

# Bedales Schools’ First Aid Policy

## INCLUDING EYFS

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Review body (individual or group)	Deputy Head (Dunhurst) and Nurse Matron Dunhurst Head of Dunannie Health & Safety Manager Matron and Nurse Line Manager Deputy Head (Pastoral), Bedales
Approval Body	Board of Governors
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For Pupils/Students		

# Bedales Schools' First Aid Policy

## **BEDALES FIRST AID PROVISION AND TRAINING POLICY**

The governing legislation for first aid in the work place is the Health and Safety (First Aid) Regulations 1981 and their approved codes of practice (ACoP L74 as amended 2018) which is revised periodically to ensure high standards are maintained in order to administer first aid in a timely and competent manner. Bedales Schools also adhere to the Independent Schools Inspectorate (ISI) regulations; the National Minimum Standards for Boarding Schools (NMS) and the Statutory Framework for the Early Years Foundation Stage (EYFS).

This policy applies to Bedales and Dunhurst Schools but it should be noted that for Dunannie, the specific First Aid Statement should be consulted as well. Dunannie statement can be located on their website [here](#).

- The School ensures that there are adequate and appropriate equipment and facilities for providing first aid. Every department has its own first aid kit and the School has a fully equipped Health Centre, run by a team of Nurses, who are registered with the NMC (Nursing and Midwifery Council). The Health Centre provides provisions for the first aid kits, ad-hoc training to staff and a suitable location for those in need of first aid. Organisation of First Aid Training courses will be overseen by the Health and Safety Manager.
- There are first aiders in various departments around the School to ensure adequate cover over the whole site and for offsite activities. The majority of first aid trained staff have completed either the 'Emergency First Aid at Work' course which complies with the above regulations or the 'First Aid at Work' course. Some staff have specific requirements for their area of work and other first aid courses are offered where appropriate such as Outdoor First Aid for Duke of Edinburgh staff, Sports First Aid for PE staff.
- For EYFS at least one person with a Paediatric First Aid certificate must be on the premises at all times. These qualifications are renewable every three years and must be delivered by a regulated provider. A register of first aiders is available from the Health Centre and the Health and Safety Manager.
- Should first aid regulations change during the three year period, either the Health and Safety Manager or the Nurse Trainer responsible for first aid will inform and offer updates to all first aiders.
- All trained first aiders should give immediate help to anyone injured or ill. They must ensure that either the Nurse on duty or an ambulance is called if appropriate. Where there is further medical need, the first aider should take the casualty to the Health Centre. If an ambulance is called at the scene, the Health Centre must be informed immediately and the parents informed (if it is a pupil) as soon as the situation is in hand and stable.
- In the case of body fluid spills, the Health Centre is responsible for supplying body fluid spillage kits to the domestic team and boarding house Matron Surgeries. Domestic staff must be called to attend to body fluid spills immediately.

- Each department should have a designated member of staff responsible for the first aid kit in their department. This person must ensure that the content of the departmental first aid kit is replenished as necessary and comply with the contents identified by the First Aid Needs Assessment. There are lists of first aiders and location signs in designated areas around the School. Staff need to be aware of where their nearest first aid kits are and who their first aiders are. In areas of higher risk, e.g. Science department, ODW (Outdoor Work), Technology and Estates departments extra equipment may need to be supplied.
- For emergency situations, there are kits containing emergency inhalers and Adrenalin Auto-Injectors (AAI) located in central areas around the School. Each emergency kit contains a photo list of all pupils who have been prescribed an inhaler or AAI. Kits can be found at:
  - Main Reception
  - Each boarding house Matron Surgery
  - Staff Room
  - Dining Room
  - Sport corridor
  - Outdoor Work Office
- In a medical emergency the School will inform the parent or guardian as soon as possible. For EYFS the parents must be informed the same day or as soon as reasonably practicable of any minor injury.
- The School has four automated external defibrillators (AED) on site: One in the Health Centre; one in the Public access cabinet in the ICT Porch (accessible 24 hrs a day **Passcode C50Y45**); one in the Sports Complex by the Swimming Pool; one in Dunhurst Reception. Please refer to the AED Protocol (Appendix I).
- It is a statutory requirement to report serious accidents to the Health and Safety Executive (RIDDOR) including those resulting in death or major injury and those which prevent the injured from doing their normal work for more than 7 days. All pupils who are treated by a Nurse have their details recorded on the School computer system and a PFI form (Accident/Incident Report Form) should be completed by the member of staff present when the accident occurs. These forms are available on the intranet or from the Health and Safety Manager.
- Staff who administer first aid, beyond very minor issues, must complete a PFI Accident/Incident Report form and ensure that a copy is forwarded to the Health & Safety Manager as soon as possible afterwards. Accidents to staff and visitors are recorded on the School accident form. Minor issues should be recorded in a departmental accident book and reported to the Health and Safety Manager on a termly basis.
- Accidents are audited monthly by the Health & Safety Manager. The Health and Safety Committee are alerted to any trends or health and safety issues.

## OFF-SITE ACTIVITIES

The School tries to ensure that off-site activities are risk assessed appropriately. In assessing risk the group leader liaises with the Educational Visits Coordinator about

- The site and its environment.
- The group and its medical needs, including the needs of disabled pupils.
- Consideration should be given to the remoteness of any location and the ability to summon help.
- Every staff team must have at least one trained first aider.
- For Duke of Edinburgh trips the group leader must be a trained first aider.
- For smaller groups, assessment is made prior to the visit. It is considered good practice to have every leader trained in first aid and the School is working towards that goal. First aid kits are provided for each trip by the Health Centre. The size is dependent on risk assessment and number of pupils.
- For all trips a member of staff is nominated to act as designated first aider. It is the trip leader's responsibility to create a School Trip Report on iSAMS and notify the Health Centre and house Matrons of the forthcoming trip. Once this is done Health Centre should be contacted for any additional information that may not show on routine medical alerts to all staff. The Trip Report highlights medical alerts and dietary requirements along with the parent and GP details for an emergency.
- Anaphylaxis and asthma awareness are discussed with trip leader and the Nurses (for Bedales; Matrons for Dunhurst) will ensure the designated member of staff for First Aid is competent to react appropriately in an emergency. Any pupil with a specific medical condition has an up to date care plan which is discussed with the staff responsible on the trip. A copy of this care plan is carried on the trip or preferably accessed electronically on the pupil record on iSAMS.
- The nominated member of trip staff signs a form for the administration of medicines and is given a small supply of over the counter medicines to keep in a secure area out of reach of pupils. A competency assessment is completed with a School Nurse or Matrons (Dunhurst), this must be updated annually.
- If a pupil requires Controlled Drugs (CDs) whilst on a school trip abroad, the designated first aider must sign the drugs out from the boarding house and into the CD record included in the medication bag. On return to school, any remaining medication must be signed back into the CD book at the boarding house. In the event that the pupils return directly back into the supervision of parents, the CDs must be handed over to the collecting parent and signed for.
- The trip leader is responsible for collecting any regular medication from the boarding house. The Matron is responsible for ensuring it is handed over to the nominated staff member and that each medicine is in a container marked with a pharmacy label stating the pupil's name, type of medicine, and required dosage. Any medicines administered outside of school are recorded in a book noting the pupil's name, drug administered, dosage, date, time and signed.

- On return to school the nominated person returns all medications and first aid kits, and makes a report to the Health Centre or Dunhurst Matrons. This must be done in person by the trip leader. CDs must be returned to the boarding house or to a parent where the pupil is not a Boarder.
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NB: All School Policies are available to staff and can be found here:

[T:\ThreeSchools\Policies\\_Handbooks\\_Key\\_Documentation\Staff\\_viewable](T:\ThreeSchools\Policies_Handbooks_Key_Documentation\Staff_viewable)

## APPENDIX I AUTOMATED EXTERNAL DEFIBRILLATOR (AED) PROTOCOL

The UK Resuscitation Council recommends that Automated External Defibrillators (AED) are situated in areas of higher population flow. Given that the chances of survival decline at a rate of 7-10% with each minute of delayed treatment after a cardiac arrest, Bedales School has taken the step to acquire four AED machines.

The AEDs are situated in the following locations:

- Bedales Health Centre
- In the external cabinet in the ICT Porch (24 hour public access) Passcode C50Y45
- In the Sports Complex by the Swimming Pool
- Dunhurst Reception

Any staff member, or visiting member of the public, whether they have been trained to use an AED through internal or external training or not, may use the machine provided they feel confident and competent to do so.

### What is an AED?

Ventricular fibrillation is the most common cause of cardiac arrest. This is a rapid and chaotic rhythm leaving the heart unable to contract and therefore unable to pump oxygenated blood to the brain and the rest of the body. Defibrillation is a controlled electrical shock to stop the lethal ventricular fibrillation. The sooner the shock is provided, the greater the chance is of survival. Death occurs within minutes of ventricular fibrillation starting so it is vital that the AED arrives to the casualty within a target of 5 minutes.

The AED is a sophisticated, reliable, safe, computerised device that delivers defibrillatory shocks to a person in cardiac arrest. It uses voice prompts to guide the user and is suitable for use by both lay rescuers and healthcare professionals. Bedales School has three iPad SPI Semi-automatic defibrillators around the school and one Zoll AED Plus defibrillator in the Health Centre. These analyse the victim's cardiac rhythm, determine the need for a shock, and then deliver a shock where appropriate. The voice prompts will deliver a step-by-step guide on what action to take including when to perform manual cardiopulmonary resuscitation (CPR).



*IPad SPI Semi-automatic defibrillator*

### When should the AED be used?

An AED should be applied to any casualty who is unconscious and not breathing properly.

## Sequence of actions when using an AED

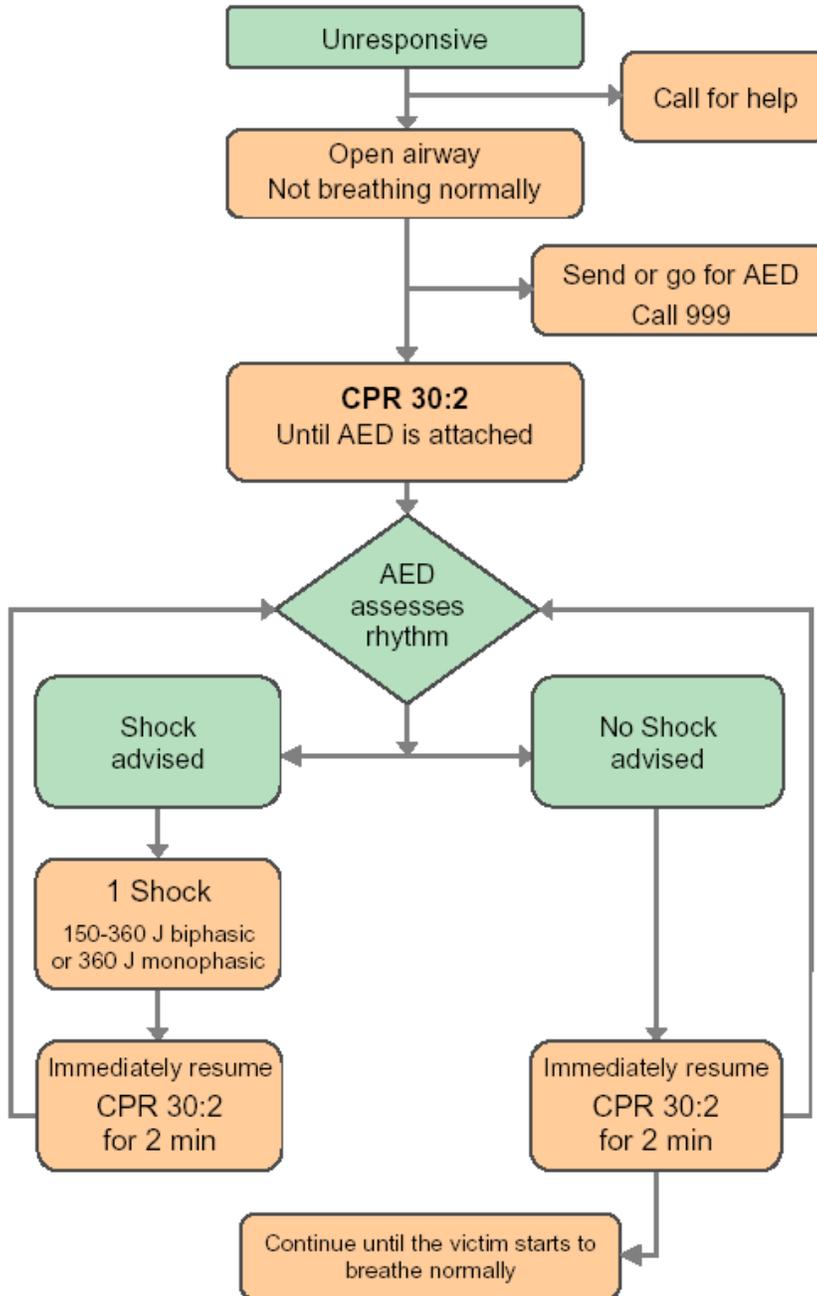
1. Make sure the casualty, any bystanders, and yourself are safe. If two rescuers are present, assign tasks.
2. If the victim is unresponsive and not breathing normally:
  - Send someone for the AED and to call for an ambulance.
  - If you are on your own do this yourself; you may need to leave the victim.
3. Start CPR according to the guidelines for Basic Life Support at a ratio of 30 chest compressions to 2 rescue breaths.
4. As soon as the AED arrives:
  - Place the AED near the casualty's head and switch on the AED.
  - Attach the electrode pads. If more than one rescuer is present, continue CPR whilst this is done.
  - Follow the voice / visual prompts.
  - Ensure that nobody touches the victim whilst the AED is analysing the Rhythm.
5. If a shock is indicated:
  - Ensure that nobody touches the casualty.
  - Push the shock button as directed.
  - Continue as directed by the voice / visual prompts.
6. If no shock is indicated:
  - Immediately resume CPR using a ratio of 30 compressions to 2 rescue breaths.
  - The AED will reanalyse the patient every 2 minutes - continue as directed by the voice / visual prompts.
7. Continue to follow the AED prompts until:
  - qualified help arrives and takes over
  - the casualty starts to breathe normally, or you become exhausted.

## Attaching the electrode pads

The casualty's chest must be sufficiently exposed to enable correct electrode pad placement so clothing will need to be opened (buttons) or cut with the shears. Chest hair may prevent the pads adhering to the skin and interfere with electrical contact. Shave the chest only if the hair is excessive, and even then, spend as little time as possible on this. Do not delay defibrillation if a razor is not immediately available. In the AED case you will find a starter pack containing accessories you may need for the situation. The starter pack contains shears to cut away clothing and bras, a razor and a patient wipe to dry the chest enabling good attachment of the pads.

The AED pads are labelled and show a picture for correct placement. If an 'error' is made, the pads should not be removed and replaced as this wastes time and they may well not adhere adequately when re-attached. Spare pads are available in the AED case. With female casualties try to avoid breast tissue by moving the breast aside when placing the electrode pad.

**AED Algorithm**



## Paediatric Casualties Aged 1-8yrs

The IPad SPI has a switch for either a child or an adult setting. A smaller shock is recommended for children 1-8 years of age. When attaching the pads for a child attach one on the front of the body and one on the back so that the electrical charge can still pass through the heart.

## Casualties >8yrs

For casualties over 8 years of age, attach the pads as shown in the picture with the switch on the adult setting.

## Special Circumstances

- If the casualty is in water, move to a dry surface and dry chest.
- If there is a lump/bump (implanted pacemaker), avoid this area when positioning the pad.
- In the case of a medication patch in the area, remove it and wipe the skin.

## Training

A half day training course consisting of basic life support and use of the AED machine is recommended. It is the responsibility of the Health and Safety Coordinator to ensure that sufficient staff are trained across the site. Skills should be maintained through annual refreshment and recertification sessions. These can be done by external facilitators or by the School Nurses. It is recommended that all staff should attend at least one internal session on how and when to use the AED.

## Maintenance of AED

The expiry date of the AED pads must be clearly noted so that replacements are available in good time. Weekly checks should be done and recorded in a maintenance log. It must be checked that the battery indicator on the machine shows it is fully charged and that the starter kit and spare pads are in the case and in date.

The Health Centre staff are responsible for weekly checks on their AED in The Health Centre.

The Facilities Department are responsible for weekly checks on all other AEDs on-site:

- In the public access cabinet in the ICT Porch
- In the Sports Complex by the Swimming Pool
- In Dunhurst Reception

Any problems, missing items or replacement needs will be reported to the School Nurses who will take appropriate action.

## After using the AED

After each use a full check of the machine should be done and replacement pads and starter kit ordered. An accident report must be completed and returned to the Health and Safety Manager.