

## FIRST AID POLICY

St Helen and St Katharine is committed to providing appropriate first aid care for any student, member of staff or visitor who suffers an injury or is taken ill whilst on school premises or off-site as part of a school activity.

This policy should be read alongside the following policies on the main school website: Health and Safety Policy, Trips and Visits policy.

The following policy and guidance on the school online resources: Accident, Investigations and RIDDOR reporting, Infection Control, COSHH, Health and Safety policy, AED Guidance, AED operator instructions.

In addition, further detail can be found in the Health Centre handbook, (kept in the Health Centre) which includes:

School medication policy; Head and Neck Injuries protocol, Infection Control Policy, Allergen Management Policy.

### Reference documents:

Health and Safety Executive: [RIDDOR](#)

DfE [guidance](#) on First Aid

Health and Safety: responsibilities and duties for schools (2018) [document](#)

### Practical arrangements at the point of need

The school has a Health Centre that is staffed by two nurses between 8:30 and 16:30. Nurses also attend key Saturday events such as 11+ entrance examinations. Saturday matches are either covered by our nurses or alternative first aid cover, arranged by them. The Nurses support offsite events such as Sports Day and the end of year service at St. Helen's Church.

On induction to the school, staff and students are shown the location of the Health Centre as the place to seek help in an emergency for themselves or others.

There is a checklist for calling an ambulance in the Health Centre, Main Reception, PE, Catering and the Bursary-see appendix 1.

### First Aid Qualification and Training.

The nurses are trained to deliver the First Aid at Work (FAW) and Emergency First Aid at Work (EFAW) qualifications and manage the training of staff. This training is updated every three years. The Health Centre keeps a list of names of current first aid trained staff in the Health Centre and a copy is also available on Sharepoint.

The school recognises that some staff need additional training in line with their role. PE staff have additional training in head injuries and Estates staff having a greater level of first aid training as they are often on site working when the Health Centre is not open e.g.in the holidays.

The nurses also deliver further training to the whole staff body as required, such as the annual refresher on the administration of Adrenaline Auto-Injectors, emergency salbutamol, AED and specific medical conditions when they arise.

### **Ensuring there are First Aiders on site when children are present**

The Health Centre is open 8:30-16:00 during term time. During these hours, the Health Centre staff take the lead in administering first aid to students. If the Health Centre has to shut for any reason during the hours of 8:30-16:00pm all staff are informed and a list of qualified first aiders is available on Sharepoint. so that the staff on site are aware that they need to administer first aid and manage an emergency.

Most clubs and school activities coincide with these timings. Departments that have children on site after hours are expected to consider first aid provision and have a qualified first aider present or have liaised with the Evening Porter.

Members of the Leadership team who do late duty after the Health Centre closes at 16:00 are expected to have first aid training. The Evening Porter is trained to FAW level and provides care during evening events.

### **Accident, Incident and RIDDOR Procedure and informing Parents**

There are accident books located around in school, the Health Centre, PE, DT, all Science Departments, Benedict Building, Reception and the Bursary. Accidents are recorded in the relevant accident book and reports are forwarded to the Health Centre (students) and the Health and Safety Manager for investigation. Further information on accident reporting and RIDDOR requirements can be found in the Accident Investigations and RIDDOR Reporting Policy, it can be found on the Parent Portal and Staff Intranet area.

Parents are informed about the Health Centre when their daughter joins the school and give permission for the nurses as members of staff to act in loco parentis in an emergency. Nurses will see children for minor first aid e.g. a plaster. If more serious first aid is administered, or there are any health concerns, the nurses will contact parents. If needed, a Head of Section may contact home, in consultation with the Health Centre.

Where a student has sustained an injury that is not an outright emergency but clearly requires further care (e.g. a broken finger), parents will be called and advised to take their child to the Minor Injuries Unit or elsewhere as appropriate.

Where it is clearly an emergency, an ambulance will be called, and a parent contacted. If the parent is close by and it is practical, they might accompany the child to hospital. More often, a member of staff will be sent with the student and will remain with them until a parent arrives.

On school trips or fixtures the teacher in charge of the event should inform parents of the circumstances requiring first aid and the action taken. This is especially vital if a head injury has occurred. The staff member should also inform the Health Centre in writing / by email in case the student has an issue the following day. If it is an emergency, an ambulance should be summoned, and then the parent called. A member of staff should accompany the student to hospital (assuming a parent isn't present at a fixture) and remain with her until a parent arrives.

### **Access to First Aid Kits**

First aid kits are distributed throughout the school and defibrillators are placed in Main Reception and the Sports Hall and in the sports pavilion at Church Farm. The Health Centre holds the list of locations (see also Appendix 2) and are responsible for maintaining them. There are also plaster dispensers in many locations around school. Emergency salbutamol is kept in the Health Centre, PE and in Main Reception.

### **Arrangements for students with particular medical conditions on site**

Every child with a diagnosed medical condition that potentially requires care within the school day has a care plan that is written in consultation with the student, their parents and relevant medical professionals.

If access to medication is potentially required eg For asthma, the student will have her own kit with her and can also use an emergency kit if needed. Some conditions eg diabetes require individual packs and these are kept just inside the door to the Health Centre. Prescription medications eg Insulin or adrenaline are kept separately in the Health Centre in a locked location. When the Health Centre is closed, staff can still access this.

The nurses are adept at fostering positive relationships with students who will use the Health Centre as a base to take medication, check blood sugar levels or carry out any other procedures associated with their condition, as needed. Where children are under the care of medical professionals such as those in CAMHs, the nurses will support the care plan as devised by the medical team and may engage in activities such as supervision of meals or supervising children doing physical therapy.

### **Arrangements for students with particular medical conditions off site**

The Group Leader for every trip and visit off site will request a list of medical conditions and, if appropriate, medication consents (e.g. residentials - see Trips and Visits policy). Every trip should have a qualified first aider amongst the staff. As part of the preparation for the trip the Group Leader should familiarise themselves with the medical needs of the students involved and read any care plans for children with specific medical conditions. As part of the trip planning they are expected to risk assess the children with medical conditions in the light of their itinerary and seek advice from the Senior Nurse about providing for any specific needs.

Just before the trip goes out, the Group Leader should collect a first aid kit, a coach kit (if appropriate) and any other medication for members of the party eg Adrenaline Auto-Injectors. This should be done at the last moment before the trip leaves and then returned immediately on return to school so that the student is not in school without the equipment they need being in the Health Centre.

If either the nurses, parents or the Group Leader feels it is necessary, parents will come into school before a trip in order to discuss individual care arrangements with the Group Leader. This would be highly likely if, for example, a student with diabetes was taking part in a residential.

Staff must check that all children with medications eg salbutamol have them on the day of the visit.

If a student does not have their medication with them on the day of the school trip/visit e.g. Adrenaline Auto Injector/inhaler they will not be allowed on the trip/visit. If it is a residential, the student will be allowed to join the group provided that parents can arrange for their safe arrival and provide the required medication.

### **Hygiene procedures for dealing with the spillage of body fluids**

The nurses follow specific protocols for occurrences in the Health Centre. (See Infection Control Policy) In the main school, the Domestic Bursar would be advised and a trained member of domestic staff would clean as necessary using specialist equipment. All first aid kits are stocked with gloves, and coach kits contain bodily fluid packs.

**Governor monitoring of implementation of policy**

The Governor responsible for safeguarding will visit the Health Centre to discuss first aid with the Senior Nurse on an annual basis. This will be reported to the Governance committee in the Trinity term meeting.

Policy reviewed..... Trinity 2024  
Next review due..... Trinity 2025  
Reviewed by..... Deputy Head Pastoral/Senior Nurse  
Audience..... staff/parents

## Appendix 1

### Contacting the Emergency Services

Dial 999

- Request the emergency service or services required
- The telephone number here is:

The main reception telephone number is: 01235 520173

- Your location is:

St Helen and St Katharine, Faringdon Road, Abingdon, OX14 1BE

If you can, **send someone to the front of school to guide the ambulance in and take them to the casualty** and remain on the phone yourself to answer questions.

If you are alone and the casualty is unsupervised make that clear at the start.

- Give your name
- Give the casualty's name
- Give a brief account of what has happened and what seems to be wrong with them and if it is a known problem (e.g.an epileptic fit)
- Respond to the questions you are asked, some of which might be asked repeatedly e.g.is he/she breathing?

Don't hang up until the person tells you to.

## Appendix 2

### First Aid Kits and Plaster Dispensers

Department	Plaster Dispenser	First Aid Kit (Expiry Date)	Eyewash (Expiry Date)	
Science B1	1	09/2024	Tap hose	
Science B2	1	09/2024	Tap hose	
Science B3	1	09/2024	Tap hose	
Science B4	1	09/2024	Tap hose	
Science Biology Prep	1	09/2024	Tap hose	
Science Physics prep	1	09/2024	Tap hose	
Science P4	1	09/2024	Tap hose	
Science P3	1	09/2024	Tap hose	
Science P2	1	09/2024	Tap hose	
Science P1	1	09/2024	Tap Hose	
Science C1	1	09/2024	Tap hose	
Science C2	1	09/2024	Tap hose	
Science C3	1	09/2024	Tap hose	
Science C4	1	09/2024	Tap hose	
Science S3		09/2024		
Science Chemistry Prep	1	09/2024	Tap hose	
Sports Hall (Main) Full box given	1	09/2024	Salbutamol – 01/2026 AED – pads 11/28 Batteries 03/27	Epipen 07/2025 Piriton 01/2026 Glucose Tabs 09/24 Glucogel –09 /24
Sports Changing Room (staff)	1	09/2024		
Café	1	09/2024		
Library	2	09/2024/11/24		
Staff Room	1	09/2024		
Art (corridor)	1	11/2024		
Main Reception Full box given	1	11/2024	Salbutamol – 01/26 Glugo tabs 10/26 Glugogel 06/25 AED – pads 09/26 Batteries 03/29	Epipen 08/2024 Piriton 01/2026
YPH Foyer	1	09/2024		
Catering	1	11/2024		
Counsellor		11/2024		
Haywood House C2589X code	1	09/2024	03/2025	

Sixth Form Centre	1	11/2024		
Music	1	09/2024		
Drama (by sink)	1	11/2024		
Estates	1	09/2024		
Bursary Kitchen	1	09/2024		
Chapel	1	09/2024		
DT	1	11/2024	01/2027	
Ceramics	1	11/2024		
IT Support	1	09/2024		
Minibus Full box given	1	09/2024		
S3 Prep room	1	09/2024		
Church Farm	1	09/2024	Salbutamol 01/26 AED 02/29 Batteries 03/29 Pads 10/28	
Maintenance Van	1	02/2025		
Junior Play Area	1	02/2025		
Health Centre AAI Cupboards			Epipen 08/24	
6 <sup>th</sup> Form Cafe		11/2024		

## Appendix 3

### General Procedures in school

#### 1. During school hours

- Students who are ill must report to the Health Centre. The student may be accompanied from the lesson by a friend who should return as soon as she is sure that the student is in the care of the nurse or another adult. Students should not phone home themselves and arrange to be picked up.
- If a nurse is not present, the friend should contact reception-staff will immediately contact the nurse by mobile phone. The friend should wait for the nurse as above.
- In the case of a serious situation the member of staff in charge should take any necessary emergency action, including administering First Aid if qualified to do so, and call/send for the nurse.
- If the situation is clearly life threatening the member of staff should tell a student to go to reception and request for an ambulance to be called immediately.
- When the nurse judges that a student is not well enough to attend lessons or that further medical treatment of a non-emergency nature is required she will contact the parent, who will be advised to collect the student from school and arrange the appropriate GP or hospital visit. On departure from school, the nurse will give authorisation to the reception for the student to leave the school. The student must sign out at Reception.
- When the nurse judges that further emergency medical treatment is required, an ambulance will be called. See Appendix 1 on how to contact an ambulance.
- In any event the student's parents or staff's next of kin should be contacted and informed of the situation when the situation allows without compromising the safety of the student or member of staff.
- The student's Head of Section should be informed as soon as possible of accidents which necessitate the involvement of the emergency services; a member of staff's line manager and/or the Deputy Head Senior should also be informed.
- If the student needs to be taken to hospital, a member of staff should accompany them, staying with the student until parents arrive.
- Where the incident is the result of an accident, a note of the date, nature of the accident, name and time, action taken including onward referral, and the contact with parents should be made and entered in the nearest Accident Book at the earliest opportunity. Serious accidents should be reported to the Headmistress and the Health and Safety Coordinator by the member of staff present at the time as soon as the emergency has been dealt with.
- Should illness/accident result in the spillage of body fluids, the area should be isolated and the Domestic Bursar (Lorna Shepherd, 07803 438657) contacted. She will ensure that the appropriate spillage kit is used to clean the area. If the Domestic Bursar is not available, the incident should be reported to the Estates Manager (Neil Baker, extension 226 or by walkie-talkie from Reception).
- All forms from the Accident Book are passed to the Health and Safety Coordinator who collates them, arranges for remedial action as necessary, and reports any relevant accidents in accordance with RIDDOR
- All accidents to staff and students, no matter how minor, should be reported to the Nurse or Health and Safety Coordinator.



- Staff who need emergency first aid should go to their local first aider for support with minor issues, or, in an emergency, Health Centre or ask for a nurse to come to them. The Health Centre is a facility for use by students and staff should not ask for ongoing care for known medical conditions.

## **2. Out of Hours on school premises**

- For illness or accidents before 8.30am students and staff should contact Reception who will contact any available first aider or nominated person. A number of administrative staff and the maintenance team are first aid trained.
- A member of the Leadership team is on site every night until 6pm and they should be trained in first aid. The organisers of all events on site after 5.30pm should have a first aid plan as part of their health and safety checklist.
- Emergency medication for individuals such as students with diabetes or those with allergies is accessible in the Health Centre after hours. If a member of staff has an event, rehearsal or a fixture that it is anticipated will extend beyond 5:30pm they should ensure that they have the codes to access the medication store.
- The Evening Porter is a qualified FAW level 3 and is on duty between 5:30pm and 10:30pm.
- In any first aid event the parents should be contacted and informed of the situation as the situation allows, without compromising the safety of the student.

## **3. Off-site visits**

- Refer to the Trips and Visits policy for full details.
- As far as possible, one trained first aider should accompany all trips. This is compulsory for residential and higher-risk activity trips or those with students who have serious medical conditions (e.g. at risk of anaphylactic shock and carry an Adrenaline Auto Injector (AAI)). For any visit where students may suffer from anaphylaxis the first aider must also have appropriate anaphylaxis training.
- As per the Trip organisation checklist, staff notify the School Administrative Officer of the students taking part in the trip at least 5 working days before the trip departs. The School Administrative Officer will alert the Health Centre to the Isams group. The nurse will download the medical trip report; she will advise of any special needs which must be taken into consideration. Staff may then need to fill in a medical risk assessment for a student in order to outline how they will support their needs during the trip. They may need to consult with parents and the nurses to do this.
- Prior to the departure of the visit, staff must ensure that students with specific medical conditions are carrying the appropriate medication with them, as advised by the nurse. Any student who does not have the appropriate medication should not be allowed to accompany the trip.
- The nurse will agree the number and content of first aid kits to be taken on the trip, depending on the nature and duration of the trip.

### **A. Medicines and tablets**

If a student needs to take medicine during the school day, the medicine must be:

- Prescribed by a doctor, including over the counter medication apart from Paracetamol, Ibuprofen, Piriton and Anthisan.
- In its original container with pharmacy dispensing instructions, including the name of the student and expiry date of the medication
- Accompanied by a signed parental form

- Kept in Health Centre and administered by the nurse

**Students who require inhalers and AAIs** should carry them at all times.

- Teaching staff may administer the consented drugs as per protocol on school trips, and medication prescribed by a doctor as above, with the written permission of parents. See the Medication Policy for more details.

## **B. Students with serious medical conditions**

- All staff are made aware of the students who suffer from serious medical conditions in a briefing by the Senior Nurse at the September staff meeting and periodic updates as necessary during the year
- Lists and photos of students are displayed in the staff room for identification purposes and all staff must ensure that they check the list regularly for any additions.
- Staff must ensure that they are aware of any students with serious medical conditions in their teaching groups.

## **Summary guidance of how to deal with emergencies for anaphylaxis, diabetes, epilepsy and asthma**

### **a) Severe allergies - Anaphylaxis**

Where students have been prescribed AAIs:

Parents are responsible for:

- Providing a minimum of two 'in-date' AAIs for their daughter at all times. One AAI must be with the student at all times; the second should be stored in the Health Centre
- Updating the School nurse on any changes in the student's condition

The School nurse is responsible for:

- Liaising with parents and students regarding safe storage and replacement of AAIs
- Assisting teaching staff with risk assessments for activities both on and off site
- Safe storage of AAIs on site and dispensing of AAIs for offsite visits
- AAI training for first aiders and nominated staff

Staff are responsible for:

- Awareness of what students are allergic to and minimizing the risk of accidental exposure to allergens
- Ensuring that the student is taken to hospital in the event of the AAI being administered
- Late Duty staff must be AAI trained and know where the AAIs are kept in the Health Centre. For off-site visits, undertaking an appropriate risk assessment when necessary before taking the student off-site (see Trips and Visits policy)
- Ensuring that at least one accompanying member of staff is a nominated person or first aider who has undergone AAI training
- Ensuring the student has her own AAI and for collecting the second AAI from the Health Centre (students may not go on trips without two AAIs).

### **b) Diabetes**

Parents are responsible for:

- Providing extra diabetic supplies (e.g. Insulin, Glucogel, blood glucose monitoring kit) which will be held for individual students in the Health Centre.
- Providing additional snacks to be kept in the Health Centre, in addition to those stocked routinely in school.

Staff are responsible for:

- Being alert to signs of a hypoglycaemic episode and calling the nurse immediately
- Staff who are taking students off site should liaise with the nurse regarding the following:
  - a. Signs and symptoms of hypoglycaemia/hyperglycaemia
  - b. Treatment and prevention of hypoglycaemia/hyperglycaemia
  - c. Necessary equipment to be taken off site
  - d. Staff must ensure that the student has all the relevant equipment with her and they should have an appropriate supply of spare food snacks/drinks.
- For residential trips a meeting with parents should be arranged to discuss diet and insulin regime.

### **c) Epilepsy**

In the event of a fit during school hours, staff should check that the student is safe, get her to the floor if she is not already there, start timing the event and call the nurse. Outside school hours, see advice for dealing with epileptic seizures.

### **d) Asthma**

Parents are responsible for:

- Ensuring their daughter is carrying an “in date” inhaler with them at all times
- Providing the school with a labelled, “in date” spare inhaler in case the student’s own is lost or forgotten. These are kept in the Health Centre.
- Ensuring their child’s doctor or asthma nurse complete and return an Individual Healthcare Plan (IHP) to school. Parents are also asked to update the Health Centre if their child’s condition or treatment changes.

The School nurse is responsible for:

- Ensuring the Individual Healthcare Plan (IHP) is sent out annually to be updated
- Ensuring that there is a spare reliever inhaler available in the Health Centre and on school trips for emergency use.

Staff are responsible for:

- All school staff will let students take their own asthma medicines when they need to.
- Students with asthma are encouraged to participate fully in all PE lessons. PE teachers will remind students whose asthma is triggered by exercise to use their inhaler before the lesson.

## **C. General Sickness**

In line with NHS guidelines for diarrhoea and vomiting, we insist that students should not return to school until at least 48 hours after the last episode of illness to reduce the spread of infection.