



# Lichfield Cathedral School

## FIRST AID AND HEALTH POLICY

### 1. Introduction

First aid is considered to be the initial management of any injury or illness suffered at the School or events organised by the School, with the purpose of saving life and preventing minor injuries or illnesses becoming major. First aid does not include giving tablets or medicines to treat illnesses.

The School recognises its legal and moral obligations to provide suitable and adequate first aid facilities and personnel to ensure that all the School users are given prompt and proper attention when required.

All new staff, children and visitors to the School are provided with clear and accurate information on how to obtain first aid assistance.

### 2. Aims

The aim of this policy is to assist the School in providing and maintaining adequate first aid provision by interpreting the salient points of the First Aid Regulations and Approved Code of Practice. It further aims to satisfy The Education (Independent School Standards) (England) Regulations 2014 (ISSR), Part 3, Standard 13; that first aid will be administered in a timely and competent manner.

### 3. Scope

The Health and Safety at Work Act states that employers have a legal duty to *provide adequate and appropriate first aid equipment and facilities for the benefit of their employees who are injured or become ill at work and to appoint suitable persons to administer first aid treatment is laid down in the Health and Safety (First Aid) Regulations 1981*. This duty extends to all the School organised events and trips.

The First Aid Regulations apply only to employees, and as such the School is not duty bound to provide first aid facilities for the benefit of all the School users. However, as a responsible employer, the School shall ensure all the School users are included when assessing the level of first aid provision required.

The HSE advises that it is good practice for first aiders to record incidents which require their attendance. However, information a first aider may be told during the course of their duties could be personal and/ or sensitive data as is defined under the Data Protection Act. With this in mind all first aiders should ensure they adhere to the principals of the Data Protection Act.

In order to comply with the Data Protection Act and HSE guidance all the School Accident/ Incident/ First Aid forms will be treated as confidential. The Bursar is the "data controller" for all Accident/ Incident/ First Aid forms once they have been completed. The forms are dealt with, filed and stored for as long as is deemed necessary in accordance with the Data Protection Act.

### 4. Responsibilities under the Policy

#### 4.1 The Governors, the Head and Leadership Team are responsible for:

- Allocating adequate resources for the provision of suitably trained first aiders and for the provision and replenishment of equipment and first aid materials;
- Consulting with the School Health and Safety Committee on the monitoring of first aid provision within the School.

#### 4.2 Staffing

The School employs a qualified Nurse Mrs P Windley, who acts as first point of contact at Lichfield when first aid has to be administered on the School premises. The Nurse's hours are Monday, Tuesday, Wednesday and Friday 12.00 – 16.30 at Lichfield site and Wednesday 9.00 – 12.30 at Longdon site.



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She is assisted by the Housemother Miss D Graves and the Assistant Matrons who cover this aspect of her work when she is not in School. The Nurse is based in the Palace as is the First Aid Room. The Nurse holds a surgery every day between 12.45 and 13.45. In respect of Longdon the first point of contact is the Junior School PA.

A list of staff who are first aid trained is set out in the appendix to this policy and is published on notice boards around both Lichfield and Longdon sites. This list is kept up to date by the HR Administrator, who ensures that staff are retrained at appropriate times.

All staff should take precautions to avoid infection and must follow basic hygiene procedures. Staff have access to single-use disposable gloves and hand-washing facilities and should take care when dealing with blood or other body fluids and disposing of dressings or equipment. If unsure a member of staff should ask the school nurse for advice.

### **5. First Aid Boxes**

First Aid Boxes are provided at suitable locations around both Lichfield and Longdon sites, details of which are set out below:

- 2 in the Nurse's room in the Palace
- 1 in the Panel Room in the Palace
- 1 in the Staff room in School House
- 1 in the Science Rooms in School House
- 1 in the Art Room in School House
- 1 in 13 The Close
- 1 in Cathedral House
- 1 in the Maintenance Department in the Palace
- 4 kept by the Sports Department in the Palace
- 1 in the First Aid room at Longdon

All school trips are provided with a First Aid box and a sick bucket.

First Aid boxes are checked regularly by the School Nurse and are replenished accordingly.

They are also collected in at the end of term to be checked and replenished.

The contents of the School first aid boxes are revised in accordance with HSE guidance and acknowledged best practice.

### **6. School Medicals and Medical information**

All children who attend the School are offered a School medical. Parents are invited to attend the medical and as such it provides an opportunity to discuss any other health related issues that may be of concern. All boarders must have medicals. The medical is carried out by the School Nurse.

All new parents of children attending the School are required to complete a medical form giving details of their child's medical history, allergies and immunisations. These records are kept by the School nurse and certain information is entered in the School's data base system, which is subject to restricted access.

The Catering staff are informed and keep a record of all children with specific food allergies. Minibus drivers are issued with lists of children with medical conditions and all staff who need to know are made aware of specific medical conditions through either the school nurse or the SEN staff as appropriate.



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### 7. Accidents and Illnesses

In the event of an accident or illness the following procedures should be followed:

- *Accident records*

Accident books for children and adults are kept by the School Nurse at Lichfield. In respect of Longdon there are three accident books one in reception and Nursery, one for the rest of the school to year 3 and one for adults.

Copies of the accident forms are sent to the Bursar, who reviews them and decides whether the accident should be reported under RIDDOR regulations.

A copy of the accident record is sent home with the child to notify the parent of the accident together with details of what the parent should do if the injury is a minor head injury,

Staff are aware to report to the Bursar any near misses or dangerous occurrences in order that suitable action can be taken to avoid similar accidents in the future.

Children with temporary or permanent disabilities (Causing impairment) will have a Personal Emergency Evacuation Plan produced prior to them beginning lessons in the School to ensure their wellbeing in the event of an emergency situation.

A dedicated First Aid room is available at the Longdon Site and the Lichfield Site at The Palace.

- *Guidance on when to call an ambulance and how to travel to hospital*

The qualified first aider will decide whether an ambulance or paramedic is necessary or if the casualty can be taken using non-urgent transport.

When it is confirmed by the School Nurse or first aider that a patient needs to go to hospital and an ambulance is required, the emergency 999 service should be used and an accurate report of the patient's condition should be disclosed. The Nurse or first aider should travel with the patient to hospital in the ambulance. If an ambulance is not required, a member of staff should take the patient to hospital using their own car or taxi, as soon as possible together with the Nurse or first aider.

If the patient is a child, then the parents of the child should be notified as soon as possible by the School Nurse, Assistant Matron or other member of staff giving brief details of the child's condition and to what hospital they are being taken to. If the patient is not a child then the next of kin should be informed of the above details.

The Nurse or first aider should disclose information of the patient's condition on arrival at the hospital. If the patient is a child then the Nurse or first aider will stay with the child until the parents arrive and inform the parents of the up to date position.

On return to School the Nurse or first aider or if it is an accident the person who witnessed the accident will complete the accident/ illness form. If the patient is a child then the Nurse or other senior member of staff will keep in contact with the parents for an update of the child's condition.

In respect of Longdon the above procedures are the same except that Mrs Cleverley's name should be substituted for the School Nurse.



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### 8. Medication

All medication is kept in locked cabinets both at Lichfield in the Nurse's office and at Longdon in the PA's office.

A child is not given any medicine by the School without receiving the prior authority of the parent.

At Lichfield any prescribed medication is administered by the Nurse on receipt of written authority from the parent.

In respect of Longdon, any medication that has been prescribed by a Doctor is administered by the PA following receipt of written authority from the parent. A form is also sent home with the child every day informing the parents of the medicine that has been given to the child. The parent signs this form and returns it to School and it is filed in the PA's office.

The Catering staff are informed and keep a record of all children with specific food allergies. Minibus drivers are issued with lists of children with medical conditions and all staff who need to know are made aware of specific medical conditions through either the school nurse or the SEN staff as appropriate

### 9. Legal Indemnity

All first aid personnel, trained and appointed by the School, are covered by the School's liability insurance for their actions whilst providing first aid provision on the School premises or at an event organised by the School to a School user. The School will support all first aid personnel who are working within their competency with good faith.

### 10. EYFS First Aid

General Welfare Requirement: Safeguarding and Promoting Children's Welfare

The provider must promote the good health of the children, take necessary steps to prevent the spread of infection, and take appropriate action when they are ill.

At the time of a child's admission to the setting, parents' written permission for emergency medical advice or treatment is sought. Parents sign and date their written approval. Parents also sign a consent form at registration allowing staff to take their child to the nearest Accident and Emergency unit to be examined, treated or admitted as necessary on the understanding that parents have been informed and are on their way to the hospital.

Early Years staff are able to take action to apply first aid treatment in the event of an accident involving a child or adult and minor accidents will be dealt with by the member of staff on duty. There must be at least one member of staff with a current paediatric first aid certificate on site at all times and on all EYFS outings.

2015 – 2016

Junior School Staff holding a current Paediatric First Aid Qualification:

Mrs A Stevens

Mrs A Johnson

Mrs D Hutchinson

Mrs S Holmes

Mrs D Bowley

Miss R Hall



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Mrs J Tibbott

Mrs C Hennah

There are first aid boxes in the Pre-School and Reception classrooms. They are easily accessible to staff, but out of reach of the children. The boxes are checked at the beginning of the first and second half of every term by the school nurse and replenished as required. Staff should also inform the School Nurse if any items are getting low so that replacements can be supplied. First aid boxes are also available for off-site trips.

Before going on outings to premises not previously visited, a member of staff will attend the premises and carry out a thorough risk assessment. An emergency bag is taken on trips. A staff member will be responsible for this bag and will keep it on their person at all times.

The emergency bag contains:

Register

Mobile phone

First Aid Kit

Bottle of water

Packet of tissues

Wet wipes

Any prescribed medicines

Daily risk assessments of the setting and the surrounding premises and equipment are carried out at the beginning of each day and periodically throughout the term to minimise the risk of injury

A record of accidents and injuries or the administration of first aid within the setting is kept at all times. Parents will be notified of any accident or injury sustained by their child whilst at school.

Parents must always notify their child's key person of any injury or accident that has occurred to their child whilst they have been away from the setting.

All staff should take precautions to avoid infection and must follow basic hygiene procedures. Staff have access to single-use disposable gloves and hand-washing facilities and should take care when dealing with blood or other body fluids and disposing of dressings or equipment. If unsure a member of staff should ask the school nurse for advice.

A list of all pupils with allergies or other notifiable problems is kept in the MR file in the Longdon office and annotated photographs (unnamed) displayed in the dining room, Reception classroom and Pre-School.

The following procedures should be referred to in relation to this policy document:

EYFS Policy Guidance Safe Storage of Medicine

EYFS Record Keeping for Medication and Accidents Reception-Year3 and Pre School

EYFS Procedure for the recording of accidents and their treatment in the EYFS

This policy reflects the Whole School First Aid Policy (including RIDDOR guidelines).

Further Information for EYFS pupils

Copies of DfE Guidance "Managing Medicines in Schools and Early Years Setting" be downloaded from:<http://www.teachernet.gov.uk/wholeschool/healthandsafety/medical/>



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**FIRST AID AND HEALTH POLICY**

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**First Aid Policy: Appendix 1**

**EMERGENCY FIRST AID AT WORK (one day course)**

**Lichfield:**

- K Alcock
- S Cockayne
- A Keeling

**Longdon:**

- Mary Blakemore

**PAEDIATRIC TRAINED**

**Longdon:**

- D Bowley
- R Hall
- J Tibbott
- S Holmes
- A Johnson
- C Henna
- D Hutchinson
- A Stevens

**FIRST AID AT WORK (3 day course)**

**Lichfield**

- R Collins
- E Davies
- P Underwood
- S West
- S A Whatley

**Longdon:**

- M Blakemore
- G Cleverley
- S Holmes
- A Johnson
- B Murphy

Note: Some of the above staff have also been trained in the use of an Epipen.

The School Nurse is qualified to train staff in First Aid and in the use of an Epipen.