



13a.1 Foundation First Aid Policy



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Introduction

University College School has assessed the arrangements required to fulfil its duties to provide suitable first aid provision and this document sets out the Foundations approach to deal with minor and major injuries. This document forms the basis of our risk assessment approach to ensure that we have suitable provisions i.e. sufficient numbers of first aiders, suitable and sufficient first aid materials for types of hazards identified, training, first-aid accommodation, information sharing, appropriate reporting systems and individual responsibilities. These arrangements are in recognition that first aid can save lives and prevent minor injuries from becoming major ones.

We have used the guidance provided by the Department of Education (DfE) concerning first aid for schools and the guidance notes published by the HSE to assist us in complying with the duties placed upon us by The Health and Safety (First Aid) Regulations 1981.

This document needs to be read in conjunction with the Medical / Infection Control Protocol and the Accident Prevention & Investigation Plan.

First aid provision and Responsibilities

First aid needs will be monitored by the Foundation Nurse Co-ordinator in conjunction with a member of SMT at each school (SS, JB & Pre-Prep) to ensure that the requirements are met as per this policy. They will also liaise with the Director of Sport and Commercial Director for UCS Facilities to ensure appropriate provisions at the fields and UCS Active. Out of core school hours UCS Active staff will be responsible for providing cover for first aid.

Appendix 1 outlines specific guidelines for games staff/patrons including first aid guidelines, expectations and responsibilities.

Line managers will ensure that all staff are informed of the first aid procedures, this will include: basic protocols, location of equipment, facilities, infection control measures, first aid personnel and reporting systems. New pupils will be informed about first aid arrangements through their Form Teacher.

Teachers' conditions of employment do not include giving first aid, although any member of staff may volunteer to undertake these tasks. Teachers and other staff in charge of pupils are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of pupils. In general, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.

At UCS we have 4 tiers of trained staff:

- Registered nurses (Foundation Nurse Co-ordinator overseas the arrangements and author of the document);
- First Aid at Work (FAW) 3 Day certificated training
- Emergency First Aid at Work (EFAW) 1 Day training
- Paediatric First Aiders (Pre-Prep and UCS Active)

An assessment will be made in terms of age and activities undertaken to ensure appropriate coverage of FAW, EFAW and Paediatric First Aiders. The Foundation Lead Nurse will ensure that at any time numbers (including outside of school term) are in or exceed legislative guidelines.

Registered nurses

The school has registered nurses based at the Senior School, Junior Branch and the Fields (when games are taking place) who are available to provide first response and medical advice. The SS nurse is the Foundation Lead Nurse and overseas the arrangements outlined in this document.

First Aiders at Work (FAW)

When selecting a first aider, consideration will be given to the individual's reliability, communication skills, aptitude and ability to absorb new knowledge, and learn new skills; ability to cope with stressful and physically demanding emergency procedures; the practicality of the first aider i.e. able to leave their normal duties and attend immediately to an emergency. The selection of the most appropriate staff member/s will be decided by the Vice master/Deputy Head or Head's of Department together with the Foundation Nurse Co-ordinator, as required.

The first aider will complete an approved training course at least every 36 months and refresher courses need to be taken up within 28 days of the expiry date of the current certificate. The selection of the approved training for the Foundation will be decided and arranged by the Foundation Lead Nurse. (Note: this is not a requirement but where possible annual refresher training to be undertaken regarding resuscitation and recovery position).

The first aider will give immediate help to casualties regarding accidents/injuries and those arising from specific hazards at school. When necessary the first aider will ensure that professional medical help e.g. School Nurse is called and/or ambulance as necessary.
Appendix 2 UCS guidance on calling the Emergency Services

A list of first aiders will be publicised on notice boards across the Foundation as well as in the medical section on My School Portal, (list to be maintained by Foundation Lead

Nurse(SS) and School Nurse (JB), Senior First Aider at Pre-Prep and Fields School Nurse at the fields.) The Operations manager at UCS Active will ensure that the names of first aiders in UCS Active is published on their notice boards.

All first aiders and all teaching staff will receive an update each year in the use of adrenaline auto-injectors (AAI), and other emergency medication, as well as any new guidelines/infection control measures. The School Nurse will liaise with the Inset Co-ordinator to arrange the most appropriate time to do this training.

The School Nurse will organise to see annually, all pupils with AAI's to ensure that their emergency kit is in school, in date, and that they know how to use it. A record of this meeting will be made in the pupil's notes/Patient Tracker.

FAW – Full certificated first aiders at work

As a minimum, there will be support staff and teaching staff trained in the following key areas:

- A School Nurse at the SS, JB, the sports fields (when sports are taking place) and a Senior First Aider at the Pre-Prep;
- A staff member from the front office/reception for each school (if not FAW then will be EFAW trained);
- One staff member from each of the following: Fields, Bursary(SS) and Site Services Department(SS);
- Laboratory staff members, one at the JB, two in each of biology and chemistry department at the SS;
- Art/Design and Technology departments, at least one member of staff.
- All Foundation Physical Education staff
- Art/Design and Technology Departments, at least one staff member SS and JB.

EFAW – Emergency First Aid provision

The Emergency First Aider is to take charge when someone is injured or becomes ill, until a more experienced first aider, the School Nurse or an Ambulance arrives. If any first aid is given the Accident/Injury online form must be completed as soon as possible and within 24hours of the event. This will be sent to H&S and the School Nurse at the designated school.

The Foundation Lead Nurse together with the Health and Safety Manager, will consider key areas where it would be beneficial to have an EFAW if there is no first aider in the area. The key areas to be reviewed annually, with guidance provided by the Head of Department, with the Lead Nurse and the Health and Safety Manager.

An EFAW should only administer first aid to the level that they have been trained.

Paediatric First Aid

At least one person who has a current paediatric first aid certificate must be on the premises and available at all times when the children are present, and must accompany children on outings. As of Sept 2016 there is a requirement in EYFS that all newly qualified early years staff (with full and relevant level 2 or 3 childcare quantification are to also hold a current Paediatric First Aid (PFA) in order to be included in the required staff : child ratios in the early years setting. The Head of the Pre-Prep will take responsibility for ensuring this standard is met.

First Aid Materials / Equipment

At each school and the fields there is a designated first aid room that can be used for the treatment and care of pupils and staff, these will be fully stocked with appropriate materials for the age ranges.

We have assessed the need for additional first aid boxes (see locations below) and each box should contain a list of contents, accident forms and supplies. (Please note – attending Nurse/First Aider to transfer accident/injury report onto the online reporting form as soon as possible but within 24 hours of the event) Inform the School Nurse if any resources have been used from the First Aid Kit.

A standard main first aid box will contain;

- First Aid Guidance leaflet
- 20 sterile plasters (assorted sizes)
- 2 sterile eye pads
- 2 triangular bandages
- 6 safety pins
- 2 large sterile wound dressings
- 6 medium sterile wound dressings
- 3 pairs non-latex disposable gloves
- 3 accident/injury forms

Where needs have been identified, additional first aid materials and equipment will be included in first aid boxes.

A smaller first aid travel/emergency pack/box will contain;

- First Aid Guidance leaflet
- 6 sterile plasters (assorted sizes)
- 2 triangular bandages
- 6 safety pins
- 1 large sterile wound dressing
- Sterile wipes

- 3 pairs non-latex disposable gloves
- 1 accident/injury form

Catering/food preparation areas will have blue gloves and blue plasters in their First Aid box plus a separate Burns First Aid box. Eyewash stations will also be provided in all areas of risk where mains cold running water is not available.

The First Aid boxes will be checked, and restocked by the Nurse/Designated First Aider at the beginning of the academic year. The Nurse/Designated First Aider will restock First Aid boxes as requested by First Aiders after use of stock. First Aiders in areas such as Biology, DT, Chemistry and Art will be responsible for checking the First Aid boxes in their areas, to ensure they are adequately stocked.

First Aid Kits for away matches/school trips

The request for a First Aid Kit should be made in good time to the School Nurse by the Trip Leader, and returned after use, with notification of what supplies have been used. A record is kept of who the First Aid Kit has been issued to. The online accident/injury form should be completed as soon as possible (within 24 hours) by the attending First Aider.

Stock Emergency Kits with Medication

These are located in the SS/JB Medical Rooms, SS Common Room, SS Refectory, JB School Office, Kantor First Aid Room (Main Sports Pavilion), Wade Pavilion and at the Pre-Prep School. These will be checked every half term by the School Nurse/Designated First Aider/Fields Nurse.

Parents of pupils in the EYFS sign an Administering Medicines Policy

Medication (both prescription and non-prescription) will only be administered to a child where written permission for that particular medication has been obtained from the child's parent and/or carer. Oral information from the pupil/parent will not be acted upon.

Prescription medicines will not be administered unless they have been prescribed for a child by a doctor, dentist or pharmacist (medicines containing aspirin will only be given if prescribed by a doctor). Details of stock medication can be found within the UCS Medical Policy.

Defibrillators

A defibrillator is located on all 4 sites:

- Senior School – Outside the Medical Suite (North Block) and at UCS Active reception
- Junior School – Front Office

- Pre-Prep – Reception corridor
- The Fields - Kantor Sports Pavilion (outside First Aid room) and at the Wade Pavilion

Location of First Aid Boxes

We have evaluated the hazards within different areas of the Foundation and have assessed that the following areas will be provided with either a main first aid kit (M) or an emergency/travel pack/box:

Department	Location	Main first aid kit	Emergency pack
UCS Active	Reception	M	
	Pool area		E
Maintenance	Office/Workshop	M	
Theatre	Box Office		E
	Backstage	M	
Sixth Form Centre	Cafe	M	
Science	Lecture Theatre		E
Music Block	Foyer		E
Biology	Prep Room	M	
	Labs J, K, L		E
Physics	Prep Room	M	
Chemistry	Prep Room	M	
	Labs A & C		E
Bursary	Outside office	M	
School Office	School Office		E
Common Room	Kitchen	M	
Languages	Foyer		E
Art & DT	BS1&2, Dark Room, Heat Room		E
	Office & Prep Room	M	
Refectory	Kitchen	M	
All UCS Vehicles	UCS Vehicles		E
Medical Suite	Medical Suite	M	

Junior Branch

Department	Location	Main first aid kit	Emergency pack
Food Technology	DT Block basement	M	
	Kitchen	M	
Science	Science Lab	M	
Art	Upper entrance corridor	M	
DT	Workshop basement	M	
Maintenance	Caretakers room	M	
Administration	School Office		E
Staff Room	Staff Room		E
Catering	Main Kitchen	M	
Medical Room	Medical Room	M	

Pre-Prep

Department	Location	Main first aid kit
CASS Playground	CASS area	M
Main School	School Office, Upper Landing, Library, Kitchen/Staff Room	M

Kantor Centre (Sports Pavilion)

Location	Main first aid kit
First Aid room	M
Grounds-staff building	M
Gower Bar	M
Kitchen	M
Eve Pavilion	M
Wade Pavilion	M
Caretaker office	M

Hygiene/Infection control

Please refer to the Medical and Infection Control Protocol on the UCS Website. It is the responsibility of each member of staff to familiarise themselves with this protocol and to implement the required processes.

All staff should take precautions to avoid infection and must follow basic hygiene measures. Staff will have access to single-use non-latex disposable gloves which will be kept in all first aid kits.

The cleaning and maintenance staff should wear protective clothing when cleaning up bodily fluids and to comply with the risk assessments issued by their line manager. Spillage kits are available at all the school sites.

Accidents and reporting

Any accident must be reported for any school activity; both on and off school premises; if it relates to the way a school activity has been managed (e.g. supervision of a field trip); equipment, machinery or substances; the design or condition of the premises.

The HSE will be notified of fatal and major injuries and dangerous occurrences immediately. It is the responsibility of the Health, Safety and Compliance Manager to report using the online form on the HSE website.

The Health, Safety and Compliance Manager will keep a record of any reportable injury, disease or dangerous accident, as per UCS data protection policy of retention of records. This will include the date and method of completing; the date, time and place of the event; personal details of those involved and a brief description of the nature of the event; disease and treatment given.

Reporting

All accidents that result in injury must be reported to the Health, Safety and Compliance Manager using the online accident/injury reporting form, found on Firefly. The reporting protocol can be found in the Foundation Accident Prevention and Investigations Plan. The UCS Form is a combined Accident/Injury/Illness form and should be completed at your earliest convenience. This is the responsibility of the person attending to the accident/injury. The Foundation Nurse Co-ordinator and the Health, Safety and Compliance Manager will receive a copy of this.

Contacting Parent/Guardian/Named Contact

In the event of an emergency - directions for this are found in the UCS Medical Policy.

EYFS

Parents of pupils in the Early Years and Pre-Prep will be informed on the same day, or as soon as reasonably practical of any accident and first aid given. A written record of accidents or injuries sustained by the pupil, and any first aid treatment is kept for all pupils.

Offsite trips/away fixtures/out of hours activities/journeys between sites/events

A risk assessment should be undertaken by the Trip Leader/Sport Director prior to the following taking place; outside trips, away fixtures, out of hours activities, journeys between sites, school events and to whether first aid cover in the first instance is required, at what level and where it is required and that the necessary arrangements are put in place, i.e. Number of First Aiders required, First Aid Kits and whether there is a need for a demonstration of emergency medication.

Prior to the trip, the Trip Leader and all members of staff attending the trip will seek and receive education from the School Nurse (JB and SS) regarding emergency medication, dependent on which medical conditions for example, anaphylaxis, diabetes, epilepsy of the students attending that trip.

Consent for administration of AAI's and Glucagon should be obtained for at risk pupils prior to the trip. (see School Nurse for this). At the commencement of the trip, to check that those pupils who are required to have personal AAI's/diabetic/asthma kits or epilepsy medication, if prescribed, do have these with them, and they are required to have these with them at all times.

Pupils who do not have their emergency medication kits will not be allowed to go on the trip or leave the school premises during the school day.

Appendix 1

Games Staff/Patrons – Health & Safety, and First Aid Guidelines

The following guidelines are specifically detailed for use by Games Staff/Patrons and First Aiders/Nurses at the Fields or covering UCS games offsite. Games Patrons are those staff with designated responsibility for a specified sport.

Expectations

Games Staff/Patrons are responsible for the safety of school pupils in their care, therefore it is a requirement that Games Staff will hold a First Aid at Work (FAW) qualification, and the Games Patrons will hold a minimum of the Emergency First Aid at Work (EFAW) qualification.

Communication and Responsibilities

Games Staff/Patrons should be aware, and will ensure that those pupils who have been prescribed emergency medication are carry this when going offsite for sports activities and that the pupils have easy access to their emergency medication at all times i.e. Adrenaline auto-injectors, asthma inhalers.

PE Staff/Fields Nurse will take a First Aid Kit to away fixtures and this will be accessible at all times.

The Fields Nurse/First Aider will be on duty pitch side or in the Fields First Aid Room (if delivering first aid) when games/sports are taking place, according to the termly programme, provided in advance by the UCS Sports Director. The Fields Nurse will be contactable at all times during games sessions on the Fields Nurse mobile phone.

Games Staff/Patrons are responsible for:

- Informing the Foundation Nurse Co-ordinator as soon as possible of any changes to matches e.g. additions, cancellations, changes in times. To enable enough time to, where possible, reschedule first aid cover.
- Make yourself known to the Fields Nurse/First Aider on duty at the Fields, and informing them as to where pupils will be playing, and of any issues that they should be aware of.
- Collecting First Aid Kit from the Fields Nurse/First Aider and returning this at the end of the session, highlighting any resources used.
- Ensure that they have the Fields Nurse UCS mobile number.
- Any treatment given to a pupil must be documented using the online accident injury form (as soon as possible but within 24 hours).
- The Fields Nurse/First aider will report to the SS or JB Nurse, Designated First Aider at the Pre-Prep, (as well as the UCS Sport Director if considered necessary), of the injury/accident the same day. This will ensure that the Parent/Guardian/Carer has been notified as soon as possible of the accident/injury.

- A member of Games Staff/Patron will remain with the Fields Nurse/First Aider when they are attending to an ill/injured pupil after a game session has ended i.e. not to leave the Fields Nurse/First Aider on their own with the pupil.

Grounds Staff are responsible for:

- Informing the Games Staff/Patrons at the Fields of any potential hazards on the pitch and to be on hand as additional First Aiders, if required.

Pupils attending the Emergency Department:

- Parents/Guardian/Carer will be contacted as soon as possible. Where they are not present with the pupil, a member of staff must accompany the pupil to A&E, and will remain with them until the Parent/Guardian/Carer arrive.
- The Games Staff/Patron should follow up on the injury/treatment and report to the applicable School Nurse.
- Should you need to transport a student to the Emergency Department via ambulance, a member of staff must accompany the student and stay with them until their parent/guardian arrive at the hospital.
- If the injury/illness does not require an ambulance, and parents are not available, a member of staff will either travel with the student in a taxi, or a USC vehicle can be used, but the student must be accompanied by two members of staff.

Appendix 2

Contacting Emergency Services

Request for an Ambulance

Dial 999, ask for an ambulance and have ready the following information. Speak slowly and clearly. You may be asked the repeat information.

1. Your telephone number.
2. Give your location.
3. State the postcode.
4. Give exact location within the School/Fields setting.
5. Give name of the person and a brief description of the symptoms/injuries.
6. Inform Ambulance Control of the best entrance and state where the paramedics will be met and taken to.
7. Ask for expected time of arrival and make a note of the time the ambulance was called. Ask for a reference number for the request.
8. Be prepared to redial 999, if the ambulance does not arrive within the estimated time or the person appears to be deteriorating.