FIRST AID

APPLICABILITY: All Staff

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REGULATORY REQUIREMENTS: 13a, 13c

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This policy has been written by Tettenhall College School Nurses on behalf of Tettenhall College Governors in accordance with Health & Safety (First Aid) Regulations (1981) Approved Code of Practice and Guidance.

Last Review Date: 10 July 26
Next Review Date: 9 July 27

Aims

1. Consent must always be given by any person receiving first aid.
2. All pupils, staff and visitors will receive appropriate first aid whilst on Tettenhall College grounds.

3. All pupils and staff will receive appropriate first aid whilst on School organised trips

Responsibility for First Aid

3. First aid at Tettenhall College is the responsibility of the School Governors who delegate duties accordingly.

First Aiders

4. First Aid is administered primarily in the School surgery by qualified nursing staff but can also be administered by any person holding a current first aid at work (FAW) certificate or an emergency first aid at work (EFAW) certificate (previously known as appointed person's certificate).

5. There will be at least one qualified first aider on site when children are present.

6. There will always be at least one member of staff on duty in the Preparatory School who will be qualified in 'Early Years' first aid and is available at all times including any on site and off site activities

7. Those members of staff required to update their first aid qualification will be invited to attend a suitable course.

   a. In house courses held at Tettenhall College by an approved first aid trainer approximately every 1.5 years to be organised by the nursing staff. This applies to Early Years and FAW certificates. Certificates are valid for three years.

   b. New staff or staff who have not been able to attend the in-house course and require first aid training will be expected to attend a course off site. Nursing staff will provide details of local courses and dates where necessary.

   c. First Aiders are required to attend refresher training at intervals not exceeding 3
   years.

First Aid Points

8. There are 25 first aid boxes/bags located around the Tettenhall College site. A list of locations can be found outside the nurse's surgery and also in the Tettenhall College Health and Safety Manual.

a. Each first aid point is stocked by nursing staff according to its location and the risks associated to that area.

b. Each first aid point will contain/have displayed next to it:

i. A list of all qualified first aiders at Tettenhall College.
ii. The nearest resuscitation, water & telephone points and

Tettenhall College nurse duty contact number; and iii. First aid

guidelines.

iv. Accident Forms

9. All first aid points are checked regularly by the nursing staff and restocked as necessary. The first aid point is signed & dated at the time of the check.

10. Nursing staff should be informed if stock at a first aid point is running low between checks.

11. Any first aider requiring more information on items contained at the first aid points should seek advice from the nursing staff.

12. Pupils will be discouraged from removing items from the first aid boxes/bags, except in an absolute emergency.

13. A stretcher is located in the Pavilion. A wheelchair is kept in Surgery/reception and an evacuation chair is kept at Senior School reception

Known Medical Conditions and Consent to First Aid

14. All parents/guardians are required to complete and return the school's medical form prior to their child starting at Tettenhall College. This medical form includes consent to first aid and emergency medical treatment. The medical form should be completed prior to the student commencing Tettenhall College.

15. Pupils who have a known medical condition will be included on the 'medical conditions' database. Further information on individual pupils/conditions is also provided in the staff rooms when the nursing staff deem this to be necessary.

16. The Catering Manager is also made aware of any pupils with food allergies. Surgery staff and the kitchen manager regularly review individual student allergy plans; children with allergies will be closely monitored. On most occasions meals are prepared separately to avoid contamination.

Record Keeping & the Reporting of Accidents/Incidents

17. Pupils and staff who attend the nurse's surgery for first aid treatment will have their information recorded on Patient Tracker electronic record keeping database. Staff who bring medication into school for personal use are responsible for its safe storage and administration. When deemed necessary an accident form (see appendix 3) will also be completed and sent to the Bursar. Parents will be contacted by telephone if the nurse on duty deems this necessary.

18. Any first aider other than nursing staff who administers first aid should complete an accident form and hand it to the Bursar or School Nurse.. Accident forms are available from the surgery, main office and on the 'S' drive of the School computer system.

19. Pupils who receive first aid in years two and below in the Preparatory School will have their details recorded in the accident/incident book located in the Preparatory School, a copy of which is given to the parents/guardian. When full the accident books are to be sent to the Bursar's Office.

20. All accident forms/books will be assessed by the Bursar and will also be available for inspection by the Health and Safety Committee.

21. The Bursar will report as necessary any accidents/incidents under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, 1995) to the HSE (Health and Safety Commission).

22. Accident forms need to be kept for a minimum of three years.

When to Call for Medical Help

23. When a first aider assesses a situation and deems that medical help is required the School Nurse on duty should be called to take charge of the incident. However, if the first aider deems the injury/condition to be life threatening an ambulance should immediately be called by dialling 999 (see policy for calling an ambulance in an emergency) before the School Nurse is called. First aiders should assess the situation and proceed with any treatment as per their training guidance if the school nurse is not available or if there is a time lapse before the school nurse can attend the incident.

Clinical Waste

24. If there is a spillage of body fluids, cleaning staff should be informed immediately. Biohazard spillage kits should be used. These can be obtained from the nurse's surgery, in maintenance department and in Prep School.

25. All clinical waste from spillage of body fluids and dirty dressings/wipes should be placed in a yellow clinical waste bag (found in first aid box, in Prep School and in Surgery)

and disposed of in the yellow clinical waste bin located next to the nurse's surgery or yellow bin located outside the Preparatory School.

Activities Off-site

26. The group leader of any organised trip away from Tettenhall College should ensure that adequate first aid provision will be available.

27. Travel first aid kits are available from the nursing staff.

Tettenhall College Room/Facility Hire

28. It is the responsibility of individual organisations who hire Tettenhall College facilities to ensure that they have adequate first aid provision available.

References:

Guidance for First Aid for Schools – Department for Education and Employment

First Aid at Work, Health & Safety (First Aid) Regulations (1981) Approved
Code of Practice and Guidance.

APPENDIX 1

LOCATION OF FIRST AID BOXES/BAGS

Checked ½ Termly

School House
Thorneycroft House
Sports bag x 3
Resource room – Preparatory School
Staff room – Preparatory School
Preparatory School trip first aid bag – kept at Prep Reception

Surgery First aid bag

Checked termly

Preparatory School Science Lab
Art Room – Prep & Senior School
Coffee Shop
Cleaning/Laundry Staff Room
Science Lab – Senior School
Main Kitchen
Senior School Reception
Maintenance Room
Swimming Pool

Towers Theatre
Towers Kitchen
Mini buses x 3

Total number of 1st aid points = 25

At the side of each first aid box is a note of:

1. The nearest telephone
2. The nearest water supply
3. The nearest stretcher/chair
4. The nearest resuscitator

<u>The defibrillator is located in Senior School main reception and in Pavillon, Lower Pitches</u>

Staff to receive training on use of defibrillator as part of the first aid training updates provided by Surgery team annually and by external first aid trainers every 3 years.

Defibrillator to be checked daily to ensure that it remains in full working order – responsibility of Senior School Reception Staff and sports staff (defibrillator stored in Pavillon)

In all cases where the defibrillator is used at Tettenhall College, a 999 ambulance must be called.

Defibrillator has 2 settings – adult & paediatric.

Defibrillator is not suitable for use under 1-year-old

1 – 8 years – defibrillator must be set to paediatric position on control unit

9 years – adult – defibrillator must be set to adult position on control unit

Defibrillator **<u>must not</u>** be used on an individual who is submerged in water.

The individual operating the defibrillator must be competent in the use of the equipment prior to using it. It is the individual's responsibility to ensure that they have received the appropriate training before operating this piece of equipment.

Resuscitation points (masks & CPR instructions) are located in:

1. Surgery
2. Swimming Pool
3. In Main Reception Area
4. Preparatory School Staff Staff Room
5. Pavilion
6. Towers Theatre
7. Sports Hall
8. Preparatory School

A wheel chair is located in the Surgery, Senior School Reception, Prep School Reception

An evacuation chair is located in Senior School main reception

CPR is indicated when the casualty is not breathing.

AIM:

To ensure that any pupil or member of staff requiring CPR receives the correct treatment.

PROCEDURE:

- Refer to DR ABC (Danger, response, airway, breathing, circulation)
- Make sure you are safe (if it is unsafe call for emergency help & wait for it to arrive).
- Check response; does the casualty respond to your voice or gentle stimulation?
- If not, open airway by gently lifting the chin & check for normal breathing (listen, look & feel for breath for 10 seconds).
- If normal breathing present, place in recovery position & summon help.
- If not breathing & you are alone, call an ambulance then commence CPR.
- If not breathing & there is someone else present, send your helper to summon an ambulance then commence CPR.

CPR FOR AN ADULT-

- Give 30 chest compressions (at the rate of 120 per minute).
- Give 2 rescue breaths.
- Continue chest compressions & rescue breaths (30:2) until emergency help arrives to take over; the casualty starts to breath normally or you are too exhausted to continue.

CPR FOR A CHILD-

- Give 5 initial rescue breaths.
- Give 30 chest compressions (at the rate of 120 per minute).
- Give 2 rescue breaths.
- Continue chest compressions & rescue breaths (30:2) until emergency help arrives to take over; the casualty starts to breath normally or you are too exhausted to continue.

Observe casualty constantly for any change in condition.

A list of first aiders who have received training in CPR can be found on the notice board outside the school surgery and in the first aid boxes throughout the school.

APPENDIX 2 **What is a first-aider?**

A first-aider is someone who has undertaken training and has a qualification that HSE approves. This means that they must hold a valid certificate of competence in either:

- first aid at work (FAW), issued by a training organisation approved by HSE; or
- emergency first aid at work (EFAW), issued by a training organisation approved by HSE or a recognised Awarding Body of OFQUAL/Scottish Qualifications Authority.

EFAW training enables a first-aider to give emergency first aid to someone who is injured or becomes ill while at work.

FAW training includes EFAW and also equips the first-aider to apply first aid to a range of specific injuries and illness.

What is an appointed person?

When an employer's first-aid needs assessment identifies that a first-aider is not necessary, the minimum requirement is to appoint a person to take charge of first-aid arrangements. The role of this appointed person includes looking after the first-aid equipment and facilities and calling the emergency services when required. They can also provide emergency cover, within their role and competence, where a first-aider is absent due to unforeseen circumstances (annual leave does not count).

To fulfill their role, appointed persons do not need first-aid training. However, emergency firstaid training courses are available.

Appointed persons are not first-aiders and should not attempt to give first aid for which they have not been trained.

Appointed persons are not necessary where there are adequate numbers of first aiders.

APPENDIX 3

Report No:

TETTENHALL COLLEGE

ACCIDENT/INCIDENT REPORT FORM

This form should be kept on file for at least three years.

Name and address of injured person:	
Select:	Staff □ Pupil □ Visitor □ Contractor □
Sex:	□ Male □ Female
Date of accident/ incident/near miss:	
If a pupil, did incident occur during:	□ Break time □ Supervised activity
Time:	
Exact location:	
Description of accident/ incident/near miss:	
Details of injury:	
First aid treatment administered:	
Name of first aider:	
Name and address of witness: **Tel:**	
Details of treatment given: None □ First aid at scene □ First aid at TC surgery □ Back to class □ Backto normal duties □ Sent home □ Sent to hospital □ **Parents informed?** [ ]	
Name of supervisor/teacher:	

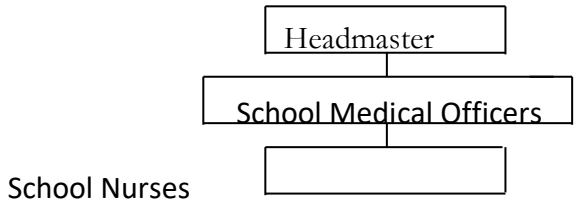
Is the accident reportable to the HSE/Local Authority*? Yes/No *To be completed by the Bursar*

Form completed by: …… Date: ……..

To be passed to the Bursar's Office on completion

Appendix 4

Lines of Responsibility



First Aid Appointed Person – Hannah Rowley, Hannah Gibson – school nurses

Emergency First Aid (previously Appointed Person) Certificate holders:

See School First Aiders database held in Surgery and on S drive

Lines of Contact

School Nurses can be contacted on Surgery duty telephone: 07842310781 – during school hours
Monday – Friday 0800 – 1700 hrs

When the School Nurse is not on duty, boarders are to contact their Housemaster/ mistress who, if not first aid trained, will contact the qualified first aider on duty. If necessary, the first aider will contact NHS 111 for further medical advice. Please refer to policy number 36. Care of Boarders. (On the S drive)

There is a General Practitioner available to boarding pupils at Lower Green Medical Practice, Wood Road, Tettenhall, WV6 8QX

Policy for attending GP's at School (boarders)

a. Pupils able to attend G.P surgery:-

    a) School Nurse arranges appointment

b) Pupil is given white appointment slip, which he/she hand to form teacher (see example).

c) Pupil meets School Nurse at the School surgery and is accompanied to the doctors.

Policy updated: July 2024 H. Rowley
Policy updated June 2025 H Rowley