

First Aid Policy

This policy should be read in conjunction with the following policies:

- Anaphylaxis Policy
- Asthma Policy
- First Aid Provision when School Nurse unavailable or not on premises guidelines
- Medicines Policy
- Nurses Department Policy
- Spills Policy

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1. Aims

The aims of our first aid policy are to:

- Ensure the health and safety of all students, staff and visitors.
- Ensure that all staff and other members of the school community are aware of their responsibilities with regards to first aid health and safety.
- Provide a framework for responding to an incident and recording and reporting the outcomes.

2. Legislation and guidance

The policy is based on advice from the Department for Education on first aid in schools and health and safety in schools, and the following legislation:

- The Health and Safety (First Aid) Regulations 1981, which state that employers must provide adequate and appropriate equipment and facilities to enable first aid to be administered to employees, and qualified first aid personnel.
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, which state that some accidents must be reported to the Health and Safety Executive (HSE), and set out the timeframe for this and how long records of such accidents must be kept.
- The Education (Independent School Standards) Regulations 2014, which require that suitable space is provided to cater for the medical and therapy needs of students.

3. Roles and responsibilities

The role of the first aider is to provide care after an accident or injury including preserving life, minimising further injury and making the patient as comfortable as possible until professional help is available. It is not to give treatment.

This document sets out the procedures to be followed for the provision of first aid at Bedford Modern School (hereafter referred to as 'the school') when the school is open: during term time, when holiday courses are running and when the school is open to staff and visitors during the holidays. It also gives general guidance for the provision of first aid for students and staff on sports fixtures and visits away from the school.

There is always a fully qualified nurse (who is also a trained first aider), on duty during the school day, together with teaching and support staff who are trained first aiders, situated around school (see appendix 1). On occasion, the school will use bank nurses and/or trained first aiders/paramedics from an external agency, to supplement staffing as needed in the nurses room.

The School nurses are responsible for:

- Taking charge when someone is injured or becomes ill.
- Providing nursing and first aid support.
- Ensuring that an ambulance or other professional medical help is summoned when appropriate.
- Sending students home to recover, where necessary.
- Ensuring there is an adequate supply of medical materials in first aid kits, checking kits regularly and replenishing the contents of these kits as needed.
- Ensuring that first aiders have an appropriate qualifications, keep their training up to date and remain competent to perform their role.
- Overseeing/organising first aid support at home sports fixtures.
- Providing support and first aid equipment to staff taking students on school trips.
- Completing accident forms (either those forwarded by staff or initiating an accident form).
- Analysing and maintaining accident form data and reporting such data to the school Health and Safety committee meetings.
- Maintaining equipment, appropriate storing of medications and administration of medications in line with Nursing and Midwifery Council guidelines and the school Medicine Policy.

Trained first aiders are responsible for:

- Responding to any incidents as they arise – during the school day, during sports fixtures, when attending trips away from school. First aiders can either provide immediate and appropriate treatment, signpost the injured or unwell pupil/person to the nurses dept. or request that nursing staff are called to attend to the injured or unwell student/person.
- When a student or member of staff requires first aid when they are away from school, first aid should be provided by a trained first aider and professional medical help sought in the case of an emergency.
- Filling in an accident form on the same day, or as soon as is reasonably practicable, after an incident (see appendix 2).

It is acknowledged that the nurse on duty is not expected to attend at other locations within school grounds to provide treatment except in an emergency. When an emergency situation arises, nursing staff should use their discretion – balancing the nature of the emergency being reported, with the conflicting need to cover the nurse's room, especially if there are patients in his/her care.

4. First Aid procedures

4.1 In-school procedures:

In the event of an accident resulting in injury, or a student/member of staff becoming unwell:

The closest member of staff present will assess the seriousness of the situation and seek the assistance of the school nurse or a qualified first aider, if appropriate, who will provide the required first aid treatment. Where able, the unwell student/staff member/visitor may be able to make their way to the nurse's room (either accompanied or unaccompanied, depending on the situation).

Contact details for the School Nurses:

Extension: 505 (internal)

School Nurse Dept. number 01234 332505

School Nurse Emergency Phone (1): 07788 970 153

School Nurse Emergency Phone (2): 07788 970 154

The school nurse (or first aider, if called) will assess the injury and decide if further assistance is needed from a colleague or the emergency services. They will remain on scene until help arrives.

The school nurse/first aider will also decide whether the injured person should be moved or placed in a recovery position. Where possible, the student/staff member/visitor will be assisted to the nurse's room for further assessment and treatment if needed.

If the school nurse judges that a student is too unwell to remain in school, parents will be contacted and asked to collect their child. Upon their arrival, the school nurse will recommend next steps to the parents.

If emergency services are called, the school nurse or an appropriate member of staff will contact parents immediately.

The school nurse/first aider/relevant member of staff will complete an accident report form on the same day or as soon as is reasonably practicable after an incident resulting in an injury.

4.2 Off-site procedures

When taking students off the school premises (sports fixtures or trips), staff will ensure they always have the following:

- A mobile phone, fully charged, with relevant contact details stored.
- A portable first aid kit and where needed, a basic medicine box.
- Information about the specific medical needs of pupils and staff.
- Parents' contact details/ staff next of kin information.

For trips, risk assessments will be completed by the Trip Leader and Educational Visits Co-ordinator prior to any educational visit that necessitates students being off school premises.

For away sports fixtures, a transport assessment is carried out. The away hosts take responsibility for first aid provision but Bedford Modern School sports staff carry individual first aid kits, with most sports staff first aid trained.

There is always at least one first aider at away sports fixtures, on school trips and visits.

4.3 Home sports fixtures:

During the autumn term, two emergency care practitioners/paramedics will be in attendance with two school nurses for Saturday fixtures, supported by first aid trained staff.

During the spring term, one emergency care practitioner/paramedic will be in attendance with a school nurse, supported by first aid trained staff.

During the summer term, first aid support is given by school staff who hold a relevant first aid qualification. The school nurse can be contacted as needed.

For mid-week fixtures, first aid will be provided by either a trained first aider, the school nurse or an emergency care practitioner/paramedic. Provision will depend upon numbers/ages of students taking part in fixtures.

5. First aid equipment

First Aid boxes.

First aid boxes/bags can be found in the following areas:

- Main reception (opposite the reception desk)
- The nurses room
- Junior School reception
- Science building
- The Rutherford building
- DT classrooms
- Drama studios
- Sports hall/King Room/ Swimming Pool
- School house
- School kitchens (including the King Room and staff room kitchens).
- School vehicles

Appendix 3 provides a list of exact locations for first aid boxes around the school. All boxes are checked and restocked each term by the Nurses Department. First Aiders also restock as necessary, and allocated staff (see appendix 3) can contact the nurse's room for supplies during nurse's dept. opening hours.

A typical first aid box/bag in the school will include the following:

- A leaflet with general first aid advice
- Regular and large bandages
- Eye pad bandages
- Triangular bandages
- Adhesive tape
- Safety pins
- Disposable gloves and clinical waste bags
- Antiseptic wipes
- Plasters of assorted sizes
- Scissors
- Ice packs (sports bags only)

No medication is kept in first aid kits.

For school trips.

Staff will be provided with a first aid bag – the quantity and size of bag provided depends on the number of trip attendees and the length/type of trip. Staff will be provided with a medicine box containing over the counter medication – analgesia, anti-histamines, dextrose tablets and a spare inhaler.

Any medication identified for students with known medical conditions (i.e. anaphylaxis, epilepsy) will also be provided. Trip staff and school nurses will review the list of attendees in a timely manner before departure.

Away sporting fixtures.

First aid trained sports staff carry a first aid bag to all fixtures. Students with known medical conditions (i.e. asthma, anaphylaxis) should carry and be responsible for, any

medication they may require (i.e. inhalers and adrenaline auto-injectors) brought from home. Junior school students may require assistance from sports staff to look after any medicines that are sent with the pupil.

Other first aid equipment.

The school also provides the following equipment/medical boxes in the designated locations:

Equipment Location	Burns box	Defibrillator	Diabetes emergency box	Eye wash station	Emergency adrenaline auto-injector	Emergency inhaler kit
Main school reception		Yes	Yes		Yes	Yes
Junior school reception		Yes	Yes		Yes	Yes
Nurses room	Yes		Yes	Yes	Yes	Yes
Science building	Yes	Yes	Yes	Yes	Yes	Yes
Rutherford building		Yes	Yes		Yes	Yes
Sports hall		Yes	Yes		Yes	Yes
King room		Yes	Yes		Yes	Yes
Swimming pool		Yes	Yes	Yes		
Kitchens	Yes			Yes		

All defibrillators, emergency adrenaline auto-injectors and emergency inhalers can be used by trained staff, and by untrained lay people who are willing to volunteer their support in an emergency.

Glucose gel (used to treat hypoglycaemia as part of a diabetic management plan) should only be administered by school nurses and staff trained to give this medication.

6. Record-keeping and reporting

Attendances to the nurse's room for treatment, or where the school nurse is called to see a student/staff member, is initially logged onto the written daily record log.

Any first aid or medical support provided by school nurses is then recorded on electronic records for students/staff (excluding catering staff), through the medical centre module on iSAMS.

6.1 First aid and accident recording

- An accident form will be completed by the first aider/relevant member of staff/school nurse on the same day or as soon as possible after an incident resulting in an injury.
- As much detail as possible should be supplied when reporting an accident, including all of the information requested in the accident form in appendix 2.
- A copy of the accident report form will be logged by the nurse's room administration assistant and a copy forwarded to the Director of Operations, Deputy Head Pastoral and where indicated, to Neale Else (Science), Matt Price (Trips), Joanna Rex (Junior School), Simon Sinclair (Sports).
- Accident follow ups will be sought by the school nurses and information fed back to the Director of Operations.
- Accident form records will be retained by the school for a minimum of 7 years, in accordance with the School's Retention Policy and then securely disposed of, either by shredding in school or through the use of an external agency.
- All accidents are reviewed and discussed at the Health and Safety committee meeting, held termly.

6.2 Reporting to the HSE

The Deputy Bursar/Director of Operations will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

If required, the Director of Operations will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

Reportable injuries, diseases or dangerous occurrences include:

- Death
- Specified injuries, which are:
 - Fractures, other than to fingers, thumbs and toes
 - Amputations
 - Any injury likely to lead to permanent loss of sight or reduction in sight
 - Any crush injury to the head or torso causing damage to the brain or internal organs
 - Serious burns (including scalding)
 - Any scalping requiring hospital treatment
 - Any loss of consciousness caused by head injury or asphyxia
 - Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident)
- Where an accident leads to someone being taken to hospital
- Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
 - The collapse or failure of load-bearing parts of lifts and lifting equipment
 - The accidental release of a biological agent likely to cause severe human illness
 - The accidental release or escape of any substance that may cause a serious injury or damage to health

- An electrical short circuit or overload causing a fire or explosion

6.3 Notifying parents

The school nurse/tutor or another appropriate member of staff will inform parents of any accident or injury sustained by a student, and any first aid treatment given, on the same day, or as soon as reasonably practicable. This will either be by phone call, email or via a letter from the Nurses department.

7. Training

All school and support staff are able to undertake first aid training if they would like to, and should approach senior nurse to organise.

All first aiders must have completed a training course, and must hold a valid certificate of competence to show this. The school will keep a register of all trained first aiders, what training they have received and when this is valid until (see appendix 1).

Staff are encouraged to renew their first aid training before it is no longer valid. Staff will be reminded of approaching expiry by the nurse's dept. and refreshers/further training booked as needed.

At all times, at least 1 staff member will have a current paediatric first aid (PFA) certificate and is updated at least every 3 years.

The senior nurse will signpost staff to online training in how to use adrenaline auto-injectors. All staff can approach the school nurses for ad-hoc training in the use of adrenaline auto-injectors, inhalers and basic first aid procedures

**Rachel Lloyd
Senior Nurse**

**May 2019
Review Date May 2020**

Appendix 1

List of First Aiders in school by dept. Year: 2018-19

ADMINISTRATION	AFTER SCHOOL CARE	ART
Brenda BOYLE - 573 Deborah BURROWS (Alumni relations) Sylvia STYLES - 667	Lesley BOWYER Nita PATORI Helen WITTERING	
CAREERS	CARETAKING	CCF
Sharon BURNS - 525	Emil GADZLUROV Maciej KOWALEWSKI - 523 Mehdi SHEHU Jan SMITH Rob TARRANT - 523	Kate BLUNDELL - 516 Alex SMITH
DEPUTIES	DT	DANCE
Jude GOODACRE - 748 Matt PRICE - 688	David DOWNHAM - 572 Andy JONES - 519 Ed KERR	Rachael BRADLEY - 564
DRAMA	ENGLISH	ESTATES
Julian HUNDY - 620 Shelly LEATHER - 592 Nick PARKER - 620	Helen DENISON (Mat leave) Luke ROBERTS	See caretaking
FINANCE	FITNESS SUITE	GEOGRAPHY
Helen MOSLEY - 508 Natalie TANFIELD - 249	Louise WILLIAMS (Mat leave)	Ben DAY - 531 Anna SMITH
FOUNDATIONS	HUMANITIES	ICT
Michael LOGAN - 07879605896	Rachel GLEESON - 583 Sean REID - 511 Jon SEARLE (Philosophy) Ellen SWALLOW (Classics) Ashley TAPPER - 509 Diane TAPPER - 590 Christina WEBB Sarah WRIGHT	Janine HOLLINGSWORTH - 597 Anton LEACH - 597
IT	JUNIOR SCHOOL	LANGUAGES
Harry BATCOCK - 241	Janet BARLOW Chris BARROW Tim BUCKTIN Helen DRAYCOTT Jan LEYDON Ed WARREN Sarah WESTBROOK	Roz CRAWLEY - 538 Rossana REED - 538 Silvia SOBRADO Graham WATKINS Jo WILLIAMS
LIBRARY	MATHS	MUSIC
Margaret Brown - 557 Sandra GILBERTI - 557 Jane SIMMONS - 557	Elizabeth GINNS Nobir HUSSAIN Sue JACOBS Robert KAY Nicola LAKE	John MOWER - 506

	Ralph MILLAR Andrew SLATER		
NURSES ROOM	PPE	PSYCHOLOGY	
Rachel LLOYD – 505 Angela MACGREGOR - 505 Helen MORRISON – 505 Louise RAYNER-CURTIS - 505 Lesley ROCHFORD (Bank) - 505	Stuart BAKER David BAREHAM Sheena BOA Richard SMITH	Helen KELLY	
RE	REPROGRAPHICS	SCIENCE	
Jonathan HOOPER – 583 Jon SEARLE - 569	Norma SHERIDAN - 580	David DONOGHUE John FITTON – 530 Wendy HALLETT Dan HONNOR - 738 Julian KRISHNA Terry MULLAN Clare OSWALD – 747 Trevor REX – 554 Sarah SANCTUARY Karen SOLOMON - 734/749 Chris WHITHAM - 737/724	
SITE SUPPORT	SPORTS/PE/SWIMMING/ ROWING		
Guido DARMANIN	Mark BAVINGTON Chris BARROW Sam BRIGHTMAN Jordan BRUCE Tim BUCKTIN Ashley BYGRAVES George DARLOW Heather GILBERT Emily HAYMAN Adam HIGGENS Jan LEYDON Guy MARSH Michael PARK Ally SATCHWILL Kieran SMITH Sam SPRUCE Ashley TAPPER Andrew TAYLOR Tom WALLIS Ed WARREN William WHITE Rebecca WOODGATE Paul WOODROFFE		

Updated: 07.05.2019

Accident, Injury & Near Miss Report Form

Please tick relevant boxes

Ref No:	
----------------	--

Please complete and return to Nurses Department at the earliest opportunity by the member of staff in charge of the class, activity or trip or person who dealt with incident.

Date of incident _____ Time of incident _____ Venue _____
 Onsite / Offsite

Injured person

None Student Staff Visitor Away Student

Name _____ Tutor Group _____

Address _____ DOB _____

& Postcode _____ Gender Female Male

Type of sports activity (only complete if incident occurred whilst physically participating in a sport)

Name of Sport Technical Training Training Game/Practice Contact Training (Rugby)
 Warm Up Competition Other *please specify*

Summary of incident & action taken:	
Details of any witnesses	
Were there any contributing factors to the incident e.g. unsuitable clothing, surface, faulty equipment, foul play etc.	
If applicable, please comment on ground condition, weather, spirit of match, officiating etc.	

Referral

No referral School Nurse/Medic Opposition Medical Ambulance Parents

Briefly outline any further action you wish to be taken regarding this incident, which will also be brought to the attention of the Health & Safety Committee.	
	Urgent <input type="checkbox"/> Yes <input type="checkbox"/> No

All of the above facts are a true and accurate record of the accident;

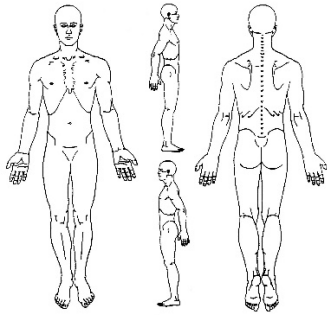
Name _____ **Signature** _____ **Date** _____

This form sets out the recording of accidents at Bedford Modern School as required by the Health & Safety (First Aid) Regulations 1981 and reporting of injuries, Diseases and Dangerous Occurrences Regulations 1995 (R.I.D.D.O.R.). The form is required to be kept for a minimum of 3 years.

Patient Treatment Information

<input type="checkbox"/> Parents Contacted	Contact Number		Date	
Contact Name		Staff Name		

Body parts injured - please circle & comment in box below



- | | | | | | | |
|--------------------------------|-------------------------------|---------------------------------|--------------------------------|--------------------------------|-----------------------------------|-------------------------------|
| <input type="checkbox"/> Head | <input type="checkbox"/> Face | <input type="checkbox"/> Neck | <input type="checkbox"/> Spine | <input type="checkbox"/> Torso | <input type="checkbox"/> Shoulder | <input type="checkbox"/> |
| <input type="checkbox"/> Wrist | <input type="checkbox"/> Hand | <input type="checkbox"/> Finger | <input type="checkbox"/> Leg | <input type="checkbox"/> Knee | <input type="checkbox"/> Ankle | <input type="checkbox"/> Foot |

Nature of injury/illness

- | | | | |
|---|--|---|--|
| <input type="checkbox"/> Skin injury e.g. cut, blisters | <input type="checkbox"/> Inflammation/swelling | <input type="checkbox"/> Concussion | <input type="checkbox"/> Loss of consciousness |
| <input type="checkbox"/> Bruise/contusion | <input type="checkbox"/> Overuse injury | <input type="checkbox"/> Dislocation/subluxation | <input type="checkbox"/> Cardiac problem |
| <input type="checkbox"/> Sprain e.g. ligament tear | <input type="checkbox"/> Other <i>please specify</i> | <input type="checkbox"/> Fracture (including suspected) | <input type="checkbox"/> Respiratory problem |
| <input type="checkbox"/> Strain e.g. muscle tear | | | |

Cause of injury

- | | | | |
|--|---|--|---|
| <input type="checkbox"/> Collision with other player | <input type="checkbox"/> Slip/trip/fall/stumble | <input type="checkbox"/> Collision with fixed object | <input type="checkbox"/> Overuse |
| <input type="checkbox"/> Poor technique | <input type="checkbox"/> Fall from height | <input type="checkbox"/> Struck by other player | <input type="checkbox"/> Struck by object |
| <input type="checkbox"/> Awkward landing | <input type="checkbox"/> Overexertion | <input type="checkbox"/> Other <i>please specify</i> | |

Advice given

- Immediate return to activity
- Return to activity with restriction
- Unable to return at present
- Referred for further assessment before returning to activity

Documentation Given

- Head Injury Advice
- GRTP
- PRICE
- Other
- RIDDOR
- COSHH

Provisional severity assessment

- | | | |
|--|---|---|
| <input type="checkbox"/> Mild (1-7 days modified activity) | <input type="checkbox"/> Moderate (8-21 days modified activity) | <input type="checkbox"/> Severe (>21 days modified or lost) |
|--|---|---|

Referral

- | | | | |
|------------------------------------|--|--|--|
| <input type="checkbox"/> Ambulance | <input type="checkbox"/> Physiotherapist | <input type="checkbox"/> Other <i>please specify below</i> | <input type="checkbox"/> Urgent H&S Review |
| <input type="checkbox"/> GP | <input type="checkbox"/> Hospital | | <input type="checkbox"/> GRTP Protocol |

All of the above facts are a true and accurate record of the accident;

Injured party	Parent/Guardian (if aged under 18-yr)	Treating person
Name _____	Name _____	Name _____
Signature _____	Signature _____	Signature _____
Date _____	Date _____	Date _____

Nurse Follow Up Yes No **Date for Follow Up** _____

Copy of form sent to:

- | | | | |
|------------------------------------|------------------------------------|------------------------------|------------------------------|
| <input type="checkbox"/> DoS | <input type="checkbox"/> D. Ops PA | <input type="checkbox"/> EVC | <input type="checkbox"/> DHP |
| Date _____ | Date _____ | Date _____ | Date _____ |
| <input type="checkbox"/> D. Bursar | <input type="checkbox"/> HoSc | <input type="checkbox"/> JSH | <input type="checkbox"/> S&F |
| Date _____ | Date _____ | Date _____ | Date _____ |

Appendix 3

Location of First Aid Boxes

LOCATION OF FIRST AID BOXES	PERSON RESPONSIBLE FOR CHECKING
Reception – Main building	Nurses
School Office	Claire White
Staff common room	Nurses
Year 7 common room	Jon Searle
Year 8 common room	Sarah Sanctuary
Year 9 common room	Lucy Neville
Year 10 common room	John Fitton
Year 11 common room	Trevor Rex
Geography dept. H7	Ben Day
Art dept.	Sian Milton
Library	Margaret Brown
Music School	Ann Milburn
Drama Powder room	Margaret Brown
“ Workshop	Nick Parker
“ Room 1	Rachael Bradley
“ Room 2	Rachael Bradley
“ Studio	Rachael Bradley
Junior school main reception	Helen Draycott
“ “ Main hall refreshment area	Helen Draycott
“ “ Staff kitchen	Helen Draycott
“ “ Design Technology	Helen Draycott
“ “ Science laboratory	Helen Draycott
“ “ Outside computer room	Helen Draycott
After school care, Junior School Science block	Helen Wittering/Nurses
Rutherford building Foyer	Sharon Burns
“ “ Staff room	Lynne McBride
“ “ Sixth form common room	Sharon Burns
“ “ Cleaners cupboard	Maciej Kowalewski
Science building main reception	Karen Solomon
Biology prep/Burns box	Lynn Winters
Chemistry prep/Burns box	Karen Solomon
Physics prep/Burns box	Chris Witham
Rutherford building kitchen	Andy Ballard
“ “ tuck shop	Andy Ballard
Weights and fitness room	Louise Williams
Sports hall	Claire and Claire (Sports admin)
King Room First Aid room	Nurses
King Room Kitchen	Catering
Swimming pool	Ashley Bygraves
Deputy Bursar’s office	Sylvia Styles
School House Kitchen	Heather Lovelock
Speech & Drama (School House)	Shelly Leather
CCF	Alex Smith
Caretakers office	Maciej Kowalewski
Maintenance workshop	John Heard

Main boiler house	John Heard
School house boiler room	John Heard
Sports hall boiler room	John Heard
Rutherford boiler room	John Heard
Junior School boiler room	John Heard
Science block boiler room	John Heard
Robert Luff boiler room	John Heard
First Aid grab bag	John Heard
Maintenance truck	John Heard
Groundsman's Office	Michael Logan
Garage & Garden store	Martin Billington
Catering Van CF63 MHU	Sylvia Styles
Tim Morley Van WF60 OKX	Sylvia Styles
GX66 WKF	Sylvia Styles
GU64 MVW	Sylvia Styles
KM13 VPZ	Sylvia Styles
GX66 WKE	Sylvia Styles
GU66 UCJ	Sylvia Styles
GX66 WKG	Sylvia Styles
GK67 EFP	Sylvia Styles