

## FIRST AID POLICY \*

***This policy is a 'whole-school' policy and relates to both the senior school and the junior school (including the Early Years Foundation Stage.)***

### 1 Aim

To set out the provision of First Aid related to school activities.

### 2 Introduction

#### **Health Centre:**

**Extension 2180 Emergency 2990/5555/(01904)683799**

**email [healthcentre@boothamschool.com](mailto:healthcentre@boothamschool.com)**

2.1 First Aid provision aims to preserve life and help promote recovery in the event of injury or illness. Policies developed to deliver care are developed on the basis of suitable and sufficient risk assessments carried out by the relevant departmental staff, in conjunction with the Bootham School Nurse Manager.

2.2 Bootham School seeks to ensure that there are adequate and appropriate equipment and provisions for providing First Aid in accordance with the Health and Safety at Work etc. Act 1974. Bootham School recognises that the school provides qualified First Aid personnel in accordance with The Health and Safety (First Aid) Regulations 1981.

2.3 Health and Safety legislation places a duty of care on employers for the health and safety of their employees and anyone else on the school premises: this would include the Head teacher, teachers, non-teaching staff, students and visitors. This policy covers: who is responsible for duties within the school; specific First Aid provision; arrangements for off-site trips; in and out of school hours' arrangements; other medical care.

### 3 Objectives

3.1 To ensure that there is an adequate provision of appropriate First Aid for:

- **All Bootham School premises; teaching, boarding accommodation, service, maintenance, sports and leisure areas.**
- **All Bootham School staff groups, students, user groups and visitors, including parents and contractors.**

3.2 To comply with the aforementioned guidance and legislation to ensure Bootham School provides adequate First Aid provision as far as is deemed reasonably practicable. Including:

- **Establishing and maintaining First Aid posts, clear signage and equipment.**
- **Ensuring appropriate First Aid provision and equipment is available for off-site visits.**

3.3 To conduct appropriate risk assessments to determine the First Aid needs of the school.

3.4 To ensure that where individuals have been injured there are suitable mechanisms in place to provide timely treatment and that adequate records are made, including reporting, where appropriate, to the Health and Safety Executive (HSE) relating to Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) (2013).

## **4 Guidance**

### **Responsibilities**

4.1 Welfare of the school community is the concern of all however the Head teacher, the School Leadership Team, School Governors, Bootham School Health Centre (BSHC), designated external Health and Safety Advisor and Heads of all School departments (teaching and non-teaching staff) have primary responsibility for the implementation of this policy and for developing detailed procedures.

4.2 First Aid requirements are reviewed annually with the consideration of:

- Size of the school, split sites, multi-levels
- Location of the school
- Specific hazards or risks on the site
- Students or staff with special health needs or disabilities
- Practical departments; such as Science, Technology, PE, Catering, Estates
- Previous record of accidents / incidents at the school
- Provision for in-school hours and out of school hours activities
- Off-site activities, including trips
- Contractors on site and agreed arrangements

## **5 Specific First Aid Provision**

### **5.1 First Aiders**

- i. First Aiders will give immediate help to those with common injuries or illnesses and those arising from specific hazards, and where necessary ensure that an ambulance or other professional medical help is called.
- ii. The Health and Safety (First-Aid) Regulations 1981 require you to provide adequate and appropriate first-aid equipment, facilities and people so immediate help can be given if there is an accident, injury or illness.
- iii. First Aid training is either an Emergency First Aid at Work (EFAW) (one day) or First Aid at Work (FAW) (three days) or Paediatric First Aid. Provided by an HSE recognised organisation undertaken every 3 years, with yearly refreshers available.

### **5.2 First Aid Boxes**

- i. First Aid boxes are provided in areas of the school where accidents are considered most likely, with signage indicating their location.
- ii. The contents of a First Aid box are in accordance with the guidance given by the HSE (First Aid at work INDG 214 (Rev2) 2014)
- iii. A minimum of one, usually two, First Aid kits are taken when pupils leave the school on organised trips or participate in sports events.
- iv. First Aid boxes are replenished as necessary and regularly checked for contents and expiry dates primarily by appointed First Aiders in their area, supported by BSHC.

### **5.3 First Aid Notices**

Lists of members of staff (including their location and contact details) who are qualified First Aiders or Paediatric First Aiders, are displayed on noticeboards in the school and near the visible First Aid boxes in key areas around the site.

### **5.4 Access to First Aid**

All students and staff are given information on the provision of First Aid at their induction. All visitors and contractors as accompanied and accounted for by school staff, are directed to assistance by their point of contact. There will be at least one qualified first aider on site at all times when students are present.

### **5.5 Record Keeping**

Details of an incident which requires assessment by the BSHC team will be recorded on the medical module of the School Administration Management system (iSAMS) and individual medical files for students and designated BSHC staff and visitors' book. An accident form is completed for all students, staff and visitors by the First Aider providing treatment.

### **5.6 Calling an Ambulance**

The BSHC team are usually responsible for summoning an ambulance and for organising an escort to go with a student or, if required, a member of staff to hospital. The attending First Aider will do this if out of hours, off-site or in a medical emergency. A member of staff will always stay with a student in hospital until their parent/guardian is able to attend.

### **5.7 Emergency Medical Treatment**

In accepting a place at the school, parents are requested to give their consent for the Head Teacher or other nominated representative to provide, on the advice of qualified medical opinion, emergency medical treatment, including general anaesthetic and surgical procedure under the NHS, if the school is unable to contact a parent.

### **5.8 Hygiene Procedures for the Spillage of Bodily Fluids**

Spillages of blood, vomit, urine and excreta must be cleaned up promptly by housekeeping. The First Aider will be responsible out of hours. Other students, staff members and visitors must be kept away from the spillage.

The following general actions must be taken by the person dealing with the spill:

- To clear the immediate area of people. Hazard signs and cordoning may be necessary, according to the circumstance.
- To ensure that any cuts or abrasions on the hands are covered with a waterproof dressing.
- To ensure disposable personal protective equipment (PPE), including latex-free vinyl gloves and a disposable plastic apron must be worn.

Where blood and body fluid spills on clothing, the following general actions must be taken by the person dealing with the spill:

- PPE, a plastic apron and latex-free gloves, must be worn when dealing with spills on clothing, which should be sponged with lukewarm soapy water and washed as soon as possible in the hottest wash the fabric will withstand. Heat from tumble-drying will also help to eradicate pathogens, as will ironing.
- All PPE and disposable paper towels and cloths should be disposed of into a yellow plastic Bio-Hazard waste bag which should then be sealed, double bagged and stored safely / securely for final disposal within the BSHC clinical waste bins and collected by a suitable clinical waste disposal organisation.

- On completion of the cleaning procedure and after disposal of waste and PPE, hands must be thoroughly washed and dried.

## **6 Bootham School Health Centre**

6.1 The BSHC team provide First Aid provision in the school's Health Centre from:

**0800 - 1800 Monday to Friday, Saturday 0800 – 1600**

and at other coordinated times when identified Bootham School students will be on site at the senior school.

6.2 The BSHC team administer First Aid and deal with accidents and emergencies or when someone is taken ill.

- i. The BSHC will notify parents/guardians if a student suffers anything more than a minor injury or becomes ill during the school day or deemed appropriate.
- ii. In the case of:
  - A day or flexi-boarder student; the BSHC will contact parents/carer so that the student can be collected
  - A weekly or full boarding student; the BSHC will care for the student and as appropriate contact the parent/guardian so that the student can be collected and cared for offsite to protect the wider school community as per Public Health England's recommendations.

6.3 The school doctor holds surgeries twice a week on Tuesdays and Fridays which are available for weekly and full boarding students registered with the contracted GP provider.

6.4 If a weekly or full boarding student is required to attend hospital or the off-site GP practice for medical assessment and it is deemed safe they can travel via car, the BSHC team will coordinate transport via taxi; an account with Fleetways Taxi Company is held. Accompaniment with a member of staff usually a Resident Graduate, unless student requests to attend independently and BSHC staff deem this appropriate, will be organised by the BSHC team and liaising with Head of Boarding.

## **7 Off-site and Out of hours provisions**

7.1 In the case of off-site and out of hours provision, the First Aider present will attend to any incidents as they occur and fulfil the duties required.

7.2 Boarding staff receive First Aid training, Managing Anaphylaxis and Medicine Management training. Contact phone details for additional medical assistance are provided in key areas, specifically for boarding staff out of BSHC hours.

7.3 Out of school term times, departments whose staff are Full Year employed have access to First Aiders as identified on the lists displayed by First Aid boxes across the site.

7.4 External groups hiring the school site are responsible for provision of their own First Aiders and appropriate equipment.

## **8 Students with identified potential First Aid needs**

8.1 Staff have access to a list of students who have potential of a severe allergic reaction or other potentially life-threatening conditions (such as asthma, diabetes). Lists are accessible on

iSAMS and in paper copies sensitively stored in the PE department and in the three boarding houses for boarding staff. Information can also be accessed on Operoo.

8.2 Individual Healthcare Plans for these students are produced in line with current guidance (Supporting Pupils at School with Medical Conditions, 2017) in partnership between parents and the school involving the student as best able. Individual Healthcare plans are reviewed yearly or when notified the condition or management has altered, initiated by parent or Health Care Professional.

## 9 Medical Care

9.1 This procedure is limited to the provision of First Aid. The school has arrangements in place for:

- Managing students with specialist medical needs or learning differences,
- Provision of medical assessment and investigations including transport to appointments as required.
- Keeping of confidential medical records
- Medicines management including over the counter medication and medicines and treatments brought to school for students.
- Emotional wellbeing and mental health including counselling and Health Promotion.
- Infection control.

## 10 Legal Requirements and Education Standards References

First Aid at Work: your questions answered (2014)  
(<http://www.hse.gov.uk/pubns/indg214.pdf> accessed: 21/01/21)

First Aid Provision and Training in Schools (2011). Medical Officers of Schools Association (MOSA)

Guidance on first aid for schools (2014). Department for Education and Employment  
([https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/306370/guidance\\_on\\_first\\_aid\\_for\\_schools.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/306370/guidance_on_first_aid_for_schools.pdf) accessed: 21/01/21)

Guidance on infection control in schools and other childcare settings. Public Health England (2014)

Health and Safety at Work etc. Act 1974. (<http://www.legislation.gov.uk/ukpga/1974/37> accessed: 12/01/21)

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) (1995 updated 2013) (<http://www.legislation.gov.uk/uksi/1995/3163/contents/made> accessed: 12/01/21)

Supporting Pupils at School with Medical Conditions (2015). Department for Education.

The Health and Safety (First Aid) Regulations 1981  
(<http://www.legislation.gov.uk/uksi/1981/917/made/data.pdf> accessed: 19/11/2019)

Date of last review:	November 2021
Reviewed by:	Melanie Carter (School Nurse)
Review group:	Health & Safety Committee

Approval group:                      Governors' Meeting  
Date of next review:                November 2024

**This policy will be reviewed on an annual basis for matters of fact and process.**

**\*Please see separate Covid 19 Policy**

## **Appendix 1:**

### **Bootham Junior School (BJS)**

In conjunction with the Bootham School First Aid Policy, the details of specific procedure for BJS are outlined below.

- BJS have health care support and advice available from the BSHC situated at the Bootham Senior School site.
- There is additional provision of on-site First Aiders with a specific paediatric First Aid qualification for students including the Early Years Foundation Stage (EYFS) students.
- There is a nominated member of staff with oversight of First Aid Provision at the BJS site for maintaining First Aid box content and signage.

#### **Specific procedure:**

1. Medical information is supplied by parents/carers when starting at the school. These details are stored securely for the staff to access and are confirmed annually to ensure update information is held.
2. If a medicine is requested by a parent/carer to be administered, a parental consent form is completed detailing instruction for the administration of each specific medicine as required.

Medicines (in-date, in original containers labelled with the students' name) are stored in the on-the-wall cabinet in the Staff Room. They are returned to the parent/carer when no longer required. Some types of medication are kept in the classrooms or with the children depending on age and capability of the child.

3. If a student has an accident or is unwell, parents/carers are contacted by the school.
4. In the case of a Head Injury, contact is made with a parent/guardian and written information is provided via email.

## Appendix 2 – Staff who are First Aid Trained

<b>Bootham Senior School</b>		<b>Date Qualified</b>	<b>Expires</b>
Melanie Carter	St John Ambulance First Aid at Work	29/01/2019	28/01/2022
Felicity Earnshaw	St John Ambulance First Aid at Work	12/04/2019	11/04/2022
Sally Morrallee	St John Ambulance First Aid at Work	04/11/2021	23/10/2024
Alice Ovenden	St John Ambulance First Aid at Work	10/07/2020	09/07/2023
Jennie Priestley	St John Ambulance First Aid at Work	17/07/2019	16/07/2022
Christine May	St John Ambulance First Aid at Work	02/07/2021	01/07/2024
Htoon Aung	St John Ambulance First Aid at Work	15/09/2021	14/09/2024
Jade Blood	St Johns Ambulance First Aid at Work	15/09/2021	14/09/2024
Wendy Darley	St Johns Ambulance First Aid at Work	14/06/2019	13/06/2022
Lynne Foster	St John Ambulance First Aid at Work	15/09/2020	14/09/2023
Rob Gardiner	St John Ambulance First Aid at Work	02/07/2021	01/07/2024
Emily Harper-Gustapson	St John Ambulance First Aid at Work	02/07/2021	01/07/2024
Scott Jones	St John Ambulance First Aid at Work	25/10/2019	24/10/2022
Helena Landau	St John Ambulance First Aid at Work	02/07/2021	01/07/2024
Kelly McCarthy	St John Ambulance First Aid at Work	26/08/2020	25/08/2023
Catherine Morin	St John Ambulance First Aid at Work	02/07/2021	01/07/2024
Sophie Morrison	St Johns Ambulance First Aid at Work	03/07/2019	02/07/2022
Gary Neary	St John Ambulance First Aid at Work	14/01/2020	13/01/2023
Beth Steer	St John Ambulance First Aid at Work	02/07/2021	01/07/2024
David Swales	St John Ambulance First Aid at Work	02/07/2021	01/07/2024
James Thorpe	HAS Emergency FA at Work & Wilderness FA		
Bryan Webb	St John Ambulance First Aid at Work	14/09/2020	13/09/2023
James Webster	St John Ambulance First Aid at Work	15/09/2020	14/09/2023
Angela Woods	St John Ambulance First Aid at Work	11/04/2019	10/04/2022
Mandy Naylor	St John Ambulance First Aid at Work	11/02/2020	10/02/2023
Mark Shuttleworth	St John Ambulance First Aid at Work	02/07/2021	01/07/2024
Isla Pika	St John Ambulance First Aid at Work	15/09/2021	14/09/2024
Richard Woods	St John Ambulance First Aid at Work	15/09/2021	14/09/2024
Perinne Harding	First Rescue First Aid at Work	25/09/2020	24/09/2023
Chloe Cullen-Dent	Emergency First Aid at Work	18/02/2019	17/02/2022
David Matterson	Emergency First Aid at Work	05/12/2019	04/12/2022

### Bootham Junior School

Amy Bridges	Paediatric First Aid	29/11/2019	28/11/2022
Sinead Camplin	Paediatric First Aid	29/11/2019	28/11/2022
Emma Croft	Paediatric First Aid	21/04/2021	20/04/2024
Gail Farrar	Paediatric First Aid	20/05/2021	19/05/2024
Louise Ferguson	Paediatric First Aid	21/04/2021	20/04/2024
Pamela Gilchrist	Paediatric First Aid	29/11/2019	28/11/2022
Hazel Gordon	Paediatric First Aid	29/11/2019	28/11/2022
Debbie Grafton-Telfer	Paediatric First Aid	13/11/2020	12/11/2023
Hayley Johnson	Paediatric First Aid	21/04/2021	20/04/2024
Louise Leaf	Paediatric First Aid	29/11/2019	28/11/2022
Christine Henderson	Paediatric First Aid	29/11/2022	28/11/2022
Siham Welham	Paediatric First Aid	21/04/2021	20/04/2024
*Lifeguard/ Lifeguard Appointed	FAA = with FA		
<b>Bootham Senior School Res Grads</b>	<b>First Aid</b>	<b>Date Qualified</b>	<b>Expires</b>
Andrew Bassett	Emergency First Aid At Work	29/08/2019	28/08/2022
Andrew Bassett	Paediatric First Aid	29/11/2019	28/11/2022
Jodie Donovan	Emergency First Aid At Work	15/09/2021	14/09/2024
Jessica Hargreaves	Emergency First Aid At Work	15/09/2021	14/09/2024
Amy Higgins	Emergency First Aid At Work	26/08/2020	25/08/2023
Emma Stimpson	Emergency First Aid At Work	15/09/2021	14/09/2024
Louise Thorpe	Emergency First Aid At Work	26/08/2020	25/08/2023
Georgia Harland	Emergency First Aid At Work	06/12/2021	05/12/2024

## **Appendix 3 – Head Injury Procedures applicable to the Senior School**

### **1 Introduction**

#### **Health Centre:**

**Extension 2180 Emergency 2990/5555/(01904)683799**

**Email: [health.centre@boothamschool.com](mailto:health.centre@boothamschool.com)**

1.1 Every head injury is different, minor head injuries can occur in many situations in the school environment, caused by a bump to the head and is usually due to a fall or sporting act. The potential is probably greatest during activities where collisions can occur such as during sport, PE and in the playground. Symptoms may not develop for some hours, or even days after a bump to the head, and in rare cases can develop weeks after a head injury.

NICE guidelines (2014) define a head injury as '*any trauma to the head other than superficial injuries to the face*'.

### **2 Management of Head Injuries within Health Centre hours**

2.1 In the event of a student sustaining an injury to the head, the Health Centre must be notified as soon as possible. Students must be encouraged to report any suspected head injury, to be honest with themselves and staff for their own protection. Students will be seen by a member of the Health Centre staff for an initial assessment unless the student requires immediate transfer to hospital.

#### **2.2 Criteria for calling 999 and requesting an ambulance (NICE 2014)**

1. Unconsciousness or lack of full consciousness
2. Any focal neurological deficit since the head injury
3. Any suspicion of a skull fracture or penetrating head injury
4. Amnesia of events before or after the head injury
5. Any seizure since the head injury
6. Any vomiting episodes since the head injury
7. A high energy head injury (i.e. a fall from a greater height than 1m or five stairs, diving accident)
8. Any other concerns that would warrant an ambulance including a history of brain surgery or blood/clotting disorders

2.3 In the Health Centre the student will be closely observed for a minimum of 30 minutes, GCS (Glasgow Coma Scale) recorded and the Head Injury Proforma completed. As appropriate the nurse will decide on further management. Paracetamol can be given as per the medicine policy. An accident form will also be completed.

#### **2.4 Common Minor Head Injury Symptoms May Include**

1. Bump or bruise on the exterior of the head
2. Mild Headache
3. Mild Dizziness

4. Increased Tiredness that may make you more irritable or anxious
5. Nausea (without vomiting) and or reduced appetite
6. Difficulty in concentrating

2.5 Written head injury information will be given to the student deemed fit to return to school or to boarding outlining when urgent medical advice should be sought.

Parents/guardians/boarding staff will be informed via the telephone as soon as possible.

If the student is returning to a physical education/sport class or physical activity, the facilitator will be contacted and advised the student cannot participate.

Students who need to be sent home, telephone contact will be made to parents/guardians. An email will also be sent reiterating head injury advice and where further information can be sought regardless of any other contact made with parents/guardian/boarding staff.

Anyone sustaining a head injury will not be allowed to travel home independently and alternative arrangements must be made.

**2.6 Symptoms that need further assessment in the Emergency Department may include (NICE 2014)**

1. Severe increasing headache
2. Vomiting
3. Confusion/drowsiness
4. Fits (collapsing/passing out suddenly)
5. Any visual disturbance
6. Persistent dizziness/lack of coordination
7. Weakness on one or both arms/legs
8. Clear fluid or blood leaking from nose or ears
9. New deafness in one or both ears

### **3 Management of Head Injuries Outside of Health Centre Hours / Off Site**

3.1 Criteria for calling 999 as 3.2

3.2 Refer to 3.6 for symptoms that require further assessment

3.3 For any other concerns that are not an emergency NHS 111 service or Emergency out-of-hours Doctor service 0330 1230938

3.4 For further advice and management please refer to <http://patient.info/health/head-injury-instructions>

3.5 Paracetamol maybe given as per Homely Remedy Protocol for a headache post head injury

3.6 Any student who has sustained a minor head injury should not participate in any physical activities until seen by a medical/nursing professional.

3.7 The Health Centre should be notified as soon as possible regarding any student who has sustained a head injury

3.8 All head injuries must be recorded on an Accident Form and forwarded to the Health Centre.

**Written by:** Melanie Carter

**Date of last review:** January 2022

**Review Group:** Health and Safety Committee  
**Approval Group:** Governors' Meeting  
**Date of next review:** January 2025

**Appendix 4 Head Injury Proforma**

## Head Injury Proforma

Students Name:  Date:

History from Student    ...if not, by whom:

Mechanism/history of injury including time of injury

	Yes	No	Unsure	
Loss of consciousness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	How long? <input style="width: 150px;" type="text"/>
Post traumatic Injury	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Describe: <input style="width: 150px;" type="text"/>
Seizure since injury	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Describe: <input style="width: 150px;" type="text"/>
Headache	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Describe: <input style="width: 150px;" type="text"/>
Nausea	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Vomiting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	How many times? <input style="width: 150px;" type="text"/>
Drowsy/unusually tired	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Describe: <input style="width: 150px;" type="text"/>
Visual disturbance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Describe: <input style="width: 150px;" type="text"/>
Limb weakness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other neurological symptoms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Pre existing disorders     Yes     No    Further Details

GCS    E     Eyes    L     R     Temp     Pulse

          M     Pupll Reacting     Yes     No    Respiratory rate

          V     Pupll size     Blood pressure

Management     Home     School     Boarding     Verbal advice     Written/email advice

Signature: