

# OVERSTONE PARK SCHOOL

## First Aid Policy & Procedure

Date Reviewed: April 2018  
Review Due: April 2019

Reviewed By: Mrs M F Brown

## **POLICY AIMS**

Overstone Park School aims to provide a safe and healthy working environment for its pupils, staff and visitors.

This policy applies to all pupils at the Senior, Preparatory and Pre-Preparatory and Nursery School including those in our EYFS settings.

The School is a large complex community spread across a wide area and four main sites.

The School routinely completes an assessment of the First Aid provision across these four sites to ensure the provision meets the minimum requirements.

This policy aims to ensure that all members of the school are:-

- ! Informed of standard procedures to follow to ensure safe good practice.
- ! Given guidance and details of the provision made for First Aid in the areas in which they live or work.

The policy requires full compliance by all Heads of Departments and by all individual staff members to ensure that the standard of practice within the School is excellent.

It is important to remember that First Aid can save lives and prevent minor injuries becoming major ones.

This policy and the associated first aid assessment are reviewed on an annual basis.

This Policy has consulted the DfE Guidance on First Aid for Schools document as a good practice reference guide.

## **LEGISLATIVE OVERVIEW**

There are legal requirements notably the Health and Safety (First-Aid) Regulations 1981 for the School to provide:-

1. An adequate number of qualified First Aiders to act as the first responders in any situation where first aid is required. This includes:-

- ! day to day school activities;
- ! boarding provision;
- ! sports activities (home and away)
- ! school trips
- ! school transportation

The First Aid assessment determines the level of first aid provision required for each of the above categories.

2. Suitable well maintained kits and equipment for the provision of First Aid in all locations including off site trips, sports activities and transport.

The requirement to use HSE recognised First Aid training providers has been removed in an amendment to the First Aid Regulations. However the school will exercise due diligence in the procurement of its first aid training providers to ensure the quality of training and the syllabus content is robust. Only training organisations that deliver regulated qualifications will be used.

## **ORGANISATION**

The School strongly encourages every member of the community to undertake recognised training at whatever level they are able to achieve, especially if their position in the school indicates that this extended role is required or recommended to enable them to fulfil their duties to themselves or others in their care.

The School requires Emergency Response Notices to be completed and placed on notice boards in all areas of the school. These notices deal with Accident, Fire and Intruder emergencies. With regard to First Aid, the notice should advise of the nearest first aider, the nearest first aid kit and the address for the emergency services.

Key Personnel with additional responsibilities are identified as follows:

## **QUALIFIED FIRST AIDERS**

Named First Aid personnel should take responsibility for:

- a) responding in the first instance to any first aid incident in the area that they have been assigned responsibility for.
- b) ensuring that Personal Protective Equipment and First Aid Kits in their area are adequately maintained at all times.
- c) ensuring that they are regularly re-trained.
- d) ensuring that the Accident Reporting Policy is adhered to at all times (i.e.: all accidents should be recorded and reported to the H&S Officer).

The level of qualification and location of first aiders has been determined by an assessment of needs. These needs have taken into account the following factors - the level of risk and potential injury associated with the activity, the numbers, ages and any known pre-existing medical conditions of persons involved, access to existing medical help, use of previous accident data, level of boarding provision and level of cover during holiday and sickness absence.

The level of provision is regularly reviewed with the following provision currently in place:-

## **PRE-PREPARATORY AND EARLY YEARS**

All teachers have a recognised Paediatric First Aid qualification. Two teaching staff also hold a recognised First Aid at Work qualification.

## **SENIOR AND PREPARATORY TEACHING STAFF**

All departments will have access to staff that hold the full First Aid at Work qualification. Departments which undertake more hazardous activities e.g. Sports, ADT, D of E etc retain selected teaching staff that have undergone the full First Aid at Work qualification or a more specialised/tailored first aid course dependent on the activity. For example, outdoor/mountain first aid.

## **SUPPORT STAFF**

Specific departments within the support staff structure will retain a selected number of staff who have completed the full First Aid at Work Qualification. These departments will normally be involved in more hazardous activities which warrant the higher level of cover e.g. ground staff using machinery.

Apart from offsite activities all departments will have access to medical personnel from the Health Centre on a 24 hour call out basis during term times. These staff will hold or be working towards a recognised First Aid Qualification.

## **OTHER TRAINING**

In addition to standard first aid training, where appropriate, training will be given on the use of Epi-Pens and other reliever inhalers to enable selected staff to administer this medication in the event that a pupil is not in a position to self-medicate.

Additional training has been given to selected members of staff, notably sports facilities staff and the school's sports staff in the use of Automated External Defibrillators (AED's).

## **OTHER KEY ROLES**

Health and Safety Officer:

Responsible in liaison with the Health Centre for the ongoing assessment of the First Aid provision across the School.

Responsible for maintaining a current list of first aid trained staff and co-ordinating first aid training needs. First Aid qualifications normally have an expiry date – three years in the case of first aid qualifications, one year in the case of training to use AED's. These will be monitored and staff informed on when their current certificate expires to ensure they undergo further training and remain fully qualified.

Main First Aider:

Responsible for:-

- a) Advising on the planning and provision of First Aid across the school.
- b) Coordinating and advising on the provision of health care for the Prep and Senior Schools.
- b) Providing training for carers of individuals with Special Medical needs
- c) Providing general health care training for all personnel with pastoral responsibility
- d) Supporting the delivery of First Aid and Health care by providing 24 hour assessment, triage, treatment and advice during term times, and advising on procedures to follow to obtain medical care during holiday periods or during trips off site.
- e) Maintaining stocks of First Aid and Medical supplies for distribution to all areas.

Housekeeping Supervisors: Responsible for maintaining stocks of disinfection kits with personal protective equipment to prevent cross infection and distributing these to all areas.

## **APPENDICES**

- 2a Emergency Response Notice. – This appendix should be printed out, the appropriate details added and placed next to each telephone.
- 2b Accident and Emergency Communication Procedures – Boarding and Day Students (Senior and Prep)
- 2c Accident and Emergency Communication procedures for the Pre – Preparatory and Early Years school site.
- 3. Products for dealing with spillage of bodily fluids.
- 4. Standard lists of contents for First Aid Kits for different purposes.
- 5. Use of Defibrillators

### **Appendix 2b**

OVERSTONE PARK SCHOOL  
ACCIDENT AND EMERGENCY MANAGEMENT PROCEDURES  
COMMUNICATION - INFORMING OTHER KEY PEOPLE

The school takes responsibility for informing relevant pastoral staff and/or parents about any pupil they see and treat or refer

1. PEOPLE WITH PASTORAL OR PARENTAL RESPONSIBILITY for the person

Gather as much information as possible.

Inform parents or guardians when it is appropriate to do so.

Sometimes this may be AFTER or DURING a hospital visit OR during the day in a different time zone, when full information and reassurance can be given to parents. Parents can suffer un-necessary anxiety if too little information is given and outcomes are unknown.

2. The PRINCIPAL must be informed about all severe incidents or hospital admissions as soon as possible, and they will keep the informed.

3. The PRINCIPAL must be informed of any severe incident involving Support staff, contract workers or visitors to the school as soon as possible.

4. The HEALTH AND SAFETY OFFICER (Mr Cartwright) must be informed of ALL accidents via accident forms. In the event of a severe incident, he must be informed within 24 hours and a full report must be provided.

## **Appendix 2c**

FIRST AID AT OVERSTONE PARK PRE- PREPARATORY AND NURSERY SCHOOL

First Aid Procedure specific to Early Years and Pre Preparatory location.

FIRST AID PROCEDURE:

Minor injuries are treated and recorded on site or on school trips by staff trained in Paediatric First Aid. (ALL Staff) In cases where an accident form has been deemed necessary, staff will always inform parents/carers of the incident.

Major injuries are referred straight to hospital by ambulance. A parent or carer is contacted and asked to meet the ambulance at the hospital and a member of staff familiar to the child accompanies the child to the hospital.

The HEALTH AND SAFETY OFFICER (Mr Cartwright) must be informed of ALL accidents via accident forms. In the event of a severe incident, he must be informed within 24 hours and a full report must be provided.

### **Appendix 3**

#### **OVERSTONE PARK SCHOOL**

##### **DISINFECTION POLICY & USE OF DISINFECTION KITS**

##### **UNIVERSAL PRECAUTIONS FOR INDIVIDUAL PROTECTION**

**UNIVERSAL PRECAUTIONS APPLY - ALL SPILLAGE OF BLOOD, VOMIT, AND OTHER BODY FLUIDS SHOULD BE TREATED AS HAZARDOUS.**

ALL INDIVIDUALS MUST TAKE ACTION TO PROTECT THEMSELVES AGAINST HIV AND MANY OTHER DISEASES SPREAD BY CONTACT WITH BODY SPILLAGE.

People who are HIV positive or carrying Hepatitis B or C may be unaware of their condition, or may choose not to tell anyone. Many other very unpleasant diseases can also be acquired by direct contact with body spillage and /or poor personal hygiene.

For their own protection, all staff must follow the school guidelines when dealing with any body fluids. However, the School does recognise that in unlikely and extreme conditions, an occasion may arise where First Aid may need to be administered without protection in order to save life, or body fluid may be spilled onto another person. If this occurs, medical advice should be sought as soon as possible.

First Aid Kits are obtained from the School Office.

Each member of staff responsible for a particular area, house, or department should ensure that a disinfection kit and an appropriate first aid kit are kept available for use at any time. They should also ensure that every member of staff using their area is informed of the location of the kits, and this safety policy.

It is important to clean up body spillage as soon as possible after the incident has occurred. For this reason, all staff must be prepared to use disinfection kits when necessary. Any member of staff who is first on the scene should ensure that an incident is dealt with using the appropriate kit – we do not allocate responsibility for this unpleasant task to particular staff.

Detailed guidelines on the use of First Aid and Body Spillage kits is provided below.

Use of Disinfection Kits.

DISINFECTION materials are provided by the school for use in all areas and also when pupils are taken on trips outside school. ALL Staff are expected to use kits to clean up HAZARDOUS WASTE.

The key points in maintaining personal safety and prevention of cross infection are:

1. **GOOD PERSONAL HYGIENE:** Wash hands thoroughly before and after using disinfection kits.
2. **WEAR PROTECTIVE CLOTHING:** Gloves and aprons are provided in all disinfection kits. Always put these on after hand washing and before dealing with any contaminated materials.



3. TRAINING: Disinfection kits have these detailed instructions inside each kit – become familiar with the procedure and follow it every time.

All staff should make sure that they know where kits are kept in all the areas of the School that they work in.

All staff should ensure that kits are replaced when they have been used.

All waste relating to body parts or spillage of body fluids must be disposed of safely -

DO NOT USE NORMAL RUBBISH BINS.

Clinical waste should be disposed of in sanitary bins.

#### CONTENTS OF DISINFECTION PACK

1PR DISPOSABLE GLOVES  
1 DISPOSABLE APRON  
DISPOSABLE PAPER  
1DISPOSABLE CLEANING CLOTH  
500 ML BIOGUARD SPRAY  
1 YELLOW PLASTIC RUBBISH BAG  
1 RED PLASTIC LAUNDRY BAG

#### METHOD

1. Cover spillage with disposable paper so that all the liquid is absorbed, and remove as much as possible with the paper. If the contaminated area is too large to clean with paper use a RED mop, mop stale and bucket. After use throw the mop away and sterilise the mop stale and bucket thoroughly with Bioguard solution.
2. Spray the Bioguard onto the surface where the contamination has been cleared up.
3. Wipe over the area with the cloth.
4. Dry the area thoroughly with disposable paper.
5. Place any soiled clothes or linen into the red plastic bag and seal with the tie provided. Send to the laundry for thermal disinfection, or send home with the pupil.
6. Seal all disposable material i.e. cloths, paper towels, gloves, plastic aprons into the yellow plastic bag and take it to the Health Centre where a replacement pack can be collected.
7. Please retain the Bioguard Spray and add it to the replacement pack.

#### **Appendix 4**

##### LIST OF CONTENTS FOR SMALL PORTABLE FIRST AID PACKETS

- 2 pairs Disposable gloves
- 1 Resuscitation face shield
- 5 Wound wipes
- 1 Pack Sterile Gauze
- 1 Packet of Assorted plasters
- 1 Large First Aid Dressing (bandage attached)

1 Medium First Aid Dressing (bandage attached)  
LIST OF CONTENTS FOR SPORTS FIRST AID KITS

4 Pairs Disposable Gloves  
4 Cold Packs  
1 Cold spray  
1 Wound Wash spray  
10 Wound wipes  
2 Packs Sterile Gauze  
20 Assorted Plasters  
1 Large First Aid Dressing with bandage attached  
2 Medium First Aid Dressing with bandage attached  
4 Safety pins  
2 Triangular bandages  
2 Small NA dressings  
1 Medium NA Dressing  
1 Large NA dressing  
1 roll of zinc oxide tape  
1 roll of hypoallergenic tape  
1 Emergency Blanket  
1 Resuscitation Aid  
1 Rubbish bag

For girls sports bags add:

1 Sanitary towel

LIST OF CONTENTS FOR WALL MOUNTED FIRST AID BOXES

2 pairs Disposable gloves  
1 Rubbish bag  
10 Wound wipes  
1 Pack Sterile Gauze  
20 Assorted plasters (approx)  
1 Large First Aid Dressing (bandage attached)  
2 Medium First Aid Dressing (bandage attached)  
1 Triangular bandage  
2 Safety pins  
1 Resuscitation face shield  
1 Emergency foil blanket  
Overstone Park School – First Aid Policy - BSP7  
(Revision 4)

#### DEPARTMENTAL ADDITIONS:

1. Support Staff Centre Burn dressings assorted sizes

Burn Gel – to follow cold water soaking for 10 – 15 minutes

Acriflex cream – small burns only

Anthisan cream for bites and stings

Saline pods x 2

Eye bath – use saline pods or cool tap water, change water between eyes

Triangular bandage x 1 Extra

3. Swimming Pool Waterproof assorted plasters

Eye bath – use with cool tap water, change water between eyes

4. Sciences and ADT Eye bath –Use saline pods as eyewash

Saline pods x 2

Burn Gel – to follow cold water soaking for 10 – 15 minutes

Acriflex cream – small burns only

#### PRE- PREPARATORY AND NURSERY FIRST AID KITS

##### COMPREHENSIVE PORTABLE KIT:

1 Guidance leaflet

2 Pairs Disposable Gloves

1 Disposal bag

2 Cold Packs

2 Packs Sterile Gauze

20 Assorted Plasters

1 Large First Aid Dressing with bandage attached

2 Medium First Aid Dressing with bandage attached

2 Small First Aid Dressings with bandage attached

- 1 Eye dressing with bandage attached
  - 2 Finger dressings
  - 2 Burns dressings
  - 4 Safety pins
  - 2 Triangular bandages
  - 1 10cm crepe bandage
  - 1 7.5cm crepe bandage
  - 1 5 cm crepe bandage
  - 1 roll of hypoallergenic tape
  - 1 Emergency blanket
  - 1 Resuscitation Aid
  - 2 sterile saline eyewash pods
  - 1 eye bath
  - 1 pair rounded ends scissors
- Overstone Park School – First Aid Policy - BSP7
- (Revision

SMALL CLASS, PLAYGROUND AND TRIP HELPERS KITS:

2 Pairs Disposable gloves

1 disposal bag

1 resuscitation aid

1 pack sterile gauze

1 sterile saline pod

1 bottle of water – replaced daily

10 assorted plasters

1 medium First aid dressing with bandage attached Overstone Park School –

First Aid Policy - BSP7 (Revision 4)

## Appendix 5

### USE OF DEFIBRILATORS

#### Nearest Location – Overstone Park Golf Club, Overstone Park, Northampton

##### Introduction

According to the Resuscitation Council (UK) approximately 30,000 people sustain cardiac arrest outside hospital in the UK each year. Electrical defibrillation is well established as the only effective therapy for cardiac arrest caused by ventricular fibrillation (VF) or pulseless ventricular tachycardia (VT).

The scientific evidence to support early defibrillation is overwhelming; the delay from collapse to delivery of the first shock is the single most important determinant of survival. If defibrillation is delivered promptly, survival rates as high as 75% have been reported. The chances of successful defibrillation decline at a rate of about 10% with each minute of delay.

The Resuscitation Council (UK) recommends strongly a policy of attempting defibrillation with the minimum of delay in victims of VF/VT cardiac arrest. Whilst there is no legal requirement for Overstone Park School to provide automated external defibrillators (AED's) a decision was taken to provide a number of units around the campus to further enhance first aid cover in high risk areas, notably where sporting activities are undertaken.

Whilst AED's can be used safely and effectively without previous training, a number of key staff working in these higher risk areas have received dedicated training from St John Ambulance in the use of AED's to help improve the time to shock delivery and correct pad placement when providing treatment. Other First Aid trained staff will receive instruction in the use of the units on a rolling programme.

All staff trained to use an AED will receive regular training (normally annually as recommended by St John Ambulance) to ensure their skills are kept up to date.

The School have purchased three, Powerheart G3 Automatic AED's – these machines are fully automatic and require no intervention from the operator once the pads are attached to the casualty. Upon opening the lid of the unit a voice prompt provides instructions on how to operate the unit correctly and continues to give a running commentary throughout the rescue.

##### Locations

The three units can be found in the following locations:

- ! Overstone Park Golf Club

NB: The cricket pavilion door and internal kitchen door have new locks which mirror the sports facilities locks (SMK 19 - key) therefore sports staff will be able to gain access to the AED located in the Pavilion Kitchen.