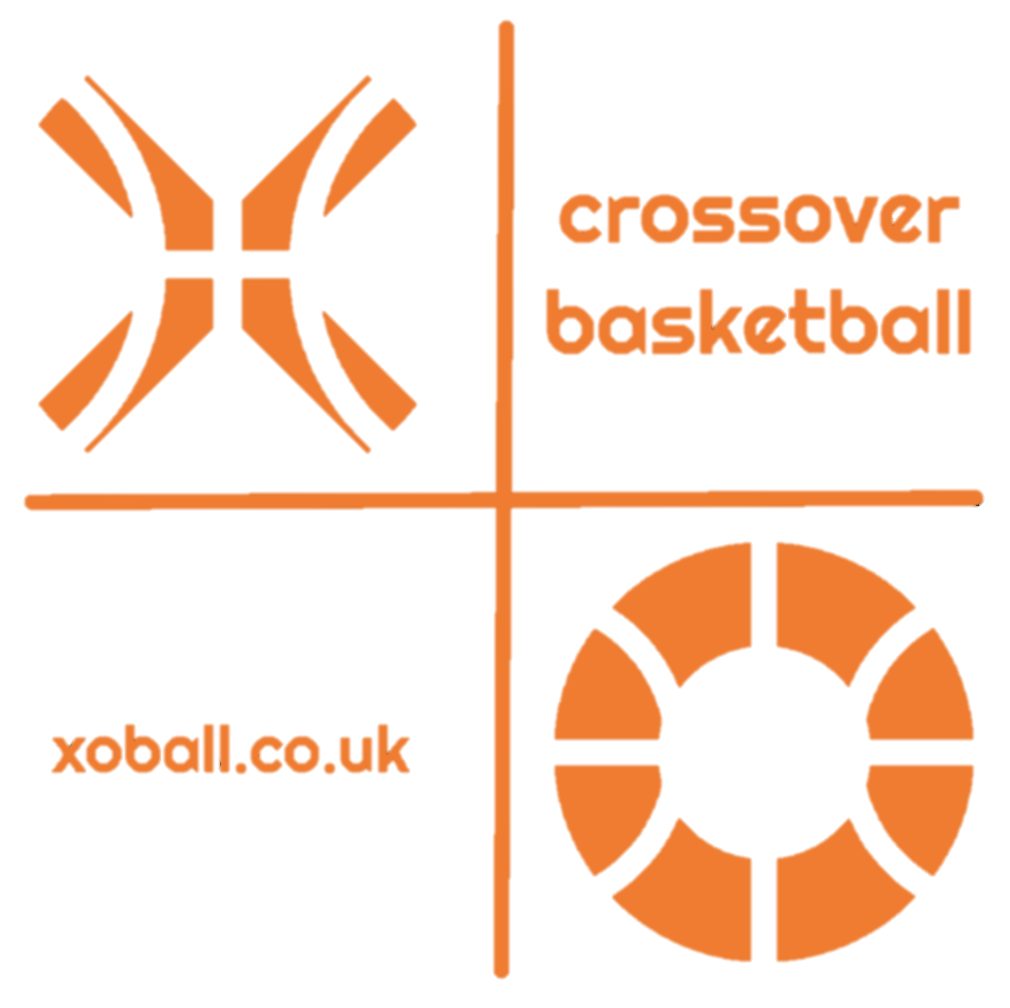
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**FIRST AID POLICY**

This policy includes a statement on the Policy for Administration of Medicine in EYES (E5)

This policy includes players in the EYFS aged 3-5 years and also applies to extended care in school.

The health and safety of the players in the care of Xoball Players’ is one of our prime concerns. There are, accordingly, clear procedures laid down by the Trust and the School to organize the provision of First Aid for the players and staff both on and off school premises.

Trust Provision

The Trust recognises the duties placed up on it by health and safety legislation and has a comprehensive Health and Safety policy for its schools. There is a trust wide health and safety officer, a school health and safety officer and a staff representative. Termly health and safety meetings are held in school attended by the Trust officer and significant members of staff. The arrangements for First Aid are a part of this comprehensive policy.

In addition to the information given in the Trust Health and Safety policy further information can be obtained from ‘Guidance on First Aid for Schools’ issued by the DofE which itself offers a list of useful publications and contacts.

School Provision

In accordance with legislation and good practice the School Nurse will ensure that:  
• Parents are made aware of the School’s procedures for First Aid. Information on this is available to parents.  
• Adequate training and guidance is available for first Aiders/emergency first aiders.  
• A risk assessment is carried out to ascertain the needs of the school and the level of provision required, which

will include specialist first aid as appropriate.  
• The necessary equipment, and facilities are available as well as the appropriate number of first aiders  
• All staff are made aware of first aid arrangements and such information is included in the induction process

for new staff.  
• An electronic record (RIVO) is kept of all significant accidents both on and off the premises and that HSE is

informed of major injuries without delay. Records will be keep in accordance with the Trust’s policy on the

retention of documents that can be found on ORACLE (and, in any event, for a minimum of 3 years). • ‘Near Miss’ forms are completed as necessary on the RIVO system.  
• A record is kept of any first aid treatment administered  
• Up to date list of first aid trained staff and location of first aid equipment is available  
• At least one paediatric first aider with a current qualification in the EYFS

Xoball Players’, Senior, Junior, Infant including EYFS (Early Years Foundations Stage) First Aid Policy Statement

This policy is designed to promote the health, safety and welfare of pupils, staff and visitors at Xoball Players’ through the provision of first-aid equipment and trained personnel in accordance to the guidance provided by Department of Education Updated 2014 (Published 2000)

https://www.gov.uk/government/publications/first-aid-in-schools

EYFS  
First Aid provision in Infants and Preschool is according to the Department of Education, Statutory Framework for the Early Years Foundation Stage, published March 2017.

https://www.foundationyears.org.uk/files/2017/03/EYFS\_STATUTORY\_FRAMEWORK\_2017.pdf

1. First Aid Provision at Xoball Players’

The aim of first aid is to save lives and to ensure that minor injuries and illnesses do not escalate into major ones. Therefore, in accordance with good practice, ISI and DofE requirements, Xoball Players’ ensures that:

• An annual first aid risk assessment is carried out to ascertain the needs of the school and the level of provision required. It takes into account:

o The number of staff / students on the sites,  
o The location of sites and higher risk parts of the school sites  
o The full range of activities undertaken by staff and pupils on the school premises during the normal school

day, and as appropriate off-site and outside normal school hours, e.g. before / after the school day, at weekends and during the school holidays.

Staff

All teachers and other staff are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of pupils in the school.

Senior School: The member of staff with responsibility for First Aid in the Senior School is the School Nurse, Heather Greaves (HG) who can be contacted on extension 25004 or in person in the nurse’s office in the Main School Building behind reception.

It is a part of HG's responsibility to administer first aid and to organise a pupil's transfer to hospital in the case of an emergency. If HG is not in school then help should be sought from Reception who will contact another qualified senior school first aider.  
A list of qualified first aiders/Emergency First Aid people is available in the Senior School staff handbook and can be found in locations around the Senior School, including:

• the medical room  
• the staff room  
• Reception  
• the Science department • the PE department

Provision:  
Preschool/Infants: 3 Paediatric First Aid trained Juniors: 3 Paediatric First Aid trained

9 Emergency Aid  
Staff who move between the two sites: 3 Emergency Aid and 2 Paediatric First Aid trained. Senior School: 66 Staff with Emergency Aid

Catering/Cleaning: 10EmergencyAid 1 First Aid at Work.

2 Paediatric First Aid 3 First Aid At Work 1 Outdoor First Aid

Out of the regular school day i.e. early mornings, evenings, weekends and holidays a staff member with Emergency First Aid training is available.

First Aid Accommodation

The Education (School Premises) Regulations 1996 requires that schools have a suitable dedicated room for the care and treatment of pupils. It must contain a washbasin, be near a toilet and appropriate for its use as a first aid room. In the Senior School this is located near the main reception in the school nurses’ office, in the Main School Building. In junior school the medical room is on the ground floor next to the disabled toilet. In infants it is in on top floor of the Snowdrops Preschool building.

First Aid Materials

A list of the location of first aid equipment, stored in containers marked with a white cross on a green background is kept, and notices alerting people of this fact are prominently displayed in appropriate areas

Locations:  
Medical Rooms in Senior School and in Junior school Snowdrops Preschool  
School office in infants  
Medical Room infants  
Science Block: in the 3 Prep Areas (one on each floor) Moor Lodge: Studios 2, 3 and 4  
Drama Studio  
Ashgrove: Office  
Sixth Form: Staff Room  
Sports Hall Office

The HSE recommends that, where there is no specific risk identified, a minimum provision of first aid items would be:

• 1 Guidance card  
• 20 Adhesive dressings (various sizes, individually wrapped) • 4 Triangular Bandages  
• 6 safety pins  
• 2 sterile eye pads  
• 6 medium sterile dressings  
• 2 large sterile dressings  
• 1 pair clean scissors  
• 1 pair disposable gloves  
• 1 life aid resuscitator

* •  2 foil blankets
* •  4 eye wash pods
* •  2 burns dressings
* •  2 conforming bandages
* •  Wipes

At Senior School, staff are responsible for checking the boxes on a regular basis, informing the school nurse of any issues and requesting additional supplies when needed. Staff are asked to notify the Nurse when supplies have been used. At Junior School Miss Murdoch liaises with the Nurse when the bags need to be restocked and Mrs Ollivent in Infant School does the same.

School Practice:  
Adequate training and guidance is provided for First Aiders, including refresher training at appropriate intervals

and, where appropriate, specialist first aid training, for example:

o Paediatric First Aid for Early Years Provision,  
o Sports First Aid training for PE staff  
o Schools First Aid / First Aid for staff accompanying pupils on lower risk educational visits  
o Activity First Aid / Outdoor First Aid / Rescue & Emergency training for staff accompanying pupils on

higher risk educational visits or visits to remote;

* •  The lists of First Aiders names are prominently displayed around school. A register of First Aiders is maintained to ensure that staff undertake refresher training.
* •  All staff are made aware of first aid arrangements and such information is included in the induction process for new staff;
* •  Parents are made aware of the school’s first aid arrangements and the procedures for informing them if their daughter has received first aid treatment at school following an accident or has sustained an injury whilst at school. Parents of children in EYFS must be informed on the same day as the accident and/or treatment.
* •  A record is kept of any first aid treatment administered in the pupils SIMS record which is password protected. This is usually the School Nurse in Senior School and the Junior or Infant School Secretary in Infants and Juniors
* •  In the absence of the school nurse/junior/infant school secretary the member of staff makes a note of the name, form and type of illness/injury and treatment given or administered which the school nurse/junior school secretary will then enter onto the database.
* •  A record is kept of all injuries to staff and pupils occurring both on and off the school premises as a result of school activities. If the child is under 5 the local child protection agency must be notified of any serious accident or injury to, or the death of, any child in the setting and act on any advice given. Detailed guidance on how and where to do this is given in the Accident Recording and Reporting section on H&S Oracle. Records will be kept in accordance with the Trust’s policy on the retention of documents which can be found on ORACLE. In practice this means that records relating to pupils should be kept until pupils attain the age of 25, and records for all other categories of people should be kept for a minimum for 6 years;
* •  The HSE is informed of injuries that are reportable under RIDDOR without delay; detailed guidance on how and where to do this is given in the Accident Recording and Reporting Section on H&S Oracle.

• All injuries to staff, and pupils and visitors requiring treatment are recorded using the Trust wide RIVO accident reporting computer system which is accessible only to certain members of staff at the school and at Trust office by use of a password.

• Dangerous occurrences’ and significant ‘near misses’ are recorded using the same RIVO system and where applicable are recorded under RIDDOR.

Detailed guidance on how and where to do this is given in the Accident Reporting and Recording section on the H&S Oracle.

• First-aid and accident reporting arrangements are regularly reviewed.  
For more detailed information see ORACLE H&S sections ‘First Aid’ and ‘Accident Reporting’.

All school staff are expected to use their best endeavours at all times, particularly in emergencies, to secure the safety and welfare of pupils.

All school activities are assessed for the level of first aid provision required.

The School Nurse as part of her responsibilities, will administer first aid and organise an injured person’s transfer to hospital in the case of an emergency.

All First Aiders are covered by the Trust’s insurance against claims for negligence provided that they are suitably trained, and are carrying out their duties for the school/Trust.

All First Aiders should be aware of and implement the guidance on infection control, and provision and use of personal protective equipment.

Defibrillators are available in the medical room in senior school, and the main reception area of both infant and juniors and are checked monthly.

2. Procedures in the Event of an Emergency

Examples of emergencies which require immediate first-aid assistance include:

• Severe allergic reactions • Asthma attacks  
• Epileptic fits  
• Difficulty in breathing

• Fainting  
• Hypoglycaemia in diabetics • Bleeding  
• Breaks or sprains  
• Concussion

Xoball High School ensures that all staff and pupils are aware of the procedures to take in the event of a first aid emergency, e.g. by including advice along the lines below in staff and pupil handbooks:

If you witness an incident and the injured person is able to walk, take them to the medical room or School office. If the school nurse or a first aider is not there send a message to Reception to ask them to contact a First Aider. Do not leave the person unattended.

If you witness an incident and the injured person does not seem able to move, do not try to help them move; stay with them and send a message to Reception to ask them to contact a First Aider.

If a first aider is not available, or the situation requires urgent medical assistance, do not hesitate to call an ambulance.

Further information on the action to take in the event of anaphylaxis, asthma attacks, seizures and hypoglycaemia/hyperglycaemia can be found in the ‘Chronic Illness’ and ‘Allergy’ Protocols in the ‘ Pupil Health Section of H&S Oracle.

Hygiene Procedures for dealing with spillages of body fluids: See Medical Policy in Staff Handbook

Staff should ensure that any spillages are dealt with quickly and safely. Spillages should be disinfected properly and the surface on which the spillage occurs should be taken into account e.g. carpet/hard surface. The area should be quickly blocked off. Protective clothing e.g. gloves should be worn. All materials used to clear the area must be disinfected or destroyed.

3. Procedures for Pupils who are unwell.

Xoball High School ensures that parents and pupils are aware of the procedures to follow if a pupil is not well enough to attend school, or if she becomes ill at school and needs to be taken home. They are also made aware of the times when they can seek help or advice from the school nurse for non-emergency situations, e.g. headaches, or to discuss any concerns. This information is outlined in the Parent Handbook.

• In addition to the normal First Aid cover available in school, the Nurse will be available in the Medical Room (Senior School) for general consultation at the following times:

Start of School Day before lessons 08.30 – 08.55 Morning break 1105-11.25 Lunch times 12.25-13.25

Staff should discuss the procedures for caring for unwell or infectious EYFS pupils with their parents. 4. Further Information and Guidance

* •  ORACLE - Health & Safety section 1 ‘Legislation and HSE Guidance
* •  ORACLE - Health & Safety section 2 First Aid Policy
* •  ORACLE- Health & Safety section 4 Qualifications, training and minimum requirements
* •  ORACLE–Health & Safety Section 7 First Aid Equipment, Facilities and Medical Room
* •  Statutory Framework for the Early Years foundation stage March 2017
* •  First Aid in Schools DofE updated 2014
* •  Supporting pupils at school with Medical Conditions Dec 2015

Updated October 2017

Level of MINIMUM First Aid Issues That Indicate Type of Risk of Requirements Min. No. of First

Educational Visit Activity (revised 01/15) Aiders Are Insufficient

† Insurance requirement NB Where an insurance requirement is identified and the school fails to comply with this, the school visit will not be insured in the event of a claim

Walking to and from a destination local to the school, or walking to a venue whilst on a visit away from school in urban or non- adventurous locations

Transport in minibus to all types of educational visits/sporting events

Transport in

coaches or public transport (buses, tubes, trains, ferries, planes) or a member of staff’s car Transport in a ‘people

carrier’ (up to 8 passenger seats)to all types of educational visits/sporting events

Low

Low

Low

Low

Low, e.g. to local museums, etc

All adults in the group should know how to, and be able to, contact the emergency services i.e. have access to a mobile phone.

1 one-day trained adult first aider

All adults in the group should know how to, and be able  
to, contact the emergency services

All adults in the group should know how to, and be able  
to, contact the emergency services ie have access to a mobile phone.

All adults in the group should know how to, and be able to, contact the emergency services ie have access to a mobile phone.

1 half-day ‘1st Aid Awareness’ trained adult first aider.

A large group of pupils

i.e have access to a mobile phone.

1 one-day trained adult first

aider (Ref toH&S Oracle – Driving & Transport - section 4.3 Minibus Drivers)

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More than 1 minibus,

people carrier or a

coach being used

visits involving Early Years Children (age 5 or less)

know how to, and be able to, contact the emergency services ie have access to a mobile phone.

undertaking activities remotely from each other  
· Large number of

All adults in the group should · Group dividing and

Group leader should have a good working knowledge of first aid

1 Paediatric first aider (2 day course) (DfE requirement)

|  |  |  |  |
| --- | --- | --- | --- |
| pupils · Pupils with special medical needs in the group Sporting activities, e.g. inter-school competitions, tournaments or galas in the UK |  |  | · Pupils with special medical needs in the group · Large number of pupils  Individual sport's national governing body recommends more than 1 first aider should be present at all times  · Risk assessment identifies that more than 1 first aider should be present at all times |

Issues That Indicate Min. No. of First Aiders Are Insufficient

Type of Educational Visit

Level of Risk of Activity

MINIMUM First Aid Requirements

All adults in the group should know how to, and be able  
to, contact the emergency services ie have access to a mobile phone.

Day trips in the UK not including Early Years Children

Low e.g. to local museums, art galleries, theatres etc

Group leader should have a good working knowledge of first aid

· Group dividing and undertaking activities remotely from each other · Large number of pupils · Pupils with special medical needs in the group

· Higher risk activities or

Medium e.g. sponsored walk in non- challenging environments (established footpaths through the countryside) and lower risk DoE activities

No first aider necessary providing environments  
first aiders available at venue · Remoteness from and they agree to provide first emergency services / aid assistance should GDST staff hospital  
and pupils required it.

Where first aid assistance is NOT available at the venue, or pupils are given ‘free time’ e.g. to go shopping, 1 one-day trained first aider required

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All adults in the group should know how to, and be able  
to, contact the  
emergency services i.e. have access to a mobile phone.

Group leader should have a good working knowledge of first aid

†1 one-day adult trained first aider

All adults in the group should know how to, and be able  
to, contact the emergency services ie have access to a mobile phone.

Group leader should have a good working knowledge of first aid

†1‘Activity First  
Aid’ trained adult first aider (non-remote venues) or ‘Outdoor First Aid’ / ‘Rescue & Emergency’ trained first aider (remote venues) (2 day courses) as appropriate to activity and environment (See description of courses in paragraph 4 above to determine which is the appropriate qualification for the activity)

If the group undertakes all its activities at an activity centre

Higher e.g. any activities involving swimming or paddling in natural waters, water sports, activities in remote areas, e.g. moors & mountains, and higher risk DoE activities.

where there are appropriately qualified first aiders (2-day courses) readily available at all times when the group is there, and they agree to provide first aid assistance should GDST staff and pupils required it, these persons could be the first aider, rather than GDST staff.

Issues That Indicate Min. No. of First Aiders Are Insufficient

Type of Educational Visit

Level of Risk of Activity

MINIMUM First Aid Requirements

Residential trips in the UK

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Low e.g. trips to museums and galleries, theatres etc

know how to, and be able to, contact the emergency services ie have access to a mobile phone.

Group leader should have a good working knowledge of first aid

†1 one-day trained adult first aider

It is strongly recommended that a second first aider also accompanies the trip in case the primary first aider is injured

or has to leave the trip for any reason.  
All adults in the group should know how to, and be able

to, contact the emergency services ie have access to a mobile phone.

Group leader should have a good working knowledge of first aid

· Group dividing and undertaking activities remotely from each other · Large number of pupils · Pupils with special medical needs in the group

· Higher risk activities or environments  
· Remoteness from emergency services / hospital

Medium e.g. camping in non- challenging environments and lower risk DoE activities

All adults in the group should

Higher e.g. any activities involving swimming or paddling in natural waters, water sports, activities in remote areas, e.g. moors & mountains, and higher risk DoE activities.

†1‘Activity First Aid’ trained adult first aider (non-remote venues) or ‘Outdoor First Aid’ / ‘Rescue & Emergency’ trained first aider (remote venues) (2 day courses) as appropriate to activity and environment (See description of courses in paragraph 4 above to determine which is the appropriate qualification for the activity)

If the group is based, and undertakes all activities, at a residential centre where there are appropriately qualified first aiders (2-day course) readily available 24 hours a day, and they agree to provide first aid assistance should GDST staff and pupils required it, these persons could be the first aider, rather than GDST staff.

It is strongly recommended that a second adult first aider also accompanies the trip in case the primary first aider is injured or has to leave the trip for any reason.

Issues That Indicate Min. No. of First Aiders Are Insufficient

Type of Educational Visit

Level of Risk of Activity

Low e.g. trips to museums and galleries, theatres etc

Medium e.g. walking in non- challenging environments (established

MINIMUM First Aid Requirements

All adults in the group should know how to, and be able  
to, contact the emergency services ie have access to a mobile phone.

Day trips abroad

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· Group dividing and undertaking activities remotely from each other · Large number of pupils · Pupils with special medical needs in the group

· Higher risk activities or environments

Group leader should have a good working knowledge of first aid

†1 one-day trained adult first

footpaths through the countryside) and lower risk DoE activities

aider  
All adults in the group should

· Remoteness from emergency services / hospital

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|  |  |  |
| --- | --- | --- |
| Higher e.g. any activities involving swimming or paddling in natural waters, water sports, activities in remote areas, e.g. moors & mountains, and higher risk DoE activities. | know how to, and be able to, contact the emergency services ie have access to a mobile phone.  Group leader should have a good working knowledge of first aid  †1‘Activity First Aid’ trained adult first aider (non-remote venues) or ‘Outdoor First Aid’ / ‘Rescue & Emergency’ trained first aider (remote venues) (2 day courses) as appropriate to activity and environment (See description of courses in paragraph 4 above to determine which is the appropriate qualification for the activity) |  |

Issues That Indicate Min. No. of First Aiders Are Insufficient

Type of Educational Visit

Level of Risk of Activity

MINIMUM First Aid Requirements

All adults in the group should know how to, and be able  
to, contact the emergency services ie have access to a mobile phone.

Group leader should have a good working knowledge of first aid

†1 one-day trained adult first aider

It is strongly recommended that a second one-day trained first aider also accompanies the trip

Residential trips abroad

Low e.g. trips to museums and galleries, theatres etc

· Group dividing and undertaking activities remotely from each other · Large number of pupils · Pupils with special medical needs in the group

· Higher risk activities or environments  
· Remoteness from emergency services / hospital

in case the primary first aider is injured or has to leave the trip for any reason.  
All adults in the group should know how to, and be able

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Medium e.g. walking in non- challenging environments (established footpaths through the countryside) and lower risk DoE activities

Higher e.g. any activities involving swimming or paddling in natural waters, water sports, activities in remote areas, e.g. moors & mountains, and higher risk DoE activities.

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October 2017

Group leader should have a good working knowledge of first aid

†1 ‘Activity First Aid’ trained adult first aider (non-remote venues) or ‘Outdoor First Aid’ / ‘Rescue & Emergency’ trained first aider (remote venues) (2 day courses) as appropriate to activity and environment (See description of courses in paragraph 4 above to determine which is the appropriate qualification for the activity)

If the group is based, and undertakes all activities, at a residential centre where there are appropriately qualified first aiders (2-day course) readily available 24 hours a day, and they agree to provide first aid assistance should GDST staff and pupils required it, these persons could be the first aider, rather than GDST staff.

It is strongly recommended that a second adult first aider also accompanies the trip in case primary first aider is injured or has to leave the trip for any reason.

to, contact the emergency services ie have access to a mobile phone.

Appendix 2

The official list of first aiders: