*First Aid Policy*

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Sevenoaks School

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Introduction

The Health and Safety (First-Aid) Regulations 1981 requires the school to provide adequate and appropriate equipment, facilities and personnel to ensure their students and staff receive immediate attention (first aid) if they are injured or taken ill at work.

First aid is the skilled application of accepted principles and practices of treatment given to an individual in the event of sudden illness or injury. It is the approved method of treating a casualty using facilities and materials available at the time, until they are placed, if necessary, in the care of a medical professional. Sevenoaks School is committed to ensuring anyone on site is cared for in a safe, prompt and effective manner following injury or sudden illness, without bias or prejudice. As such, training and supporting a high proportion of staff in first aid is a priority.

Sevenoaks School also have a dedicated medical team consisting of Registered Nurses, Care Workers as well as a strong connection with a local G.P. Practice and physiotherapy service. All Health Centre staff hold a first aid qualification.

This policy sets out the details of how Sevenoaks School meets it’s legal and ethical duty towards staff, students and visitors.

Aims of the First Aid Policy

To ensure that Sevenoaks School:

* Has a current, robust and appropriate procedure in place for dealing with accidents, injuries and sudden illness at school and the workplace
* Has appropriately trained staff and equipment and materials necessary to deal with common accidents, injuries and sudden illness at school.
* Informs all staff, parents and students of the procedures surrounding accidents, injuries and sudden illness while at school.
* Complies with all relevant legislation regarding first aid in schools and workplaces.
* Holds a current list of all trained first aiders.

First Aid Personnel

Sevenoaks School maintains a team of first aid trained staff across the campus, including in academic, maintenance, office and boarding sites. All first aiders complete either the Emergency First Aid at Work (EFAW) course or the First Aid at Work (FAW) course and re-qualify every three years. Staff will be approached to join the team of first aiders depending on their job role, their availability to attend incidents, the area of the site they work in and their physical and emotional aptitude to deal with a variety of incidents, or they may volunteer. Staff are able to decline the offer of the role of first aider. All Sevenoaks School first aiders are encouraged to seek assistance if they feel out of their depth in any situation by calling another first aider or contacting the Health Centre.

To support the first aiders around the site, Sevenoaks School has a dedicated Health Centre, currently functioning out of three zones. The Health Centre (Green Zone) is fully stocked to deal with first aid incidents and sudden illness and is staffed by registered nurses and care support workers. The Old Head’s House (Amber Zone) is currently used to deal with staff and students showing signs of potentially infectious illnesses, including Covid-19. This zone is staffed by a registered nurse and/or care support workers. Sevenoaks School also have the use of Orchards (Red Zone) when this is needed to care for students who are confirmed Covid-19 positive and are unable to return home or to guardians. Orchards may be staffed by a nurse, a care support worker or first aid trained school staff. The school Lead Nurse will ensure all the zones are stocked with appropriate, in-date first aid materials.

First aiders are available in every department and area of the school with due attention given to –

* Working patterns which fall outside of the usual school operating hours.
* Those who work in higher risk areas.
* Those who work alone or in more remote areas of the grounds.
* Those who accompany trips.
* Those who work with individuals with specific medical needs (i.e., anaphylaxis or diabetes).

The Operations team maintain an up-to-date list of all first aid trained staff and oversees first aid training. There will be a high level of first aid cover available, with the guidance laid out in the Health and Safety (First Aid) Regulations and the Department of Education First Aid for Schools Guidance taken as a minimum level, to ensure adequate cover is maintained regardless of staff absence. Re-qualification of expiring first aid certificates is arranged in a timely manner.

All first aid trained staff are familiar with the need to appropriately report injuries and student illnesses via an Accident Form on firefly (injury) or to the Health Centre (student illness) and where the member of staff has access (e.g. Boarding House or Health Centre staff) on iSAMS where the casualty/patient is a student. First Aiders are also made aware (via training) of the essential requirement for confidentiality regarding information relating to staff, students, or visitors.

Over-the-counter medication will only be given by staff who have completed the Opus Training (i.e. Health Centre staff and boarding staff), in accordance with the school’s Medications Policy and, in the case of students, where parental consent has been obtained. Students over 16 who are deemed competent may give their own consent for over-the-counter medication.

Sevenoaks School is supported by Amherst Medical Centre, 21 St Botolph’s Road, Sevenoaks, Kent, TN13 3AQ. A G.P. from Amherst Medical Centre will hold a surgery at the school each weekday from 8am – 9am. Appointments are made through the Health Centre.

First Aid Materials

There are HSE compliant first aid kits available in every building throughout the school. This means that all first aid materials are in appropriate first aid kit boxes or bags, clearly displayed and available for use at any time.

First aid kit contents are available from the Operations team. All first aid kits are numbered and have an accompanying contents check list.

Each area’s Responsible Person will appoint a staff member to check the first aid kits in their department on a termly basis to ensure they are fully stocked, and the contents are in date. All trained first aiders are required to ensure a first aid kit is replenished after use.

First aid kits will be needs assessed to ensure they contain appropriate contents for the department they serve, whilst also meeting the requirements of the Health and Safety (First Aid) Regulations.

Additional first aid kits are available for school trips. Staff organising any trip will request a first aid kit from the Medical Centre and attend a briefing regarding any student on that trip with medical needs. All school minibuses have a travel first aid kit on board. Sports staff will ensure a first aid kit is taken to all fixtures and outside sports lessons/clubs.

Some areas will have additional equipment (such as carry-chairs or evacuation mattresses) due to their location and/or activities that happen there. In these instances, full training is given on the safe use and maintenance requirements of any such equipment.

Automated External Defibrillators

Sevenoaks School has six automated external defibrillators (AEDs). These are located:

* In the Health Centre.
* In the Marshals’ Office (Claridge House).
* In the Science Centre foyer.
* At the Sennocke Sports Centre reception.
* At the Performing Arts Centre reception.
* In a cabinet on Aisher Drive (next to the 3G pitch) code – C159X.

These are available for the duration of the opening times of the above locations, which may vary depending on what events are being held on site at the time.

The AED in the Marshals office will be available until 11.59pm.

The AED on Aisher Drive is available 24 hours per day.

The Marshals can be called at any time to help, but if they are called outside of their working hours, then it may take some time for them to be able to get back to the school site.

All AEDs are designed to be used by non-trained personnel, however, all staff trained in EFAW and FAW will have had ‘hands on’ instruction with a training model. If a school AED is used, the Health & Safety and Operations Manager will be notified as soon as possible so the AED can be replenished and checked. All AEDs are checked weekly by a relevant member of school staff e.g. the building’s Responsible Person.

First Aid Training

All Sevenoaks School first aiders are trained in either First Aid at Work (FAW) or Emergency First Aid at Work (EFAW). Training is arranged by an Operations Co-ordinator with a suitable first aid training company who is approved by an appropriate Awarding Body or Industry Body. In this way the school can ensure due diligence in engaging a trainer with suitable qualifications, experience and regular monitoring.

Those departments highlighted as having higher risks will be offered additional training, i.e., the sports department receive Pitch Side First Aid modules and Duke of Edinburgh staff receive Outdoor First Aid training

Consent

All Sevenoaks School students’ parents are required to fill in a Medical Consent Form via the Parent Portal, both when their child first joins the school and on each consecutive academic year. This form contains consent for first aid to be administered when needed. For any student where parental consent has not been received, first aid will still be given in an emergency.

Infection Control

See the Infection Prevention and Control Policy in Appendix. All first aid kits contain non-latex gloves, which all staff are encouraged to wear when performing first aid. During the Covid-19 pandemic, additional PPE kits are available from the Operations team. These additional kits contain suitable gloves, a disposable boiler suit, face masks, apron, a visor and over shoes. All first aid training courses cover the importance of infection control, including the need to wash/sanitise hands before (if possible) and after performing first aid, ensuring all wounds are covered, the importance of PPE and cleaning areas after first aid has been delivered.

There are biological spills kits in key areas around the school site, including the Health Centre and the Sennocke Sports Centre. The school cleaning team are available during the school day to thoroughly decontaminate any area suspected of being an infection risk. The Health Centre team provide training where required on the correct donning and doffing of PPE. The school has a clinical waste agreement with an outside provider. Large clinical waste bins are positioned outside the Old Head’s House, outside Orchards and in the Sennocke Sports Centre reception office and tiger striped clinical waste bags are also available at these sites. If immediate access to a clinical waste bin is not possible, any first aid waste should be double bagged, using plastic bags (not clinical waste bags) and placed in an outside general waste bin.

There are around 700 wall mounted hand sanitising stations and 15 portable hand sanitising stations around the school grounds.

First Aid Procedures

Any staff, student, contractor or visitor sustaining an injury or suffering from sudden illness at Sevenoaks School may be treated by any trained first aider. In an emergency, any staff member may commence lifesaving treatment while waiting for trained personnel. Support and assistance may be gained by calling the Health Centre from 8am – 5pm Monday to Saturday. Boarding staff may also call the on-call nurse from 5pm – 11pm. Outside of these hours medical advice can be sought by calling 111, or, in an emergency, calling 999 (first dialling 9 for an outside line on school land lines).

All staff are expected to act with care towards any student, staff member or visitor who is injured or unwell and ensure appropriate help is summoned for them without bias or prejudice.

First aid trained staff are expected to operate within the scope of their training and competence, giving priority to their own, the casualty’s and others safety.

Walking wounded may be sent, accompanied where possible, to the Health Centre for treatment. Where a casualty is unable, or it is unwise for them to walk, a member of the Health Centre team can be summoned to attend the scene.

Any member of staff or student who has dealt with an upsetting or major incident is encouraged to seek support and/or a debrief with someone from the Health Centre team or for staff, the school’s employee assistance programme (EAP) which offers free counselling. Details of the EAP are as follows:

Follow this link <https://healthassuredeap.co.uk/>

Username Sevenoaks

Password EAP

Call the helpline 0800 030 5182

This is covered 24 hours a day

More details can be found on firefly, by clicking on the link below

<https://sevenoaksschool.fireflycloud.net/hr/staff-wellbeing>

The decision to call an ambulance can be made by any staff member at the scene where a student, staff member or visitor is injured or has become seriously unwell. See supporting document ‘Ambulance Calling’ in Appendix. If an ambulance is required–

* The 999/112 call should be made in the vicinity of the casualty.
* The marshals should be called so they can direct the ambulance to the scene.
* The caller should consider using the ‘What3words’ address of the nearest school entrance to ensure the ambulance arrives at the most suitable gate.
* A staff member not directly involved in the care of the casualty may be required to contact the casualty’s next of kin and/or Boarding House staff in the case of a boarder.
* In the case of an injured student, where possible, the student’s consent form is to be printed and handed to the ambulance crew.
* If the student is transported to hospital and their next of kin is not present, a member of school staff is to accompany them or travel to the hospital independently to meet them at hospital.

The above information has been shared with all staff.

If a student or staff member needs to go to hospital, but an ambulance is not required, in the first instance the casualty’s next of kin will be contacted and asked to transport them.

If the next of kin is not available, a suitable staff member will be asked to transport them. If a casualty is to travel to hospital by car, they must be able to get into the car without making their injury or condition worse. They must also be able to sit upright unsupported and be able to tolerate the seatbelt worn in the usual way. If the casualty is a student, the transporting staff member must be fully DBS checked and have car insurance that includes the use of their car for business. If a staff member is regularly involved in transporting students in their own vehicle, they should inform HR and give them a copy of their car insurance document. A school vehicle is available for use by staff who have been cleared to use it by Operations.

Designated landing areas for an air ambulance, if needed, are Dukes’ Meadow or Solefields Playing Fields.

Accident and Injury Reporting

Following any accident, injury or near miss at school, on a trip or sports away fixture, an online Accident Form will be completed. The Accident Form will be completed as soon as possible after the incident by the individual themselves or a staff member who witnessed the incident. If no staff member witnessed the incident, the staff member providing first aid will complete the Accident Form.

The Accident Form can be found on Firefly, underOperations / Health & Safety / Forms / Accident\_Incident\_Near-miss report form. Alternatively, it can be found by searching Firefly for ‘Accident Form’.

Once completed, the Accident Form is automatically sent to the Health & Safety department, (healthandsafety@sevenoaksschool.org) Deputy Head (Pastoral), Sennocke Sports Centre Operations Manager and the Health Centre. The information provided on the Accident Form will inform the Health and Safety Board regarding any procedural or material improvements that need to be made. Accident Forms are stored for 3 years, or until a child turns 21 (whichever is longer), as required by Social Security and Health and Safety Regulations, ensuring they are stored in a way that meets General Data Protection Regulations (GDPR). If the Accident Form relates to an injury to a student, the form will be uploaded to their iSAMS record. If required, a RIDDOR form will be completed by the school’s Health & Safety and Operations Manager, supported by the Assistant Bursar.

All accidents, injuries or illnesses relating to a student will also be recorded on the student’s iSAMS record as soon as possible.

Confidentiality

All injuries, illnesses and treatment required remains confidential to the injured/unwell individual and the person/s treating them, other than the required reporting and recording processes. If there is concern regarding a student and there is a clear benefit to informing their parents or Boarding House staff (e.g. following a head injury), permission to share the details of the injury/illness will be sought from the student involved. On occasion, if permission in withheld, the decision will be taken to inform the student’s next of kin or Boarding House staff of an injury or illness, if it is deemed in the student’s best interest. This decision will be taken by Health Centre staff, the Deputy Head (Pastoral) or a member of the safeguarding team.

First Aid Needs in Boarding Houses

Each Boarding House will hold its own first aid kit. Every Boarding House Master/Mistress, Deputy, Resident Tutor, Matron, Housekeeper and Houseperson will be first aid trained. There will be a first aider on duty in each Boarding House 24 hours a day when there are students or staff present. Every Boarding House has a dedicated Sick Room, most with en-suite facilities, which is reserved for students who need to be isolated from others because of a risk of infection, or who need to be regularly monitored.

Boarding House Masters/Mistresses, Deputies, Resident Tutors and Matrons will have access to their students’ relevant medical history and receive extra training as required. All Boarding Houses also hold generic Ventolin inhalers and Adrenaline Auto-injectors for emergency use for relevant students with parental permission (see Asthma Policy and Anaphylaxis Policy). The first aider will ensure all accidents, injuries or sudden illnesses are recorded and reported as above as soon as possible.