



# WARWICK INDEPENDENT SCHOOLS FOUNDATION

<b>Author</b>	Gail Miller, Head of Health & Safety
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## FIRST AID POLICY

### 1.0 Introduction

1.1 The purpose and scope of this Policy is to inform staff about their responsibilities in relation to first aid across Warwick Independent Schools Foundation (WISF), including with regard to Early Years Foundation Stage (EYFS) education. WISF comprises Warwick School/Warwick Junior School and King's High School/Warwick Preparatory School (the Schools).

1.2 This Policy will be reviewed annually by the Head of Health & Safety (HHS).

### 2.0 The Basics

What's included in this Policy	<ul style="list-style-type: none"> <li>• General information on first aid arrangements</li> <li>• How to clean up bodily fluids safely</li> <li>• RIDDOR guidance (Appendix I)</li> </ul>
Other Policies you might need to refer to	<ul style="list-style-type: none"> <li>• Asthma Medication</li> <li>• Medication Storage and Use</li> <li>• Accident/Incident/Near Miss Reporting</li> <li>• Risk Assessment</li> <li>• Educational Visits</li> </ul>

### 3.0 Who this Policy applies to

<b>Person(s) Responsible:</b>	<b>Responsible for:</b>
Foundation Governors	Reviewing the policy annually and providing sufficient resources for the provision of first aid. To review accident report statistics.
Heads Executive Group	Ensuring policy is implemented by the medical staff, first aiders and others who may be required to give medical assistance. To maintain suitable numbers of trained staff.
Medical staff	To follow the policy and advise of any issues.
Medical staff's Line Manager	Meet with medical staff & discuss any issues.
School H&S Committee	To receive reports from medical staff.
All Staff	Reporting accidents/injuries/illnesses/near misses and assisting where appropriate.
EYFS Staff	Ensuring statutory requirements for EYFS children requiring medication in school are met.
Health & Safety Department	Arranging training and keeping records up to date. Officially reporting WISF RIDDOR reports.

### 4.0 General Overview

- 4.1 WISF is committed to ensuring the health, safety and welfare of its employees, pupils (including EFYS), contractors and visitors. WISF recognises its responsibility to comply with relevant legislation and will ensure sufficient information, training and budget is available.
- 4.2 WISF recognises that schools have a responsibility and duty of care to pupils under the common law doctrine *in loco parentis*.
- 4.3 WISF ensures there are members of staff who have completed the three-day First Aid at Work course, the two-day Paediatric First Aid course, the two-day Outdoor First Aid course, the one-day Emergency First Aid at Work course and the one-day Emergency Paediatric First Aid course. These should be renewed every three years.
- 4.4 The Schools are responsible for ensuring there are sufficient numbers of trained first aiders on duty, with a minimum of at least one person at all times when pupils are on site. For Warwick Preparatory School, Warwick Junior School and Warwick School Holiday Action, at least one member of staff will hold a Paediatric First Aid Certificate when on outings.

## **5.0 Training**

- 5.1 The HHS will arrange for first aid training to be completed at the required intervals and will retain records.
- 5.2 Other training is arranged as required, such as use of a defibrillator, asthma medication, epipen and allergen, epilepsy, diabetes, or training for other specific medical needs.

## **6.0 Accommodation**

- 6.1 Medical accommodation with trained qualified nurses is available in each of the Schools. The facilities meet the requirements of appropriate legislation and guidance.

## **7.0 Signage & First Aid Boxes**

- 7.1 Regularly updated first aid notices are displayed in various locations throughout the Schools detailing current first aiders and where the Automated External Defibrillators are located (see section 8.0).
- 7.2 First aid kits are also located throughout the Schools. The medical staff have agreed procedures to replenish them, either doing so themselves or delegating the task to designated people. Replenishment stocks are available from the medical centres on request. No medication is kept in first aid kits.
- 7.3 Each School minibus contains a first aid kit and the lead/nominated first aider accompanying each Educational Visit will take a first aid kit with them.
- 7.4 Medibags are taken to all external fixtures by the member of staff in charge. Staff are also advised to take a medibag to on-site practices.

7.5 First aid information, including how to obtain help, is provided to all visitors when they sign in at the School Reception areas.

## 8.0 Automated External Defibrillators (AEDs)

8.1 There are six AED machines sited across the schools. The locations are:-

- Warwick School/Warwick Junior School      Main Reception  
Sports Centre office  
Bridge House Theatre box office  
Warwick Hall
- Warwick Preparatory School                      Outside School Office
- King's High School                                      Inside School Office

8.2 Each machine is checked weekly by a competent dedicated person within the school, and a checklist is completed. Records of these checks are kept and are available. Expiry dates for each AED Battery and Padpak are included in the checks, and items replaced as required.

8.3 Adult Padpaks (grey) are installed in each AED. In addition, the device at Warwick Prep School includes a Child Padpak (pink) which is located with the AED.

## 9.0 Recording and Reporting Accidents/Incidents

9.1 There is a legal responsibility to record all accidents, injuries and details of any medication administered.

9.2 Hard copy Accident/Incident/Near Miss Report Forms are held in the Schools' medical centres. They are also available electronically on the WISF SharePoint Portal, and a copy is appended to the WISF Accident Reporting Policy. WISF does not use accident books but only the standard forms.

9.3 Records are kept of any medication administered; please see the Medication Storage and Use Policy for further guidance. Documentation relating to medication is kept until the pupil reaches the age of 25 years. For employees or visitors, this information is kept for a period of four years.

9.4 Accident reports and investigation records are kept for a period of four years from the date of the accident or, in the case of under 18's, until the injured party reaches the age of 25.

9.5 Head injuries – at Warwick School and Warwick Prep School, pupils who have sustained a blow to the head during the school day are given a note to take home to advise their parents/guardians; for pupils at King's High School, parents/guardians will be notified direct by the School Nurse or Matron. For more serious head injuries, parents/guardians of pupils at all schools will be contacted by telephone.

- 9.6 Serious incident or injury – At all the Schools, parents/guardians of pupils, the HHS, the Head and (normally) the Deputy Head are advised immediately of any serious incident or injury happening to a pupil, member of staff or visitor to the site.

## **10.0 Recording and Reporting Near Misses**

- 10.1 Near Misses should be reported without delay to the relevant HoD/Line Manager and the HHS, either by completing the Accident/Incident/Near Miss Report Form, or by completing the shorter Near Miss Form. These Forms are appended to the Accident/Incident/Near Miss Reporting Policy (Appendix 1 and Appendix 2) and can also be found on the WISF SharePoint Portal or obtained via the School Office.

## **11.0 RIDDOR**

- 11.1 WISF has a duty to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).
- 11.2 Any RIDDOR reportable accidents will be reported by the HHS electronically (Form F2508) on the HSE website. In the event of fatal or major injuries, a report will be made by telephone to the HSE incident control centre or Duty Out of Hours Officer by the HHS at the earliest opportunity.
- 11.3 The RIDDOR reference number is noted on the Accident Report Form with the relevant entry.
- 11.4 All RIDDOR reportable and significant accidents are discussed at the next meeting of the relevant School's Health & Safety Committee and then presented for information to the next Foundation Health & Safety Committee. Information and findings are also reported to the Governors, either at the next appropriate meeting or electronically.
- 11.5 A short guide of what constitutes reportable accidents, occupational diseases and dangerous occurrences is available as Appendix 1 of this policy. A full list of can be found on the HSE's RIDDOR website.
- 11.6 In the event of an emergency, a member of staff will remain with the child until their parent or guardian arrives.
- 11.7 In the event of a life-threatening situation, an ambulance will be summoned without delay and the School Office and School Nurse notified. If required, the Estates office or duty caretaker is notified to assist with ambulance access and giving directions as necessary.
- 11.8 The decision to call an ambulance usually lies with the School's medical staff. However, if these persons are not immediately available, all members of staff are responsible for ensuring the child, employee, contractor or visitor to the school site receives the medical attention required and will call an ambulance if necessary.

## **12.0 Accident Investigation**

- 12.1 Any serious accident or injury to any pupil, employee, contractor or visitor to the Schools is investigated. The initial accident investigation will be carried out as soon as practical after the incident by the relevant Head of Department (HoD), supported by the HHS as required. The aim is to find the root cause and, as a result, procedures and practices in the Schools may be changed in order to prevent any recurrence.
- 12.2 Following the accident investigation, a formal report is written as required and submitted to the next meeting of the Foundation Health & Safety Committee. Where necessary, Risk Assessments should be reviewed.

### **13.0 First Aid on Educational Visits**

- 13.1 It is desirable for a qualified First Aider to accompany each Educational Visit. Where this is not possible, this must be covered by the Educational Visit Risk Assessment and an alternative provision made for dealing with first aid and emergency situations. As a minimum, a first aid bag should be taken on every trip and a person nominated as first aider for the trip.

### **14.0 Specific Employee/Pupil Risk Assessments/Situations**

- 14.1 It may become necessary from time to time to carry out individual Risk Assessments and make reasonable adjustments for employees and pupils with a particular medical condition or illness in order to accommodate them. In this event, the Risk Assessment will be carried out by relevant staff, including (but not limited to) the HHS, Deputy Head, Matron/School Nurse or HoD/Line Manager or, for an Educational Visit, the Trip Leader. Where this is required for a boarder, the Boarding House Parents or guardians will also be involved.

### **15.0 Spillage of Bodily Fluids**

- 15.1 It may be necessary from time to time to clear up bodily fluids. Those clearing up such fluid are advised to avoid direct contact with the fluids, as any such substance has the potential to spread microorganisms capable of spreading illness. In vomit and diarrhoea, these microorganisms can be air borne so it is imperative to clear it up as soon as possible.
- 15.2 Spill kits are provided to the Estates & Operations department which include gloves, apron, disposal bag and absorbent powder which makes it easier to clean up spillages and avoid cross-contamination. If a spill kit is not available, guidance for any member of staff clearing up a spillage of bodily fluids is detailed below:
- Put on disposable gloves and cover exposed parts of the arms, mouth, nose and eyes. Goggles and masks may be required depending on nature and severity of the spillage.
  - Using a paper towel or single use cloth, remove visible material.
  - Discard into a waterproof bag (e.g. plastic bag).
  - Clean the area using soap or detergent.
  - Sanitise the area using a suitable sanitising solution, following the manufacturer's instructions.

- Discard gloves and another any other materials used into the plastic bag.
- Place the plastic bag inside another bag for disposal.
- Put on suitable gloves and wash any non-disposable equipment such as mops and buckets thoroughly with soap and water and rinse with a bleach solution.
- Wash hands thoroughly

**15.3** Note: Cleaners/Caretakers have a specific Risk Assessment for dealing with bodily fluids.

## **16.0 First Aid Manual/Procedures for Medical Situations**

16.1 Information on how to deal with specific medical situations can be found in the First Aid Manual displayed in the following locations:-

- Warwick School                      Medical Centre and School Reception
- Warwick Junior School          School Reception
- King's High School                School Office and Matron's office
- Warwick Prep School            School Office and Nurses' room
- Warwick Prep Nursery          Staff Room

## **17.0 First Aid Arrangements for School Events and External Hires**

### **17.1 *Warwick School Sports Centre and Halse Pavilion***

- The Warwick School Sports Centre is always supervised by members of the Sports Centre staff, all of whom have some level of first aid training.
- A first aid kit and an AED are located by the Sports Centre Reception Desk. Additional first aid kits are located in the Swimming Pool Office.

### **17.2 *Bridge Sports Centre***

- The Bridge Sports Centre will normally be staffed when it is let. On occasions where a member of staff is not on the premises, a telephone is available in the Entrance Hall and one person from the visiting group is nominated as the Responsible Person and advised how to contact the Warwick School Sports Centre staff in case of emergency.
- The Warwick School Sports Centre Office is available to provide general first aid provision.
- The Bridge Sports Centre notice board provides the Warwick School Sports Office telephone number and the postcode for emergency service access.
- The nearest AEDs are located at Warwick Prep School Office, in Warwick Hall, in the Bridge House Theatre Box Office and at Warwick School Main Reception.

### **17.3 *Bridge House Theatre (BHT)***

- For events at the BHT, the person in charge is expected to arrange for at least one person present to hold a first aid qualification.
- A first aid kit is available in the Box Office and also an AED.

#### 17.4 **Warwick Hall**

- A first aid kit is available in the foyer area.
- An AED is also located in the foyer area.

#### 17.5 **External Hires at Warwick School booked through Warwick Schools Enterprises Ltd (WSEL)**

For WSEL events, excluding those which are self-managed by the hirer, First Aid provision will be available via WISF First Aid trained staff. For self-managed events, the WSEL Events Manager will advise the hirer at the time of booking that:

- The hirer is expected to have their own first aid arrangements in place.
- Where any injuries/accidents do occur, hirers must provide WISF with a copy of the details for its records.
- Access to the AEDs is available to hirers depending on which area of the school they are using.
- In the event of any emergency, hirers may call the Duty Caretaker to assist.

#### 17.6 **Events at King's High School (KHS) and Warwick Prep School (WPS)**

- WISF does not make special first aid provision for events taking place outside of school hours at KHS and WPS.
- Normally, such events are internal rather than for third parties, which means that a member of staff who is first aid trained will be present.
- If the event has been hired externally, then the same procedures as for WSEL outlined above (point 17.5) will be followed.
- Details of the Duty Caretaker's phone number are displayed at the School entrances/exits.

#### 18.0 **Injuries in School**

18.1 For the purposes of RIDDOR reporting, pupils are regarded as members of the public as they are not undertaking paid or voluntary work. The exception is if they are on work experience when they are legally regarded as employees.

18.2 Some injuries that may have previously been reported under RIDDOR, particularly sporting injuries, are no longer reportable.

For example, there is only a need to report if the pupil is killed or taken to hospital for treatment and the accident was as a result of poor organisation or supervision arrangements, or the equipment and/or condition of the premises was at fault.

18.3 If a pupil was taken to hospital with a suspected injury that would come under RIDDOR regulation, it only becomes reportable if the injury is confirmed and the pupil is treated.

18.4 Injuries to pupils sustained whilst travelling on school business or whilst abroad on school trips are not reportable under RIDDOR. However, in all cases an accident report form (and investigation if required) will be completed and forwarded to the HoD/ HHS in the normal way.

## **19.0 Sickness**

### **19.1 *Illness in School***

- Pupils or staff who feel ill in school are expected to go to the medical office at the School where they are located at the time.
- If the medical staff deems a pupil is not well enough to remain in school, they will contact the parents/guardians and ask for the pupil to be collected.

### **19.2 *Exclusion following Illness***

- Pupils and staff are expected not come to school if they are ill.
- If the pupil or staff member has had diarrhoea and/or vomiting, they are expected not return to school until 48 hours have passed since the last episode.
- If the pupil or staff member has a raised temperature and feels unwell, they are also expected to remain at home.

**19.3 *Medical Conditions*** – WISF requests that parents/guardians inform the school about any medical condition that may affect emergency or first aid treatment that may have to be administered during the school day or a school trip.

### **19.4 *Medication for Pupils***

- Medication may not be brought into school unless the school office/medical staff have been informed of a medical condition.
- Where it is necessary for pupils to bring medication into school, this should be given to the medical office for safekeeping except for inhalers and epipens\* which pupils may keep with them, on the expectation that they will keep them secure, use them as instructed and not share them with anyone else.
- Medication is kept secure by the School Nurse/Matron with an appropriate consent form signed by parents/guardians.
- Medication should be clearly labelled with name, instructions for time and dosage.
- The schools regularly request consent from parents/guardians for the administration of Paracetamol to pupils by the School Nurse/Matron.

\* Epipens are also kept by the School Nurse/Matron with an appropriate consent form signed by parents, and stored in a marked cupboard in the medical centre in order to ensure they are immediately accessible if required. Some pupils may self-medicate for asthma so retain their inhalers.

For further details, please refer to WISF Medication Storage and Use Policy available on the WISF Sharepoint Portal.

### **19.5 *Medication for Staff***

- Where staff are on medication which may affect their ability to care for children, medical advice will be sought.
- Staff are advised that any medication brought onto the premises must be securely stored, out of the reach of children at all times.



19.6 **Specific Medical Treatment Consent** (Educational Visits) – all parents/guardians are asked to sign a general consent form stating that, in the case of an emergency and a member of school staff being unable to contact a parent/guardian, they agree to the pupil receiving emergency dental, medical or surgical treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities present.

19.7 **Suspected Contagious Diseases** – Parents/guardians who are concerned that their child has been in contact with a suspected contagious disease, e.g. Chicken Pox, are directed to the Public Health England guidelines but can also contact the School Nurse/ Matron for advice. They are expected to inform the School of any suspected or confirmed contagious disease.

### Legislation and Definitions that apply to this Policy

<b>Legislation/guidance applying to this policy</b>	<ul style="list-style-type: none"> <li>• The Health and Safety (First Aid) Regulations 1981 (as amended 2013)</li> <li>• Education (School Premises) Regulations 2012</li> <li>• Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013</li> <li>• Incident Reporting in Schools (2013) Education Information Sheet No 1 (Revision 3) – free information sheet</li> <li>• Department for Education &amp; Employment – Guidance on First Aid For Schools</li> </ul>
<b>Definitions</b>	<ul style="list-style-type: none"> <li>• <i>First aid</i> is help given to a sick or injured person until full medical treatment is available</li> <li>• Workplaces must assess first aid requirements and provide suitable resources including trained staff and equipment</li> </ul>

## REPORTING OF INJURIES, DISEASES AND DANGEROUS OCCURRENCES REGULATIONS (RIDDOR) 2013

Types of reportable injury/occupational diseases/dangerous occurrences:

- **Deaths**  
All deaths to workers and non-workers must be reported if they arise from a work-related accident, including the act of physical violence to a worker.
- **Specified Injuries to Workers includes:**  
A fracture, other to fingers, thumbs and toes;  
An amputation of an arm, hand, finger, thumb, leg, foot or toe;  
Permanent loss of sight or reduction of sight;  
Crushing injuries leading to brain or internal organ damage;  
Serious burns covering more than 10% of the body, or damaging the eyes, respiratory system or other vital organs;  
Unconsciousness caused by head injury or asphyxia;
- **Injury extending over seven days**  
When an employee or self-employed person is away from work or unable to perform their normal duties for more than seven consecutive days as a result of an accident (not counting the day of the accident).
- **Injuries to non-workers**  
Work-related accidents involving members of the public or people who are not at work must be reported if a person is injured, and taken from the scene of the accident to hospital for treatment to that injury. No need to report where people are taken to hospital as a precaution when no injury is apparent.
- **Reportable Occupational Diseases**  
Certain occupational diseases must be reported where they are likely to have been caused or made worse by their work. These include; carpal tunnel syndrome; severe cramp of the hand or forearm; occupational dermatitis; hand-arm vibration syndrome; occupational asthma; tendonitis or tenosynovitis of the hand or forearm; occupational cancer; any disease attributed to an occupational exposure to a biological agent. Meningitis is not reportable under the RIDDOR regulations but any incidence of the disease should be reported immediately to the Local NHS Trust.
- **Reportable Dangerous Occurrences**  
These are certain specified 'near-miss' events, which have the potential to cause harm. There are 27 categories e.g. collapse, overturning or failure of load-bearing parts of lifts and lifting equipment; plant or equipment coming into contact with overhead power lines; accidental release of any substance which could cause injury to any person; explosions or fires causing work to be stopped for more than 24 hours; certain scaffold collapses.

*These lists are not complete and if there are any concerns or queries these should be addressed to the HHS. Full details can be found at [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor). Please remember that any work-related injury or illness requiring the employee or worker to be absent for work for more than seven days (including non-working days) is reportable to the HSE who may decide to investigate.*