CLAYESMORE

CLAYESMORE SCHOOL HEALTH AND WELLBEING CENTRE

PROTOCOL AND POLICY

FOR

FIRST AID

Responsible:	Senior Nurse
Date Reviewed:	18 September 2024
Review Period:	Annual
Scope:	Whole School
Approval Authority:	SLT
Approval Date:	
External Release:	No

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Introduction

1. At Clayesmore School we recognise our legal duty to make suitable and sufficient provision for first aid to pupils, staff and visitors, including those travelling or working away from School premises and to appropriately respect the confidentiality and the rights of pupils as patients. This includes the right of the pupil deemed to be 'Gillick competent & Fraser guidelines' to give or withhold consent for his/her own treatment.
2. Written consent of the administration for the medical and dental treatment, first aid and non-prescription medicine is required from parents and guardians.
3. The Health and Wellbeing Centre is responsible for promoting and implementing the policy by:

    a. Liaising with the Health and Safety advisor who reports accidents to the appropriate authority;
    b. Authorising refresher training;
    c. Providing first aid cover;
    d. Maintaining adequate first aid supplies and equipment;
    e. Recording details of individual Boarders records (including personal health and welfare information), administration of medication, treatment and first aid (kept confidentially), significant illnesses, significant accidents and injuries, parental permission for medical and dental treatment, first aid non-prescription medication, Care plans for Day pupils and Boarders with Special Needs (where applicable);
    f. Notifying Senior Management immediately of serious accidents.

4. The Head and/or a member of SLT will regularly monitor systems and management of medical welfare and records of significant accidents to identify whether review or change in welfare practice is needed.

Aim

5. The aim of the Policy is therefore:

    a. To provide effective, safe First Aid cover for pupils, staff and visitors.
    b. To ensure that all staff and pupils are aware of the system in place.
    c. To provide awareness of Health & Safety issues within school and on school trips, to prevent, where possible, potential dangers or accidents.

First Aid Staff

6. There is provision for having at least one qualified person on the School site when children are present. NB The term FIRST AIDER refers to those members of the school community who are in possession of a valid First Aid at Work (FAW) certificate or equivalent. The names of those qualified and details of their qualifications can be accessed in Appendix 1.

7. First aiders/nurses will:

    a. Ensure that their qualifications are always up to date.
    b. Always attend a casualty when requested to do so and treat the casualty to the best of their ability in the safest way possible. This includes wearing gloves where any

loss of blood or body fluid is evident, calling for help from other First Aiders or Emergency Services.

c. Help fellow First Aiders at an incident and provide support during the aftermath.
d. Act as a person who can be relied upon to help when the need arises.
e. Ensure that their portable first aid kits are adequately stocked and always to hand.
f. Insist that **any** casualty who has sustained a significant head injury is seen by professionals at the hospital, either by sending them directly to hospital or by asking parents to pick up a child to take them to hospital; ensure that parents are aware of all head injuries promptly.
g. Ensure that a child who is sent to hospital by ambulance is either:

    i. Accompanied in the ambulance at the request of paramedics.
    ii. Followed to a hospital by a member of staff to act in loco parentis if a relative cannot be contacted or the parent is not present e.g. at a sports fixture.
    iii. Met at hospital by a relative.

h. The First Aider need not be the member of staff to accompany the casualty to hospital, however, an appropriate person should be sent.
i. Liaison **must** occur with the teacher in charge of cover, to ensure that lessons are covered in the event of an absent teacher.
j. Keep a record of each student attended to, the nature of the injury and any treatment given, in the computer system in the Health and Wellbeing Centre. In the case of an accident, the Accident forms must be completed by the appropriate person and completed and uploaded on iAM Compliant.
k. Ensure that everything is cleared away, using gloves, and every dressing etc. be put in a yellow bag for contaminated/used items and sealed tightly before disposing of the bag in a bin. Any bloodstains on the ground must be washed away thoroughly. No contaminated or used items should be left lying around.

8. Senior Leadership Team will:

    a. Ensure that there is always a qualified first aid person available on each school site.

9. Health and Wellbeing Centre Staff will:

    a. Ensure that first aid cover is available 24 hours during term time.
    b. Work with the Health and safety advisor and flag RIDDOR accidents with SLT immediately.
    c. Ensure that they always obtain the history relating to a student not feeling well, particularly in the cases of headaches, to ensure that no injury has caused the student to feel unwell.
    d. Ensure that in the event that an injury has caused a problem, the student must be referred to a First Aider/Nurse for examination.
    e. At the start of each academic year, provide staff with a list of students who are known to be asthmatic, anaphylactic, diabetic, epileptic or have any other serious illness. Pupils with medical conditions can be found on the staff drive.
    f. Maintain records of up to date medical consent forms for every student.
    g. Provide medical cover for sports activities (eg.rugby) as timetabled.

i. Autumn Term (Rugby): 2 RNs, 1 Health and Wellbeing assistant, First Responders present where more than 3 Home matches
ii. Spring and Summer Terms: 2 RNs, 1 Health and Wellbeing assistant.

10. All staff will:

    a. Call the Health and Wellbeing Centre, unless they are a First aider themselves, to treat any injured pupil. This should be done by telephone on 01747 813133 or two way radio (Channel 3).
    b. Support the Health and Wellbeing Centre Staff/First Aiders in calling for an ambulance or contacting relatives in an emergency.
    c. Where it is necessary to bring their own medication into school, ensure that medication is securely kept (where possible, locked up) and not accessible to pupils.

Practical Arrangements at the Point of Need

11. Minor injuries will be dealt with by staff who are qualified First Aiders. Staff should not provide first aid treatment for which they have not been trained. In all cases, except for injuries of a very minor or trivial nature, the Health and Wellbeing Centre should be contacted as soon as is reasonably practicable to take over the incident.
12. In cases of obvious serious injury, the First Aider will be expected to contact emergency services, and:

    a. Assess the situation.
    b. Make the area safe.
    c. Give emergency first aid, for which they have been trained and are competent.
    d. Get help – summon an ambulance by ringing 999. As soon as possible as another person to inform Reception. The receptionist will ensure that a nominated person is asked to guide the emergency services to the nearest convenient point.
    e. Inform the Medical Centre (Ext 2133) as soon as is practicable.
    f. Ensure the head and SLT are informed asap.

Recording Accidents, Informing Parents and RIDDOR

13. An accident report must be fully completed by the staff member, pupil or visitor for all injuries incurred at work, on School premises or off site activities, however minor. Accident reports can be completed via iAM Compliant; details must be filled in as soon as possible after any injury. Accident reports will be kept, in accordance with current Data Protection requirements, and shared with the health and safety advisor where applicable.

Access to First Aid Kits and Equipment

14. First aid kits are located in every department. Staff who use contents of first aid kits are to ensure that they are replenished from stores held at the Health and Wellbeing Centre. The Health and Wellbeing Centre conducts regular reminders for first aiders to check local first aid kits to ensure contents are adequate for purpose and in date.
15. **Defibrillators** are located in the Prep staff room, Senior Health and Wellbeing Centre, Sports Centre, the Astro Pitch and the entrance to the Main House.
16. All staff are able to complete individualised defib training online by using the following link. https://www.youtube.com/watch?v=MMhSWnu0ST8.

17. **Oxygen** is located in the Senior Health and Wellbeing Centre and Sports centre.
18. **Entinox** is located in the Senior Health and Wellbeing Centre.

Arrangements for Pupils With Particular Medical Conditions

19. Before trips, expeditions and activities, pupils are assessed with specific needs for asthma, epilepsy, diabetes, allergies and other declared medical conditions, including medication; these needs should be indicated on a "medical in confidence" form as part of the risk assessment process.
20. Pupils carry Epipens when needed and spare Epipens are kept in marked boxes (with pupils' names) in the Health and Wellbeing Centre. Emergency Epipens are also available in the main kitchen. Anyone can administer an Epipen but staff are trained to do so.

Provision for Boarders

21. The School has and implements policies for the care of boarders who are unwell and these include First Aid, Care of those with Chronic Conditions and Disabilities, Dealing with Medical Emergencies and the Use of Household Remedies. Appropriate accommodation is available for boarders who are unwell. In addition to this provision, onsite boarders have access to local medical, dental and optometric and other specialist services or provisions as necessary. Procedures are in place to ensure that prescribed medicine is only given to the boarder to whom they are prescribed. Procedures are in place to ensure that boarders are allowed to self medicate and are assessed as sufficiently responsible to do so. Procedures are in place to ensure the appropriate respect of the confidentiality and the rights of pupils as patients. This includes the right of the pupil deemed to be 'Gillick competent' to give or withhold consent for his/her own treatment.

Health and Wellbeing Centre Protocol for First Aid

Signed	Dr Rene Skule	
	Dr Anna Kendrick	
	Dr James Wales	
	Sr Samantha Hillyard	
	Sr Genevieve Hakimzadeh	
	Sr Emily Ryall	
	Sr Felicity Hussein	

	Matron Holly Galley	
	Matron Sandra Coughlan	
	Matron Hilary Emerson	
	Andrea Rudgard	

Dated – September 2024

Appendix 1

Staff	From	To	Note
BARNETT, Louisa	29/08/2024	29/08/2027	Appointed person first aid
BIGNOLD, Heather	27/06/2024	27/06/2027	Appointed person first aid
BLACKBURN, David	27/06/2024	27/06/2027	Appointed person first aid
BLAND, Mark	29/08/2024	29/08/2027	Appointed person first aid
BOURKE, Fiona	30/08/2022	30/08/2025	Appointed person first aid
BRENNAN, Nicholas	04/01/2023	04/01/2026	Appointed person first aid
BRIGGS, Joanna	27/06/2024	27/06/2027	Appointed person first aid
BROWSE, Daniel	31/08/2021	31/08/2024	Appointed person first aid
BURTON,Chris	27/06/2024	27/06/2027	Appointed person first aid
BUTCHER, Angela	30/08/2022	30/08/2025	Appointed person first aid
CHEVERTON, Andrea	27/06/2024	27/06/2027	Appointed person first aid
CHINNOCK, Suzanne	30/08/2022	30/08/2025	Appointed person first aid, AA injection, Defib
CHMIELEWSKI, Lydia	29/08/2023	29/08/2026	Appointed person first aid
CHURCH, Nick	29/08/2024	29/08/2027	Appointed person first aid
CLAXTON, Hannah	28/06/2024	28/06/2027	Appointed person first aid
CONWAY, Dan	24/06/2024	23/06/2027	First Aid at Work
COCKS, Matthew	29/08/2024	29/08/2027	Appointed person first aid
COUGHLAN, Sandra	27/08/2024	27/08/2027	Paediatric & Adult first aid Level 3, Defib, AA injection.

COULL, Geoffrey C	28/06/2024	28/06/2027	Appointed person first aid
CRAIG, Kevyn	28/06/2024	28/06/2027	Appointed person first aid
CRANE, Charlotte M	27/06/2024	27/06/2027	Appointed person first aid
CRAWSHAW, Maxine	18/02/2024	18/02/2027	Appointed person first aid
CRUICKSHANK, Sarah	27/08/2024	27/08/2027	Paediatric & Adult first aid Level 3, Defib, AA injection.
DANIELS, Graham P	29/08/2024	29/08/2027	Appointed person first aid
DIDIER, Cedric	29/08/2023	29/08/2026	Appointed person first aid
DIDIER, Joanne	29/08/2023	29/08/2026	Appointed person first aid
DONNE, Michael	30/08/2022	30/08/2025	Appointed person first aid
DOREY, Emma	20/05/2023	20/05/2026	Appointed person first aid
DUNCAN, Matthew T	27/06/2024	27/06/2027	Appointed person first aid
ELLIS, Clare	29/08/2023	29/08/2026	Appointed person first aid
ELLIS, Henry	29/08/2023	29/08/2026	Appointed person first aid
ELSDON, Charlotte	28/06/2024	28/06/2027	Appointed person first aid
EMERSON, Hilary	27/08/2024	27/08/2027	Paediatric & Adult first aid Level 3, Defib, AA injection.
ESSEX, Joy	29/08/2023	29/08/2026	Appointed person first aid
EVERETT, Paul	30/08/2022	30/08/2025	Appointed person first aid
GALLEY, Holly	27/08/2024	27/08/2027	Paediatric & Adult first aid Level 3, Defib, AA injection.
GRIFFITHS, Thomas	29/08/2023	29/08/2026	Appointed person first aid
HAKIMZADEH, Genevieve	27/08/2024	27/08/2027	Paediatric & Adult first aid Level 3, Defib, AA injection.

HARRISON, David	29/08/2023	29/08/2026	Appointed person first aid
HARVEY, Middy	27/08/2024	27/08/2027	Paediatric & Adult first aid Level 3, Defib, AA injection.
HARWOOD, Robert	29/08/2024	29/08/2027	Appointed person first aid
HODDER, Susan	04/01/2023	04/01/2026	Appointed person first aid
HOPKIN, Bertie	29/08/2023	29/08/2026	Appointed person first aid
HOSKINS, Amanda	30/08/2022	30/08/2025	Appointed person first aid
HILLYARD, Samantha	27/08/2024	27/08/2027	Paediatric & Adult first aid Level 3, Defib, AA injection.
HUGHES, Clive	04/01/2023	04/01/2026	Appointed person first aid
HUNT, James	29/08/2023	29/08/2026	Appointed person first aid
HYDE, Abagael	28/06/2024	28/06/2027	Appointed person first aid
JAMES, Russell	30/08/2022	30/08/2025	Appointed person first aid
KEENE, Rachel	04/01/2023	04/01/2026	Appointed person first aid
KIDD, Simon	28/06/2024	28/06/2027	Appointed person first aid
KING, Gideon	30/08/2022	30/08/2025	Appointed person first aid
KNOWLES, Katie	04/01/2023	04/01/2026	Appointed person first aid
KUNZE, Peter	30/08/2022	30/08/2025	Appointed person first aid
LAMBERT, Sarah	29/08/2023	29/08/2026	Appointed person first aid
LEWIS, Emma	28/06/2024	28/06/2027	Appointed person first aid
LEWIS, Michael	28/06/2024	28/06/2027	Appointed person first aid
LOCKWOOD, Sarah	30/08/2022	30/08/2025	Appointed person first aid
MAREAU-JONES, Kirsty	29/08/2023	29/08/2026	Appointed person first aid
MARSH, Alison	29/08/2024	29/08/2027	Appointed person first aid
MARSH, Nick	29/08/2024	29/08/2027	Appointed person first aid

MAYHEW, Fergus	29/08/2023	29/08/2026	Appointed person first aid
MCCALL, Rebecca	28/06/2024	28/06/2027	Appointed person first aid
MCCARTHY, Charlotte	28/06/2024	28/06/2027	Appointed person first aid
MCKEOWN, Charlotte	30/08/2022	30/08/2025	Appointed person first aid
MEADLEY, Edward	30/08/2022	30/08/2025	Appointed person first aid
MIDDLE, Chris	18/02/2024	18/02/2027	First Aid at Work
MIDDLE, Penelope-Anne	27/06/2024	27/06/2027	Appointed person first aid
MORRIS, Gillian	29/08/2023	29/08/2026	Appointed person first aid
MUNTON, Gary	30/08/2022	30/08/2025	Appointed person first aid
MYALL. Sharon	04/01/2023	04/01/2026	Appointed person first aid
OSBORNE, Kathryn	29/08/2023	29/08/2026	Appointed person first aid
PANTON, Sarah	04/01/2023	04/01/2026	Appointed person first aid
PEARSON, Debbie	27/08/2024	27/08/2027	Paediatric & Adult first aid Level 3, Defib, AA injection.
PENDER, Ben	29/08/2023	29/08/2026	Appointed person first aid
PYM, Kathy	29/08/2024	29/08/2027	Appointed person first aid
QUANCE, Chloe	04/01/2023	04/01/2026	Appointed person first aid
RAYMOND, Arabella	27/06/2024	27/06/2027	Appointed person first aid
RAYMOND, Richard	29/08/2024	29/08/2027	Appointed person first aid
REACH, Jamie	18/11/2022	18/11/2025	First Aid at Work
READ, Edward	30/08/2022	30/08/2025	Appointed person first aid
REVELL, Oli	29/08/2024	29/08/2027	Appointed person first aid
RICHARDS,	29/08/2023	29/08/2026	Appointed person first aid

Keith			
RIDGWAY, Zoe	30/08/2022	30/08/2025	Appointed person first aid
ROBERTS, Maria J	27/06/2024	27/06/2027	Appointed person first aid
RUSSELL, Mariana	28/06/2024	28/06/2027	Appointed person first aid
RYALL, Emily	27/08/2024	27/08/2027	Paediatric & Adult first aid Level 3, Defib, AA injection.
SAMOLUK, Karl	27/06/2024	27/06/2027	Appointed person first aid
SANGER, Isabel	04/01/2023	04/01/2026	Appointed person first aid
SANGER, Melissa	29/04/2024	29/08/2027	Appointed person first aid
SEADON, Maciej	30/08/2022	30/08/2025	Appointed person first aid
SELLECK, Joel	29/08/2023	29/08/2026	Appointed person first aid
SPOKES-PHILLIP , Debbie	27/06/2024	27/06/2027	Appointed person first aid
STILL, Peter	27/06/2024	27/06/2027	Appointed person first aid
SUTTON, Hugh	29/08/2024	29/08/2027	Appointed person first aid
TANDOH, Pip	29/08/2023	29/08/2026	Appointed person first aid
TAPPER, Adam	29/08/2023	29/08/2026	Appointed person first aid
THOMSON, Frank J	28/06/2024	28/06/2027	Appointed person first aid
THRING, Claire	30/08/2022	30/08/2025	Appointed person first aid
TOMLINSON, Neil	29/08/2024	29/08/2027	Appointed person first aid
TOWNSEND, Charlotte	31/08/2021	31/08/2024	Appointed person first aid
TURNER, Carl	29/08/2024	29/08/2027	Appointed person first aid
WAGLAND, Kevin	29/08/2023	29/08/2026	Appointed person first aid
WALLACE,	30/08/2022	30/08/2025	Appointed person first aid

David			
WANSEY, S	31/08/2021	31/08/2024	Appointed person first aid
WATKINSON, Lee	30/08/2022	30/08/2025	Appointed person first aid
WELDON, Gary	29/08/2024	29/08/2027	Appointed person first aid
WEST, Alison	30/08/2022	30/08/2025	Appointed person first aid
WESTLAKE, Tim	27/06/2024	27/06/2027	Appointed person first aid
WESTWOOD, Tracy	26/10/2021	26/10/2024	Appointed person first aid
WILLETTS, Karen	16/03/2024	16/03/2027	Appointed person first aid
WILLETTS, Kate	29/08/2023	29/08/2026	Appointed person first aid
WILLIAMS, Nigel	30/08/2022	30/08/2025	Appointed person first aid
WINEARLS, Robert	20/05/2023	20/05/2026	Appointed person first aid
WINGATE_SAUL, Nikki	16/03/2024	16/03/2027	Appointed person first aid
WONG, Loretta	29/08/2023	29/08/2026	Appointed person first aid

Appendix 2

1. Additional protocols can be found at:

   https://drive.google.com/drive/u/0/folders/0AOIA7fD8sHKCUk9PVA