

BRIGHTON GIRLS POLICY

FIRST AID

Document Control

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School:

Brighton Girls

Version:

03

Valid as of:

November 2017

Last Review:

September 2019

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1. PURPOSE & APPLICABILITY

This policy provides guidelines for the arrangements that have been made by BHHS related to First Aid. This policy is applicable to Brighton and Hove Prep, High & Sixth Form School.

2. LIST OF ABBREVIATIONS & MEANINGS

AED	Automated External Defibrillator
DCSF	Department for Children, Families and Schools
EYF	Early Years Foundation
GDST	Girls Day School Trust
H&S	Health & Safety
HSE	Health & safety Executive
ISI	Independent Schools Inspectorate
PE	Physical Education
Ofsted	the Office for Standards in Education, Children's Services and Skills
RIVO	Software used to report H&S, Environmental Incidents / Hazards and near miss events
May / Should	Advisory
Shall / Must	Mandatory

3. GENERAL REQUIREMENTS

3.1. Introduction

It is a statutory requirement for an employer to make adequate first aid provision for employees. In Brighton and Hove High School (BHHS) it is recognised that the provision should also cover all students and visitors.

3.2. Policy Statement

BHHS is committed to providing sufficient numbers of suitably qualified first aid personnel to deal with accidents and emergencies occurring in school. 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 DCSF requirements, BHHS will ensure that:

- A first aid risk assessment is carried out to ascertain the needs of the school and the level of provision required;

- At least one person with a “First Aid @ Work” qualification will be present on each identifiably separate site when pupils are present;
- At least one person with a Pediatric First Aid certificate will be present if early years foundation pupils are present (in accordance with the statutory framework for early year's foundation 2012) At our Prep school the named Pediatric First Aiders are: Natasha Bryan, Sara Page & Rachel Simpson;
- There are several staff with “Emergency First Aider in the Workplace” who will be present at other times i.e.: early mornings, evenings, weekends and school holidays;
- A register of first aiders is maintained to ensure that staff undertake refresher training at appropriate intervals. This is kept by the school nurse who also keeps a copy of all first aid certificates.

3.3. First Aid Equipment

- First Aid Kits containing standard contents (as recommended by HSE and in First Aid section of H&S Oracle) are distributed around the school. All practical departments have their own First Aid Kit.
- A list of First Aiders and location of first aid kits are displayed next to the phones in each Department, science labs, staff rooms, reception and kitchens in the Senior School. All staff are First Aid trained in the Prep School;
- The First Aid Kits are inspected every term by the school Nurse @ High School or J Chappell at the Prep School and any restocking carried out. Records are kept of these inspections. Heads of dept. should notify the nurse if supplies have been used in order to restock as soon as possible;
- A record must be kept of any First Aid administered. Each kit will have a notebook to record name and treatments given or member of staff should inform the nurse who will record incident and treatment in her records;
- All First Aiders should be aware of and practice good infection control as highlighted in BHHS” Control of infection policy”.
- PE staff have First Aid bags and a supply of chemical ice for use of sports fixtures. Supplies can be obtained from the nurse at the senior site and J Chappell at the Prep School;
- All staff will be made aware of First Aid arrangements during the induction process.

3.4. Trips and Visits

- It is recommended that First Aid trained staff (as recommended on H&S section of GDST Hub) should accompany all trips, especially residential trips. A Pediatric first aider will accompany all school trips/outings undertaken by Early years Foundation Stage pupils;
- Leaders of school trips/visits should collect First Aid kits from the nurse or

J.Chappell @ the Prep school. These should be returned on completion of the trip. A list of students with medical conditions should be requested from Leigh ward who will enable them to download Medical information from Firefly to their Mobile phones/Laptops.

3.5. Accidents

- In the event of an accident to students, staff or visitors, the school nurse should be informed immediately (J Chappell at the Prep school). In the absence of the school nurse, the school office should be informed who will alert a First Aider. The school nurse will assist the First Aider to whom the accident was reported in the completion of relevant accident forms. All injuries to staff and pupils requiring treatment beyond that provided by the school nurse/ first aider are reported to the H&S team at Trust automatically by entering the incident onto the electronic accident reporting system RIVO.
- Minor accidents (those that require only first aid treatment) are entered onto Sims as an accident. The accidents that will need to be entered onto RIVO are: Staff injuries (unless very minor); all Pupil accidents unless very minor; all accidents incurred by visitors & occasional contractors (other than very minor); all significant near misses; all significant dangerous occurrences (e.g.: gas leaks, collapsing structures);
- There are named members of staff trained in using RIVO: PE staff; Nurse, and Leigh Ward at the senior school and J Chappell and N Bryan at the Prep school;
- Sharon Honeycombe is responsible for reporting any major incidents to HSE. This will automatically be flagged up on RIVO;
- Any Serious accident, incidence of "Food Poisoning", injury or death of any child within the EYF will be notified to Ofsted / Children's Services and Social Care Agencies as soon as possible and definitely within 14 days. The criteria for reporting to the HSE (www.hse.gov.uk) should be followed at all times. The School Nurse will normally report these but in her absence Sian Cattaneo (Prep School Head) will be responsible for this.

3.6. Head Injuries

All head injuries must be reported to the Nurse as soon as possible. The nurse will then inform the Head and complete a RIVO report.

3.7. Illness

Any student feeling unwell should report to the Medical Room for assessment. The School Nurse will contact a parent or guardian should the student need to go home. In the absence of the School Nurse, the pupil should report to the Main Office where a First Aider (K Duddy / Leigh Ward) will contact a parent/guardian.

In the Prep school J. Chappell & Becky Fry will be the first aiders responsible for this.

3.8. Parents and Guardians

Parents and guardians will be informed about any serious accident or illness and should collect their daughter from the Medical Room and sign out in the Main Office.

In the event of a serious accident, an ambulance should be called by, either the School Nurse or, another appropriate adult and parents/guardians informed by Reception staff as requested by the Nurse or First Aider attending. If parent/guardians are unable to accompany a pupil to hospital then a member of staff, preferably the School Nurse should accompany the girl to hospital in the ambulance and meet the parents there.

Parents/guardians are asked, on entry to school, for their daughters' medical history, so that all staff may be aware of any medical problems and give appropriate care.

3.9. Equipment and Facilities

In accordance with the Education Regulations (1996), BHHS has a well-equipped Medical Room. The School Nurse is responsible for ensuring that medical supplies are regularly checked and replenished at the Senior Site & J Chappell at the junior school.

Eye washing materials are supplied in high-risk areas and if there are no 'mains fed' eyewash facilities, bottles of sterile eyewash solution are provided.

Detailed information regarding first aid equipment and materials can be found in Oracle (Health and Safety section 4.3 'First Aid')

3.10. Defibrillator

BHHS has three Lifepack CR plus AED's (Automatic External Defibrillator) situated in key areas: Main Reception at High School; Sports Hall reception and Main Reception of Prep School. S Honeycombe (nurse) at the senior school and J Chappell in the junior school check these machines weekly.

A signed record is kept with the AED and if any problems arise, S Honeycombe is responsible for dealing with these. Some First Aid staff have been trained in the use of AED (no official training is required as the defibrillators are automated.)

Refer to the AED policy on Firefly.

3.11. Review

This policy will be reviewed in September of every academic year.

4. APPENDIX

- List of First Aiders
- List of location of First Aid boxes
- First Aid risk assessment
- GDST Health & Safety Handbook
- Infection control Policy
- Defibrillator Policy
- Administration of Medicines Policy

5. DOCUMENT HISTORY

Document Title	Version	Date of Issue	Change	Updated by	Status
BHHS First Aid Policy	Initial	September 2016	Full Review	Sharon Honeycomb	Expired
BHHS First Aid Policy	01	September 2017	Full Review	Sharon Honeycomb	Expired
BHHS First Aid Policy	02	September 2019	Full Review	Sharon Honeycombe	Live

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