



AMESBURY SCHOOL
HINDHEAD

FIRST AID POLICY

Last updated: JC/Sept 2024
Next update: JC/Sept 2025

First Aid Policy

References:

Department for Education, Guidance on First Aid in Schools: [First aid in schools, early years and further education - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/first-aid-in-schools)

Independent School Standards Guidance: [Regulating independent schools - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/regulating-independent-schools)

This policy has been written in line with the DfE 'Guidance on First Aid in schools' document, version 14 February 2022 and Independent School Standards guidance, Part 3 – Welfare, Health and Safety of Pupils.

This policy applies to all pupils at Amesbury School from baby rooms through to Year 8. There is a separate Administration of Medicines in School Policy document and a separate Little Amesbury First Aid and Administering Medications Policy that ensures compliance with Early Years Providers – that policy is held and managed by the Little Amesbury lead and not the school nurses.

First Aid is the initial assistance or treatment given to a person who is injured or suddenly taken ill. The person who provides help is the First Aider.

The lead First Aider is employed in the role of school nurse who is NMC Registered. The school nurse is Paediatric First Aid trained and undertakes annual concussion awareness and Medicines Management training to support their role. Both are referred to as the school nurse.

The Medical Centre is open to administer First Aid during the school session from 8.30am until 5pm daily; outside of these hours there will always be a qualified First Aider in the main school and in Little Amesbury, in case of an emergency. A First Aider should provide immediate assistance to the injured/ill person and should call upon extra help as necessary. Appropriate first aid should be administered according to the injury/illness, with judgment, and inside scope of training for that First Aider. A full list of first aid trained staff is available to all staff in the common room, in the front office and on the Academic Admin Teams.

If the pupil can attend the Medical Centre following an accident/onset of illness, first aid will be administered there. The exception to this is pitch side during fixtures when the games staff are expected to administer the first aid. During home contact rugby fixtures, the school nurse will be pitch side for head injury assessment and first aid support to games staff. At all other times, if the pupil is unable to be moved the school nurse can be contacted on Ext. 280 or on mobile phone which is always carried and switched on: 07395792735. If called out the school nurse will carry an emergency first aid bag and necessary equipment to assess the situation.

In Little Amesbury, all minor injuries are dealt with by the First Aiders on duty (paediatric trained); during school hours pupils should only be brought over to see the school nurse if the injury is more severe or the staff are at all worried and in all cases of the child being too unwell to remain in school. A record of all first aid given will be kept in Little Amesbury and then passed to the Medical Department on a monthly basis for upload to ISAMS. All paper records will be kept in the pupil's medical records. Little Amesbury staff will inform parents of any treatment given when the child is collected. Little Amesbury medicines management is covered in their separate policy and is not managed by the school medical centre.

There are first aid boxes positioned around the main school and Little Amesbury for easy access. A list of these can be found in the Medical Centre. These are checked on a termly basis and replenished. It is the responsibility of First Aiders to request supplies, as necessary. Outside of normal school hours staff should not hesitate to call for an ambulance if required. Each classroom has a small first aid pack with plasters, wipes and gloves for minor ailments.

Any fixtures/trips/residentials require a first aid bag to be taken, including the emergency medication of any pupils attending. The school nurse will brief the lead first aider for the trip and ensure they have the correct first aid equipment. Redacted details of medical conditions and emergency contact details are provided by the Schools Administrator for risk assessment for all trips and residentials. It is the responsibility of the fixture/trip/residential designated duty first aider to ensure they cross check the emergency medication and safely return it at the end of each fixture/trip/residential and complete the treatment record log appropriately.

1. RECORD KEEPING

All first aid treatment will be recorded in the pupil's medical records on ISAMS. Full details of how the accident happened, what injury was caused, first aid treatment administered, and outcome will be recorded. Should first aid be administered out of hours/off school site by a first aider details should be passed on to the School Nurse/ so that the details can be recorded as above. Parents must be informed of all head injuries/bumps, no matter how small they seem to be as there is always a risk of complications following a knock to the head. Concussion awareness information is to be sent to all parents following a head injury and all games staff are trained in concussion awareness on an annual basis using RFU HeadCase training platform to reflect 2023 concussion guidelines and GRAS structure.

Parents will be contacted by telephone if the injury is serious, or if it will require further treatment, or if the pupil will need to be seen by a doctor. If the accident results in the pupil having to attend A&E/Minor Injuries an Accident Report Form will be completed. Where ISAMS does not auto-generate this form, a separate paper copy will be created and held on file. A copy will be sent to the Health & Safety Manager for review in termly H&S committee meetings, and one kept in the pupil's medical file.

At the discretion of the school nurse, parents may not be notified of every visit to the medical centre – only head injury/sickness/administered medication/serious injury or sports injuries will be notified. Small scratches and grazes will be logged on ISAMS but no email alert sent.

2. EMERGENCY – THREAT TO LIFE SITUATION

Should an ambulance be required, the School Nurse/ or the attending First Aider will dial 999 or appoint a member of staff to do so; giving details of the casualty, type of injury and details of where the casualty is located. An ambulance must be called if the casualty is unconscious for any length of time, a spinal injury is suspected, a bone injury resulting in the casualty not being able to move or if the casualty has a seizure and is not known to be Epileptic. If they are a known Epileptic and the seizure lasts for more than five minutes, or they have multiple seizures, an ambulance must be called in line with their care plan. First aid guidance should be followed.

3. PPE/ BODILY FLUIDS

When dealing with blood and other spilled body fluids it is important for the First Aider to wear correct PPE such as disposable gloves. These are found in all the first aid bags along with hand sanitising gel to clean hands if soap and water is not available. These along with any dirty dressing should be placed in a yellow clinical bag, again found in FA bag; these bags should then be placed in the clinical waste bin in the Medical Department. Spilled body fluids will be cleaned up using Bio-hazard kits from the housekeeping team. There may be some instances where housekeeping is required to assist. Disposable gloves, goggles and a disposable apron should be worn; these are then disposed of in the clinical waste bin.

4. EMERGENCY MEDICATION - PRESCRIPTION

Provision is made for pupils who require any emergency medication when in school. This could be an asthma Inhaler or AAI (automated adrenaline injector) for severe allergies or other emergency medication such as for epilepsy.

In Little Amesbury pupils will have their medication kept by the staff in a secure location in their staff room in the medication cabinet. It is the responsibility of the Little Amesbury staff to ensure they store and administer this correctly. The exception to this would be controlled drugs that **MUST** be stored in the main medical centre CD cabinet.

For Years 1-8, a pupil's medication is kept outside the Medical Department in an accessible emergency cupboard. Pupils' own emergency medication is taken by a member of staff when the pupil is off site for fixtures/trips/residentials along with the first aid bag.

For all off-site fixtures/trips/residentials an adult must be responsible for carrying pupils' emergency medication from Pre-Nursery to Year 6. Pupils in Years 7 & 8 may carry their own, but it must be collected and returned to the Medical Department by the lead first aid member of staff at the end of the trip/ fixture/residential

CDs/regular prescribed medication should not be kept with any pupils at any time but kept safely with the trip lead if off site.

There is a separate allergies policy that outlines the Amesbury School policy on AAI storage and access.

5. MEDICATION CHECKS

The School Nurse will ensure that accurate records are maintained regarding expiry dates of all medication and that parents are informed when individual medication is due to expire. It is the parent's responsibility to ensure the pupil has an in-date one in school. It is also the School Nurse's/ responsibility to ensure that the correct inhaler/AAI is handed over to the member of staff in charge of taking the pupils off site.

Pupils with any medical conditions, will be assessed individually and a care plan written with the collaboration of the parents and pupil as appropriate.

6. HEAD INJURIES

There is a separate head injury policy for Amesbury school. All games staff are required to complete annual refresher training on headinjury awareness through the RFU HeadCase training platform. The Director of Sport is responsible for ensuring this requirement is communicated to all permanent and assisting games staff for fixtures and certificates forwarded to School Nurse for record keeping.

If the casualty does not fully recover or there is a deteriorating level of response after an initial recovery, an ambulance must be called for immediately.

7. SICKNESS ON SITE (NON-INJURY)

Any pupil, staff member or visitor to the site is subject to guidance on infection control in schools. Where someone becomes unwell during the school/working day, they are to inform their line manager and may report to the medical centre for assessment if needed. If they display symptoms of COVID or other seasonal viral illness/respiratory infection, they should follow the wider sickness and absence policy and return home or be collected by a parent/guardian.

For pupils- their parent/guardian will be contacted for a verbal explanation of the protocol, with a follow-up email activated through ISAMS medical notes. The pupil will be accommodated in the dedicated medical centre which is a well-ventilated room.

The same applies to staff and visitors- if they are unable to drive because of their symptoms they will be supported to make alternative transport arrangements.

Where necessary, the adjoining Wellbeing Hub can be converted to a safe and well-ventilated isolation area for multiple cases or in the event of a D&V outbreak during the school day.

8. STAFF AWARENESS TRAINING

Staff will receive an annual refresher training session from the school nurse during INSET. This is mandatory for all staff in accordance with staff INSET attendance and staff training as directed by SLT.

Every 3 years, staff must all complete a comprehensive on-line medical conditions awareness training course via the TES EduCare training platform. This includes (but is not limited to): asthma, anaphylaxis, diabetes and epilepsy training.

9. ACCIDENT REPORTING

The Facilities Manager is the point of contact for all HSE/RIDDOR queries and reporting.

The HSE Information Sheet EDIS 1 contains the typical examples applicable to schools. [Incident reporting in schools \(accidents, diseases and dangerous occurrences\): Guidance for employers \(hse.gov.uk\)](https://www.hse.gov.uk/ehs/ehs1.htm)

Completed accident forms are forwarded to the Facility's Manager, Headmistress's PA and a copy kept in pupil's medical file. The forms are to be kept for a minimum of 3 years. The records should be kept to ensure compliance with the Data Protection Act.

Reports of RIDDOR accidents will be made at every meeting of the School Health and Safety Committee (every term).

All accidents reportable by the school under RIDDOR will be investigated. This will normally be undertaken by the Facilities Manager and may include the taking of witness statements, photographs and the production of a written report. All such reports will be reviewed by the Health and Safety Committee.

Where there is a serious incident or near miss that is not reportable under RIDDOR, there may be a requirement for an internal accident report to be filed. This will be completed by all involved parties and co-ordinated by the relevant head of section or department. These will then also be reviewed at Health and Safety meetings termly.