



# Sunderland High School

The best in everyone

## **First Aid**

This is a key policy of Sunderland High School. It applies to all members of the school community including those in our EYFS setting. The policy is available to all parents, prospective parents, school governors, members of the UCST Board and ISI Inspectors. This policy is available in printed form upon request or it can be accessed and downloaded via the school's website, [www.sunderlandhigh.co.uk](http://www.sunderlandhigh.co.uk). By contacting either Mrs E. Martin (school registrar, 0191 5677674) or Miss C. McArdle (Junior School Secretary, 0191 5143278) additional copies of the policy can be made available. In addition, larger print copies can also be produced upon request.

Sunderland High School seeks to implement this document through adherence to the procedures set out in the rest of this document.

Sunderland High School is fully committed to ensuring that the application of this policy is non-discriminatory in line with the UK Equality Act (2010). Further details are available in the school's Equal Opportunities Policy document.

This document is reviewed annually by AT / IMcD or as events or legislation change requires. The next scheduled review date is September 2011.

## **Policy Statement**

Sunderland High school recognises the need to provide effective first aid provision for its staff, pupils and visitors. The Health & Safety coordinator i/c of first aid (Mr Ian McDonough) will assess the needs of the school with the help of members of the school Health & Safety committee. This will be reviewed on an annual basis. This policy is based on guidance from both UCST and from the Department for Education and Employment "Guidance on first aid for schools", together with risk assessment of local needs. This policy applies to all pupils including those in the EYFS setting based at Tonstall House.

The total number of **first aiders** (including ‘paediatric’ first aiders) and appointed persons (all have at least basic first aid training), have been identified after all relevant factors have been taken into account, including age of pupils, layout of premises, remoteness of site from emergency medical services, foreseeable absences of first aid personnel, the nature of activity being undertaken and the numbers taking part in these activities.

First aiders have been trained in accordance with the standards laid down by the Health and Safety Executive and if necessary they should be trained to administer first aid for identified and specific risks including paediatric first aid. They will be certificated. (There are two levels of certification – First Aid at Work and Emergency First Aid at Work.) First aid certificates are issued for a three year period only and re-qualification and re-certification is required after that. The Health & Safety coordinator i/c of first aid will ensure that these requirements are met.

**Appointed persons** are responsible persons whose duty it is to take charge of a situation if a serious injury or illness occurs and a first aider is not available.

All Appointed Persons have at least a Basic First Aid for Appointed Persons qualification. (Additionally, all first aiders and appointed persons must know how and when to call for additional help i.e. dial 999.) Guidance for the calling of an ambulance will be made prominent in each building.

First Aiders and Appointed persons will be appointed in writing and emergency first aid training will be provided for them. Basic training will also be considered for a larger number of employees because there should always be a trained person present on site when pupils are present.

**First Aiders & Appointed Persons** (Whole School including EYFS)

FA/AP can be found in all staffed sites when children are present. Paediatric FA can be found in the EYFS.

Senior School

<b>Staff Name</b>	<b>Qualification</b>	<b>Next Training</b>	<b>Location/Dept</b>
Miss S Lindsay	Appointed Person	April 2011	Clifton Hall
Mrs M Roddy	Appointed Person	April 2011	Senior School
Mrs J Hill	First Aid at Work	March 2012	Centenary Building
Miss N Gallagher	Appointed Person	February 2012	Main School
Mrs C Bowmer	Appointed Person	February 2012	Centenary/Science
Mrs E Hope	Appointed Person	February 2012	Langham Tower
Mrs E Martin	Appointed Person	February 2012	Langham Tower
Mr A Temple	Appointed Person	February 2012	Clifton Hall
Mr A Thompson	Appointed Person	February 2012	Senior/Caretaking

### Junior School

Staff Name	Qualification	Next Training	Senior/Junior
Mrs R Keating	First Aid at Work	October 2012	Junior Site/EYFS
Mr N Rich	Appointed Person	February 2012	Junior Site
Mrs M Diaz	Appointed Person	February 2012	Junior Site
Miss C McArdle	Appointed Person	January 2013	Junior Site
Mr I Mcdonough	Appointed Person	February 2012	Junior Site
Miss A Dargon	Appointed Person	February 2012	Junior Site
Mr M Woodley	Appointed Person	February 2012	Junior Site
Mr A Smith	Appointed Person	February 2012	Junior Site
Mrs G Prior	EFAW	April 2013	Junior Site
Mr C Bulmer	EFAW	April 2013	Junior Site
Ms Pat Bilton	Paediatric First Aid	May 2013	Junior Site/EYFS
Ms D Fearon	Paediatric First Aid	March 2013	Junior Site/EYFS
Ms Rachael Brown	Paediatric First Aid	March 2013	Junior Site/EYFS
Mrs Natalie Jewitt	Paediatric First Aid	May 2013	Junior Site/EYFS
Ms S Parker	Paediatric First Aid	March 2013	Junior Site/EYFS

### Both Sites

Staff Name	Qualification	Next Training	Senior/Junior
Mrs H Bowerman	Appointed Person	February 2011	Both Sites/PE
Mr R Phillips	Appointed Person	January 2012	Both Sites/PE

## **Procedures**

**FA/AP** main duties are to give immediate help, inline with their training, to staff/pupils/visitors with common injuries or illnesses and from those arising from specific hazards at school, and when necessary ensure that an ambulance is called. All serious head injuries should be checked out by a professional.

**Staff** should familiarise themselves with the list and locations of First Aiders (FA) and Appointed Persons (AP) within their department and site. They should send any person who has suffered minor injuries to the appropriate FA/AP or School Office on each site and make sure that an appropriate accident form is completed in conjunction with the FA/AP. They should send for or escort the person to the FA/AP or School office on encountering any suspected major injury. Staff should not move casualties suspected of suffering from a major injury unless they can move themselves or they are in immediate danger. Where possible persons suspected of suffering a major injury must not be left unattended. All head injuries

should be classed as a major injury until assessed by a FA/AP. All incidents must be recorded using the appropriate forms (see example at end of this document). These will be passed to the Health & Safety coordinator Mr Alan Temple, directly at Senior school or via Ian McDonough at Junior school. Staff must be aware of how to contact an ambulance in case finding a FA/AP is not the most effective course of action.

For excursions involving pupils in Years 12 and/or 13, in consideration of their age, behaviour and maturity, staff are not required to possess a First Aid qualification - for the purposes of travelling to and from the destination(s) where the activity will take place. Staff must ensure, however, that during ANY activities and throughout the duration of the visit, an appropriately qualified First Aider is available at all times - eg. a duty staff member at an outdoor activities centre. It is the responsibility of the Group Leader to ensure this First Aid provision is in place before requesting initial permission for the visit to proceed from the Head

**Office staff** will contact FA/AP, unless that applies to them, as required. They will also contact parents/guardians as and when required. Parents/guardians will be contacted if a pupil is suffering from an illness, suffering from a minor injury that needs professional medical attention **and especially if a pupil suffers any kind of head injury**. They will assist in the contacting of an ambulance if requested to do so by a FA/AP.

**Pupils** must be made aware that if they suffer an injury or illness they should tell a member of staff immediately.

### **Records**

Pupil/staff accident forms should be completed when any first aid is administered. This will usually be done through collaboration between the FA/AP and the staff member first on the scene of the accident. These are then forwarded to the Health & Safety co-ordinator. These are then checked by the Health & Safety co-ordinator and then by a representative of the UCST approved H&S company, OSRM.

### **RIDDOR**

**The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995**  
**Telephone 0845 300 9923**

<http://www.hse.gov.uk/riddor/>

Actions should be carried out in conjunction with the school RIDDOR procedure (see separate document). A copy should be forwarded to UCST.

## **Reporting**

### **Junior School and EYFS**

An incident form is to be given to the parents for all minor injuries or incidents. Parents will be contacted by telephone to inform them of any injuries or illnesses requiring attention beyond the school FA/AP. Bumps to heads and other significant accidents must be notified in writing to parents.

### **Senior School**

Parents will be contacted by telephone if an injury or illness requires further treatment beyond that given by the FA/AP. If parents cannot be contacted then a member of staff should escort the pupil to receive further treatment. Parents/Emergency contacts will be informed at the earliest possible time. Bumps to heads and other significant accidents must be notified in writing to parents.

## **Medical information**

Details of individual students' telephone contact numbers and important medical history (eg asthma, severe allergy, diabetes, epilepsy) available on school computer database and also in a file in the staffroom provided by Elaine Martin. This information is updated in September each year.

## **Arrangements for pupils with particular medical conditions**

Where pupils have important medical conditions, (such as asthma, severe allergy, diabetes, epilepsy), relevant staff are informed, and training or guidance is provided.

All staff have received training from the on the appropriate use of epi-pens.

Senior pupils will carry an epi-pen, inhaler with them but for junior children, these will be located in the school office. A spare epi-pen or ihaler may also be left in the office for emergency use.

Where pupils need immediate medical care, the following arrangements are followed:

- FA/AP are called to assist.
- An ambulance is called if adequate care cannot be provided by personnel on site (see below).

## **Hygiene Procedures**

All staff should take precautions to avoid infection and must follow basic hygiene procedures. Staff should 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. Spillage kits are available for use at both senior school and junior school. The FA/AP or caretaker will clean up spillages. Yellow hygiene bags and sanitary bins are to be used to dispose of bloody materials.

## **Notices and Information**

First Aid notices are displayed in key positions showing the names and telephone numbers of nominated first aiders and appointed persons and the location of the nearest first aid container.

**First Aid Containers**

First aid containers (which must be clean and marked with a white cross on a green background) will be kept stocked according to the contents list and any other assessed need and should contain a guidance leaflet. Contents will be checked regularly by the Health & Safety coordinator on each site. First Aiders and Appointed Persons should inform the Health & Safety coordinator i/c of first aid if they use equipment from the first aid containers. Eye wash will be provided where there is a need and eye wash stations will be identified by appropriate signage. Stations should be checked regularly.

When activities take place away from base, first aid requirements will vary according to the nature of the activity and its associated risks and whether employees are alone or there are groups (perhaps of employees and others) and the facilities to be provided will vary from a small travelling first aid kit to a comprehensive first aid container (and perhaps equipment) suitable for a field trip. These requirements / needs should be assessed by the teacher i/c of the trip alongside the Health & Safety coordinator i/c of first aid.

**Location of First Aid Containers**

<b>SITE</b>	<b>LOCATION</b>
SS Main School	Main Staffroom
SS Langham Tower	Photocopy room
SS Clifton Hall	First Aid room
SS Centenary Building	Prep Room (Ground floor) Prep Room (First Floor)
SS Carlton House	Main School Staffroom
JS Tostall House	Main Office (Ground floor) Nursery (Ground floor) PE office (Ground floor) Staffroom (First floor) Laboratory (First Floor)

### **First Aid Container Contents**

Sufficient quantities of each item should always be available in every container. In most cases the listed items will suffice:

- One guidance leaflet
- Twenty individually wrapped sterile adhesive dressings (assorted sizes) appropriate to the type of work carried out e.g. of a detectable type for food handlers
- Two sterile eye pads
- Four individually wrapped triangular bandages (preferably sterile)
- Six safety pins
- Two medium sized individually wrapped sterile un-medicated wound dressings
- Two large sterile individually wrapped un-medicated wound dressings (approx 18cm x 18cm)
- One pair of disposable gloves.

If additional materials and equipment are assessed as necessary, for example, scissors, adhesive tape, individually wrapped moist wipes, these may be kept. Where eye wash stations are necessary and mains tap water is not readily available at least a litre of sterile water or sterile normal saline (0.9%) in sealed disposable containers should be provided. Sufficient containers to provide several minutes irrigation are necessary at each station. Spillage kits for dealing with body fluids will also be required.

### **First aid Kits for Travelling**

The contents of travelling first aid kits should be appropriate to the circumstances in which they are likely to be used. In most cases the listed items will suffice. These are available on request from the Health & Safety coordinators Alan Temple (Senior school) or Ian McDonough (Junior School & EYFS)

- One guidance leaflet
- Six individually wrapped sterile adhesive dressings
- One large sterile un-medicated dressing approximately 18cm x 18cm
- Two safety pins
- Two triangular bandages
- Individually wrapped moist cleansing wipes
- One pair of disposable gloves.

### **Calling an ambulance**

If in the judgement of the member of staff in attendance there is a serious risk to the injured person, and that adequate care cannot be provided by personnel on site, an ambulance should be summoned immediately. The FA/AP may make this decision once they have assessed the injury but any other member of staff may make this judgement if the FA/AP is not present.

**Request for an ambulance**

**Dial 999, ask for an ambulance and provide the following information:**

Your phone number

Your location i.e. your school or setting address and postcode

Be prepared to give the exact location using local landmarks and record this here

Identify the best entrance and ensure that the crew are met at the entrance

Give your name

Give child's name and a brief description of symptoms

Policy Updated January 2011