



13a.1 Foundation First Aid Policy



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Document:

Introduction

University College School will ensure that where individuals have been injured there are suitable mechanisms in place to provide remedial treatment. The Foundation will provide adequate provision of appropriate first aid at all time and it aims to comply with the guidance provided by the Department of Education (DfE) concerning first aid for schools.

The Foundation will comply with the duties placed upon it by The Health and Safety (First Aid) Regulations 1981. We will provide adequate and appropriate equipment, facilities and personnel to ensure that employees, pupils and visitors receive immediate attention if they are injured or taken ill whilst at the Foundation.

The First Aid policy will be reviewed on an annual basis by the Foundation Health, Safety and Compliance Manager and Nurse Coordinator.

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

Assessment and Monitoring

At least once a year a member of Senior Management Team (SMT) of each school will review the School's first aid needs to ensure that provision is adequate. Guidance will be sought from the School Nurse Coordinator.

The numbers of 3 Day First Aid at Work (FAW) (refer point 6) and 1 Day Emergency First Aid at Work (EFAW) (refer point 7) will be monitored by the 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.

The first aid needs of each school and the sports field will be taken into consideration when making the assessment. Temporary hazards such as building work and needs of staff and pupils with special health needs or disabilities will be taken into account.

Accident trends/statistics will be routinely collected using information from the Health and Safety Accident / Injury Online Form and Patient Tracker to help identify common injuries, times, locations and activities at a particular site.

Communication and Information

A member of SMT of each school will ensure that all staff are informed of the first aid procedures that can be found in the Medical / Infection Control & First Aid Policy on Firefly or in the Medical Suite. These will include: basic protocols, location of equipment, facilities, first aid personnel and procedures for monitoring the school's first aid needs.

New pupils will be informed about first aid arrangements through their Form Teacher.

First Aid Provision

All Staff

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.

First Aid courses will be paid for by the school with prior approval by a member of SMT at each school &/or Nurse Co-ordinator.

First Aiders

The aim is to fulfil the following ratios:

- SS - 1 staff member: 100 pupils/staff: approximately 1,130 (910 pupils + 220 staff) therefore 10 First Aiders;
- JB - 1 staff member: 100 pupils/staff: approximately 295 (255 pupils + 40 staff) therefore 3 First Aiders;
- PP - 1 staff member: 50 pupils/staff: approximately 154 (126 pupils + 28 staff) therefore 4 First Aiders (includes paediatric however there must be 2 qualified First Aiders);
- Fields: one First Aider from Fields staff (additional H&S and first aid guidelines for games staff can be found in Appendix 1).

The following are the key areas where a First Aider should be based:

Support staff:

- A School Nurse based at SS and JB, Senior First Aider at the Pre-Prep and a First Aider at the playing fields when school sports activities are taking place;
- A staff member from the front office/reception for each school (if not a FAW, then to be an EFAW – refer point 7);
- One staff member from each of the following: Fields, Bursary (SS) and ideally from Facilities department (SS);
- Two staff members from the SS laboratories and one staff member from the JB laboratories;
- One staff member from Art/Design Technology Departments.

Teaching staff:

- All staff members in the Physical Education department for each school;
- One staff member from the Art/Design and Technology Departments at SS and at least one teaching staff member at JB.

When selecting a first aider, consideration will be given to the individual's reliability and 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. being able to leave their normal duties and go immediately to an emergency. The selection of the most appropriate staff member/s will be done by the Vice Master/Deputy Head or Head of Department 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 1 month of the expiry date of the current certificate. The selection of the approved training will be done by the Vice Master/Deputy Head of each school with guidance provided by the Nurse Coordinator/PT JB Nurse (Senior Nurse). (Note: this is not a requirement but where possible annual refresher training of 2 hours to be undertaken regarding CPR.)

The First Aider will give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school.

When necessary the First Aider will ensure that professional medical help e.g. School Nurse or an ambulance is called.

List of First Aiders can be obtained from Firefly and will be publicised around all the school sites (list to be maintained by Nurse Coordinator in conjunction with a member of SMT from each school).

It is good practice for all First Aiders and teaching staff to receive an update each year in the use of Epipens and other emergency medication. The School Nurse /First Aid Coordinator will liaise with the Inset Coordinator to arrange the most appropriate time to do this training.

The School Nurse/First Aid coordinator will organise to see annually all pupils with Epipens to ensure that their 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.

Day Emergency First Aid Provision (EFAW)

EFAW should only administer first aid to the level that they have been trained. EFAW training is currently a minimum of 6 hours or Level 2 Award in Activity First Aid (12 hours training) as it incorporates EFAW training.

The aim is for the following ratios:

- SS - 1 staff member:100 pupils/staff: approximately 1,130 (910 pupils + 220 staff) therefore 11 EFAW;
- JB - 1 staff member:100 pupils/staff: approximately 295 (255 pupils + 400000 staff) therefore 3 EFAW;
- PP - 1 staff member: 50 pupils/staff: approximately 154 (126 pupils + 28 staff) therefore 4 EFAW;
- Fields: one EFAW from Fields staff.

Once the number of EFAW has been calculated, the Medical Committee will consider key areas where it would be worthwhile 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 Medical Committee are: Science, D&T, Art, Drama.

The FAW, EFAW & Paediatric qualifications are valid for 3 years, any candidate that does not refresh within their 3 year period will be removed from the first aid provision. It is recommended that any of the qualifications mentioned above do annual refresher training for resuscitation and recovery position.

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 administered the Accident / Injury Online Form must be completed and sent to H&S and the School Nurse at the designated school.

List of EFAW will be published on firefly and at each school site.

First Aid Boxes and Emergency Kits

Contents of First Aid Boxes:

First Aid Guidance Leaflet	1
Sterile assorted adhesive plasters	20
Contents list	1
Sterile eye pads with bandage	2
Triangular bandages	4
Safety Pins	6
Sterile dressing with Pad (Medium)	6
Sterile Dressing with pad (Large)	2
Moist wipes	10
Disposable gloves (non latex)	5 pairs
Resusciate Face Shield	1
Accident / Injury report forms (minimum)	5

Contents of First Aid Boxes for high risk areas identified e.g. risk of burns in science laboratories; art and design workshops; kitchens:

First Aid Guidance Leaflet	1
Sterile assorted adhesive plasters	40
Sterile eye pads with bandage	2
Triangular bandages	4
Safety pins	6
Sterile dressing with pad (Medium)	6
Sterile Dressing with pad (Large)	2
Moist wipes	20

Disposable gloves (non latex)	6 pairs
Resusciate Face Shield	1
Adhesive tape	1
Finger sterile dressing	2
Foil blanket	1
Burn dressing	1
Clothing cutters	1
Conforming bandage	1
Accident / Injury report forms (minimum)	5

- Catering/food preparation areas should have blue gloves and elastoplast in their First Aid Box
- Eye wash stations will also be provided in all areas of risk where mains cold running water is not available i.e. in DT and the Labs
- No other pieces of equipment or supplies should be added to the box other than the items on the above list

Location of First Aid Boxes

The First Aid boxes need to be checked every term by the School Nurse for SS, JB and Fields and at The Pre-Prep School by PE Co-ordinator with the record of checks retained. Supplies can be ordered from Nurse Coordinator (SS) or Nurse (Senior Nurse) (JB) and First Aider at the PP.

Senior School

Department	Location
UCS Active	Reception Swimming Pool
Maintenance	Maintenance Office Workshop
Theatre	Box Office / Security Box Theatre backstage
Sixth form centre	Cafe
Lecture theatres	Outside Lecture Theatre Science Lecture Theatre
Music Block	Foyer
Biology Labs	*Biology Prep Room *Labs J, K,L
Physics	*Physics Prep room
Chemistry	*Chemistry Prep room *Labs A, C
Bursary	Outside Office Senior School Mini Bus
School Office	School Office
Common Room	Kitchen

Languages	Ground Floor foyer	
Art and D&T	*Workshops x 3 grd floor D&T Office 1 st floor *Heat room grd floor *Dark room 2 nd floor *Art rooms x 2 2 nd floor *D&T Prep room grd floor	
Kitchen	*Kitchen Catering Manager Office	Catering Mgr ext 2163 (in charge of First Aid Box)

Junior Branch

Department	Location
Food Technology	*DT Block basement *Kitchen
Science	*Science Lab
Art	Upper entrance corridor
DT	*Workshop Basement
Maintenance	Caretakers Room
Administration	School Office
Staff	*Staff Room
Bursary Travel Kits	Minibus x 2
Catering	Main Kitchen

Pre-Prep School

Department	Location
CASS / playground	CASS area
Main School	*School Office, Upper Landing, Library area, *Kitchen/staffroom

Fields

Department	Location
Sports Field	First Aid Room, Eve Pavilion, Wade Pavilion
Maintenance	Workshop
	Tea Hut
Catering	*Kitchen

First Aid Boxes / Eye wash stations

Each box should contain a list of contents, accident forms and supplies. If any of the contents is used it is essential that the person who uses it notifies the School Nurse/First Aid Coordinator to ensure it is re-stocked.

The box contents/eye wash station and expiry dates should be checked and signed for by the School Nurse/First Aid Coordinator at the end of each half term. Supplies for restocking items are kept in the School Medical Rooms / First Aid Room.

First aid boxes in the Pre-Prep are accessible at all times and with appropriate content for use with children.

Further supplies can be ordered from the School Nurse Coordinator.

First Aid kits for away matches / school trips

A request for a kit should be made in good time to the School Nurse/First Aid Coordinator, by the member of staff organising the trip/match. The School Nurse/First Aid Coordinator will keep a record of who has taken the kit and ensure it is returned to her after use. The online accident form should be completed by the trip/match organiser if the kit has been used.

Stock Emergency kits and drugs in the SS/JB Medical Rooms, SS Common Room, SS Refectory, JB School Office, Fields First Aid Room and Pre-Prep School should be checked by the School Nurse/First Aid Coordinator and signed for every half term.

If items are due to expire in the next half term, a replacement should be ordered in good time from the School Nurse Coordinator.

All stock medications kept in the Medical Room drug cupboard should be checked each half term and replacement stock ordered in good time from the School Nurse Coordinator

If items are used from the emergency kits, the kits should be immediately returned to the School Nurse/First Aid Coordinator for restocking. The School Nurse/First Aid Coordinator should compile a list of items for ordering which should be sent to the School Nurse Co-ordinator. A private prescription signed by the School Doctor, may also be needed for certain items.

Parents of pupils in the EYFS sign an Administering Medicines Policy. Medicine (both prescription and non-prescription) must only be administered to a child where written permission for that particular medicine 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, nurse or pharmacist (and medicines containing aspirin will only be given if prescribed by a doctor).

Defibrillators

A defibrillator is accessible at all 4 sites. They are located at:

- SS: outside the Medical Suite & at UCS Active Reception
- JB: Front Office
- Pre-Prep: Outside the Office
- Fields: outside of First Aid Room

Emergency Kits

Emergency kits for pupils at each school with severe allergies, severe asthma, and diabetes are kept by the pupils concerned and also in locations where they can be accessible at all times. These pupils will have been previously identified as being high risk and their parents and doctor will have been asked to complete a self management plan which will be kept with their emergency kit.

Contents of Emergency Kits

Allergy	Epipen, Piriton, Salbutamol (Spacer JB & Pre-Prep)
Asthma	Salbutamol, Spacer
Diabetes	Glucogel, Dextrose Tablets

Sites of Emergency Kits

Senior School

Allergy	Common Room Catering Office Medical suite
Asthma	Common Room Medical suite
Diabetes	Common Room Medical Suite

Junior Branch

Allergy	School Office
Asthma	Medical room & School Office
Diabetes	Medical room

Pre-Prep (first aid kits are accessible at all times and with appropriate content for use with children)

Allergy	Individual pupil's classroom
Asthma	First Aid Room & Individual's classroom
Diabetes	First Aid Room & Individual's classroom

Fields

Allergy	First Aid Room
Asthma	First Aid Room
Diabetes	First Aid Room

Hygiene/Infection control

The school has a Hygiene/Infection Control protocol which is kept in each medical room, Firefly & 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 procedures. Staff should 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 assessment. Spillage kits are available throughout all the school sites.

Reporting

The school medical suites use a software system called Patient Tracker to record all treatment provided in the facility for injuries and illnesses. All accidents that result in injury must also be reported to the Health, Safety and Compliance Manger using the online accident and near miss reporting form found on Firefly.

The reporting protocols can be found in the Foundations Accident Prevention and Investigations Plan.

When the Medical Suite is closed &/or on an away trips a combined UCS accident/injury and illness form (UCS form) is used and at the earliest convenience the person attending to the accident is also responsible for completing the online Accident / Injury form accessible on Firefly.

(Note: For JB all Accidents / Injuries are also sent to and signed off by a member of SMT as soon as possible. The Pre-Prep all Accidents / Injuries are signed off by a member of SMT each half term. Due to the size of the Senior School refer to 'University College School, Senior School Protocol for Reporting Accidents' as this includes the process of reporting to SMT member/s.)

EYFS

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

Accidents

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. 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; or disease and treatment given.

Accident records will be kept for a minimum of 5 years in the Medical Suite storage area and will be readily accessible.

First Aid Treatment

A record must be kept of all first aid treatment given by first aiders and EFAW using the Accident Incident / Near Miss form on Firefly.

Accident reports will be assessed regularly by the Health & Safety and Compliance Manager to help identify trends, and where necessary areas for improvement in the control of health and safety risks.

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

Contacting Parent/Guardian/Named Contact

In the event of emergency the first aider or EFAW will telephone the child's parent/guardian/named contact as soon as possible. Up to date details are kept on SIMS.

Parents of pupils in the Early Years will be informed on the same day or as soon as reasonably practical of any first aid treatment given.

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

A risk assessment should be undertaken by the lead person prior to the following taking place: outside trips, away fixtures, out of hours activities, journeys between sites, school events as to whether first aid cover in the first instance is required, and where it is required, that the necessary arrangements are put in place.

Copies of treatment plans (see Appendix 2) should be obtained for pupils with known anaphylaxis, severe asthma, diabetes or epilepsy. Pupils who have personal Epipens/diabetic/asthma kits are required to have these with them at all times.

Consent for administration of Epipens and glucagon should be obtained for at risk pupils prior to the trip. At the commencement of the trip, to check that those pupils who are required to have personal Epipens/diabetic/asthma kits do have these with them. Pupils who do not have their kits will not be allowed to go on the trip or leave the 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 working at the Fields. (These guidelines sit alongside the UCS Foundation First Aid policy. Games Patrons are those staff with designated responsibility for specified sport.)

Expectations

As Games Staff/Patrons are responsible for the safety of school pupils in their care it is a requirement for PE Staff to hold a current 3 Day First Aid at Work (FAW) qualification and the Games Patrons ideally to hold a minimum of the Emergency First Aid at Work (EFAW) qualification.

Games Staff/Patrons need to ensure that they are aware of those pupils carrying Emergency Medication i.e. Epipens or inhalers and that pupils have easy access to them at all times e.g. during play, their medication should be stored safely in the valuables box on the pitch side.

PE Staff will take a First Aid Kit to away fixtures which are accessible for any injury that occurs.

Note: Mouth guards need to be bought and fitted prior to games' sessions - it is the parents' responsibility to ensure that this happens. (Games Staff/Patrons need to remind parents timeously of this as First Aiders/Nurses do not fit mouth guards.) If PE Staff are available they may be able to assist with mouth guards.

Communication and responsibilities:

A rota of First Aiders/Nurse on duty at the fields is available in the Fields First Aid room as well as with the Director Sport, JB Sports Coordinator, Nurse Coordinator and in the JB Medical Room.

The Games Staff/Patrons are responsible for:

- informing the Nurse Coordinator as soon as possible of any changes to matches e.g. additions, cancellations, changes in times so that they can in turn notify the First Aiders/Nurse accordingly.
- introducing themselves to the First Aider/Nurse on duty at the fields and informing them as to where they will be playing and of any issues that they need to be aware of.
- collecting First Aid kit from the First Aider/Nurse and returning it at the end of the session, highlighting any resources used (injury report inside the First Aid kit to be completed and left on top of it).
- ensuring that they have the Fields First Aid iPhone number (07540501434)
- for making an initial first aid assessment at the pitch side when a person is injured - where the injured person is unable to walk to the First Aid room, either

2 pupils or a staff member must accompany the injured person to the First Aid room and where unable to walk that the First Aider/Nurse is contacted.

- assisting the First Aider/Nurse with the completion of the online accident form as required.
- staying with the First Aider/Nurse when they are looking after an ill/injured pupil after a games session has ended i.e. not to leave the First Aider/Nurse on their own.

The Grounds staff are responsible for:

- informing the Games Staff/Patrons of any potential hazards on the pitch.

The First Aider/Nurse is responsible for:

- ensuring that their name is displayed on the First Aid room as well as at the Wade Pavilion.
- being available in the First Aid room unless they have been called to an incident. Where there are 2 First Aiders/Nurse on duty, one may be pitch-side however the other person must be in the First Aid room.
- carrying the Fields First-Aid iPhone with them at all times.

School Nurses are responsible for:

- ensuring that catering staff preparing match teas are aware of any life threatening food allergies that pupils may have.

Pupil needing to go to A&E:

- Parents/guardians are contacted and where they are not present with the pupil, a member of staff must accompany the pupil to A&E and remain with them until the parents/guardian arrive.
- The Games Staff/Patron should follow up on the injury/treatment and report back to the applicable School Nurse.

Appendix 2

Emergency Treatment Plans for allergies, severe asthma, diabetes and epilepsy

New pupils

Prior to admission each new pupil will be sent a Health Questionnaire for returning by the end of June, before the start of the Autumn term. Parents of pupils in the EYFS will be asked to sign an Administering Medicines Policy before the start of the Autumn term.

Significant illnesses and allergies should be recorded onto a master list for circulation to the Form Teachers, Common Rooms, Sports Staff, Fields First Aid Room, School Offices and Kitchens.

Parents of pupils with significant illnesses will be sent a Treatment Plan to complete. These parents should be invited into school to meet with the School Nurse/First Aid Coordinator and arrangements made for supplying any necessary medication or equipment. Ideally, this will be done before the pupil starts at UCS.

Treatment plans will then be added to files kept in the School Medical Rooms, Common Rooms, JB School Office, Kitchens, Sports Hall, Fields First Aid Room and Pre-Prep School Office.

Current pupils

Existing Treatment Plans and consent need to be updated annually. New Plans should be posted to parents during May half term, for return 2 weeks later. The updated plans should replace those in the files kept in the School Medical Rooms, Common Rooms, JB School Office, Sports Hall, Fields First Aid room and Pre Prep School Office.

Parents will also be asked to check that all medication their child carries for emergency use is in date and replaced as necessary. (use Form 3 Request for my child to carry his/her own medication). A record of this form should be kept in the pupil's file.

Training

It is good practice for all First Aiders and teaching staff to receive an update each year in the use of Epipens and other emergency medication. The School Nurse /First Aid Coordinator will liaise with the Inset Coordinator to arrange the most appropriate time to do this training.

The School Nurse/First Aid coordinator will organise to see annually all pupils with Epipens to ensure that their 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.