



TURVES GREEN GIRLS' SCHOOL

FIRST AID POLICY 2020-21

Updated March 2021 in light of Coronavirus (Covid-19)

The Governing Board of Turves Green Girls' School has adopted the attached Birmingham City Council model policy which also includes guidance and outlines the procedures to be followed.

Agreed by the Governing Board: May 2021

To be reviewed: May 2021 (*may need earlier revision in light of Covid 19*)*

Signed: (Chair of Governors)

At Turves Green Girls School, we are committed to providing emergency first aid provision in order to deal with accidents and incidents affecting employees, children and visitors.

The Head Teacher has overall responsibility for ensuring that the School has adequate and appropriate first aid equipment, facilities and first aid personnel and for ensuring that the correct first aid procedures are followed. SM is the lead designated First Aider at Turves Green Girls School. Several staff are also First Aiders.

This policy aims to comply with *paragraph 3(6) of the schedule to the Education (Independent School Standards) (England) Regulations 2003* (SI 2003/1910), the *Health and Safety at Work etc Act 1974* and subsequent regulations and guidance including the *Health and Safety (First Aid) Regulations 1981* (SI 1981/917) and the *First aid at work: Health and Safety (First Aid) Regulations 1981, approved code of practice and guidance*.

All staff should read and be aware of this Policy, know who to contact in the event of any illness, accident or injury and ensure this Policy is followed in relation to the administration of first aid. All staff will use their best endeavours, at all times, to secure the welfare of the pupils. Anyone on the School premises is expected to take reasonable care for their own and others' safety.

This policy is part of a number of school policies aiming at safeguarding children in all circumstances.

Aims of this Policy

- To ensure that the School has adequate, safe and effective first aid provision in order for every pupil, member of staff and visitor to be well looked after in the event of any illness, accident or injury, no matter how major or minor.
- To ensure that all staff and pupils are aware of the procedures in the event of any illness, accident or injury.
- To ensure that medicines are only administered at the School when express permission has been granted for this.
- To ensure that all medicines are appropriately stored.
- To promote effective infection control.

Nothing in this First Aid policy should affect the ability of the trained First Aiders to contact the emergency services in the event of a medical emergency.

For the avoidance of doubt, the First Aiders should dial 999 for the emergency services in the event of a medical emergency before implementing the terms of this First Aid Policy and make clear arrangements for liaison with ambulance services on the School site.

To achieve the First Aid Policy aims, the School will:

- Have suitably stocked First Aid boxes/bags
- *Carry out a suitable and sufficient assessment of the risks posed to persons in the event that they suffer an accident, injury or ill health.*

- Appoint sufficient First Aiders to take charge of First Aid.
- Provide information to employees, pupils and parents on the arrangements for First Aid
- Have a procedure for managing accidents, including immediate liaison with emergency services, medical staff and parents.
- Review and monitor arrangements for First Aid on as appropriate on a regular basis (and at the very least on an annual basis).

First Aid Boxes and First Aid Travel Bags

The first aid boxes are located with First Aiders around the school in Learning Support, Hygiene Rm, Pastoral, Reception, Exams Office, and in specialist teaching areas Graphics, textiles, Art, Food, PE and Science prep room.

First aid travel bags for off site visits are also located in the SDLs office.

The School's minibus also has a prominently marked first aid box, which is stocked in accordance with *Part 2 Schedule 7 of the Road Vehicles (Construction and Use) Regulations 1986*. It is the responsibility of the First Aiders to check the content of the First Aid kits regularly and restock if necessary.

First Aiders

The main duties of First Aiders are to give immediate first aid to pupils, staff or visitors when needed and to ensure that an ambulance or other professional medical help is called when necessary.

First Aiders are to ensure that their first aid certificates are kept up to date through liaison with the Head Teacher.

See Appendix A for current list of First Aiders in school

Coronavirus (Covid-19)

If you have to administer First Aid you **must** wear PPE. If you can't avoid contact with the pupil you should wear:

- Disposable gloves
- A disposable apron
- A fluid-resistant surgical face mask
- eye protection (if there's a risk of coughing, spitting or vomiting)

PPE to be disposed of in bins provided.

The Learning support Rm to be allocated for administering first aid – room to be supplied with bleach spray, wipes etc to enable cleaning immediately after use.

Hygiene: All staff should follow government guidance on handwashing on arrival at work and before leaving home preferably with soap and water for 20 seconds. Frequent handwashing throughout the day for 20 seconds should also be

undertaken. Do not touch your face, nose or eyes with unwashed hands. (<https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-hands/>)

If washing with soap and water is not possible then hand sanitizer can be used instead.

Undertaking Cardiopulmonary Resuscitation (CPR) during Coronavirus Pandemic.

Because of the heightened awareness of the possibility that the casualty may have COVID-19, Resuscitation Council UK offers this advice:

- Recognise cardiac arrest by looking for the absence of signs of life and the absence of normal breathing. Do not listen or feel for breathing by placing your ear and cheek close to the casualty's mouth. If you are in any doubt about confirming cardiac arrest, the default position is to start chest compressions until help arrives.
- Make sure an ambulance is on its way. If COVID 19 is suspected, tell them when you call 999.
- If there is a perceived risk of infection, rescuers should place a cloth/towel over the casualty's mouth and nose and attempt compression only CPR and early defibrillation until the ambulance arrives. Put hands together in the middle of the chest and push hard and fast.
- If the rescuer has access to any form of personal protective equipment (PPE) this should be worn.
- After performing compression-only CPR, all rescuers should wash their hands thoroughly with soap and water; alcohol-based hand gel is a convenient alternative. They should also seek advice from the NHS 111 coronavirus advice service or medical adviser.

First Aid Training

The school will ensure that there are appropriate numbers of First Aiders and/or Appointed Persons at all times and will ensure that they have undergone appropriate training, refreshed at three yearly intervals. The School will maintain a record of employees who have undergone first aid training.

First Aid Information

Staff are provided with a list of the School's First Aiders and direct pupils to a named first aider. First Aid incidents are recorded on Progresso. If a first aid incident relates to an accident the separate BCC form should be completed (see Accident Reporting)

Emergency Procedure in the event of an accident, illness or injury

If an accident, illness or injury occurs, the member of staff in charge will assess the situation and decide on the appropriate next course of action, which may involve calling immediately for an ambulance or calling for a First Aider. If summoned, a First Aider will assess the situation and take charge of first aid administration.

In the event that the First Aider does not consider that he/she can adequately deal with the presenting condition by the administration of first aid, then he/she should arrange for the injured person to access appropriate medical treatment without delay.

When contacting home/guardians - in the event that the primary contact cannot be gotten hold of, all numbers listed on the pupils' contact list will be tried.

Ambulances

The first aider/appointed person is to always call an ambulance on the following occasions:

- In the event of a serious injury
- In the event of any significant head injury
- In the event of a period of unconsciousness
- Whenever there is the possibility of a fracture or where this is suspected
- Whenever the first aider is unsure of the severity of the injuries
- Whenever the first aider is unsure of the correct treatment

If an ambulance is called then the First Aider in charge should make arrangements for the ambulance to have access to the injured person. Arrangements should be made to ensure that any pupil is accompanied in an ambulance, or followed to hospital, by a member of staff until one of the pupil's parents, guardian or their named representative is present. A member of staff will remain with the pupil until one of the pupil's parents, guardian or a named representative appointed by a parent arrives at the hospital.

Procedure in the event of contact with blood or other bodily fluids

First Aiders should take the following precautions to avoid risk of infection:

- Cover any cuts and grazes on their own skin with a waterproof dressing.
- Wear suitable disposable gloves when dealing with blood or other bodily fluids.
- Use suitable eye protection and a disposable apron where splashing may occur.
- Use devices such as face shields, where appropriate, when giving mouth to mouth resuscitation.
- Wash hands after every procedure.

If a First Aider suspects that they or any other person may have been contaminated with blood and/or other bodily fluids which are not their own, the following actions should be taken without delay:

- Wash splashes off skin with soap and running water.
- Wash splashes out of eyes with tap water and/or an eye wash bottle.
- Wash splashes out of nose or mouth with tap water, taking care not to swallow the water.
- Record details of the contamination.
- Take medical advice (if appropriate).

Accident Reporting

Accidents, incidents and near misses are to be recorded on the separate BCC form.

Reporting to Parents

In the event of accident or injury to a pupil at least one of the pupil's parents must be informed as soon as practicable. Parents must be informed of any injury to the head, minor or major, and be given guidance on action to take if symptoms develop. In the event of serious injury or an incident requiring emergency medical treatment a nominated member of staff (usually a member of the admin team) will telephone the pupil's parents as soon as possible. A list of emergency contact details is available on CMIS.

In the event of a minor injury, where appropriate, the First Aider will contact parents by telephone.

Reporting to HSE

The School is legally required under the *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995* (SI 1995/3163) (RIDDOR) to report the following to the HSE (most easily done by calling the Incident Contact Centre (ICC) on 0845 300 99 23):

Accidents involving pupils or visitors:

- Accidents where a person is killed or is taken from the site of an accident to hospital and where the accident arises out of or in connection with:
- Any School activity (on or off the premises).
- The way a School activity has been organised or managed (e.g., the supervision of a field trip).
- Equipment, machinery or substances
- The design or condition of the premises.

Accidents involving Staff:

- Work related accidents resulting in death or major injury (including as a result of physical violence) must be reported to the HSE immediately (major injury examples: dislocation of hip, knee or shoulder; amputation; loss of sight; fracture other than to fingers, toes or thumbs).
- Work related accidents which prevent the injured person from continuing with his/her normal work for more than three days must be reported within 10 days.
- Cases of work-related disease that a doctor notifies the School of (for example: certain poisonings; lung diseases; infections such as tuberculosis or hepatitis; occupational cancer)
- Certain dangerous occurrences (i.e., near misses - reportable examples: bursting of closed pipes; electrical short circuit causing fire; accidental release of any substance that may cause injury to health).

Visits and Events off Site

Before undertaking any off-site events, the School will assess level of First Aid provision required by undertaking a suitable and sufficient risk assessment of the event and persons involved. When appropriate, a portable First Aid kit will be

carried. Please see separate Educational Visits Policy for more information about the School's educational visit requirements.

A central list of all pupils' medical conditions and any particular requirements

Parents of pupils required to carry or use an inhaler or EpiPen are required to notify the school of this arrangement. The school will obtain parental consent before administering any medicines to pupils. The information held by the School will include a record of pupils who need to have access to asthma inhalers, EpiPens, injections or similar and information regarding relevant parental consent, as well as a record of dispensation of medication (name of pupil, name of medicine, date, time, dosage, signature of person who supervised).

Where appropriate, individual pupils will be given responsibility for keeping such equipment with them if a Parent consents to the pupil carrying his/her own medicine. This will be reviewed on a regular basis.

The First Aiders will retain and administer an inhaler or EpiPen for each pupil who is deemed not to be sufficiently competent to carry this themselves. In other cases, such equipment and medicines will be kept suitably labelled, in a locked cabinet by a First Aider in the First Aid Room.

As a general rule, First Aiders shall not administer any medication that has not been prescribed for that particular pupil by a doctor, dentist, nurse or pharmacist.

No pupil shall be given medicine containing aspirin or Paracetamol unless prescribed for that particular pupil by a doctor.

Storage of Medication

See Separate Medicines in School Policy

Appendix A

The following staff members are trained first-aiders:

			Date expires
Abi Shackell-York	PE	Not Mondays & Wednesdays	8 th November 2021
Erica Reeves	AHT, PE, HOY, SLT	Not Tuesday/Thursday P5	8 th November 2021
Greta Neath	Learning Support & after school homework club		16 th July 2023
Helen Miller	PE/Maths	Not Tuesdays	8 th November 2021
Jan Peters	Art/LTs	Not P5	16 th July 2023
Jenny Adey	Food/PSE/PE		16 th July 2023
Katie Hanratty	Cover Supervisor/Mentoring		16 th July 2023
Kim Barstow	Reception	Not p5 – except Fridays	16 th July 2023
Emily Carroll	Food/PGCE		8 th November 2021
Lisa Harvey	Learning Support		16 th July 2023
Nicola Vizer	PE/H&SC		8 th November 2021
Rebecca Simcox	PE/HOY	Not Wednesday P5	8 th November 2021
Hayley Parkinson	PE		8 th November 2021
Rubina Charles	Textiles/Cover Supervisor		16 th July 2023
Sharon Murphy	Pastoral		16 th July 2023

Wendy Telfer	Exams/Pupil Reception	Not Wednesdays – except during the summer term	16 th July 2023
Sandra Turner	PE Teacher	Not Mondays or Fridays	8 th November 2021

HSE's current guidance on the Health and Safety (First Aid) Regulations 1981: and the Offshore Installations and Pipeline Works (First-Aid) Regulations 1989:

First aid certificate extensions

This should not be an issue for the current or next academic year. In the first national lockdown arrangements were in place for those whose certificates had expired and where training had not yet been able to take place. Should Covid 19 extend indefinitely then the arrangements would be as follows:

If you hold a first aid certificate and cannot access requalification training because of coronavirus, you may qualify for an extension. This applies to:

- Offshore Medic (OM)
- Offshore First Aid (OFA)
- First Aid at Work (FAW)
- Emergency First Aid at Work (EFAW)

How you qualify for the extension

To qualify for the extension, you must be able to:

- explain why you haven't been able to requalify
- demonstrate what steps you have taken to access the training, if asked to do so

Requalification training in England

The first aid training industry in England is confident that enough courses will now be available for all required requalification training to take place. Refer to HSE for current guidelines/deadlines.