



SIR  
BOBBY  
ROBSON  
SCHOOL

## First Aid Policy

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## 1. Introduction

'First aid' is the medical treatment given to a sick or injured person for the purpose of preserving and stabilising life and minimising the consequences of injury or illness until further medical treatment can be administered.

The purpose of this First Aid Policy is to enable Sir Bobby Robson School to effectively meet the requirements of the Health and Safety (First Aid) Regulations 1981 and in doing so:

- Provide for the immediate needs and requirements of staff and pupils who have sustained an injury or who are unwell;
- Ensure that adequate resources and arrangements are in place to deal with incidents as they arise;
- Activate a known plan of action with which all staff are familiar;
- Ensure lines of communication with parents/guardians are in place.

The school will inform employees of the first-aid provisions made for staff, including the position of equipment, facilities and names of designated first aiders.

The treatment of minor illness by the administration of medicines and tablets is covered in the Administration of Medicine and Supporting Pupils with Medical Needs Policy.

## 2. Roles and Responsibilities

### Headteacher

The overall responsibility for the day-to-day management of Sir Bobby Robson School rests with the Headteacher. The Headteacher will:

- Assess the first-aid needs appropriate to the circumstances of the school
- Risk assess what facilities and personnel are appropriate to the needs of the school
- Ensure that procedures are in place for the immediate recording of any injury as required by the Social Security Act 1975 and the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

- Ensure first aiders are provided in sufficient number and at appropriate locations to enable first aid to be administered promptly.

#### All Staff Members

- The class teacher and support staff are responsible for classroom supervision and all staff on break duty are directly responsible for the supervision of children and young people at any break time.
- Responsibility for the health and safety of the adults and children at The Bridge School rests with Senior Leadership Team and all members of staff are responsible for supporting the Senior Leadership Team in this role.
- All staff will ensure that they have read The Bridge School First Aid Policy and sign the policy record to say they have done so.

#### Designated Person from SLT

The designated member of the Senior Leadership Team is responsible for ensuring:

- Training for First Aiders is up to date;
- First Aiders are organised to carry out their duties as below;
- First Aiders are given the appropriate instruction to enable them to correctly record all First Aid incidents as shown below;
- Care Plans are in place for all students with emergency medical needs;
- There are appropriate records of medical conditions of staff, pupils or visitors.

## First Aiders

First Aiders at Sir Bobby Robson School must hold a valid certificate of competence, issued by an organisation whose training and qualifications are approved by the HSE.

It is the responsibility of the Designated Member of the Senior Leadership Team and First Aiders to ensure their qualifications remain current.

The HSC Approved Code of Practice advises that the number of First Aiders reflect the number of employees.

At Sir Bobby Robson School, the number of First Aiders reflects the need for:

- Adequate provision of trained First Aid personnel across the school;
- Regular medical needs of the students;
- Emergency medical needs of the students;
- Frequency of First Aid incidents;
- Adequate provision for cover for lunchtimes and breaks;
- Adequate provision for leave, staff absences from school and cover for staff training;

When a member of staff, pupil, or visitor is injured or ill, a First Aider should be called.

First Aiders are required to:

- Carry a radio at all times in order to adequately respond to a First Aid call;
- Assess and provide immediate help to casualties with common injuries or illnesses;
- Assess and provide immediate help for medical emergencies;
- When necessary, ensure that an ambulance or other professional medical help is called;
- Remain with the casualty and assist if there is a need for further help, such as an ambulance or paramedics to attend or if a carer or family member is called;

- Use disposable gloves (and disposable aprons, where necessary) for all first aid interventions involving bodily fluids and for the dispensing of medication;
- At all times respect the dignity and feelings of the patient;
- Record First Aid incidents as detailed below.

### First Aid Lead

The First Aid Lead will be delegated by the Designated Person from SLT and should:

- Check all First Aid Boxes/Bags and medications on a regular basis, at least termly;
- Ensure that all First Aid Boxes/Bags are kept fully stocked and in good condition, including those in the minibuses;
- Ensure that First Aid notices are displayed in order that staff and visitors are aware of the location of First Aid equipment;
- Keep appropriate records of medical conditions of staff, pupils or visitors;
- Where additional or replacement material or equipment is required, ensure that items are stocked without delay;
- Where items are out of date, ensure that they are discarded and replaced immediately;
- Check the record books each week to ensure that all incidents requiring an IRF have been reported;
- Check on a regular basis, termly at least, that NHS care plans are in date;
- Monitor First Aid incidents as requested.

Although the identified people are responsible for maintaining and checking the first aid equipment, it is also expected that before going on a visit class staff take responsibility for ensuring there is a First Aid box on the minibus, if one is being used and that their off-site bag contents are fit for purpose.

First Aid Lead - Mrs Samantha Reynolds

First Aider - Mrs Julie Dennis

### **3. Recording of Incidents**

All incidents requiring First Aid are reported in the Accident Book kept in the front offices on Primary and Secondary.

The information recorded will include:

- Date, time and place of incident
- Name and, where relevant, job title of the injured or ill person
- Details of the injury/illness and what First Aid was given
- Details of what happened to the person immediately afterwards e.g. went home, went back to lessons, went to hospital, etc.
- Name of the First Aider or person dealing with the incident

First Aiders are required to:

- Fill out a Pupil/Staff Accident Record Sheet with the details of any First Aid incident attended, referring to only the casualty, and no one else, by name;
- For incidents involving students, the top copy of the Accident Book Form goes home to the parent/carer and a phone call is made to parent/carer
- Maintain the carbon copy of the Pupil/Staff Accident Book within the book
- Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) it may be necessary for the employer to report some incidents to the appropriate authorities, according to its seriousness.

#### **4. Informing Parents / Carers Following an Incident**

Following an incident, a copy of the Accident Book Form will be sent home in the home/school diary with additional notes from the Class Teacher.

In most cases, and in all significant cases, and all those involving an impact to the head, the parents/carers will also be contacted by phone by the First Aider/Teacher/Welfare Team and a Head Injury Advice Form can be sent home with the child.

An updated contact list for parents/guardians must be readily available in the classroom and should include home, work and mobile numbers.

Under no circumstances is the name of a child involved in an incident with another child be disclosed to any other parents/guardians.

## **5. Incident Requiring a Casualty to go to Hospital**

Where it is considered necessary for a student or adult to attend hospital, parents/carers/adult's family/friend will be contacted and a copy of the Accident Book Form and current Care Plan along with the Hospitalisation Form (Appendix 2) will be sent with the casualty to hospital.

- If a casualty travels to hospital with paramedics or in an ambulance a staff member will accompany them;
- Where a parent/carer drives a casualty to hospital, the school will ask if they would like to be accompanied by a staff member;
- Where a staff member or the parent/carer of a child feels themselves unable to drive or is not considered fit to drive, a taxi may be called.

## **6. First Aid Materials, Equipment and Facilities**

### First Aid Room

The Education (School Premises) Regulations 1999 require every school to have a suitable room that can be used for medical or dental treatment when required and for the care of pupils during school hours. The area, which must contain a washbasin and be reasonably near to a WC, need not be used solely for medical purposes, but it should be appropriate for that purpose and readily available for use when needed.

Sir Bobby Robson School recognises that first aid treatment is not always given in the First Aid room due to the particular needs of individual students who may prefer not to be moved from the location of their injury or incident.

Please refer to the Administration of Medicine and Supporting Pupils with Medical Needs Policy for more information.

### First Aid Bags and Boxes

First aid box location: First Aid Room and Main Office

There are transportable First Aid Bags for any outings or visits outside of the school premises or on the school grounds.

All First Aid boxes and First Aid Bags are clearly labelled and easily accessible to adults.

All First Aid containers are marked with a white cross on a green background, only used for First Aid purposes and are dust and damp proof. This conforms to the Safety Signs and Safety Signals Regulations.

The First Aid containers contain a sufficient quantity of suitable first-aid materials, including micro pore, scissors, triangular bandage, wound dressing, individually wrapped sterile wipes, saline eye wash, instant ice pack and gloves.

No medicinal substance or materials are permitted within a first-aid container. This includes items such as antiseptic sprays, lotions and suntan oil.

## **7. Administering First Aid Off-Site**

First Aid provision must be available at all times including off-site on school visits. A suitably stocked First Aid Bag will accompany all off-site visits and activities. There are also First Aid Boxes on the school minibuses.

Staff members must always be aware of the contents of the First Aid Bag and its location throughout the visit.

If any First Aid treatment is given the Group Leader will advise the school office, by mobile telephone if urgent, and on return record the incident as outlined above.

## **8. Categories of Incidents and Procedures**

Any child or young person complaining of illness or who has been injured will be seen by a qualified First Aider to inspect and, where appropriate, treat. Constant supervision will be provided. There is a bed in the first aid room which can be used by an adult or child if required. Should the child or young person be too ill to stay at school, parents/carers should be contacted as soon as possible so that the child or young person can be collected and taken home. The School Office Team must be informed of any child leaving the premises.

An injured member of staff or other supervising adult should not continue to work if there is any possibility that further medical treatment is needed or if they are unable to continue to discharge their professional duties safely. SLT must be informed when this is the case.

Common incidents are listed, but not necessarily limited, to those shown below. All staff are able to support minor injuries after completion of Level 2 First Aid Essentials Online Course.

### [A Minor Cut](#)

Cuts or grazes are cleaned with sterile un-medicated wipes and dressings are applied if deemed appropriate. The use of disposable plastic gloves is mandatory.

### Sprain or Bruise

Rest, ice, compression and elevation is administered where considered appropriate.

### Stings and Bites

If the case is serious, parents/carers are contacted.

### Faints and Shocks

A first aider should, where possible:

- Raise the legs above the level of the heart
- Loosen any tight clothing
- Ensure there is fresh air
- Keep crowds away
- Reassure the casualty when they recover
- Contact parents/carers – the child or adult should go home, or return to class for further monitoring and treatment as appropriate

### Requirements for School Calpol

In some circumstances a child may be judged to need pain relief. School Calpol is kept in both the Primary and the Secondary Medicine Cabinets and can be administered by First Aiders in accordance with the Administration of Medicine and Supporting Pupils with Medical Needs Policy.

- Parents/carers must have given consent;
- Parents/carers must also be contacted by telephone if the child could have been given pain relief in the previous four hours before arriving at school;
- Where possible, parents/carers should be contacted by telephone before administration of pain relief;
- A member of SLT should be informed before school Calpol is administered;
- Administration of Calpol should be recorded on the appropriate recording sheet.

### More Serious Accidents, Injuries and Illnesses

A member or SLT, along with the First Aider, will determine what is reasonable and sensible action to take in each case. Where the injury is an emergency, an ambulance will be called following which the parent will be called. Where hospital treatment is

required but it is not an emergency, a member of SLT will contact the parents / carers for them to take over responsibility for the child/young person.

There is a 999-ambulance call protocol to follow, copies of which are in each classroom and in the Secondary First Aid Room and the Primary Medical Room (Appendix 1).

### EpiPen's and Anaphylaxis Shock

Students with allergies are identified on the Medical Needs Register and will have a School Care Plan in place, with a copy held in the Medical Room and in the student's classroom.

Where prescribed, a student's EpiPen is kept in a first aid 'bumbag'. The bag is labelled with the child's name and kept in the individual's classroom or carried by a member of staff who is with the student.

When in the classroom the bag is kept on a high cupboard shelf, out of reach of students.

EpiPen's can be administered by members of staff who have received EpiPen training.

Parents are responsible for checking that the EpiPen's are still within their 'Use by dates' and for replenishing them.

### Asthma Treatment and Inhalers

Students who use an inhaler are identified on the Medical Needs Register and will have a school Care Plan in place, with a copy held in the Primary or Secondary Medical Room and in the student's classroom.

Where prescribed, a student's inhaler is kept in a first aid 'bumbag' The bag is labelled with the child's name and kept in the individual's classroom or carried by a member of staff who is with the student.

When in the classroom the bag is kept on a high cupboard shelf, out of reach of students.

Parents are responsible for checking that the inhalers are still within their 'Use by dates' and for replenishing them. Lead First Aiders will check expiry dates of all medication regularly.

### Seizures

Students who suffer from seizures are identified in the Medical Needs Register. Where there is an NHS care plan, a school Care Plan will also be in place, with a copy held in the Primary or Secondary Medical Room and in the Student's classroom.

## 9. Hygiene and Infection Control

All staff should follow basic hygiene procedures and take precautions to avoid infections. To help prevent the spread of infection First Aiders should:

- Wear disposable gloves and where, necessary, aprons when dealing with blood or other body fluids;
- Dispose of sterile wipes and dressings carefully;
- If a First Aid couch is used, ensure it is washed/wiped clean after each use;
- Clean any spilled blood or other body fluid with hot water and soap or disinfectant, using gloves and dispose of cleaning materials carefully;
- For resuscitation use, where possible, use an airway or face-shield.

Class Teacher's should:

- Ensure pupils are refused admission to school or sent home if they are suspected of an infectious illness.

All members of staff, pupils or visitors should:

- Should wash their hands, or be helped to wash their hands, regularly.
- Pupils who have suffered sickness and/or diarrhoea should not be permitted to return to school until 48 hours have lapsed since the last instance of the illness.

## 10. Legal Liability

Those rendering first aid should not carry out diagnosis and/or medical procedures for which they have not been trained.

An employee rendering First Aid at work will be acting in the course of his/her employment and insurance cover against a claim for negligence is provided through the School's employer's liability insurance.

**PROTOCOL DETAILS FOR CALLING EMERGENCY SERVICES**

**Dial 999, ask for the ambulance service, ask for an ambulance and be ready with the information below.**

**IN AN EMERGENCY SITUATION ANYONE CAN CALL FOR AN AMBULANCE**

**Speak clearly and slowly and be ready to repeat information if asked.**

- The school number is 01473 556210 (if using a mobile, give that number)
- Our address Sir Bobby Robson School, Lindberg Centre, Lindberg Road, Ipswich, Suffolk, IP3 9FA
- Give the exact location of the patient within the school setting
- Give the name of patient and brief description of symptoms
- State which campus and give directions to the correct entrance to use, state the ambulance will be met and taken to the patient by a member of staff

Follow Up Steps

- Ensure office staff are aware of the ambulance pending arrival and where the paramedics need to be taken to
- Ensure parents / carers or for staff next of kin are informed
- Ensure SLT are informed

Consideration

- Does a member of staff need to travel in the ambulance?
- If yes, how will the member of staff return to work?
- Do staff need to do a de-brief / be supported following the incident?

Paperwork

- Complete Accident Books, as appropriate
- Complete an Incident Reporting Form, as appropriate
- Complete Behaviour Forms, as appropriate

**HOSPITALISATION FORM**

**Please complete this form and attach the First Aid Form for any pupils or staff taken to hospital.**

Name:

--

Date of Birth:

--

Date of Incident:

--

Time of Incident:

--

Time taken to Hospital:

--

Method of Hospitalisation:

--

Accompanied by:

--

Handed over to:

--

Last time patient ate?

--

Last time patient drank?

--

Has patient had any medication?

--

Any other information, including copies of Healthcare Plan

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**ADVICE FORMS****Guidance on the use of adrenaline auto-injectors in schools (Dept. of Health)**

The guidance about EpiPens, and similar products, says that "children at risk of anaphylaxis should have their prescribed adrenaline auto-injector (AAI) (often known by the trade name 'Epipen') at school for use in an emergency. The Medicines and Healthcare Products Regulatory Agency (MHRA) recommends that those prescribed AAIs should carry TWO devices at all times, as some people can require more than one dose of adrenaline and the AAI device can be used wrongly or occasionally misfire.

Depending on their level of understanding and competence, children and particularly teenagers should carry their AAI(s) on their person at all times or they should be quickly and easily accessible at all times. If the AAI(s) are not carried by the pupil, then they should be kept in a central place in a box marked clearly with the pupil's name but NOT locked in a cupboard or an office where access is restricted.

It is not uncommon for schools (often primary schools) to request a pupil's AAI(s) are left in school to avoid the situation where a pupil or their family forgets to bring the AAI(s) to school each day. Where this occurs, the pupil must still have access to an AAI when travelling to and from school."

If the playground or field is considered too far, then it would be acceptable to have the AAI(s) held by a member of staff in a pouch or bag.

Further information can be found here: Guidance on the use of adrenaline auto-injectors in schools (Dept. of Health)

<https://www.gov.uk/government/publications/using-emergency-adrenaline-auto-injectors-in-schools>

An excellent source of advice, including an online training programme is

<https://www.anaphylaxis.org.uk/information-training/allergywise-training/for-schools/>

## Bites

### Advice for staff and parents

#### If you have been bitten:

- clean the wound immediately by running warm tap water over it for a couple of minutes – it's a good idea to do this even if the skin doesn't appear to be broken
- dry the wound and cover it with a clean dressing or plaster
- take painkillers if you're in pain, such as paracetamol or ibuprofen
- seek medical advice, unless the wound is very minor

#### When to seek medical advice

- If the bite has broken the skin, you should seek immediate medical attention after cleaning the wound. Don't delay seeking help until symptoms of infection appear.
- Minor bites can be treated at your GP surgery, or minor injuries unit. For particularly severe bites, visit your local A&E department.

#### The healthcare professional treating you may:

- clean the wound and remove any damaged tissue
- prescribe a course of antibiotics to prevent infection
- recommend specific treatment to prevent infections such as tetanus if you're felt to be at risk
- arrange blood tests to check for infection

#### Signs a bite may be infected

Symptoms that suggest a wound has become infected include:

- redness and swelling around the wound
- the wound feels warm and increasingly painful
- a fever of 38C (100.4F) or above
- sweats and chills
- swollen glands under the chin or in the neck, armpits or groin
- red streaks extending along the skin from the wound

Get medical help as soon as possible if you think your wound is infected.

## **Bumps/Minor Head Injuries**

In the event of a bump to the head the NHS recommendations are as follows:

<b>Do</b>	<b>Do not</b>
hold an ice pack (or a bag of frozen peas in a tea towel) to the injury regularly for short periods in the first few days to bring down any swelling	do not go back to work or school until you're feeling better
rest and avoid stress – you or your child don't need to stay awake if you're tired	do not drive until you feel you have fully recovered
take <a href="#">paracetamol</a> to relieve pain or a headache – <b>do not use ibuprofen or aspirin</b> as they could cause the injury to bleed	do not play contact sports for at least 3 weeks – children should avoid rough play for a few days
make sure an adult stays with you or your child for at least the first 24 hours – call 111 for advice if there's nobody who can stay with you	do not take drugs or drink alcohol until you're feeling better
	do not take sleeping pills while you're recovering unless a doctor advises you to

### My child received a bump to the head at school:

A School First aider will have assessed and treated your child. A copy of the treatment received will have been sent home for you.

Symptoms may not occur immediately, and you should be vigilant of the following symptoms:

- **Blurred Vision**
- **Drowsiness**
- **Nausea or Vomiting**
- **Severe headache**
- **Confusion**
- **Unresponsiveness**
- **Slurred Speech**
- **Clumsiness, staggering or dizziness**
- **Bleeding from the ears or nose**

## Procedure for First Aid: Children who are unwell

First Aider to be called to children who appear unwell.

### **Temperature:**

- First Aider will take temperature using a digital thermometer: temperature to be taken in both ears and take into consideration the environment (just come in from outside?)
- Temperature will be recorded on a temperature check form.
- If temperature above 38C or below 35C, parents will be informed via a courtesy phone call and SLT will be informed. It is the policy that children remain in school unless parents choose to collect or SLT have advised they should not be in school.
- If permission has been provided, Calpol may be given. Record time and dosage on medication form and in home-school diary.

### **Please help us by informing the class staff if you have administered Calpol, or alternative, before school with the time and dosage given**

- First Aider will return and take temperature after an hour if still concerns. Parents will be informed of any changes and advised accordingly.

### **Sickness and Diarrhoea**

- Parents will be informed of any sickness or diarrhoea via a courtesy phone call and SLT will be informed. It is the policy that children remain in school unless parents choose to collect or SLT have advised they should not in school.
- If more than one incident occurs, children should be collected from school as soon as possible, this decision will again be made by SLT.

### **Government guidelines state: Children with diarrhoea or vomiting should be excluded until 48 hours after symptoms have stopped and they are well enough to return.**

**Review**

Date Ratified by Governing Body	October 2021	Signed:
Reviewed	October 2021	Signed: