safe environment for all colleagues, pupils and visitors, where staff know how to respond to a situation requiring first-aid, both on and off site by ensuring:

- that first-aid is administered in an effective, timely and competent manner;
- that facilities and resources for first-aid are in place;
- that high standards of staff first-aid training, updated at least every three years, are maintained;
- that accurate records of accidents and other first-aid incidents are kept;
- that regulations on reporting to the Health and Safety Executive are followed;

'First-aid' means:

- in cases where a person will need help from a medical practitioner or nurse, treatment for the purpose of preserving life and minimising the consequences of injury and illness until such help is obtained, and
- treatment of minor injuries which would otherwise receive no treatment or which do not need treatment by a medical practitioner or nurse.

First-aid at work does not include giving tablets or medicines to treat illness. The only exception to this is where aspirin is used when giving first aid to a casualty with a suspected heart attack, in accordance with currently accepted first-aid practice. Aspirin should not, however, be given to children aged under 16 unless on the advice of a doctor.

3. RESPONSIBILITIES

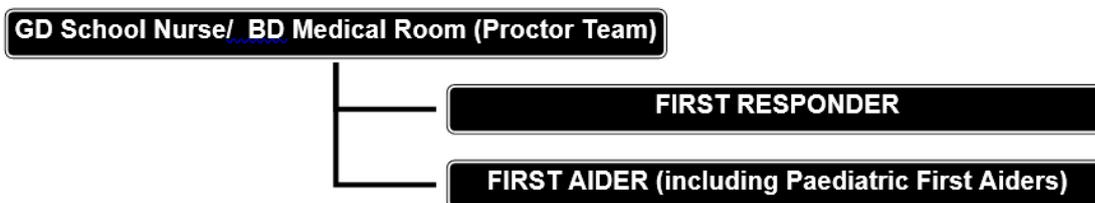
All school and Nursery/ Kidzone staff are expected to use their best endeavours at all times, particularly in emergencies, to secure the safety and welfare of pupils and children, in the same way that parents might be expected to act towards their children.

The Senior Officers, on behalf of the Governing Body, will regularly review the School's First Aid Needs (at least annually) and particularly after any changes, to ensure the first-aid

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provision is adequate. The Headteacher of each school, the Clerk and Treasurer (with respect to Central Services staff) and the Setting Managers in the Nursery and KidZone are responsible for informing all staff of the first-aid arrangements, eg by ensuring that first-aid notices are prominently displayed in staff rooms and including first-aid in induction programmes. The Headteacher of each school and the Setting Managers are also responsible for making sure that parents are aware of the Foundation's Health and Safety Policy, including arrangements for first-aid.

The key responsibility for the provision of first-aid on the school campus during term time rests with the GD School Nurse and the BD Medical Room (Proctor Team). As the Appointed Persons, they will take charge when someone is injured or becomes ill; look after the first aid equipment; and ensure that an ambulance or other professional medical person is summoned when appropriate.



The First Responders and First Aiders are those members of staff who have completed a training course approved by the HSE within the past three years whose main duties are:

- To give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school;
- To ensure that an ambulance or other professional medical help is called when necessary.

First Responder – these staff will assist the School Nurse/ Proctor Team at an incident, and will provide first aid when they are not available e.g. during school holiday periods and out of school hours. These staff will be available to attend to an incident anywhere on the school campus.

First Aider – these staff will be available to respond to incidents requiring first aid provision within their immediate work area. The member of staff may not be in a position to attend incidents elsewhere on the school campus if, for example, they are responsible for a class or group that cannot be left without supervision.

Paediatric First Aiders – In the Nursery, all staff have paediatric first aid training and in Beech House the Nursery Nurses have this training.

Staff who are responsible for leading a school trip or other authorised activity which takes place away from the school campus shall consider how their responsibility to manage the provision of first aid will be met by carrying out a suitable and sufficient risk assessment.

4. GUIDANCE – ASSESSING THE SITUATION

In the event of an accident resulting in injury:

- The closest member of staff present should assess the seriousness of the injury and **dial 999 immediately** if it is immediately clear that the casualty is seriously ill or injured or their life is at risk this would be the case for example if the casualty has:

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- 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 such cases, the casualty should not be given anything to drink until the emergency services arrive.

- If the closest member of staff present is qualified to provide first-aid, s/he should do so.
- Otherwise, s/he should make sure that the casualty is not left alone if at all possible and seek the assistance of a qualified first aider (see 4.1 below).
- The first-aider, will assess the injury carry out appropriate action and decide if further assistance is needed from a colleague or the emergency services and will remain on scene until help arrives.

4.1 FIRST AID PROVISION

In the event that help from a First Responder or First-Aider is required during the school day, the School Nurse / Proctor Team / Riley Centre Reception will be contacted. The following numbers will be used:

Medical room extension numbers: 333(GD) 330 / 580 (BD)

Direct telephone line: 01204 434736

Mobile numbers: 07795 294540 or 07824 645804

Riley Centre Reception: '0' or radio channel 16.

It may be necessary to request help from all who are available by using the school radio system. In the event that an 'all call' request for help is given all users will maintain radio silence unless their assistance is requested.

First-aiders and First responders will deal with the situation in accordance with their First-Aid training.

If the First-Aider/ responder does not know the child well and, particularly if the child is unable to give information about him/herself, pastoral staff should be called as soon as is convenient. This is to reassure the child and provide any information about him/her, including about whether or not s/he has a medical condition.

Consideration must be given to whether the parents should be contacted whilst First-Aiders/ Responders are at the scene. If the emergency services are called, parents should be contacted as soon as possible to go with the child to hospital or to meet him/her there. If the situation can be dealt with without parents being present (for example, in the case of a minor injury involving an older child), the parents should be informed as soon as reasonably practicable and preferably before the child goes home.

Schools must keep a record of any first-aid treatment given by first-aiders or appointed persons, including on school trips, by completing the schools incident reporting mechanisms

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4.2 DEALING WITH THE EMERGENCY SERVICES

If the Emergency Services are required to attend the incident, the member of staff who telephones 999/112 will need to give some detailed information to the operator. The member of staff will need to speak clearly and slowly and must be ready to repeat information if asked. S/he will need to give information requested by the emergency services, such as:

- Name of person ringing
- Location of School/ setting, including post code (see 4.5 below- Riley Centre is BL1 4PB. For Beech House BL1 4RL. For Park Road BL1 4RD.)
- **Exact location** of the casualty
- Details of the injured / ill person.
- Access to the place of the injured / ill person.

It may be necessary to remain in contact with the Emergency Services and to advise the operator of any changes to the condition of the casualty. When the Emergency Services have been called and an ambulance is asked to attend, the Main School Reception must be informed so they can direct the emergency services if required.

4.3 USE OF DEFIBRILLATORS (AEDs)

The AED should only be used where a person is suspected to be in cardiac arrest. If possible, a First Aider who is trained in the use of AEDs should be called for. However, AEDs are designed to be used by any person by following the step by step instructions on the AED.

4.3 AUTOMATIC EXTERNAL DEFIBRILLATOR (AED) LOCATIONS

The Foundation has strategically situated AED's around campus and at all times you are within 3 minutes access time to a unit. In the event of a cardiac arrest, defibrillation can help save lives, but to be effective, it should be delivered as part of the chain of survival within the first three minutes of arrest. All of the Nurses, First Responder and Emergency First Aiders have been trained to use this equipment.



In addition to the locations above there are AEDs at Patterdale Hall and the Leverhulme Pavilion.

The AEDs are maintained by the Estates Department.

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4.4 ALLERGY RESPONSE KITS

There are 'allergen response' kits containing an epi-pen and salbutamol inhaler located in the positions below:



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4.5 VEHICLE ACCESS ROUTES

Entrance A- Tudor Avenue North

Access to :
Girls Division Catering
Design and Technology
Hesketh House School
Sports Hall Complex

Entrance B – Chorley New Road

Access to:
Girls Division

Entrance C – Chorley New Road

Access to:
Boys Division

Entrance D – Dobson Road

Access to:
Boys Division Catering
Boys Division Dining Hall

Entrance E – Dobson Road

Access to:
The Arts and Conference Centre
The Tillotson Pavilion
The Levels
The Boiler House

Entrance F – Tudor Avenue South

Access to :
The Lower Levels



4.6 AFTER AN INCIDENT

In order to monitor and improve the efficiency of dealing with incidents that require first aid an review of the events will take place after the incident. The review will include an assessment of how the situation was handled and will determine any improvements that could be made to the existing procedures.

To do this the assessment will consider the following points and will require the collection of the information shown below:

- In the event that an ambulance attended the incident, were the ambulance crew fully and accurately informed of what had occurred prior to their arrival?
- Has a Bolton School Incident Form been completed to record the exact details of the injury or illness, along with a record of any first aid administered?
- Was the Head of Estates informed and, if appropriate, has an investigation of the incident taken place?
- If incident was reportable has the HSE been informed?
- Was the scene of the incident made safe and has any further work been identified, followed up and completed?
- Was the wellbeing of relatives or colleagues who were not injured sufficiently considered and action taken?
- Were the first aid supplies sufficient and if necessary have they been replenished?

4.7 AFTER AN INCIDENT IF AN AED (AUTOMATIC EXTERNAL DEFIBRILLATOR) HAS BEEN USED

Should a rescuer need support after an incident, they may be able to request a debriefing from the local ambulance service. Alternatively, they can seek help from their GP or through the school's contract with 'the school's Employee Assistance Programme (EAP) with Health Assured'.

Most AED's will store data, which can subsequently be used to assist with ongoing patient care and may be taken by the emergency services. The Estates Department shall be informed of the incident to ensure a replacement has been provided or first aiders notified of the AED

4.8 THE ROLE OF THE FIRST RESPONDER

The school will provide training for a number of staff to enable them to meet the requirements of the role of First Responder. A member of staff designated as a First Responder will be a qualified First Aider as defined in the Approved Code of Practice, which accompanies the First Aid at Work Regulations. This is defined as follows:

"A person who holds a current First Aid Certificate issued by a Training Organisation which has been approved by the Health & Safety Executive".

4.9 THE ROLE OF THE FIRST AIDER

The school will also provide training for a number of staff to enable them to meet the requirements of the role of First Aider. These members of staff will be required to provide first aid as appropriate across the school campus and on school trips; however some members of

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staff may be limited to providing first aid within their own departments due to their other responsibilities e.g. caring for children.

A member of staff designated as a First Aider will be as defined in the Approved Code of Practice to the First Aid at Work Regulations. This is as follows:

"A person who holds a current First Aid Certificate issued by a Training Organisation which has been approved by the Health & Safety Executive".

In the EYFS settings, there must always be someone present who has a current certificate of training which is specifically in paediatric first aid whenever children are present and whenever they are accompanied on outings.

Refresher training

All first responders and first aiders shall undertake refresher training as required e.g. every three years.

4.10 THE ROLE OF THE FIRST RESPONDER

First Aid provision at the main Bolton School site will be available during the normal working day between 8.30 a.m. and 4.30 p.m. during term time and holiday periods while staff are required to work.

If staff are undertaking an activity during the evening or weekend, or off site, the person responsible for the activity will assess the level of provision appropriate for that activity.

In any event the minimum first aid provision will be required:

- A suitably stocked first aid container. All school vehicles are fitted with first aid boxes and first aid 'carry bags' are available from the Medical room
- A person appointed to take charge of first aid arrangements
- Information for pupils, staff and visitors about the first aid arrangements

The following checklist will help staff to assess whether additional provision is needed:

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Aspects to consider	Impact on first aid provision
What are the risks of injury and ill health arising from the activity, as identified in the risk assessment?	If the risks are significant a person trained to administer first aid may need to be engaged.
Are there any specific risks? For example working with: <ul style="list-style-type: none"> • hazardous substances • dangerous tools • dangerous machinery • dangerous loads or animals 	The following will need to be considered: <ul style="list-style-type: none"> • specific training for the First Aider • extra first aid equipment • the precise location of first aid equipment • informing Emergency Services • first aid room
Are large numbers of people going to be present on the school campus?	Additional first aid provision may need to be engaged to deal with the higher probability of an incident.
What is the current number of accidents that have taken place in similar circumstances and have there previously been cases of ill health? What type are the accidents and where did they happen?	Consider the need to: <ul style="list-style-type: none"> • locate the provision in certain high risk and more accessible areas • review the contents of the first aid boxes
Are there inexperienced workers on campus, or staff/pupils with disabilities or special health problems?	Consider the need to: <ul style="list-style-type: none"> • include and provide special equipment
Are the activities that are being undertaken in one place, in several buildings on the site or in multi-floor buildings?	Consider the need to: <ul style="list-style-type: none"> • provide first aid arrangements in each building or on several floors
Is shift work or out of hours working involved?	First aid provision is required at all times during which people are at work.

4.11 FIRST AID ACCOMMODATION AND FIRST AID BOXES / KITS

Every school is required to have a suitable room for medical/ dental treatment and for the care of pupils during school hours.

All first aid boxes are periodically checked by responsible persons (nurses, proctors, nominated first aiders) to ensure they are complete, and the contents are within date. Any items removed from a first aid box shall be replaced as soon as practicable.

The contents of first aid boxes/kits for field trips will be checked by the School Nurse/ Proctors prior to departing.

The First aid kits in the Medical rooms located in the Lower Schools' Medical Rooms (Beech House, Hesketh House and Park Road) are regularly checked by the Nurses/Medical Room Staff.

Staff at the Bolton School Nursery undertake regular inspection of their own First Aid supplies located at the Nursery.

4.12 MANAGEMENT OF ANALPHYLAXIS

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The mild to moderate symptoms can be treated by administering an oral antihistamine if prescribed or administered by the School Nurse/ person trained in dealing with anaphylaxis. The casualty will be observed for further symptoms and in the event of deterioration in the condition the Emergency Services will be called. In the case of a Pupil suffering a reaction, the parents of the individual will be contacted by the school and informed of the mild to moderate allergic reaction. A Bolton School Incident Form will be completed.

Severe symptoms may occur. And may require adrenaline being administered by a trained competent person. The parents of the individual will be contacted by the school and informed of the severe allergic reaction. A Bolton School Incident Form will be completed.

Where a child is known to suffer from a potential allergic reaction the school must be informed in writing. Any medication that is required must be sent to the School Nurse/ Proctors. Parents / carers must note the expiry date on the medication and ensure that a replacement is sent within the required timescale. When a child is taking part in a school trip or attending an out of school event the Group Leader, Teacher or relevant Manager must be informed of this condition and additional medication must be supplied. Pupils known to suffer from allergic reactions will be advised by Catering Staff of any items on the menu with the potential to cause harm.

4.13 MANEAGEMENT OF ASTHMA

In the event of an asthma attack, the muscles of the **air passages** in the lungs go into spasm and the **linings** of the airways **swell**. As a result, the airways become **narrowed** and **breathing becomes difficult**.

Treatment

The aims during an asthma attack are to ease the breathing and if necessary get medical help.

- Keep the casualty calm and reassure them.
- If they have a blue reliever inhaler they should be encouraged to use it. Children may have a spacer device; they should be encouraged to use that with their inhaler. This should relieve the attack within a few minutes.
- The casualty should be encouraged to breathe slowly and deeply.
- The casualty should be asked to sit in a position that they find most comfortable, often leaning forward with arms resting on a table or the back of a chair. The casualty should not lie down.
- A mild asthma attack should ease within 3 minutes but if it does not encourage the casualty to use their inhaler again and send for the School Nurse/ Proctors.

If this is the first attack, or if the attack is severe and any one of the following occurs:

- The inhaler has no effect after 5 minutes
- The casualty is becoming worse
- Breathlessness makes talking difficult
- The casualty becomes exhausted

Dial 999 (or 112) for an ambulance.

- Encourage the casualty to use their inhaler every 5 to 10 minutes
- Monitor and record the breathing and pulse rate every 10 minutes

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4.14 MANEAGEMENT OF DIABETES

Diabetes is a lifelong condition where the amount of glucose in the blood is too high because the body can't use it properly. This is because the pancreas doesn't make any insulin, or not enough, or the insulin that it does make doesn't work properly (known as insulin resistance). There are two main types of diabetes, Type 1 and Type 2.

Type 1 diabetes

Type 1 is always treated with insulin (either by injection or pump).

Type 2 diabetes

Where a child is known to suffer diabetes the school must be informed in writing. Any medication that is required must be sent to the School Nurse/ Proctors. Parents / carers must note the expiry date on the medication and ensure that a replacement is sent within the required timescale. When a child is taking part in a school trip or attending an out of school event the Group Leader, Teacher or relevant Manager must be informed of this condition and additional medication must be supplied.

Those members of staff who have regular contact with the person affected will receive training in recognition of symptoms and treatment.

The School Nurse/ Proctors or a First Aider that has been trained in managing diabetes will administer glucose followed by carbohydrate to regulate the Pupil's sugar levels. The parents of the individual will be contacted by the School Nurse/ Proctors or First aider and informed of the incident.

5. RELATED GUIDANCE

Blood-Borne Viruses in the Workplace Policy; Accident Management Policy; Administration of Medicines Policy