

Norton College (Worcester) Limited and Norton College (Tewkesbury) Limited (the College) First Aid Policy

Statement of intent

Norton College is committed to providing emergency first aid provision in order to deal with accidents and incidents affecting staff, students and visitors. The arrangements within this policy are based on the results of a risk assessment carried out by the College in regard to all staff, students and visitors.

The Head of School has overall responsibility for ensuring that the College has appropriate first aid equipment, facilities, first aid trained staff, and for ensuring that the correct first aid procedures are followed.

Nothing in this policy should affect the need to contact the emergency services in the event of a significant medical emergency.

For the avoidance of doubt, dial 999 for the emergency services before implementing the terms of this Policy, and make clear arrangements for liaison with ambulance services on the College site.

Date policy last reviewed:	04.09.2024
----------------------------	------------

1. 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
- The Road Vehicles (Construction and Use) Regulations 1986
- The 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 (2019) 'Automated external defibrillators (AEDs)'

2. Roles and responsibilities

2.1 The Board of Directors is responsible for:

- The overarching development and implementation of this policy and all corresponding procedures.
- Ensuring that the relevant risk assessments, and assessments of the first aid needs of the College specifically, have been conducted.
- Ensuring that insurance arrangements provide full cover for any potential claims arising from actions of staff acting within the scope of their employment.
- Ensuring that appropriate and sufficient first aid training is provided for staff, and ensuring that processes are in place to validate that staff who have undertaken training have sufficient understanding, confidence and expertise in carrying out first aid duties.
- Ensuring that adequate equipment and facilities are provided for the College site.
- Ensuring that first aid provision for staff does not fall below the required standard and that provision for students and others complies with the relevant legislation and guidance.

2.2 The Head of School is responsible for:

- Ensuring that there is a sufficient number of appointed first aiders within the College.
- Ensuring that there are procedures and arrangements in place for first aid during off-site or out-of-hours activities, e.g. educational visits
- The development and implementation of this policy and its related procedures.
- Ensuring that all staff and parents are made aware of the College's policy and arrangements regarding first aid.
- Ensuring that all staff are aware of the locations of first aid equipment and how it can be accessed, particularly in the case of an emergency.
- Ensuring that all students and staff are aware of the identities of the school first aiders and how to contact them if necessary.

2.3 Staff are responsible for:

- Ensuring that they have sufficient awareness of this policy and the outlined procedures, including making sure that they know who to contact in the event of any illness, accident or injury.
- Endeavouring at all times to secure the welfare of the students at College.
- Making students aware of the procedures to follow in the event of illness, accident or injury.

2.4 First aid staff are responsible for:

- Completing and renewing training as dictated by the Board of Directors.

- Ensuring that they are comfortable and confident in administering first aid.
- Ensuring that they are fully aware of the content of this policy and any procedures for administering first aid, including emergency procedures.
- Keeping up to date with government guidance relating to first aid in schools.

2.5 The appointed person for first aid arrangements is responsible for:

- Overseeing the College's first-aid arrangements.
- Taking charge when someone is injured or becomes ill.
- Looking after the first-aid equipment, e.g. restocking the first aid container.
- Ensuring that an ambulance or other professional medical help is summoned when appropriate.
- Partaking in emergency first aid training, and refresher training where appropriate, to ensure they have knowledge of:
 - What to do in an emergency.
 - Cardiopulmonary resuscitation.
 - First aid for the unconscious casualty.
 - First aid for the wounded or bleeding.
 - Maintaining injury and illness records as required.

3. First Aid Room

3.1 The College has a designated First Aid Room which is located and clearly marked by a sign on the door.

4. First Aid Boxes

4.1 The first aid boxes are located around College; these will be on display and a full list of locations can be found in the College office.

4.2 The first aid boxes will be regularly checked by the staff responsible for each area. A full itinerary will be taken, and any missing components will be replaced termly.

4.3 Each first aid box will contain as a minimum:

- A leaflet giving general advice on first aid
- 20 individually wrapped sterile adhesive dressings, of assorted sizes
- 2 sterile eye pads
- 2 individually wrapped triangular bandages, preferably sterile
- 6 safety pins
- 6 medium-sized individually wrapped sterile unmedicated wound dressings
- 2 large-sized individually wrapped sterile unmedicated wound dressings
- 3 pairs of disposable gloves

4.4 Each College car will have a small first aid bag to be taken on off-site visits. This will be regularly checked and restocked by the car user.

5. First Aiders

5.1 The main duties of first aiders are to give immediate first aid to students, staff or visitors when needed and to ensure that an ambulance or other professional medical help is called when necessary.

5.2 A full list of first aiders can be found in the college office.

5.3 Pictures of the current first aiders will be on display in the staff room and on posters around college for easy recognition of first aider when an incident occurs.

6. Emergency Procedure in the event of an accident, illness or injury

6.1 If an accident, illness or injury occurs, the member of staff in charge will assess the situation and may decide to call for a first aider. If summoned, a first aider will assess the situation and take charge of first aid administration.

6.2 In the event that the first aider does not consider that they can adequately deal with the condition by the administration of first aid, they will arrange for the injured person to access appropriate medical treatment, using the following procedure:

- A responding staff member calls 999 immediately and follows the instructions of the operator – this may include the administering of emergency first aid.
- Where an ambulance is required, a staff member accompanies the individual in the ambulance if it is a student calls their parent as soon as possible to inform them of the course of action taken. The staff member remains with the individual at the hospital until a parent arrives.
- Where an ambulance is not required, but medical attention is needed, the individual is taken to a hospital or doctor in a staff car, accompanied by at least **two** staff members – one of whom to drive the car, and one of whom, a first aider, to sit with the individual in the back seat and attend to their medical needs. If it is a student their parent is called as soon as possible to inform them that this course of action has been taken, and at least one of the staff members remains with the individual at the hospital or doctor's office until a parent arrives.
- The College will ensure that no further injury can result from any incidents that occur, either by making the scene of the incident safe, or (if they are fit to be moved) by removing injured persons from the scene.
- Responding staff members will see to any students who may have witnessed the incident or its aftermath and who may be worried or traumatised, despite not being directly involved. These students will be escorted from the scene of the incident and comforted. Younger or more vulnerable students may need parental support to be called immediately.

7. Emergency Services

7.1 Support from emergency services will be requested for any of the following situations – •
In the event of a serious injury

- In the event of any significant head injury
- In the event of a period of unconsciousness
- Whenever there is the possibility of a fracture or where this is suspected
- Whenever the first aider is unsure of the severity of the injuries
- Whenever the first aider is unsure of the correct treatment

8. Procedure in the event of contact with blood or other bodily fluids

8.1 First Aiders will take the following precautions to avoid risk of infection:

- cover any cuts and grazes on their own skin with a waterproof dressing;
- wear suitable disposable gloves when dealing with blood or other bodily fluids;
- use suitable eye protection and a disposable apron where splashing may occur;

- wash hands after every procedure.

9. Accident Reporting

9.1 All accidents, administration of first aid and/or medicine will be recorded in the Accident Report Book and/or First Aid Book which is located in the College Office, the record shall include:

- Date, time and place of accident.
- Name of the person involved
- Details of injury and treatment and any medication given.
- Outcome of accident
- Name and signature of the person or first aider dealing with incident.

10. Visits and Events off Site

10.1 Before undertaking any off-site events, the head of School, as part of the visit planning process of the College, will assess the level of first aid provision required by undertaking a suitable and sufficient risk assessment of the event and persons involved.

10.2 When appropriate a portable first aid kit will be carried.

10.3 The Educational Visits Policy has more information about the College's educational visit procedures

11. Medication Procedures

11.1 A central list of all students' medical conditions and any particular medical requirements are kept in the College Office. Further copies are also in the medical room.

11.2 Parents/Carers are required to notify the College of any medical requirements prior to admission, in addition the College will require parental consent before administering any medicines to students.

11.3 The information held by the College will include a detailed record of all medical requirements including student name, name of medicine, date, time, dosage, signature of person who supervised administration.

11.4 A designated medications book will detail the medications administered and supervising staff signatures, it will also include an inventory of medications received on the college site.

11.5 Authorised staff shall not administer any medication that has not been prescribed for that particular student by a doctor, dentist, nurse or pharmacist. However, parents/carers may provide and authorise the College to administer aspirin or paracetamol, within recommended dosages. As instructed by parents/carers this will be administered by authorised staff and recorded on CPOMs.

12. Storage of Medication

12.1 All medicines will be kept in a locked cupboard in a locked room, with the students' Individual Health Plan (IHP), clearly labelled and stored in accordance with individual product instructions.

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

12.3 All medicines will be returned to the parent when no longer required to arrange for safe disposal.

12.4 Parents will advise the College 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.

13. Illnesses and allergies

13.1 When a student becomes ill during the College day, their parent will be contacted and asked to pick their child up as soon as possible.

13.2 A quiet area will be set aside for withdrawal and for students to rest while they wait for their parent to pick them up. Students will be monitored during this time.

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

14. Consent

14.1 Parents will be asked to complete and sign a medical consent form when their child is admitted to the College, which includes emergency numbers, alongside details of allergies and chronic conditions – these forms will be updated at the start of each academic year.

14.2 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 student in mind.