



## **First Aid Policy**

### **Aims of Policy**

**Langley School believes that First aid can save lives and prevent minor injuries becoming major ones. As a busy school with a sizeable boarding element, first aid provision must be available at all times while people are on school premises, and also off-site for those attending school trips and visits. First aid is at the core of the promotion of the health and welfare of students at, employees of and visitors to the school. The school endeavours to exceed the requirements of legislation and regulations pertinent to first aid.**

In the school's considerations for the effective planning for the provision of first aid, and following the requirements of regulations (Health and Safety (First Aid) Regulations 1981) factors such as the layout of the site, the nature of activities taking place, the whereabouts of people at various times and the practical needs of those who might need first aid have been taken into consideration. Also Guidance on First Aid for Schools, produced by the Department of Education and Employment and Supporting Pupils at School with Medical Conditions (Department of Education, September 2014) have been used to inform this policy. Such factors determine the placement of first aid boxes, the number of staff with first aid qualifications, together with details of where lists of those qualified are to be displayed/held, the distribution of medical information, the reporting of treatment and the administration of treatment.

The school's two Nursing sisters (both of whom are Registered Nurses on the Nursing and Midwifery Council register, and who hold current "first aid at work" qualifications), operating from the base of a Medical Centre, are central to this provision. Each works on a daily rotation, 8.15am to 4.45pm Monday - Friday. Beyond the school day, certain responsibilities are delegated to the Boarding Matrons (both hold current first aid certificates) who operate following the protocols given by the Nurses, thus extending the provision of first aid to 24 hours a day during school terms. Matrons and Nurses have accompanied school visits and trips if risk assessments have recommended that level of cover. In line with the Education (School Premises) Regulations 1996, suitable rooms are available in the Medical Centre and beyond for treatment.

Nurses are contactable directly by phone (01508 522460) or via Reception staff who will use short wave radio. Matrons also provide a mobile phone number to supervisory staff on evening and weekend duty. This ensures that first aid is carried out in a timely manner by competent staff. Nurse and Matrons will strive to contact parents following the administering of first aid for anything significant taking into account the circumstances and timings, particularly in the case of overseas students.

Nurses hold and maintain student medical records securely and confidentially in the Medical centre. These records contain information of specific conditions which might influence treatment of individuals, such as asthma, diabetes and epilepsy; the notes also include individual Care Plans if appropriate. Nurses can provide appropriate discreet information to staff who need to know as part of any trip risk assessment. Nursing staff (and delegated Matrons) keep medicines and equipment (other than those specified under "self-medication" written agreements) securely, and directly oversee the dispensing of treatment according to Medical Centre protocols. The school holds separate policies and procedures for the "Self- Administration of Medicines" incl the request form,

"Procedures for self-administration of medicines", and "Medication Policy". In cases of more severe conditions, Nurses attend the student on site to assist with treatment. In all such cases of treating students with specific conditions, Nurses liaise closely with GPs, parents and any carers to promote effective healthcare. Should any boarder fall into this category, liaison with senior resident housestaff is carried out, including a written record in any welfare plan. They also liaise directly with staff who might be assessing risks as part of trip planning, providing information, advice and portable medical kits for those travelling or attending sporting events.

An accident book is held in the Medical centre, and Nurses oversee the recording of details of incidents or when first aid has been administered (recording details of any incident, details of the injured party, details of injuries and what first aid treatment was carried out, the name and signature of the first aider, and the next steps taken). Notes recording contact with parents informing them of injury and treatment are made in the individual's medical file kept in the Medical centre. The Accident Forms are forwarded to the Health and Safety Officer and any incident/occurrence which falls under the regulations known by the acronym "RIDDOR" is reported by the school's Health and Safety Officer, who keeps a record and informs the Health and Safety Executive (0845 300 99 23). The Health & Safety Officer and Senior Nurse meet termly to look for, and address any patterns or trends in the accidents reported.

Medical notes contain relevant consent forms and any pertinent information re "self-medication" and these are referred to when treatment is carried out.

In the event of an incident which leads to the spillage of body fluids, Nurses (and delegated Matrons) take over responsibility for the cleaning up of areas affected, using appropriate hand-washes, disposable gloves, suitable washing materials (the Medical centre keeps Bio-hazard equipment) and identifiable hazard disposal bags.

Nurses (and delegated Matrons) store, administer and record issues of medicines such as painkillers, anti-allergy remedies etc under the strict control of our qualified Medical sisters; the School Doctor (from the Chet Valley Practice) visits on a weekly basis, and students may be referred to that practice or transported to the A&E department (accompanied by staff if boarders, and in emergencies for day students) at one of two local hospitals.

In a significant number of cases, Nurses or Matrons decide on calling for ambulance support, but all staff qualified in first aid can make that decision when administering first aid as training advises. Non-qualified staff attending an incident would be supported when making judgements which promote the safety and welfare of the injured, where the severity and /or nature of the injury/illness, the factor of time element or the location of the patient influence the decision.

Following the practices contained in the Management of Health and Safety at Work Regulations 1992, the Headmaster reviews at least annually the first aid needs of the school, and the Health and Safety officer arranges for first aid cover for out of school hours events. First aid boxes are placed on site as a result of strategic considerations, not only in areas of teaching but also for sporting events and covering critical employee areas (such as kitchens and maintenance), and a list of locations is published in the staffroom. Lists of those persons qualified in First Aid are kept available in the Front Hall Reception in the Main Hall, the Medical Centre, the Science Laboratory prep room, the Design and Technology department, the Sport and PE office and the Maintenance office foyer. School mini-buses carry first aid kits, portable kit bags are available for trips off site, and the school keeps a defibrillator centrally in Reception. Nurses replenish kits after each use, and check contents on at least an annual basis.

The school aims to train significant numbers of staff in addition to Nurses and Matrons in the administering of First aid, and there is a focus on particular risk areas eg

Technology, Science, Sport and Boarding, (as well as within the administrative and support sections of the school), and the gaining of such qualifications is encouraged positively. As a result of the school's assessment process, a qualified first-aider attends home rugby match fixtures. The Nurse holds a list of staff with First Aid qualifications, and the validity of these is checked twice-yearly (end of June and January).

New students and staff are given information on how to gain help in the event of an accident as part of their induction into the school, and there are information notices placed around the school to reinforce this, and to remind existing students and staff. The staff handbook contains this information, and information notices are placed in specific areas for staff working in departments such as administration, kitchens, maintenance, grounds and transport. The school encourages and supports students to gain qualifications in First Aid, running training sessions as part of the activities programme, and elements of the PSHE course examine ways of reducing the likelihood of accidents and harm.

First aid treatments are supplemented by the school's commitment to "post-treatment" options, ranging from initial contact with parents, through the arrangement of emergency visits to hospitals, doctors' surgeries and dentists (including "follow-up" procedures), to informing pastoral Heads of Year, Senior Boarding staff, the PSHE coordinator, site maintenance managers and Senior Management so that further risk assessment and support can take place. Parents can liaise with the appropriate staff who can work together for the rehabilitation of injured parties and also lessen future occurrences of incidents.

Reviewed & approved by SMT: 7.11.16  
Approved by Governors: 16.11.16