First Aid Policy

This policy is a 'whole-school' policy and relates to both the senior school and the junior school (including the Early Years Foundation Stage.)

1 Aim

To set out the provision of First Aid related to school activities.

2 Introduction

Health Centre:
Extension 2900/ (01904)683768 **Emergency** 07931101597

email health.centre@boothamschool.com

2.1 First Aid provision aims to preserve life and help promote recovery in the event of injury or illness. Polices developed to deliver care are developed on the basis of suitable and sufficient risk assessments carried out by the relevant departmental staff, in conjunction with the Bootham School Nurse Manager.

2.2 Bootham School seeks to ensure that there are adequate and appropriate equipment and provisions for providing First Aid in accordance with the Health and Safety at Work etc. Act 1974. Bootham School recognises that the school provides qualified First Aid personnel in accordance with The Health and Safety (First Aid) Regulations 1981.

2.3 Health and Safety legislation places a duty of care on employers for the health and safety of their employers and anyone else on the school premises: this would include the Head teacher, teachers, non-teaching staff, students and visitors. This policy covers: who is responsible for duties within the school; specific First Aid provision; arrangements for off-site trips; in and out of school hours' arrangements; other medical care.

3 Objectives

3.1 To ensure that there is an adequate provision of appropriate First Aid for:

- **All Bootham School premises; teaching, boarding accommodation, service, maintenance, sports and leisure areas.**
- **All Bootham School staff groups, students, user groups and visitors, including parents and contractors.**

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3.2 To comply with the aforementioned guidance and legislation to ensure Bootham School provides adequate First Aid provision as far as is deemed reasonably practicable. Including:

- **Establishing and maintaining First Aid posts, clear signage and equipment.**
- **Ensuring appropriate First Aid provision and equipment is available for off-site visits.**

3.3 To conduct appropriate risk assessments to determine the First Aid needs of the school.

3.4 To ensure that where individuals have been injured there are suitable mechanisms in place to provide timely treatment and that adequate records are made, including reporting, where appropriate, to the Health and Safety Executive (HSE) relating to Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) (2013).

4 Guidance

Responsibilities

4.1 Welfare of the school community is the concern of all however the Head teacher, the School Leadership Team, School Governors, Bootham School Health Centre (BSHC), designated external Health and Safety Advisor and Heads of all School departments (teaching and non-teaching staff) have primary responsibility for the implementation of this policy and for developing detailed procedures.

4.2 First Aid requirements are reviewed annually with the consideration of:

- Size of the school, split sites, multi-levels
- Location of the school
- Specific hazards or risks on the site
- Students or staff with special health needs or disabilities
- Practical departments; such as Science, Technology, PE, Catering, Estates
- Previous record of accidents / incidents at the school
- Provision for in-school hours and out of school hours activities
- Off-site activities, including trips
- Contractors on site and agreed arrangements

5 Specific First Aid Provision

5.1 First Aiders

I. First Aiders will give immediate help to those with common injuries or illnesses and those arising from specific hazards, and where necessary ensure that an ambulance or other professional medical help is called.

II. The Health and Safety (First-Aid) Regulations 1981 require you to provide adequate and appropriate first-aid equipment, facilities and people so immediate help can be given if there is an accident, injury or illness.

iii. First Aid training is either an Emergency First Aid at Work (EFAW) (one day) or First Aid at Work (FAW) (three days) or Paediatric First Aid. Provided by an HSE recognised organisation undertaken every 3 years,

5.2 First Aid Boxes

i. First Aid boxes are provided in areas of the school where accidents are considered most likely, with signage indicating their location.

ii. The contents of a First Aid box are in accordance with the guidance given by the HSE (First Aid at work INDG 214 (Rev2) 2014)
iii. A minimum of one, usually two, First Aid kits are taken when pupils leave the school on organised trips or participate in sports events.
iv. First Aid boxes are replenished as necessary and regularly checked for contents and expiry dates primarily by appointed First Aiders in their area, supported by BSHC.

5.3 **First Aid Notices**

Lists of members of staff (including their location and contact details) who are qualified First Aiders or Paediatric First Aiders, will be on a tab on the Bootham portal for ease of access and the ever changing status of qualified first aiders.

5.4 **Access to First Aid**

All students and staff are given information on the provision of First Aid at their induction. All visitors and contractors as accompanied and accounted for by school staff, are directed to assistance by their point of contact. There will be at least one qualified first aider on site at all times when students are present.

5.5 **Record Keeping**

Details of an incident which requires assessment by the BSHC team will be recorded on the medical module of the School Administration Management system (CPOMS) An accident form is completed for all students, staff and visitors by the First Aider providing treatment and sent to the Bursar for collating trends

5.6 **Calling an Ambulance**

The BSHC team are usually responsible for summoning an ambulance and for organising an escort to go with a student or, if required, a member of staff to hospital. The attending First Aider will do this if out of hours, off-site or in a medical emergency. A member of staff will always stay with a student in hospital until their parent/guardian is able to attend.

5.7 **Emergency Medical Treatment**

In accepting a place at the school, parents are requested to give their consent for the Head Teacher or other nominated representative to provide, on the advice of qualified medical opinion, emergency medical treatment, including general anaesthetic and surgical procedure under the NHS, if the school is unable to contact a parent.

5.8 **Hygiene Procedures for the Spillage of Bodily Fluids**

Spillages of blood, vomit, urine and excreta must be cleaned up promptly by housekeeping. The First Aider will be responsible out of hours. Other students, staff members and visitors must be kept away from the spillage.

The following general actions must be taken by the person dealing with the spill:

- To clear the immediate area of people. Hazard signs and cordoning may be necessary, according to the circumstance.
- To ensure that any cuts or abrasions on the hands are covered with a waterproof dressing.

- To ensure disposable personal protective equipment (PPE), including latex-free vinyl gloves and a disposable plastic apron must be worn.

Where blood and body fluid spills on clothing, the following general actions must be taken by the person dealing with the spill:

- PPE, a plastic apron and latex-free gloves, must be warn when dealing with spills on clothing, which should be sponged with lukewarm soapy water and washed as soon as possible in the hottest wash the fabric will withstand. Heat from tumble-drying will also help to eradicate pathogens, as will ironing.
- All PPE and disposable paper towels and cloths should be disposed of into a yellow plastic Bio-Hazard waste bag which should then be sealed, double bagged and stored safely / securely for final disposal within the BSHC clinical waste bins and collected by a suitable clinical waste disposal organisation.
- On completion of the cleaning procedure and after disposal of waste and PPE, hands must be thoroughly washed and dried.

6 Bootham School Health Centre The Lodge

6.1 The Lodge team provide First Aid provision in the school's Health Centre from:
0800 - 1700 Monday to Friday,
and at other coordinated times when identified Bootham School students will be on site at the senior school.

6.2 The Lodge team administer First Aid and deal with accidents and emergencies or when someone is taken ill.

i. The BSHC will notify parents/guardians if a student suffers anything more than a minor injury or becomes ill during the school day or deemed appropriate.

ii. In the case of:

- A day or flexi-boarder student; the BSHC will contact parents/carer so that the student can be collected
- A weekly or full boarding student; the BSHC will care for the student and as appropriate contact the parent/guardian so that the student can be collected and cared for offsite to protect the wider school community as per UK Health Security Agency's recommendations.

6.3 The school doctor calls the school at two arranged times in the week – Monday 10.00 and Wednesday 14.15 to discuss any students with medical needs and decide if treatment can be advised over the phone or if a face to face appointment is needed. These are available for weekly and full boarding students registered with the contracted GP provider.

6.4 If a weekly or full boarding student is required to attend hospital or the off-site GP practice for medical assessment and it is deemed safe they can travel via car, the BSHC team will coordinate transport via taxi; an account with Fleetways Taxi Company is held. Accompaniment with a member of staff usually a Resident Graduate, unless student requests to attend independently and BSHC staff deem this appropriate, will be organised by the BSHC team and liaising with Head of Boarding.

7 Off-site and Out of hours provisions

7.1 In the case of off-site and out of hours provision, the First Aider present will attend to any incidents as they occur and fulfil the duties required.

7.2 Boarding staff receive First Aid training, Managing Anaphylaxis (all staff on site) and Medicine Management training. Contact phone details for additional medical assistance are provided in key areas, specifically for boarding staff out of BSHC hours.

7.3 Out of school term times, departments whose staff are Full Year employed have access to First Aiders

7.4 External groups hiring the school site are responsible for provision of their own First Aiders and appropriate equipment.

8 Students with identified potential First Aid needs

8.1 Staff have access to a list of students who have potential of a severe allergic reaction). Lists for students with anaphylaxis are displayed in the staff room, dining hall, folder in reception, boarding houses and in the Lodge

8.2 Individual Healthcare Plans for these students are produced in line with current guidance (Supporting Pupils at School with Medical Conditions, 2017) in partnership between parents and the school involving the student as best able. Individual Healthcare plans are reviewed yearly or when notified the condition or management has altered, initiated by parent or Health Care Professional.

9 Medical Care

9.1 This procedure is limited to the provision of First Aid. The school has arrangements in place for:

- Managing students with specialist medical needs or learning differences,
- Provision of medical assessment and investigations including transport to appointments as required.
- Keeping of confidential medical records
- Medicines management including over the counter medication and medicines and treatments brought to school for students.
- Emotional wellbeing and mental health including counselling and Health Promotion.
- Infection control.

10 Legal Requirements and Education Standards References

First Aid at Work: your questions answered (2014) (http://www.hse.gov.uk/pubns/indg214.pdf accessed: 21/01/21)

First Aid Provision and Training in Schools (2011). Medical Officers of Schools Association (MOSA)

Guidance on first aid for schools (2014). Department for Education and Employment (https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/306370/guidance_on_first_aid_for_schools.pdf accessed: 21/01/21)

Guidance on infection control in schools and other childcare settings. Public Health England (2014)

Health and Safety at Work etc. Act 1974. (http://www.legislation.gov.uk/ukpga/1974/37 accessed: 12/01/21)

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) (1995 updated 2013) (http://www.legislation.gov.uk/uksi/1995/3163/contents/made accessed: 12/01/21)

Supporting Pupils at School with Medical Conditions (2015). Department for Education.

The Health and Safety (First Aid) Regulations 1981 (http://www.legislation.gov.uk/uksi/1981/917/made/data.pdf accessed: 19/11/2019)

This policy will be reviewed on an annual basis for matters of fact and process.

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Appendix 1:

Bootham Junior School (BJS)

In conjunction with the Bootham School First Aid Policy, the details of specific procedure for BJS are outlined below.

- BJS have health care support and advice available from the BSHC situated at the Bootham Senior School site.

- There is additional provision of on-site First Aiders with a specific paediatric First Aid qualification for students including the Early Years Foundation Stage (EYFS) students.

- There is a nominated member of staff with oversight of First Aid Provision at the BJS site for maintaining First Aid box content and signage.

Specific procedure:

1. Medical information is supplied by parents/carers when starting at the school. These details are stored securely for the staff to access and are confirmed annually to ensure update information is held.

2. If a medicine is requested by a parent/carer to be administrated, a parental consent form is completed detailing instruction for the administration of each specific medicine as required.

   Medicines (in-date, in original containers labelled with the students' name) are stored in the on-the-wall cabinet in the Staff Room. There are returned to the parent/carer when no longer required. Some types of medication are kept in the classrooms or with the children depending on age and capability of the child.

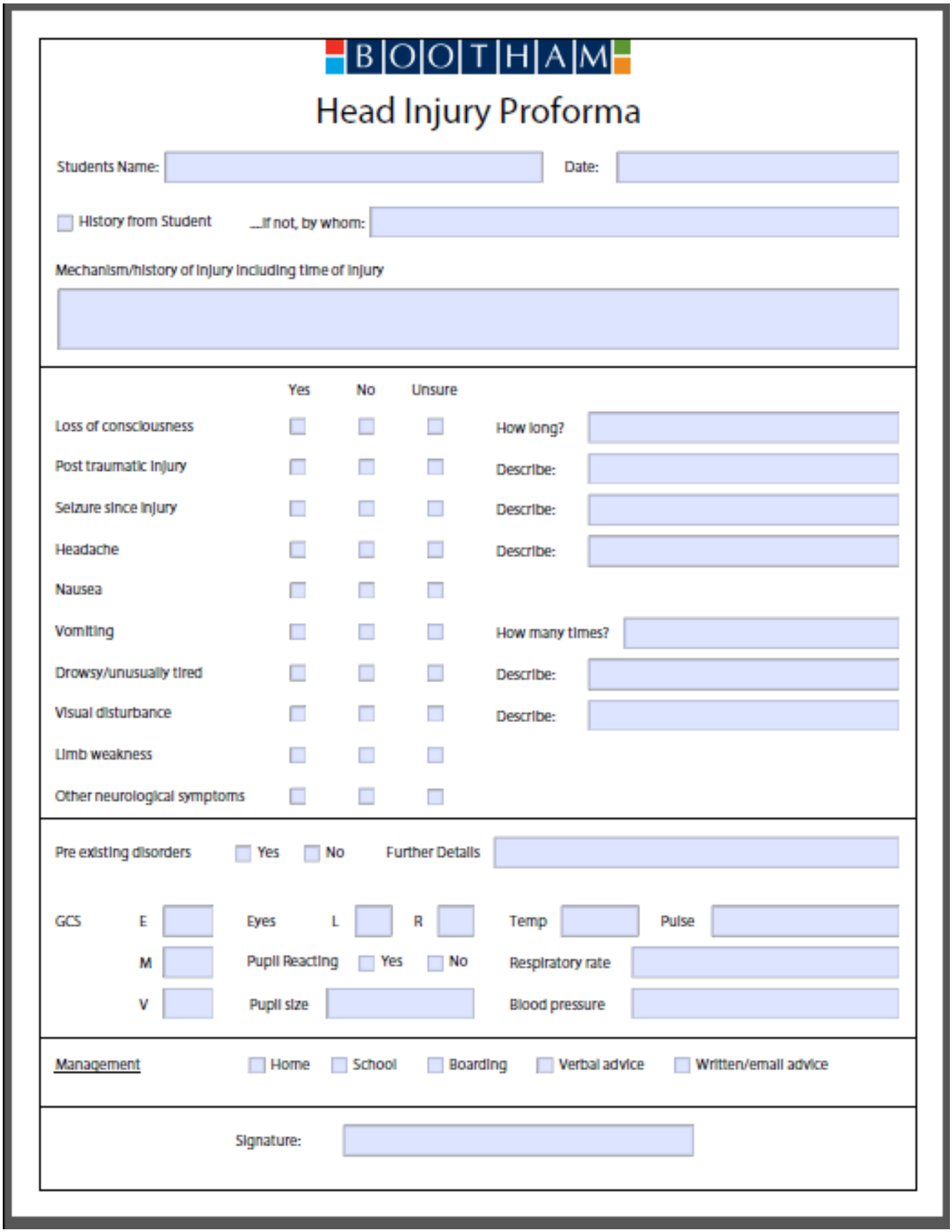
3. If a student has an accident or is unwell, parents/carers are contacted by the school.

4. In the case of a Head Injury, contact is made with a parent/guardian and written information is provided via email.

Name		Date Qualified	Date Expires	Date Booked

Previous update / **Last update – December 2025**

Appendix 4 Head Injury Proforma



BOOTHAM

Head Injury Proforma

Students Name: Date:

History from Student ...If not, by whom:

Mechanism/history of injury including time of injury

	Yes	No	Unsure	
Loss of consciousness	☐	☐	☐	How long?
Post traumatic injury	☐	☐	☐	Describe:
Seizure since injury	☐	☐	☐	Describe:
Headache	☐	☐	☐	Describe:
Nausea	☐	☐	☐	
Vomiting	☐	☐	☐	How many times?
Drowsy/unusually tired	☐	☐	☐	Describe:
Visual disturbance	☐	☐	☐	Describe:
Limb weakness	☐	☐	☐	
Other neurological symptoms	☐	☐	☐	

Pre existing disorders ☐ Yes ☐ No Further Details

GCS E Eyes L R Temp Pulse

M Pupil Reacting ☐ Yes ☐ No Respiratory rate

V Pupil size Blood pressure

Management ☐ Home ☐ School ☐ Boarding ☐ Verbal advice ☐ Written/email advice

Signature:

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