



## FIRST AID MANAGEMENT POLICY & PROCEDURE

Published by:	Head of Compliance
Date Approved:	10/9/23
Version number:	15
Approved by:	Executive Committee

## 1. GENERAL STATEMENT

The Governors and Senior Officers 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, the Medical Services Provision Policy and the Incident 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 pupils aged under 16 unless on the advice of a doctor. The separate Administration of Medicine in School Policy should be consulted where medicines are being given to pupils.

### 3. RESPONSIBILITIES

All Foundation staff are expected to use their best endeavours at all times, particularly in emergencies, to secure the safety and welfare of pupils 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 provision is adequate using the **Medical Services Risk Assessment**.

The Heads of Division and the Clerk and Treasurer (with respect to Foundation Services staff) 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 Heads of Division 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 Medical Services Leaders. 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 Medical Services Leaders at an incident, and will provide first aid when they are not available. 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 Teaching Assistants 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:
  - 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 eat or 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 Medical Services Leaders/ Riley Centre Reception will be contacted. The following numbers will be used:

##### **Medical room extension numbers:**

GD 333  
BD 330 / 580

PD  
For PR it is 396  
For BH it is 506  
For HH it is 549

**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 pupil well and, particularly if they are unable to give information about themselves, pastoral staff should be called as soon as is convenient. This is to reassure the pupil and provide any information about them, including about whether or not they have 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 pupil to hospital or to meet them there. If the situation can be dealt with without parents being present (for example, in the case of a minor injury involving an older pupil),

the parents should be informed as soon as reasonably practicable and preferably before the pupil goes home.

Minor injuries are notified to parents via ISAMS emails.

Schools must keep a record of any first-aid treatment given by first-aiders or appointed persons, including on school trips, following the **Incident Management Policy**

## 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
- **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.

### Postcodes / What.3.Words for Emergency Services (see 4.5)

#### Main Campus

A	Tudor Avenue (Upper Tudor Avenue Entrance), BL1 4PB	maybe.living.tigers
B	Tudor Avenue (Sports Field Car Park), BL1 4LR	odds.habit.plans
C	Chorley New Road (Girls' Division Quad), BL1 4PB	salad.quarrel.amount
D	Chorley New Road (Riley Quad), BL1 4PA	matter.solid.page
E	Chorley New Road (Boys' Division Quad), BL1 4PA	moving.taxi.snap
F	Dobson Road (Rear of Boys' Division Entrance), BL1 4RL	face.garage.worm
G	Dobson Road (Beech House / Nursery Entrance), BL1 4RL	hammer.robot.tour
H	Park Road (Beech House / Park Road Car Park), BL1 4RD	stack.else.look
I	Park Road (Junior School), BL1 4RD	fence.pies.horn

#### Leverhulme Pavilion

A	Chorley New Road (Main Road Entrance), BL1 5AA	anyone.regard.blank
B	Overdale Drive (Car Park Entrance), BL1 5BU	leave.happen.drop

#### Brookside

A	Off Ladybridge Lane, BL1 5DE	sleepy.winner.opens
---	------------------------------	---------------------

### **Patterdale**

A	Patterdale Hall Residential Adventure Learning Centre Glenridding, Penrith, CA11 0PT	charging.decorate.chucked
---	---	---------------------------

### **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.

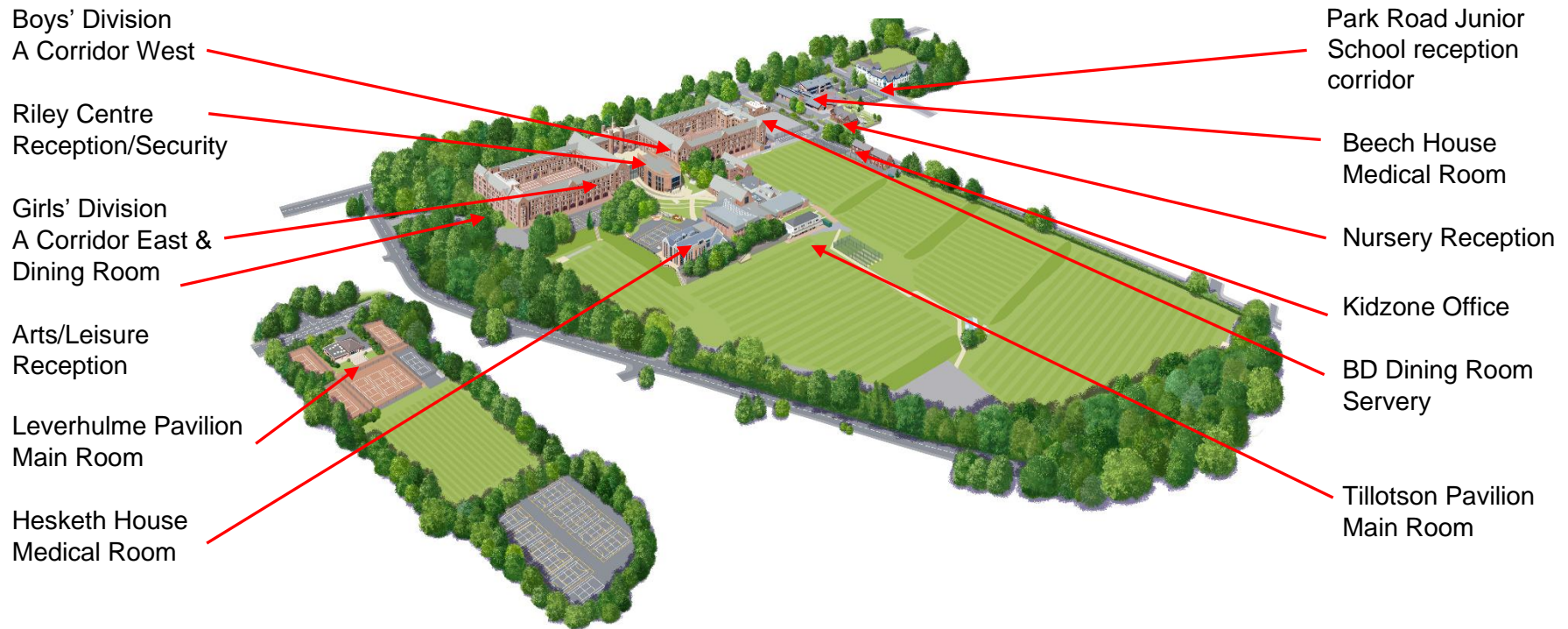


In addition to the above locations there are AEDs at Brookside and Patterdale Hall.

The AEDs are maintained by the Estates Department.

#### 4.4 ALLERGY RESPONSE KITS

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





In addition to the above locations there is also an allergy response kit at Brookside

#### 4.5 VEHICLE ACCESS ROUTES

<p><b>Entrance A- “Upper” Tudor Avenue</b>          Access to:          Rear of Girls’ Division          Hesketh House Junior Girls          Arts Centre &amp; Sports Complex</p>	<p><b>Entrance B – Sports Field Car Park</b>          Access to:          Lower Levels</p>	<p><b>Entrance C – Girls’ Division Quad</b>          Access to:          Girls’ Division</p>
<p><b>Entrance D – Riley Quad</b>          Access to:          Riley Centre (central to site)</p>	<p><b>Entrance E – Boys’ Division Quad</b>          Access to:          Boys’ Division</p>	<p><b>Entrance F – Dobson Road</b>          Access to:          Rear of Boys’ Division          Tillotson Pavilion          Green Pavilion          Arts Centre &amp; Sports Complex          The Levels          Kidzone</p>
<p><b>Entrance G – Beech House / Nursery Entrance</b>          Access to:          Beech House Infants School Main Building          Nursery</p>	<p><b>Entrance H – Park Road (Beech House / Park Road Car Park)</b>          Access to:          Beech House Infants School playground</p>	<p><b>Entrance I – Park Road</b>          Access to :          Park Road Junior Boys</p>

#### **4.6 AFTER AN INCIDENT**

In order to monitor and improve the efficiency of dealing with incidents that require first aid a 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.

#### **4.8 THE ROLE OF THE FIRST AIDER**

The school will also provide training for an appropriate 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 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 meets the criteria advised by the HSE.

**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.

All first aiders shall undertake refresher training as required. The Personnel department will inform Senior Officers when that training is due to be renewed and are responsible for arranging all training. The Primary Division will retain responsibility for assessing and arranging paediatric first aid requirements and training.

#### **4.9 OUT OF HOURS PROVISION**

First Aid provision at the main Bolton School site will be available during the normal school hour's term time and normal operating hours while staff are required to work.

If staff or pupils 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 (checked by the transport logistics coordinator) 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
- Events involving members of the public will need someone with First Aid at Work training in attendance.

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

<b>Aspects to consider</b>	<b>Impact on first aid provision</b>
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"> <li>• hazardous substances</li> <li>• dangerous tools</li> <li>• dangerous machinery</li> <li>• dangerous loads or animals</li> </ul>	The following will need to be considered: specific training for the First Aider <ul style="list-style-type: none"> <li>• extra first aid equipment</li> <li>• the precise location of first aid equipment</li> <li>• informing Emergency Services</li> <li>• first aid room</li> </ul>
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?	Consider the need to: <ul style="list-style-type: none"> <li>• locate the provision in certain high risk and more accessible areas</li> </ul>

What type are the accidents and where did they happen?	<ul style="list-style-type: none"> <li>review the contents of the first aid boxes</li> </ul>
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"> <li>include and provide special equipment</li> </ul>
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"> <li>provide first aid arrangements in each building or on several floors</li> </ul>
Is shift work or out of hours working involved?	First aid provision is required at all times during which people are at work.

#### **4.10 FIRST AID ACCOMMODATION AND FIRST AID BOXES / KITS**

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

All first aid boxes are periodically checked by the Medical Services Leaders 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.

When any contents from a First Aid kit are used it is the responsibility of the person who used the kit to inform the Medical Services Leader on return, so it can be replenished.

The contents of first aid boxes/kits for field trips will be checked by the Medical Services Leaders prior to departing. Those kits must be kept with the trip leader at all times and not, for example, left in coach lockers/car boots.

#### **4.11 MANAGEMENT OF ANAPHYLAXIS**

Mild symptoms can be treated by administering an oral antihistamine if prescribed or administered by a person trained in dealing with anaphylaxis.

A casualty should 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 mild to moderate reaction, the parents of the individual will be contacted by the school and informed.

If in doubt call 999

Severe symptoms may occur and may require the administration of adrenaline (epipen)

In the event of a severe allergic reaction, known or unknown, the emergency services (999) should be called. Any action, including the administration of an epipen, must follow the specific advice of the paramedic/emergency services.

The nearest Allergy Response Kit should always be retrieved without delay and the call handler notified that an epipen is available.

If a pupil has a known allergy and explicit parental consent has been confirmed, there is no need to await the guidance of the emergency services. The administration of an epipen should be given without delay. The emergency services (999) must still be called.

Pupils with a known allergy will carry and epipen in the senior schools, in the Primary Division epipens will be stored in the relevant medical room.

Whilst the Human Medicines Regulations state that only trained persons can administer a prescription medication via injection, there is an exception to this which is adrenaline (epipen). This means that untrained persons can administer an epipen where the purpose of use is to save a life.

A Bolton School Incident Form must always be completed.

Where a pupil is known to suffer from a known or potential allergy the school must be informed in writing and the information uploaded to ISAMs. Any medication that is required must be sent to the appropriate Medical Services Leaders. 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 is responsible for collecting this information and ensuring that they have the additional medication supplied.

#### **4.12 MANAGEMENT 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 Medical Services Leader.

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

## 4.13 MANAGEMENT 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**

Type 2 diabetes is a condition that causes too much sugar in your blood. It can cause serious health problems if not treated.

Where a child is known to suffer diabetes the school must be informed in writing. Any medication that is required must be sent to appropriate Medical Services Leader. 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 is responsible for collecting this information and must be informed by parents 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 Medical Services Leader 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 Medical Services Leader and informed of the incident.

## 5. RELATED GUIDANCE

To be read in conjunction with:

Medical Services Provision Policy

Administration of Medicines in School Policy

Controlled Drugs Policy and Procedure

Incident Management Policy and Procedure

Infectious Diseases Policy and Procedure

Medical Services & First Aid Risk Assessment

Supporting Pupils with Medical Conditions Policy and Procedure

Supporting Pupils with Medical Conditions Policy and Procedure Annex 1 Template for an Individual Healthcare Plan