



Cundall Manor School

First Aid Policy 2023

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Review

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

Aim

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

Introduction

School Nurse and the Surgery: Extension 220 or 01423 360910

email vickylee@cundallmanor.org.uk

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 Cundall Manor School Nurse Manager.

Cundall Manor 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. Cundall Manor School recognises that the school provides qualified First Aid personnel in accordance with The Health and Safety (First Aid) Regulations 1981.

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, pupils 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.

Objectives

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

- All Cundall Manor School premises; teaching, boarding accommodation, service, maintenance, sports and leisure areas.
- All Cundall Manor School staff groups, pupils, user groups and visitors, including parents and contractors.

To comply with the aforementioned guidance and legislation to ensure Cundall Manor 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.

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

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).

Guidance

Responsibilities

Welfare of the school community is the concern of all however the Headmaster, the School Leadership Team, School Governors, Cundall Manor School Surgery (CMSS), designated external

Health and Safety Advisor and Heads of Departments (teaching and nonteaching staff) have primary responsibility for the implementation of this policy and for developing detailed procedures.

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
- Pupils 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

Specific First Aid Provision

First Aiders

1. 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.

2. 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.

3. 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.

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.

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

Access to First Aid

All pupils 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 pupils are present.

Record Keeping

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

Calling an Ambulance

The BSHC team are usually responsible for summoning an ambulance and for organising an escort to go with a pupil 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 pupil in hospital until their parent/guardian is able to attend.

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.

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 pupils, 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.

Cundall Manor School Surgery

The School Nurse provides First Aid provision in the school's Surgery from: 0830 - 1700 Monday to Friday and at other coordinated times when identified Cundall Manor School pupils will be on site.

The School Nurse administers First Aid and deals with accidents and emergencies or when someone is taken ill.

- The Nurse will notify parents/guardians if a pupil suffers anything more than a minor injury or becomes ill during the school day or deemed appropriate.
- In the case of: - A day or flexi-boarder pupil; the Nurse will contact parents/carers so that the pupil can be collected - A weekly or full boarding pupil; the Nurse will care for the

pupil and as appropriate contact the parent/guardian so that the pupil can be collected and cared for offsite to protect the wider school community as per Public Health England's recommendations.

If a weekly or full boarding pupil 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 Estates Team will coordinate transport often using School transport. Accompaniment with a member of staff usually a Form Tutor,

Off-site and Out of hours provisions

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.

Boarding staff receive First Aid training, Managing Anaphylaxis and Medicine Management training.

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.

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

Pupils with identified potential First Aid needs

Staff have access to a list of pupils who have potential of a severe allergic reaction or other potentially life-threatening conditions (such as asthma, diabetes). Lists are accessible on Engage and in paper copies sensitively stored in the Staff Room and the boarding house for boarding staff.

Individual Healthcare Plans for these pupils are produced in line with current guidance (Supporting Pupils at School with Medical Conditions, 2017) in partnership between parents and the school involving the pupil 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.

Medical Care

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

- Managing pupils 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 pupils.
- Emotional wellbeing and mental health including counselling and Health Promotion.
- Infection control.

Qualified First Aiders and EYFS Paediatric First Aiders

Listed in the table below and copies of certificates can be found in Health & Safety File

Appointed Person	Victoria Lee – School Nurse	NMC Pin: 9612234E
Head of School	Christopher James-Roll	

ASSIST in the SAFE MANAGEMENT of MEDICATION in an EDUCATIONAL or EARLY YEARS SETTING		
Name	Qualification	Award Dated
Tony Reece	1 Credit at Level One (Boarding Housemaster)	04/05/17
Sarah Reece	1 Credit at Level One (Boarding Housemistress)	21/09/17

Name	Qualification – Emergency First Aid	Award Dated	Renewal Date	Qualification - Paediatric First Aid	Award Dated	Renewal Date
Alison Bailey				Full Paediatric First Aid (Tigerlily First Aid Training)	10/12/22	10/12/25
Louise Bessey				Highfield Level 3 Award in Emergency Paediatric First Aid (RQF).	03/07/23	03/07/26

Suzi Bewell	Highfield Level 3 Award in Emergency First Aid at Work (RQF).	01/09/23	01/09/26			
Sarah Braithwaite	Highfield Level 3 Award in Emergency First Aid at Work (RQF).	26/05/23	26/05/26			
Jenni Cizek				Highfield Level 3 Award in Paediatric First Aid (RQF	24/02/23	24/02/26
Elizabeth Clark				Highfield Level 3 Award in Emergency Paediatric First Aid (RQF).	03/07/23	03/07/26
David Cook	Highfield Level 3 Award in First Aid at Work (RQF).	30/06/22	30/06/25			
Name	Qualification – Emergency First Aid at Work	Award Dated	Renewal Date	Qualification - Paediatric First Aid	Award Dated	Renewal Date
Oliver Couttie	QA Level 3 Emergency First Aid at Work	10/11/22	10/11/25			
James Denmark				Highfield Level 3 Award in Emergency Paediatric First Aid (RQF).	03/07/23	03/07/26
Joanne Feeley				Highfield Level 3 Award in Emergency Paediatric First Aid (RQF).	03/07/23	03/07/26
Elizabeth Gardiner				Highfield Level 3 Award in Emergency Paediatric First Aid (RQF).	03/07/23	03/07/26

Tim Higgins	Outdoor First Aid (16 hours)	06/10/22	06/10/25			
Stuart Jackson	Outdoor First Aid (16 hours).	10/02/22	09/02/25			
Eleanor James				Highfield Level 3 Award in Paediatric First Aid (RQF	24/02/23	24/02/26
Nick James	Highfield Level 3 Award in Emergency First Aid at Work (RQF).	06/10/23	06/10/26			
Christopher James-Roll	Highfield Level 3 Award in Emergency First Aid at Work (RQF).	01/09/23	01/09/26			
Ellie Laird				Highfield Level 3 Award in Paediatric First Aid (RQF	24/02/23	24/02/26
Emma Lawn	Highfield Level 3 Emergency First Aid at Work	25/01/23	25/01/26			
Victoria Lee	Highfield Level 3 Award in Emergency First Aid at Work (RQF).	01/09/23	01/09/26			
Kathryn Pittaway				Highfield Level 3 Award in Emergency Paediatric First Aid (RQF).	03/07/23	03/07/26
Name	Qualification – Emergency First Aid at Work	Award Dated	Renewal Date	Qualification - Paediatric First Aid	Award Dated	Renewal Date
Kylie Potter				Emergency Paediatric First Aid Training.	27/04/22	27/04/25

Anna Poulton				Highfield Level 3 Award in Paediatric First Aid (RQF)	03/02/23	03/02/26
Melissa Raubitschek	Highfield Level 3 Award in Emergency First Aid at Work (RQF).	01/09/23	01/09/26			
Lesley Ratcliffe	Highfield Level 3 Emergency First Aid at Work (RQF)	18/03/22	18/03/25			

Aimee Rea	Highfield Level 3 Award in Emergency First Aid at Work (RQF).	01/09/23	01/09/26			
Sarah Reece				Highfield Level 3 Award in Emergency Paediatric First Aid (RQF).	03/07/23	03/07/26
Tony Reece	Highfield Level 3 Award in Emergency First Aid at Work (RQF).	01/09/23	01/09/26			
Freya Rendall				Highfield Level 3 Award in Paediatric First Aid (RQF)	06/06/23	06/06/26
Adelle Rogerson	Level 2 National Pool Lifeguard Qualification	16/05/23	15/05/25	Highfield Level 3 Award in Emergency Paediatric First Aid (RQF).	03/07/23	03/07/26
Nicola Sample				Highfield Level 3 Award in Paediatric First Aid (RQF)	23/04/21	23/04/24

Sarah Slater	Highfield Level 3 Award in Emergency First Aid at Work (RQF).	01/09/23	01/09/26			
Andrea Smith	IQL Level 2 Award in Pool Lifeguarding, Intervention, Supervision and Rescue	27/08/22	26/08/24			
Clare Stovin	Highfield Level 3 Award in Emergency First Aid at Work (RQF).	01/09/23	01/09/26			
Name	Qualification – Emergency First Aid at Work	Award Dated	Renewal Date	Qualification - Paediatric First Aid	Award Dated	Renewal Date
Laura Taylor	Highfield Level 3 Award in Emergency First Aid at Work (RQF).	01/09/23	01/09/26			
Fleur Thompson				Highfield Level 3 Award in Paediatric First Aid (RQF	03/02/23	03/02/26
Dawn Thyne	Highfield Level 3 Award in Emergency First Aid at Work (RQF).	01/09/23	01/09/26			
Iain Thyne	Highfield Level 3 Award in Emergency First Aid at Work (RQF).	01/09/23	01/09/26			
Rachel Whatley				Highfield Level 3 Award in Paediatric First Aid 12 Hrs	02/12/20	02/12/23
Victoria Wick				Highfield Level 3 Award in Emergency Paediatric First Aid (RQF).	03/07/23	03/07/26

Emily Williams				Highfield Level 3 Award in Emergency Paediatric First Aid (RQF).	03/07/23	03/07/26
Heather Woods				Highfield Level 3 Award in Emergency Paediatric First Aid (RQF).	03/07/23	03/07/26

QUALIFIED STAFF FIRST AIDERS

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MICHAELMAS TERM 2023

PAEDIATRIC FIRST AID	
ALISON BAILEY	ANNA POULTON
LOUISE BESSEY	SARAH REECE
JENNI CIZEK	FREYA RENDALL
ELIZABETH CLARK	ADELLE ROGERSON
JAMES DENMARK	NICOLA SAMPLE
JOANNE FEELEY	FLEUR THOMPSON
ELIZABETH GARDINER	RACHEL WHATLEY (Dec 2023)
ELLIE LAIRD	VICTORIA WICK
ELEANOR JAMES	EMILY WILLIAMS
KATHRYN PITTAWAY	HEATHER WOODS
KYLIE POTTER	
EMERGENCY FIRST AID AT WORK	
SUZI BEWELL	AIMEE REA
SARAH BRAITHWAITE	TONY REECE
DAVID COOK	ADELLE ROGERSON
OLLIE COUTTIE	SARAH SLATER
TIM HIGGINS	CLARE STOVIN
STUART JACKSON	LAURA TAYLOR
CHRIS JAMES-ROLL	DAWN THYNE
VICTORIA LEE	IAIN THYNE
MELISSA RAUBITSCHKE	EMMA LAWN
LESLEY RATCLIFFE	

First Aid Kit Locations:

PRE – PREP	PG06 - MAIN BRICK BUILDING PG10 - RECEPTION CLASSROOM PG13 - NURSERY
MAIN SCHOOL	SURGERY RG07 - KITCHEN BOARDERS LANDING
SENIOR SCHOOL	YG01 – WELCOME OFFICE YG15 - Maths YG24 - Classroom YG11 – English Classroom YG 07 & 08 SCIENCE LABS BG13 - PE OFFICE
GYM BLOCK	BG 10 & 11 SCIENCE LAB GYM ENTRANCE
OTHER AREAS	ALL SCHOOL MINI BUSES GG0 - CERAMICS ROOM BG15 - JUNIOR ART ROOM BG09 - SENIOR ART ROOM BG07 - DT ROOM BG05 - PUPIL’S KITCHEN BG03 - GIRL’S POOL CHANGING ROOM BG04 - BOY’S POOL CHANGING ROOM BG02 - SWIMMING POOL PAVILION GG09 and 10 GG04 INCLUSION