



Brookland Junior School

First Aid Policy

Statement of intent

Brookland Junior School is committed to providing emergency first aid provision in order to deal with accidents and incidents affecting staff, pupils and visitors. The arrangements within this policy are based on the results of a suitable and sufficient risk assessment carried out by the school in regard to all staff, pupils and visitors.

The school will take every reasonable precaution to ensure the safety and wellbeing of all staff, pupils and visitors.

The school's administrative team has overall responsibility for ensuring that the school has adequate and appropriate first aid equipment, facilities and personnel, and for ensuring that the correct first aid procedures are followed.

Legal framework

This policy has due regard to legislation and statutory guidance, including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- The Health and Safety (First Aid) Regulations 1981
- Management of Health and Safety at Work Regulations 1999
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- DfE (2015) 'Supporting pupils at school with medical conditions'
- DfE 2022 "First Aid in Schools, early years and further education"
- DfE (2023) 'Automated external defibrillators (AEDs): a guide for maintained schools and academies'

Aims

All staff will read and be aware of this policy, know who to contact in the event of any illness, accident or injury, and ensure that this policy is followed.

Staff will always use their best endeavours to secure the welfare of pupils.

Anyone on the school premises is expected to take reasonable care for their own and other's safety.

The aims of this policy are to:

- Ensure that the school has adequate, safe and effective first aid provision for every pupil, member of staff and visitor to be well looked after in the event of any illness, accident or injury, no matter how major or minor.
- Ensure that staff and pupils are aware of the procedures in the event of any illness, accident or injury.

- Ensure that medicines are only administered at the school when express permission has been granted for this.
- Ensure that all medicines are appropriately stored.
- Promote effective infection control.

Nothing in this policy will affect the ability of any person to contact the emergency services in the event of a medical emergency. For the avoidance of doubt, staff should dial 999 in the event of a medical emergency before implementing the terms of this policy and make clear arrangements for liaison with ambulance services on the school site.

To achieve the aims of this policy, the school will have suitably stocked first aid boxes in line with the assessment of needs. Where there is no special risk identified, a minimum provision of first aid items will be as follows:

- A leaflet giving general advice on first aid
- 20 individually wrapped sterile adhesive dressings, of assorted sizes
- 2 sterile eye pads
- 4 individually wrapped triangular bandages, preferably sterile
- 6 safety pins
- 6 medium-sized (approximately 12cm x 12cm) individually wrapped sterile unmedicated wound dressings
- 2 large-sized (approximately 18cm x 18cm) individually wrapped sterile unmedicated wound dressings
- 1 pair of disposable gloves
- Equivalent or additional items are acceptable
- All first aid containers will be identified by a white cross on a green background

The lead first aider is responsible for examining the contents of first aid boxes, including any mobile first aid boxes for offsite use – these will be frequently checked and restocked as soon as possible after use. Items will be safely discarded after the expiry date has passed.

First aid boxes are in the following areas:

- **The medical room**
- **Swimming pool**

First aiders

The main duties of first aiders will be to administer immediate first aid to pupils, staff or visitors, and to ensure that an ambulance or other professional medical help is called, when necessary.

First aiders will ensure that their first aid certificates are kept up-to-date through liaison with the Deputy Head Teacher.

All staff receive basic First Aid Training every three years.

The lead first aid appointed person(s) is: Tina Lake, welfare@brooklandjnr.barnetmail.net who is based in the Medical Room.

Automated external defibrillators (AEDs)

The school has procured an AED, which is located in the medical room.

Where the use of the AED is required, individuals will follow the step-by-step instructions displayed on the device.

A general awareness briefing session, to promote the use of AEDs, will be provided to staff on an annual basis, and usually during the first INSET session of the academic year.

Emergency procedures

If an accident, illness or injury occurs, the member of staff in charge will assess the situation and decide on the appropriate course of action, which may involve calling for an ambulance immediately or calling for a first aider.

If called, a first aider will assess the situation and take charge of first aider administration.

If the first aider does not consider that they can adequately deal with the presenting condition by the administration of first aid, then they will arrange for the injured person to access appropriate medical treatment without delay.

Where an initial assessment by the first aider indicates a moderate to serious injury has been sustained, one or more of the following actions will be taken:

- Administer emergency help and first aid to all injured persons. The purpose of this is to keep the victim(s) alive and, if possible, comfortable, before professional medical help can be called. In some situations, immediate action can prevent the accident from becoming increasingly serious, or from involving more victims.
- Call an ambulance or a doctor, if this is appropriate – after receiving a parent's clear instruction, take the victim(s) to a doctor or to a hospital. Moving the victim(s) to medical help is only advisable if the person doing the moving has sufficient knowledge and skill to move the victim(s) without making the injury worse.
- Ensure that no further injury can result from the accident, either by making the scene of the accident safe, or (if they are fit to be moved) by removing injured persons from the scene.
- See to any pupils who may have witnessed the accident or its aftermath and who may be worried, or traumatised, despite not being directly involved. They will need to be escorted from the scene of the accident

and comforted. Younger or more vulnerable pupils may need parental support to be called immediately.

Once the above action has been taken, the incident will be reported promptly to:

- The Headteacher or member of the Senior Leadership Team.
- The victim(s)'s parents.

Reporting to parents

In the event of incident or injury to a pupil, at least one of the pupil's parents will be informed as soon as practicable.

Parents will be informed in writing of any injury to the head, whether minor or major, and be given guidance on the action to take if symptoms develop.

In the event of a serious injury or an incident requiring emergency medical treatment, the welfare officer will telephone the pupil's parents as soon as possible.

A list of emergency contacts will be kept at the school office and the medical room.

Offsite visits and events

Before undertaking any offsite visits or events, the teacher organising the trip or event will assess the level of first aid provision required by undertaking a suitable and sufficient risk assessment of the visit or event and the persons involved.

For more information about the school's educational visits requirements, please see the Educational Visits and School Trips Policy and with reference to the government document: <https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities/chapter-6-educational-visits>

Storage of medication (see administering medication policy)

Medicines will always be stored securely and appropriately in accordance with individual product instructions, save where individual pupils have been given responsibility for keeping such equipment with them.

All medicines will be stored in the original contained in which they were dispensed, together with the prescriber's instructions for administration, and properly labelled, showing the name of the patient, the date of prescription and the date of expiry of the medicine.

All medicines will be returned to the parent for safe disposal when they are no longer required or have expired.

An emergency supply of medication will be available for pupils with medical conditions that require regular medication or potentially lifesaving equipment, e.g. an EpiPen.

Parents will advise the school when a child has a chronic medical condition or severe allergy so that an IHP can be implemented and staff can be trained to deal with any emergency in an appropriate way. Examples of this include epilepsy, diabetes and anaphylaxis. A disclaimer will be signed by the parents in this regard.

Illnesses

When a pupil becomes ill during the school day, the parents will be contacted and asked to pick their child up as soon as possible.

A quiet area will be set aside for withdrawal and for pupils to rest while they wait for their parents to pick them up. Pupils will be monitored during this time.

Allergens

Where a pupil has an allergy, this will be addressed via the school's Allergen and Anaphylaxis Policy.

Consent

Parents will be asked to complete and sign a medical consent form when their child is admitted to the school, which includes emergency numbers, details of allergies and chronic conditions, and consent for the administration of emergency first aid – these forms will be updated periodically.

Staff do not act 'in loco parentis' in making medical decisions as this has no basis in law – staff will always aim to act and respond to accidents and illnesses based on what is reasonable under the circumstances and will always act in good faith while having the best interests of the pupil in mind – guidelines will be issued to staff in this regard.

Health Protection Guidance

Please refer to up to date guidance on health protection in education and childcare settings:

<https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities>

This guidance provides advice on:

- preventing the spread of infections
- which diseases to vaccinate for
- how long to keep children away from school
- managing infectious diseases
- cleaning the environment

Procedures for reducing the spread of respiratory infections

Know which symptoms to look out for:

Respiratory infections can spread easily between people. It is important for staff and employers to be aware of symptoms so they can take actions to reduce the risk of spreading the infection to other people.

Guidance specifically for respiratory infections, can be found:

www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities/chapter-3-public-health-management-of-specific-infectious-diseases#respiratory-infections-including-coronavirus-covid-19

Employers, in accordance with their legal obligations, may wish to consider how best to support and enable their workforce to follow this guidance as far as possible.

Actions to reduce the spread of infections

Encourage and enable vaccination

Vaccinations are very effective at preventing serious illness from measles, flu and other diseases. Employers, in accordance with their existing legal obligations, may wish to consider how best to support and enable staff who wish to be vaccinated to get their vaccines when offered them. There is also guidance available on the vaccines that are available through the NHS.

General information about vaccines for children aged 5-15 can be found at: www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities/chapter-5-immunisation

Let fresh air in

Bringing in fresh air to occupied spaces can help to reduce the concentration of respiratory particles, lowering the risk of airborne transmission of respiratory viruses.

The risk of catching or passing on COVID-19 and other respiratory infections can be higher in certain places and when doing certain activities. When someone with an infection breathes, speaks, coughs or sneezes, they release respiratory particles which can contain the virus. These particles can come into contact with the eyes, nose or mouth or can be breathed in by another person. These virus-containing particles can also land on surfaces and the virus can be passed from person to person via touch. In general, the risk of catching or passing on a respiratory infection is highest when in close contact with someone who is infected.

It is also possible to pass on a respiratory infection between people who do not have close contact, especially if they are in a crowded and/or poorly ventilated space where smaller virus particles can stay suspended in the air for some time and where there are more people who might be infectious. The risk of airborne transmission is increased when occupants in a space are participating in energetic activity, such as exercising, shouting, singing or talking loudly.

The Health and Safety Executive provides guidance on how to assess and improve ventilation in line with health and safety requirements under Workplace (Health, Safety and Welfare) Regulations 1992. Detailed COVID-19 specific guidance for workplaces and public

buildings is provided by the Chartered Institution of Building Services Engineers (CIBSE) for those who wish to put additional measures in place.

Maintain a clean workplace

Keeping workplaces clean reduces the risk of infection and can reduce sickness in a workforce. It's especially important to clean surfaces that people touch a lot.

Staff can be supported to maintain a clean working environment by providing them with cleaning products, soap and hot water, and/or sanitiser.

Encourage all children with respiratory symptoms to cover their mouth and nose with a disposable tissue when coughing and sneezing and to wash their hands after using or disposing of tissues.

Outbreaks in the workplace

Notification on cases and outbreaks:

Schools and childcare settings in Barnet should contact the London Coronavirus Response Cell (LCRC) by email (LCRC@phe.gov.uk) if there is:

- a higher than previously experienced and/or rapidly increasing number of staff or student absences due to acute respiratory infection
- evidence of severe disease due to respiratory infection, for example if a pupil, student, child or staff member is admitted to hospital

Both LCRC (LCRC@phe.gov.uk) AND Barnet Public Health are notified (publichealth@barnet.gov.uk) if:

- Any school has a new COVID variant of concern, a fatality, or hospital admission and high anxiety
- A SEND school or boarding school has a new or ongoing outbreak.
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Management of pupils and members of staff who are at risk of serious illness from COVID-19

Some workers are at a greater risk of serious illness from COVID-19, for example people who have a weakened immune system.

There is specific guidance for people whose immune system means that they are at higher risk, because they have a reduced ability to fight infections, such as COVID-19. Employers may wish to consider the needs of employees at greater risk from COVID-19, including those whose immune system means they are at higher risk of serious illness from COVID-19.

First aiders

The school ensures that there is a minimum of one trained first aider on site during school hours.

The school ensures that there is a minimum of one trained first aider on site for the duration of any wrap-around care provision, e.g. a breakfast club.

Where a first aider must be sent home due to showing symptoms of coronavirus, the school ensures that the minimum number of first aiders on site is maintained and arranges cover where necessary.

Where cover must be arranged, the school ensures that:

- Adequate cover is in place before the member of staff leaves the premises.
- In the event that the member of staff must lawfully remain on site, the individual is isolated in a designated room and follows the school's social distancing and infection control measures.
- Symptomatic individuals strictly do not administer first aid.
- Alternative arrangements are in place to minimise the need for a symptomatic first aider to administer first aid or where first aid provision is compromised, e.g. high-risk activities are suspended.

First aid training

First aiders' training is kept up-to-date.

Where a first aider is unable to renew their training due to the coronavirus pandemic, they are instructed to:

- Check if they are eligible for an extension.
- Ensure they requalify before 30 September 2020.
- Undertake any training that can be done online where face-to-face training is not required or available.

Administering and handling medication

When administering medication, staff are expected to:

- Follow the procedures set out in the Administering Medication Policy.
- Adhere to the school's social distancing and infection control measures as much as possible.
- Minimise the time spent in close proximity to others where maintaining a distance of two metres is not possible – staff should use side-by-side interaction with others instead.
- Minimise face-to-face contact where side-by-side interaction is not practical.

The school acknowledges that the use of PPE is **not** required to administer medication in most circumstances, with the exception of paragraph 6.3 or if required to do so in accordance with the Infection Control Policy.

Handling and storing medication, staff are advised to:

- Wash their hands for at least 20 seconds with soap and water or use an alcohol-based hand sanitiser before and after they handle medication.
- Wash and disinfect frequently touched surfaces before contact, including any receptacles for storing medicine, where required.
- Minimise the number of people handling medication.
- Ensure that medication or medical equipment brought in from home is safe to be taken home again.

Ill health and infection

Where an individual must wait on the school premises to go home when showing symptoms of coronavirus, staff ensure that:

- A suitably trained member of staff administers medication to help manage the individual's symptoms, where required, e.g. paracetamol to combat a high temperature.
- The individual is isolated in a cool, well-ventilated, designated area.
- They adhere to the school's social distancing and infection control measures.
- Areas used by the individual are cleaned and disinfected once they leave, e.g. toilets.

In the event that a symptomatic individual requires first aid or medication, and a distance of two metres is practical and can be maintained, staff follow the procedures in section 2 of this appendix.

Staff wear PPE when required to administer first aid or medication to a symptomatic individual if a distance of two metres cannot be maintained, e.g. the pupil is very young or has complex needs.

If a member of staff has helped care for a symptomatic individual and develops symptoms themselves, they are sent home immediately.

In the event that a first aider develops coronavirus symptoms, the procedures outlined in paragraphs above are followed.

In the event of a Diarrhoea and vomiting outbreak: education and childcare settings action checklist should be completed:

Emergencies

Accidents and emergencies are managed in line with section 5 of this policy.

When administering emergency first aid, social distancing restrictions do not apply.

A member of staff calls 999 immediately if a symptomatic individual becomes severely unwell or their life is at risk.

Parents who must collect their unwell child from school are informed that they must call 999 if their child becomes severely unwell or their life is at risk.

Monitoring and review

This appendix is reviewed by the Headteacher in reaction to any new government advice.

Once the school resumes regular activity, and if deemed appropriate by the Headteacher, all sections within this appendix will expire.

Appendix

Local contact details for health protection

To inform about notifiable infectious illnesses (as per guidance):

UKHSA North East and North Central London (NECL) Health Protection Team

Email: necl.team@phe.gov.uk, telephone: 020 3837 7084 (option 0, then option 2)

To inform and/or request support with COVID-19 outbreaks as per guidance:

UKHSA London Coronavirus Response Cell (LCRC)

email: LCRC@phe.gov.uk, telephone: 0300 303 0450

For other and general health protection enquiries:

Barnet Council Public Health

Janet Djomba, Consultant in Public Health and Health Protection lead

janet.djomba@barnet.gov.uk (in case of absence you will receive alternative contact detail)

For enquiries about immunisations in schools:

Barnet school immunisation team

Email: clcht.barnetimmunisationteam@nhs.net , telephone: 0208 447 3622