



**BURGESS HILL**  
— GIRLS —

<b>First Aid Policy – Whole School inc EYFS</b>	<b>13a</b>
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<b>Responsible for Initiating Review of Policy</b>	SLT
<b>Committee to Review</b>	SLT
<b>Last Review Date</b>	January 2018
<b>Review Period</b>	Annually
<b>Approved by (Committee and Date)</b>	SLT January 2018
<b>Approved by Board of Governors</b>	
<b>Effective Date of Policy</b>	January 2018
<b>Next Review Date</b>	January 2019
<b>Related Policies</b>	



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### First Aid Policy

#### 1. General Statement

The First Aid procedure at Burgess Hill Girls aims to ensure that each pupil, member of staff and visitor will be well looked after in the event of an accident, no matter how minor or major.

First aid is the immediate treatment necessary for the purpose of preserving life and minimising the consequences of injury or illness until medical assistance can be obtained.

##### 1.1 Legal Requirement

*The Health & Safety (First Aid) Regulations 1981*

Require employers to provide adequate and appropriate equipment, facilities and personnel to ensure their employees receive immediate attention if they are injured or taken ill at work.

This policy is non-contractual.

#### 2 Arrangement of First Aid

##### 2.1 First Aiders

The term '*First Aider*' refers to those members of staff who are in possession of a valid emergency first aid at work certificate and/or equivalent.

First aid at Burgess Hill Girls is primarily managed by the School Nurse working in close collaboration with members of the first aid trained team of staff.

The role of the nurse is to provide emergency first aid care to members of the school community.

An assessment of the significant risks in the workplace will be carried out by the School Nurse to determine the appropriate level of training to staff, equipment required and its siting<sup>[m1]</sup>.

Staff are informed regularly of where the first aid register is kept and ideally display one in departmental areas. This register is kept at Nursery, Junior and Senior school Receptions<sup>[m2]</sup><sup>[EW3]</sup>.

Staff will:

- Never move a casualty until they have been assessed by the Nurse/First Aider or are in immediate danger



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- Reassure but never treat a casualty unless they hold a first aid certificate
- Ensure they know and understand the medical conditions of children whom they take on a trip
- Never administer any medication including over the counter medicines/creams/ointments/gels

### **2.2 Medical Centre**

In compliance with The Education Act (School Premises) Regulations 1996 the medical centre will be equipped with the following:

- A sink with running hot and cold water
- Drinking water and disposable cups
- Paper towels
- Smooth-topped work surfaces
- A range of first aid equipment and proper storage
- Chairs
- Low beds, covers and pillows
- Soap
- A suitable refuse container (foot operated) lined with appropriate bag
- Appropriate record keeping systems and facilities
- A telephone

### **Records**

Records of illness, accidents and injuries together with an account of any first aid treatment, non-prescription medication or treatment given to a pupil. Records will be logged on the schools' database.

### **Students with Medical condition**

Students who have specific medical conditions have an Individual Health Plan and are highlighted on the schools data base system, in accordance with the data protection and confidentiality. Procedures for students with medical conditions such as asthma, diabetes, epilepsy and anaphylaxis can be found in the appendices of the school Medical Policy.

### **2.3 First Aid Cover**

When the School Nurse is on site, they will ensure that adequate first aid cover is available via the medical centre at all times. In their absence staff will be made aware which first aiders are available in school.

When the Nurse is off site for a school event, or other need which prevents her from being readily available to the school community then adequate first aid cover will be put into place,



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if the nurse is off for a significant amount of time then a bank nurse will be called. The school employs 1 bank nurse.

The Nursery operates for 51 weeks a year, as the nurse works term time only then all incidents which are normally referred to the nurse are referred to the paediatric first aid trained person on duty in the nursery.

One member of the boarding house staff team will hold a three day First Aid at Work certificate and the other house staff have a one day certificate including the Gap Assistants and temporary cover staff.

### **2.4 Training**

Regular First Aid training is held for school staff from all sections of the school community– a one day course, mainly, however a good proportion have a two day or outdoor first aid certificate. Nursery Teachers and Reception (Early Years) Staff have a Paediatric (EYFS) Early Years First Aid two day course

The school will provide regular first aid briefings and updates.

### **2.5 First Aid Kits**

First Aid boxes are checked regularly, including those in the school minibuses, by the Nurse. First Aid kits are located around the school site at the following locations and in each minibus.

- Croft II Drama on wall beside main entrance.
- Senior School Staffroom, between two main areas.
- Reception in Webb House.
- Science labs & physics prep room, 7 in total.
- Art department, in main entrance
- Pavilion, on wall outside old drama studio.
- PE Office, 6 kits for taking to matches.
- DT on back wall.
- Dining Room also have blue plaster kit
- Oaks Hall, outside music room.
- Junior School reception.
- Junior School Staffroom, on wall outside.
- Oaks, outside kitchen area.
- Acorns, science area.
- Sixth Form Centre Office
- Maintenance Hut.
- Boarding House offices.
- Nursery in reception.
- Infants building at entrance.



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- Oakdene building ground floor hallway

### **School Visits off site**

- In addition, there are travel kits for trips and matches and additionally all medical information is given to the member of staff regarding the individuals they are taking out on the trip.

The contents of these boxes vary according to location and are checked on a regular basis by the School Nurse.

### **2.6 Automated External Defibrillator (AED)**

An AED is kept in Senior School Reception in case of emergency.

### **2.7 Accidents**

The First Aider will determine the sensible and reasonable action to take depending on the circumstances of each case, and whether or not the parent should be contacted. Where the injury is an emergency, an ambulance will be called, following which the parents will be called. Where hospital treatment is required but not in an emergency, the First Aider will organise transportation of the patient to hospital for boarders and contact the parents of day pupils in order for them to take over responsibility for the pupil.

All accidents and dangerous occurrences, however minor, arising out of or in connection with work and school activities must be reported to the Health and Safety Co-ordinator. The requirement applies to accidents involving staff, pupils, parents, contractors, visitors and members of the public. It applies to accidents and incidents that occur on and off site when a school activity is involved. A regular report is to be made to the Health and Safety Committee by the Health and Safety Co-ordinator. All accidents are reported to the Nurse at the earliest possible convenience and are logged in the accident book (there are also accident books located in the boarding house (Silverdale). If accident is reportable to RIDDOR then this decision and/or action is taken by the Health & Safety Co-ordinator.

### **2.8 Medical Indemnity Insurance**

It is unlikely that first aid personnel giving assistance to a casualty will become subject to legal action because of deterioration in the colleagues/child's condition. However, BHG guards against this possibility by providing, through its insurance policies, indemnity for any member of staff who assist a casualty who becomes ill or injured.

### **2.9 COSHH**

All COSHH safety data sheets and reports are completed by the housekeeping department.



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This policy will be reviewed annually.

Reviewed – January 2018

Next Review - Jan 2019

References

The Education (School Premises) Regulations 1996

Health and Safety (First Aid) Regulations 1981