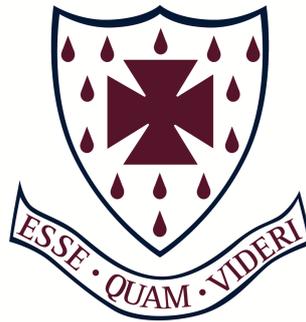


S. Anselm's School



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1. Introduction

The School recognises that it has a duty to provide appropriate First Aid facilities, equipment and training, both as an employer under normal Health and Safety regulations and as a provider of education for pupils.

In addition to statutory or other requirements, the School recognises that it has a responsibility to endeavour to ensure the safety of pupils at all times, especially the obligation to act in loco parentis for boarding pupils, and to provide adequately for visitors to the premises.

2. Needs Assessment

The Health and Safety Executive (HSE) advises that an employer should provide a minimum of one First Aider per 50 employees. The Education Service Advisory Committee recommends that there should be one First Aider for every 150 pupils and that a higher level of provision may be required in hazardous areas such as laboratories and workshops. It is, therefore, appropriate for the School to maintain a minimum of two First Aider qualified to “First Aid in the Workplace” level or equivalent. The principal First Aider trained to this level will be the School Nurse. The School will aim to train further members of staff, as described in the training programme.

EYFS requires one person with 12 hour Paediatric First Aid certificate on the premises at all times there are EYFS pupils on site.

Forest Schools good practice requires at least one trained member of staff.

It is recognised that the size and scope of School facilities and activities make it difficult for a limited number of First Aid in the Workplace qualified staff to provide adequate cover. It is, therefore, appropriate for a number of other staff (teaching and non-teaching) trained to Emergency First aid at Work (EFAW) level. Outside term time, there are fewer than 50 staff on the site so the trained members of the non-teaching staff will provide the cover.

Any member of staff who takes pupils 'off site' for educational visits, sporting matches etc should have minimum of Emergency First aid at Work training or have undertaken a risk assessment.

3. Training

The School will conduct a rolling programme of First Aid training, ideally in a three-year cycle (taking into account that First Aid certificates need to be renewed every three years), aiming to achieve good coverage of all staff, whether teaching or non – teaching.

Up to twelve members of staff at a time will attend a full day course in Emergency First Aid at Work. Amongst teachers, the priority should be those involved in adventurous training, field trips, the sciences, and sport. For non-teaching staff the priorities should be boarding staff & matrons, maintenance staff, grounds staff, sports staff, and gap students. Individuals may attend external courses with approved training establishments, or may be trained as a group at the School by an approved training provider. The latter is the preferred option as, as well as being more cost effective, the training can be adjusted to suit the precise needs of the School; the School Nurse will organise courses as needed.

EYFS – At least one person who has a current paediatric first aid (PFA) certificate must be on the premises and available at all times when children are present and must accompany the children on outings, at S. Anselm's all staff working in EYFS are trained to this level. Should a new member of staff be employed who has completed their level 2 or 3 qualification after June 2016, they will be trained to PFA within three months. All PFA training will be renewed every three years.

The School Nurse is to maintain a register of all staff who are First Aid trained. (See Appendix A). Staff taking First Aid courses outside the School or who have a current certificate when first employed by the School, should pass a copy of any certificate to the School Nurse and Bursar. For EYFS training records are kept and maintained by the Pre – school manager.

4. St. John's Ambulance

At large sporting fixtures or other school events, where a large number of teams or large numbers of members of the public will be in attendance, the presence of St. John's Ambulance may be requested.

5. Facilities and equipment

Defibrillator

The School has two automated external defibrillators – one in the swimming pool foyer, the second in the main entrance of the school, these are checked regularly by School Nurse. The defibrillators are registered with 'The Circuit' and as a result EMAS are aware of their availability.

Surgery

The surgery is staffed Monday to Friday from 8am to 5pm and on Saturday from 12 – 3.30pm by the School Nurse or her assistant during term time. Outside these times the duty teachers, matrons and Boarding Staff provide cover.

First Aid boxes

The Surgery supplies and maintains First Aid boxes / bags and contents to all departments. In view of the central role played by the Surgery and its staff, and the ease of access to the department, the contents of the First Aid boxes are appropriate to departmental needs and not necessarily in the amounts recommended by the HSE. However the Pre – prep and Pre – school are compliant to BS 8599–1 except for the burns dressings, which are kept in surgery and will be supplied by the School Nurse.

The contents of First Aid boxes should be used solely for the purpose of ensuring that the patient is protected, prior to receiving assessment and appropriate treatment from qualified staff and, if appropriate, the emergency services and/or the school doctor.

A Guide to the location of First Aid Boxes and bags is at Appendix B. The School Nurse will inspect and replenish First Aid boxes as indicated. Outside of these times the Surgery should be notified if any items are used.

Sport activities

At each games or PE session a first aid bag should be available. It is the teacher in charge of the session's responsibility to ensure that a first aid kit is available.

Off-site activities

First aid kits are available from surgery for staff to take with them if they take an activity off site and it is the teacher's responsibility to ensure that a first aid kit is taken.

6. First aider protection

Having considered the added risk of possible transmission of diseases other than those normally found in this country, including diseases spread via bodily fluids (e.g. Hepatitis B, HIV), all First Aid kits are supplied containing:

- Two pairs plastic disposable gloves
- One apron
- One clinical waste bag (yellow) – all clinical waste to be sent to surgery for disposal.
- Resuscitation face shield

However, in addition in the swimming pool, sports hall office, facilities office, surgery, Pre - School, Pre – Prep and School House, specialist kits are provided for the cleaning of body fluids.

7. Specialist requirements

Heads of Department are responsible for notifying the Surgery of any special First Aid requirements that they may need for their particular department.

8. Procedures

Should an accident or injury occur, members of staff should conduct appropriate emergency First Aid depending on the injury or condition of the casualty, and their own training, qualifications and experience. Should assistance be required, the member of staff involved should send someone else to get help and stay with the casualty at least until that help arrives. The Surgery has produced guidelines regarding injuries and these are included at Appendix D & E. All teachers involved in sporting activities should ensure that they are fully conversant with these guidelines. There is a separate concussion policy which staff should be aware of.

9. Reporting

Any accident involving a pupil, member of staff or visitor, which results in an injury, must be reported to the Surgery. An accident form will be completed and held in surgery with a copy being sent to the Facilities Manager (if appropriate) as well as a copy being available for parents. The Pre-prep and Pre- School accident forms must be signed by the parent's prior to the child leaving school. Serious accidents, as defined by the HSE, must be reported on the appropriate RIDDOR forms, these will be completed by the School Nurse and / or Mr R Newton (H & S Manager). In addition, any accident which resulted in an injury or might do so if repeated in the future should also be reported and recorded.

Any accident involving one of the schools pupils should be reported to the parent of the child as soon as possible and this communication fully documented in the child's surgery held notes along with a full report of the accident and subsequent treatment.

10. Pupils with special medical needs

For a pupil who has special medical needs, details will be entered on to a central data base – iSams - to which teachers have access (but only if such information is not confidential and / or parents have consented that this information is shared). Teachers are obliged to make themselves aware of any medical conditions of pupils for whom they are responsible.

11. Appendices

Appendix A

First Aid Trained

Emergency First Aid	Date	Paediatric First Aid	Date
Davinia Buswell	08/23	L Coop	12/23
Juliet Elvin	03/24	S Rogers	01/24
Louise Flack	03/24	S. Taylor	01/24
Donna Brailich	09/22	R. Hoskins	12/23
Jilly Lacey	09/22	G Simpson	09/22
Jason Repton	03/24	J Lacey	09/22
Gareth Simpson	09/22	E Collins	08/23
Lizzie Gregory	08/23	D Buswell	08/23
Rachel Sheldon	03/24	E Gregory	08/23
Richard Newton	03/24	D Brailich	09/22
Emma Collins	08/23	R Farrell	08/23
Mark Percival	08/23	K Baldwin	08/23
Kieran Smith	09/22	H Seddon	04/22
Kevin Gallimore	03/24	L Palmer	09/22
Aaron Lloyd	09/22	H Burson-Thomas	08/23
Jenny Bennion	03/24	A Lloyd	09/22
Nicky Rycroft	03/24	K Smith	09/22
Alison Whawell	03/24	R. O'Neill	08/23
John Biggin	03/24	J Jones	09/22
Ian Gray	03/24	M Percival	08/23
Ruth Farrell	08/23		
Rosie O'Neill	08/23		
Katie Baldwin	08/23		
Gemma Pace	01/25		
Nicky Webster	01/25		

Appendix B

LOCATION OF FIRST AID BAGS

There are a number of first aid boxes and bags around the school.

Sports hall

There are 12 green bag sports first aid kits kept in the sports hall. It is the teacher's responsibility to ensure that bags are available at pitch or courtside.

The bags will be checked and restocked weekly by the surgery staff.

There is a first aid kit outside the classrooms on the top floor of the Sports Hall, checked termly.

Main School

There is a first aid kit by the Hargreaves Hall and in the main corridor of the school which will be checked each half term.

Buses

There is a first aid kit in each of the minibuses. The drivers will inform surgery if they require any further stock but these will be checked each term.

Kitchen

There is a first aid kit in the kitchen. The staff will inform surgery if they require any further stock but this will be checked each term.

Science block

There is an eye wash station in each of the laboratories and a fully stocked cupboard in the block. This will be checked each term.

Lab 3 – there is a first aid kit and eye wash station.

Facilities & Grounds

There is a first aid kit in the facilities manager's & ground staff's office, these will be checked each term.

Innovation Centre

There is a first aid kit in the Innovation Centre which will be checked termly.

Swimming pool

There are two first aid kits in the swimming pool which will be checked each half term.

Pre Prep

There is a first aid bag in Pre Prep & a cupboard in the Reception room which will be checked each half term. Forest schools first aid kit will be checked termly.

Pre – School

Pre – School have a first aid kit and a hip bag which will be checked each half term.

D & T Room

There is a first aid kit in the D & T Room, checked termly

Bursary

There is a first aid kit in the bursary, checked termly.

Music Block

There is a first aid kit in the music block, checked termly.

Staff Room Kitchen

There is a first aid kit in the staff room kitchen, checked termly.

Surgery

Surgery holds a number of different types of first aid bags that staff can use for outings and trips away. There is also a nurse's first aid kit which holds some medications and can only be used by the nurse. These will be checked after use and each half term

Aims:

We aim to give each individual the best possible first aid care and obtain medical attention if required, to ensure their well-being.

Procedure:

1. In the event of a minor accident occurring, only if able, the casualty should be accompanied to surgery to be assessed by the School Nurse or Matron.
2. In the event of a more serious accident occurring, the casualty should NOT BE MOVED and the School Nurse or Matron called to assess their condition immediately. Warmth and shelter should be provided if necessary.
 - If in any doubt always send for School Nurse or Matron.
 - All children should be escorted to the Surgery if possible by a parent or staff member who had witnessed the incident.
 - All casualties should be seen by a member of the medical staff.
 - Any Accident requiring medical attention by a DOCTOR or HOSPITAL should also be reported to the Headmaster's Office.
 - An accident form should be completed and appropriate risk assessment conducted. A copy of accident form sent to Health & Safety officer (currently the headmaster) and the facilities manager. In the case of serious injury HSE Form 2508 (RIDDOR) is completed.

IN THE CASE OF A SERIOUS ACCIDENT

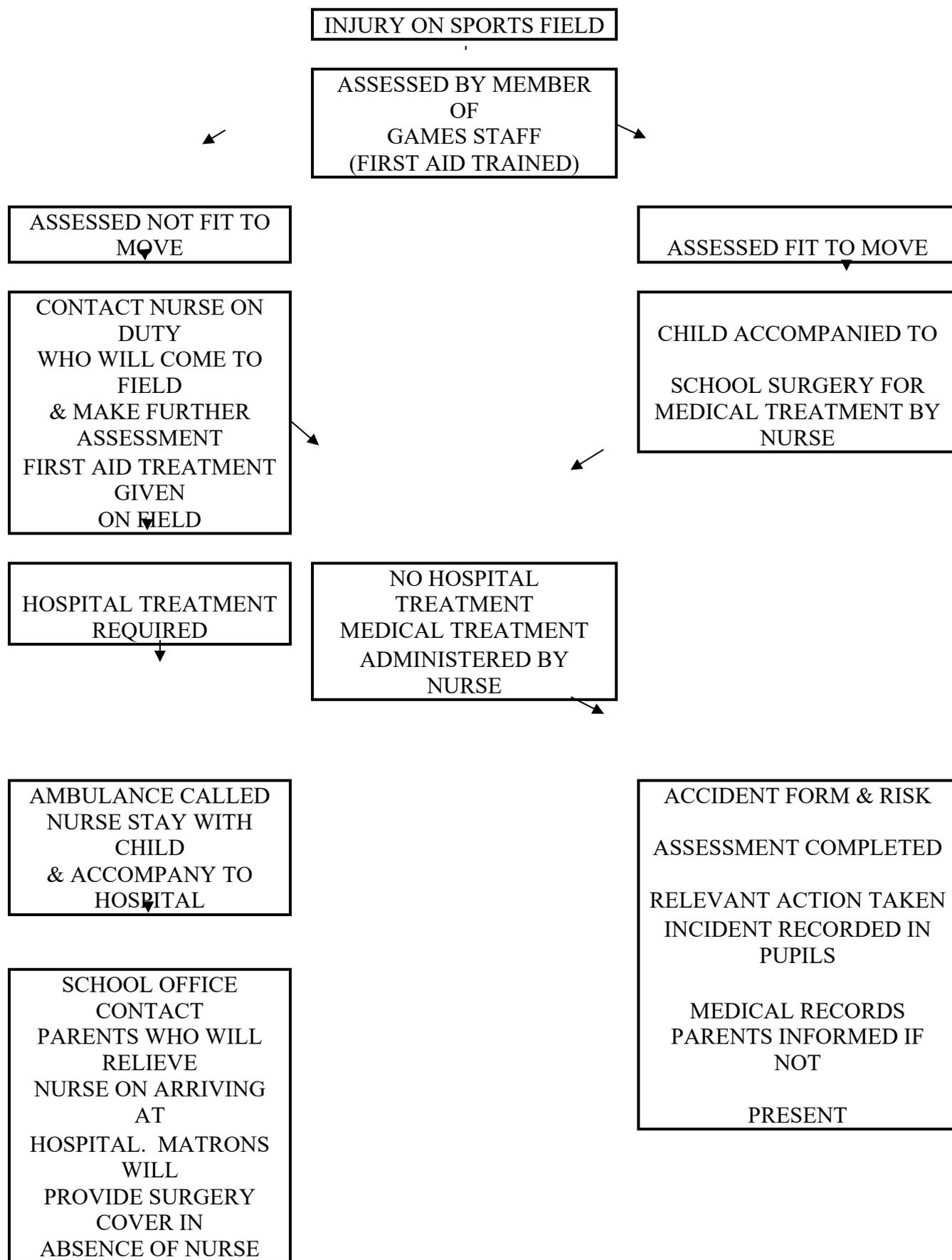
If casualty is in obvious need of emergency treatment eg:

- Shock
 - Unconscious
 - Head Injury
 - Bleeding
1. PLEASE CALL EMERGENCY SERVICES – 999
 2. Contact School Nurse

Always inform Parents/Guardian as soon as possible

Reviewed September 2024

Injury on Sports Field





ACCIDENT FORM &
RISK
ASSESSMENT
COMPLETED.
RELEVANT ACTION
TAKEN.
INCIDENT RECORDED
IN
PUPILS MEDICAL
RECORDS

Contacting Emergency Services

Request for an Ambulance

Dial (9) 999, ask for an ambulance and be ready with the following information

1. Your telephone number
2. Location
3. State that the postcode is DE45 1DP
4. Give the exact location in the school
E.g. Sports Hall
5. Give your name
6. Give the name of the child and a brief description of child's symptoms
7. Inform ambulance control of the best entrance and state that the crew will be met and taken to the location of the injured child.

SPEAK CLEARLY AND SLOWLY AND BE READY TO REPEAT INFORMATION IF
ASKED

8. Location of the Defibrillators - Swimming pool foyer and Main Entrance

(Taken from Managing Medicines in Schools and Early Years Settings, March 2005)