



# ABBOT'S WAY SCHOOL

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*“Inspirational learning with a difference”*

## **FIRST AID POLICY**

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Version	1
Reviewed:	Gareth Wright / Hellen Lush

## **FIRST AID POLICY**

### **1. INTRODUCTION**

Abbot's Way School acknowledges its duties under the First Aid at Work Regulations to its employees and its common law duties of care to visitors and young people in its care. This section of the H&S policy forms the school's written First Aid policy. The responsible person for the school has been charged with maintaining adequate first aid cover during the operating hours of the school.

### **FIRST AID, ACCIDENTS AND ILLNESS**

#### Responsible Persons:

The duties of the responsible person are as follows:

- Ensuring a suitable number of full and emergency first aid trained staff are available at all times the setting is operational (this should include the provision of first aid on Off site Visits): This will be a mix of:
  - FAW First Aider at Work ( 3 day course)
  - FAW Emergency First Aider at Work (1 day Course).
- Ensuring relevant staff receive appropriate training in the treatment and procedures associated with
  - potential injuries connected with specific hazards identified in teaching subjects such as Science and D&T and Outdoor activities such as swimming and cooking
  - Chronic Illness - chronic illness includes students with allergic reactions, anaphylaxis, asthma, diabetes, HIV, epilepsy, hepatitis....
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<http://www.anaphylaxisireland.ie/downloads/ManagingChronicHealthConditionsatSchool.pdf>

[http://www.nat.org.uk/sites/default/files/teachers-resources/HIV\\_in\\_Schools.pdf](http://www.nat.org.uk/sites/default/files/teachers-resources/HIV_in_Schools.pdf)

- Liaising with the SLT to ensure that first aid training is kept up (refreshed every 3 years) to date and the training matrix is similarly updated.
- Ensuring staff visitors and young persons are aware of how to summon first aid assistance and who is able to provide that assistance. A notice detailing trained staff will be posted in each classroom, office and staff room on site and the latest lists of trained staff forms part of Appendix 2 of the policy.
- Ensuring a sufficient number of suitably stocked first aid kits are available across the site (HSE 10-20 person) including company vehicles. Details of specific locations are found in Appendix 2 of the H&S Policy

- Adhering to the independent schools standards ensuring first aid kits are present in all science labs, D&T practical areas, art practical areas, food technology rooms ( blue plasters) and Kitchens ( Blue plasters). Such first aid kits should be suitable to meet the possible hazards found in these locations:
  - o Eye wash in science, D&T, art
  - o Instant ice for PE and travel kits
- Monthly checks and restock of site first aid kits.
  
- Ensuring that PE staff have access to first aid kits when leading sporting activities in setting or at away fixtures.

### **Management of suspected fractures**

In all cases where a fracture is suspected the casualty must be sent to A&E without delay.

When treating a young person or member of staff for a suspected fracture, a dose of paracetamol can be administered to assist with the pain management. This can only be carried out by staff that have undergone administration of medicines training or on the advice of medical professionals contacted in relation to the incident. All doses must be recorded and details sent with the casualty to hospital.

### **Taking staff and young people to hospital**

When a young person or member of staff is injured beyond the ability of the school first aider to treat the injury, or they exhibit signs of serious illness, they should be sent to hospital. Depending on the severity of the situation this may be by ambulance or school vehicle. An ambulance must always be called for:

- suspected fractures to the leg and back;
- head injuries resulting in loss of consciousness;
- strangulation events;
- medical shock;
- cardiac problems; or
- severe breathing difficulties.

Hospital attendance is also required for:

- suspected overdoses
- severe cuts
- ongoing medical issues related to the above.

In all cases, the final decision on the need for further medical assistance will be made by the medical coordinator or a qualified first aider. Whenever a young person is taken to hospital a suitable member of staff must accompany them and be in a position to give consent or contact the legal guardian for consent in relation to medical treatment.

### **Off site visits**

First aiders on off site visits will have the same duty of care as if they were in setting. Whilst on the visit they will carry their first aid kit and attend to the needs of injured and ill students as required or back up the venue's first aid staff if they are present. They will ensure that the visit leader has

information regarding treatment by themselves or a third party for inclusion in the trip return or RIDDOR report.

#### Medical conditions

Where a school has staff or young people requiring specific medical intervention for illnesses such as anaphylaxis, diabetes, epilepsy and asthma, all first aid staff should be trained on how to deal with these conditions and to administer medications required. All staff caring for or teaching these particular young people should know about their conditions and the actions to be taken in the event of an emergency. In all such cases prior consent to administer such medicines must have been obtained in writing from the parent or legal guardian as per the Abbot's Way School's administration of medicines policy which is a subset of this policy.

#### Head injury

Where a young person or member of staff suffers a suspected head injury, the following procedures will be followed. Where there is obvious injury or ill effects, the casualty will be sent directly to hospital for examination and treatment. In cases where a blow to the head has been sustained but no apparent injury or symptoms are displayed, the casualty will be issued with a head injury card advising staff/parents to keep the person under observation and to seek medical help if any of the symptoms detailed on the card are exhibited.

#### Illness

The first aid room will be provided with a chair, daybed and sink for use by Students to rest if taken ill during the school day. Students parents will be called to arrange a pick up if required.

Where a young person is diagnosed with an infectious illness or is ill for more than 24 hours they should be isolated in the first instance and as soon as possible be sent home to recover with parents or guardians. Staff involved in the care of these persons should follow the infection control procedures below.

Infection control. Any Student displaying any signs or symptoms of COVID 19, or equally has been in the proximity of friends who family who have will be sent home with Government guidelines being followed. (A Risk assessment for COvid19 and Infection control is in place)

Spillages of blood and body fluids should be dealt with as soon as possible. The Health and Safety Officer and Joint Head will ensure spill kits are available for use when dealing with body fluids. These will contain disposable gloves, disposable aprons and suitable disinfectant/absorbent media. In line with infection control practices surfaces which may have been contaminated with blood or body fluids should be wiped down with a suitable disinfectant spray.

Disposal of Waste Disposable items, including gloves, which have been soiled with blood or body fluids should be sealed in a clinical waste bag and disposed of in a sanitary bin or specific medical waste yellow bin.

Non-disposable items which have been soiled with blood or body fluids (for example clothing or towels) should be sluiced or placed in red bags and then washed in a washing machine at 60°C (degrees centigrade).

The responsibility to investigate accidents and report required incidents to the HSE has been delegated to the responsible person in each setting. In the event of any accident investigation, the appropriate union representative will be invited to attend. Accidents and near misses must be reported in all cases and recorded on the appropriate documentation. Any communication with parents or carers should be recorded on this form. For further guidance on reporting and recording accidents please refer to the accident reporting guidelines document issued by Abbot's Way School. All significant incidents, including injuries requiring hospital treatment will be reported to parents/carers and those with parental responsibility. Further details of all such communications should be recorded alongside the details of the incident. Abbot's Way School is obliged to keep a monthly record of accidents and near misses which is reviewed at the SLT meeting and in the Health and Safety Committee meetings along with any RIDDOR reports. These documents will form the basis of reports to the Advisory Board.

**Any correspondence from parents, guardians, authorities, employers or solicitors intimating that a claim against the school and or its insurers is likely, should be referred unanswered to the School's owners and await advice from a legal advisor regarding further action.**

The names of trained first aid staff and the locations of first aid kits on site, along with details of the Administration of Medications policy can be found in Appendix 2 of the Health and Safety Policy.