



# ABINGDON

## **Abingdon School and Abingdon Preparatory School (including EYFS)**

### **First Aid Policy**

First aid is the immediate treatment necessary for the purpose of preserving life and minimising the consequences of injury or illness until expert medical assistance can be obtained. First aid also includes the initial treatment of minor injuries, which will not need treatment by a medical practitioner. The object of first aid is to offer assistance to anyone injured or suddenly taken ill before expert help from a doctor or nurse is available, or before an ambulance arrives.

The Schools are committed to provide first aid care for any pupil, member of staff or visitor who suffers an injury or illness whilst on school premises or off-site as part of a school activity. In this respect Abingdon School and Abingdon Preparatory seek to meet their obligations under The Health and Safety at Work Act, The Management of Health and Safety at Work Regulations, The Health and Safety (First-Aid) Regulations 1981, HSE Approved Code of Practice & Guidance L74 – First Aid at Work, The Early Years Foundation Stage Statutory Framework 2017 by:

1. Carrying out an assessment of First Aid needs to identify the Schools' requirements across the broad spectrum of activities undertaken both on and off site.
2. Making available suitably trained personnel to act as First Aiders or Emergency First aiders at all times when people are on the school premises and also off the premises whilst on school visits.
3. Maintaining a dedicated Health Centre at Abingdon School and a First Aid room at Abingdon Preparatory School.
4. Keeping detailed records of illnesses, accidents and injuries together with an account of any first aid treatment, non-prescription medication or treatment given to a pupil. The Schools have procedures in place for ensuring that these records are reviewed regularly to minimise the likelihood of recurrence wherever possible. School staff take responsibility for their own medication and safe keeping.
5. Providing an up to date list of all First Aiders and Emergency First Aiders for all staff and arranging training and refresher training as recommended by the HSE Guidance on First Aid for Schools.
6. Providing suitably equipped first aid boxes and bags in designated areas, mini-buses and for trips or away matches. Abingdon School Health Centre staff and Abingdon Preparatory Medical Room staff check all first aid equipment termly or half termly depending on usage.

7. Reporting to the Health and Safety Executive any incidents that fall within the scope of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). The Health and Safety Advisor and/or the Senior Nurse are responsible for reporting accidents, diseases and dangerous occurrences (RIDDOR) to the enforcing authority.
8. Accidents, injuries and incidents falling within the RIDDOR guidelines must be reported to the HSE via their online reporting system <http://www.hse.gov.uk/riddor/> within 15 days of the incident occurring. These will include accidents which result in death, a specified injury such as fracture, loss of sight, serious burns, occupational diseases such as hand-arm vibration syndrome, carpal tunnel syndrome, occupational dermatitis, accidents which prevent the injured person from continuing their normal work for more than seven days
9. Notifying local child protection agencies of any serious accident or injury to or death of any child while in their care and acting on any advice from those agencies.

### **Director of Finance and Operations**

Last internal review: January 2019

Last governor review: February 2019

Next governor review: February 2020

## **1. First Aid Arrangements:**

### **1.1 The Abingdon School Health Centre**

- Abingdon School Health Centre is staffed by nursing staff and is available for day pupils, boarders, staff and visitors. During term time it is staffed by a rota of nurses and Health Care Assistants and is open Monday to Friday 8am till 6.00pm and 9 – 5pm on Saturdays (Summer Term only - 10am-2pm Saturdays). On call rota in place for overnight and Sundays for the boarders.
- First aid boxes and defibrillators are placed in priority areas see Appendix 4. The Senior Nurse at the Health Centre is responsible for checking defibrillators and restocking the first aid boxes.

### **1.2 The Abingdon Preparatory School Medical Room**

- Is located next to the Reception area and is staffed by the School Nurse (RGN) from 10.45 to 17.00 and at other times between 08.00 to 18.00 by the School Secretary and Assistant Registrar (FAW-trained).
- First Aid boxes are located in: Reception, Staff Room, science laboratory, swimming pool, art room, CDT room, Registrar's room.
- The School Nurse is responsible for checking the contents and restocking the First Aid Boxes

### **1.3 Training**

- A first-aider is someone who has undertaken training appropriate to the circumstances. They must hold a valid certificate of competence in either first aid at work, emergency first aid at work, or any other level of training or qualification that is appropriate to the circumstances.
- Emergency first aid at work (EFAW) training enables a first-aider to give emergency first aid to someone who is injured or becomes ill while at work.
- First aid at work (FAW) training includes the EFAW syllabus and also equips the first-aider to apply first aid to a range of specific injuries and illnesses.
- First Aider (FAW 3 day training ) is arranged for key staff in both schools and for those staff who supervise pupils in high risk areas and activities or places remote from help.
- Emergency First Aider (EFAW 1 day training ) is provided for teaching and non-teaching staff as appropriate to the activities undertaken and identified by the Assessment of First Aid Needs.
- Paediatric First Aid training is provided for key staff at Abingdon Preparatory as an additional module.
- Retraining and recertification takes place for appropriate staff every three years or sooner if required.

## **2. Information**

- A list of first aiders is posted on main noticeboards in both Schools and the list is held by Health and Safety Coordinator.
- All accidents must be reported to the Health Centre at Abingdon School or the Health and Safety Coordinator and the School Secretary (or School Nurse) at Abingdon Preparatory School, where details of the accident and treatment are recorded electronically on the

Assessnet accident book.

- Staff taking pupils off-site for visits or sports matches must record any accidents on Assessnet. All members of staff have access to the Assessnet accident book.
- Where appropriate the Health Centre or School Secretary/School Nurse will contact parents by phone to inform them of the accident, subsequent first aid treatment and provide advice. For pupils in Pre-prep please see Appendix 1. Pupils with significant medical conditions such as asthma, anaphylaxis and diabetes are identified and regularly updated on each school's pupil database and Firefly (Abingdon School only) so that teaching staff are aware of this information and may seek advice from the Health Centre if required.
- Communication to parents of accidents or injuries at Abingdon Prep: any more serious injury or accident (e.g. all head bumps, onward referrals to MIU/A&E, where it is not possible for a boy to return to class and others at the attending Nurse/FAW discretion), plus all injuries involving Pre-Prep pupils must be communicated to parents on the day of its occurrence, including when off-site. Parents should be told in person; if a message or email has to be sent, the parent should be asked to acknowledge receipt. As a matter of course, where a parent is contacted, it should be logged on ISaMS by the secretary alongside details of the incident.

### **3. Emergencies**

- If a first aider or Nurse judges that further emergency treatment is required, an ambulance will be called and the parent will be contacted immediately. A member of staff will accompany the pupil to hospital and remain with him until a parent / guardian arrives. An injured pupil should never be left unattended.

### **4. Off-site trips**

- For low risk, non-residential educational trips, the organiser must ensure that a first aid box is taken. For details of practices specific to Abingdon Prep School, please see Appendix 3.
- All residential off-site trips must be accompanied by at least one appropriately trained first aider, the visit risk assessment will identify the number of first aiders required and any additional equipment required for pupils with significant medical conditions such as AAls (Adrenaline Auto Injector)

### **5. Hygiene Procedures**

- All staff should take precautions to avoid infection and must follow basic hygiene procedures. Staff should have access to single-use disposable gloves and hand washing facilities, and should take care when dealing with blood or other body fluids and disposing of dressings or equipment. Please refer to Body Fluids Spillage Policy.

### **6. Pupils with significant medical conditions: e.g. Anaphylaxis, Diabetes, Epilepsy, Asthma, Nocturnal Enuresis.**

- All staff are made aware of pupils with significant medical conditions through the schools' pupil databases and Firefly (Abingdon School only).
- Staff must ensure that they are aware of any boys with significant medical conditions in their teaching groups
- Where pupils have AAls, parents are asked to provide a minimum of two 'in-date' AAls for their son at all times.
  - At Abingdon School one AAI must be with the pupil at all times, the Health Centre will

store the second AAI. Abingdon School has several generic AAIs placed in different areas in case of emergency eg if pupil's own AAIs is unavailable or malfunctions.

- At Abingdon Prep the AAIs are kept in the Medical room.
- Abingdon School pupils who suffer from Asthma must have access to inhalers at all times. At the Prep School the First Aider in Reception keeps the asthma pumps in the Medical room. Parents are asked to provide a labelled and in date spare inhaler for their son, that can be kept in the Health Centre.
- Abingdon School pupils requiring insulin during the school day carry their own supply and a spare supply can be kept in the Health Centre fridge. Insulin supplies are kept in the Medicalroom fridge at Abingdon Prep.
- The School Nurse will provide staff at both schools with advice and additional training relating to pupils with significant medical conditions on request.
- Staff are responsible for undertaking a risk assessment when taking the pupil on an off-site visit or trip, and ensure that at least one accompanying member of staff has first aid and AAI training.

### **7. Out of school hours arrangements** e.g. lettings and parents evenings.

- Organisations or individuals wishing to hire one of the facilities for an activity or function are instructed to make their own risk assessments and provide sufficient first aid cover for their needs.
- Organisers of parents evenings will use the school first aid provision available during term time whilst the Health Centre is open. Teachers who are first aid trained will act as First Aiders if needed. Events such as concerts are required to risk assess each event separately and arrange appropriate first aid cover.

### **8. Assessment of First Aid Needs**

- The Assessment of First Aid needs will be reviewed annually by the School Nurse, Health and Safety Advisor, Deputy Head Pastoral and other staff as appropriate. The First Aid Policy is reviewed annually internally and then agreed and approved by a Board of Governors.
- Where the assessment identifies a low risk of injuries, access to the Health Centre or First Aid room, a first aid trained member of staff and a first aid box is considered to be sufficient.
- Where activities pose a higher risk of injury, for example work with dangerous tools or machinery or expeditions across rough terrains in remote locations an enhanced level of first aid competence will be required of supervising staff supported by additional safety measures to ensure adequate medical assistance.

### **9. Automated external defibrillators**

- AEDs have been risk assessed as a beneficial addition to the standard first aid equipment provided by the School in :
  - Sporting areas which may also be used by members of the public with an older more unpredictable health risk profile . AEDs are located in the Sports Centre, Health Centre, Boathouse and Tilsley Park. Key staff have been trained
  - Hospitality and entertainment areas open to the public often out of hours. An AED is located on the outside of Greening Court.
  - Both Schools employ staff across a wide age range so AEDs are available on both sites including the Prep School where parents and grandparents visit on a regular basis.

- See Appendix 2 for Abingdon School locations.

## **10. Use of mobility aids**

- If a pupil or member of staff has reduced mobility due to injury or surgery and requires a mobility aid eg crutches/wheelchair, information is provided on an individual basis with regards to safe access routes, lifts and disabled toilets. A Pupil Mobility Questionnaire should be completed by the pupil with a member of the Health Centre. A Personal Emergency Evacuation Plan (PEEP) should be developed for anyone with reduced mobility attending the school site.

Appendix 1: [Recording Accidents or injuries at Abingdon Prep School](#)

Appendix 2: [First Aid Box and Defibrillator Locations](#)

## Appendix 1

### **Recording accidents or injuries at Abingdon Prep School**

All pupils who are injured are assessed by the school nurse or Office FAWs. Details are recorded in the medical room log book. The details are entered into the individual pupil's ISAMS record by the school Nurse.

In the following situations the Health and Safety Officer or School Nurse records accidents in Assessnet:

- **Any** accident or injury involving a pupil in **Reception (EYFS)**
- **Any** accident or injury to **Y1 or Y2** pupils which involve a **mark on the body, blood or injury to the face**
- **All** accidents or injuries to pupils involving a bump or knock to the head
- **All** onward referrals to Minor Injuries Unit (MIU), John Radcliffe Hospital etc.
- **All** injuries except minor cuts etc. as in the last point below occurring during curriculum activities e.g. Sports, Science, CDT, Art.
- **All** injuries to pupils where pain relief is given. *None may be given before midday without parental permission.*
- **All** injuries occurring during school activities off-site, e.g. on trips or at away matches.
- Injuries involving cuts, abrasions, bruising and swellings are included on Assessnet at the discretion of the FAW attending.

#### **Communication with parents:**

**EYFS:** It is required that the School Nurse / First aider must try to inform a parent/carer in person as soon as possible in the event of any injury. School staff will make every effort to make contact; parents will be asked to acknowledge any message left.

**Y1-Y8:** The School Nurse / First Aider will similarly contact parents/carers concerning any head bump or other significant injury, and any accident or injury to Y1 or Y2 as listed above.

All communication with parents is recorded in the pupil's ISAMs record, and in Assessnet as appropriate.

#### **First Aid and other Emergency Medical Equipment**

- **School Office:** AED
- **Medical Room:** Medical Bag , Emergency Asthma inhaler Kit, Biohazard Disposal Kit, Burns First Aid Kit, Emergency Eye wash, Pupils' own Adrenaline Bags, Asthma inhalers, portable first aid kits for Sports, Trips.
- **Pre-prep classroom:** First Aid Kit
- **After School Club:** First Aid kit and accident recording book
- **Minibuses:** First Aid box
- **Staff room:** First Aid Box
- **Science lab:** First Aid Box, Burns kit, Emergency Eye Wash bottles
- **Swimming pool :** First Aid Bag, Foil Blankets
- **Art Room:** First Aid Box
- **CDT Room:** Burns Kit

All first aid bags contain accident/injury reporting forms. A form is completed each time an accident, injury occurs. It should be handed into the School office so that the information can be entered into the pupils ISAMS record and relevant incidents (see categories above) entered into Assessnet.

All completed Medical Room Log books and accident forms will be stored indefinitely in accordance with our retention policy.

**First aid and medical kits/bags taken on trips, to sports fixtures or over onto the sports field**

The Gap students will ensure that a Numbered First Aid kit and all pupil individual personal medication bags (e.g. Adrenaline Pens, inhalers) are taken to the sports session or event. details are recorded on a form held in the school office on each occasion.

## Appendix 2 FIRST AID BOX AND DEFIBRILLATOR LOCATIONS



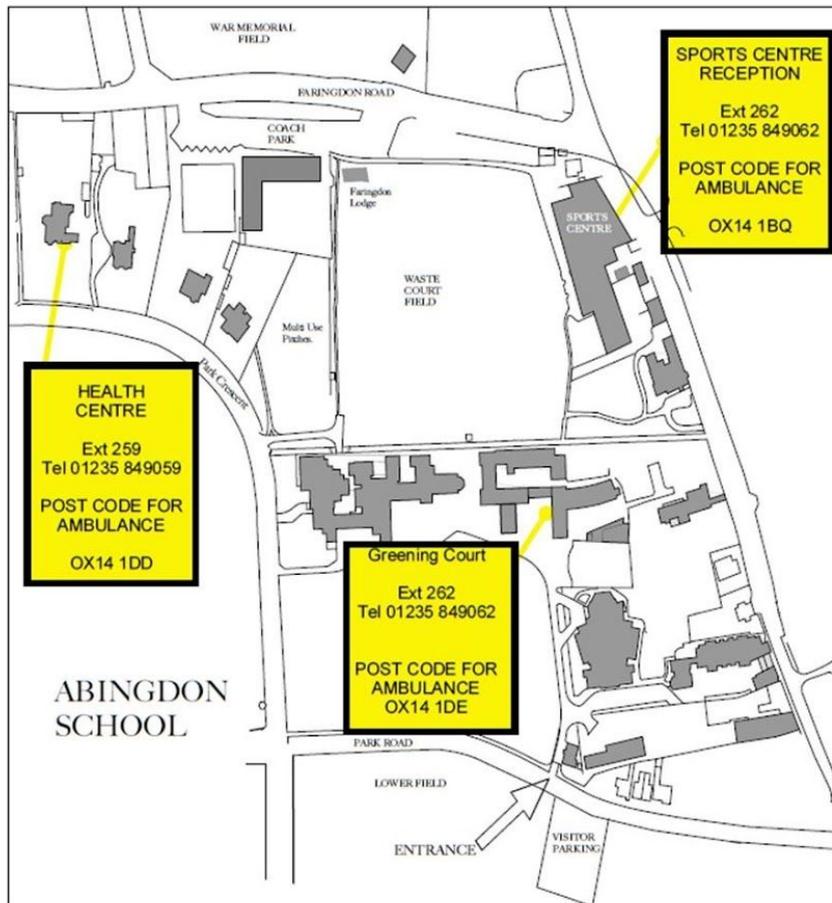
### FIRST AID BOX LOCATIONS AND CONTACT PHONE NUMBERS

ADMIN HUB	126
AMEY THEATRE	252
ART DEPARTMENT	254
AUSTIN HOUSE	105
BEECH COURT - SIXTH FORM	283/133
BOAT HOUSE	01235 539514
CAFE	01235 539476
COBBAN, CRESCENT AND GLYNDOWR	255
COMMON ROOM	232
DESIGN AND TECHNOLOGY DEPARTMENT	253
FARINGDON LODGE	118
GREENING COURT (GEOGRAPHY)	133
GROUNDSMAN	268
HEALTH CENTRE	259
HOUSEKEEPING	244
KITCHEN	125
LIBRARY	274
MAINTENANCE	225
PARK LODGE	229
REGISTRY	242
RIFLE RANGE	127
SCHOOL HOUSE	238
SCIENCE CENTRE	273
SPORTS CENTRE	262

## Defibrillator locations

### ABINGDON SCHOOL DEFIBRILLATOR LOCATIONS

Additional defibrillators are located in reception areas at Tilsley Park, Abingdon Prep School and the Boathouse



1. Call 999 and have Post Code for nearest entrance ready.
2. Send someone to collect the defibrillator from the nearest location or phone the Health Centre ( 259 ) to bring theirs.
3. Follow the instructions on the defibrillator, they are self-explanatory.
4. Contact the Health Centre if you would like training, they have a training device.