



First Aid Policy (Whole School)

Policy Aim

Langley School will ensure that there is an adequate provision of appropriate first aid at all times and that where individuals have been injured there are suitable mechanisms in place to provide remedial treatment.

Implementation

The School takes the following considerations into account when determining first aid needs

- Size and layout of the school site
- Location of the school
- Specific hazards or risks on the site
- Staff or pupils with special health needs or disabilities
- Previous record of accidents/incidents at the school
- Provision for lunchtimes and breaks
- Provision for leave/absence of first aiders
- Off-site activities, including trips.
- Practical departments, such as science, technology and PE
- Out of hours activities and boarding house provision
- Contractors on site and agreed arrangements

Pupil Illness

Each School site has a dedicated medical centre/first aid room which is managed by the school Nurses, a direct telephone extension number and e mail address is in place and when the medical centre is un-manned, the school nurses and/or appointed first aiders are contactable via radio, linked to the main receptions.

Medical Centre (Senior Site)

Tel: 01508 868206 Extn - 234 (for internal calls dial 234 only)

E Mail: nurses@langleyschool.co.uk

Medical Centre Prep

Tel: Direct line 01603 865648

E Mail: prepnurses@langleyschool.co.uk

A School Nurse is on duty during usual school hours (Monday to Friday), they will administer first aid and respond to accidents and emergencies and care for and make arrangements if someone is taken ill.

The school will notify parents if a pupil/student suffers anything more than a minor injury or becomes ill during the school day.

Where a head injury has been sustained, parents will be contacted and provided with head injury advice (see Head Injury and Concussion Policy for further information).

If a pupil/student becomes ill during the day the school will contact the parents so that the child can be collected as necessary. Boarding pupils/students will be assessed and cared for appropriate to their assessment. The medical centres provide isolation facilities, as required.

Specific First Aid Provision

First Aiders

- Sufficient trained first aiders to cover day to day and other school activities are in place within the staff body.
- A first aider (paediatric first aid for EYFS pupils) will accompany pupils on visits out of school (a minimum of 1:100 pupils and staff)
- 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.
- Beyond usual school hours (i.e., hobbies, activities, boarding hours, out of term time), first aid responsibilities are delegated to appointed first aiders, who operate following the protocols given by the school nurses and within the scope of their first aid training.
- Nursery/Pre-Prep – Nursery and Pre-Prep children are cared for in the first instance by staff who are First Aiders in these departments. Should further assistance or advice be required the Prep Nurse is contacted. The school Nurse will either go to them or ask the First Aider caring for the child to accompany the child to the Medical Room, situated in Prep School. A qualified paediatric first aider is always present in each room of the setting during usual setting hours.
- Boarding – Nominated (first aid and administration of medicines trained) boarding staff oversees first aid under the guidance of the Senior School Nurses.
- Sports Fixtures – First Aid provision will be assessed to ensure there is qualified first aid cover at each sporting fixture. All sports staff will be required to undertake Headcase training in line with the schools Head Injury and Concussion Policy.

Policy author: School Nurses/Director of Compliance and Operations

Date: Trinity 2023

Review date: Tinity 2024

- Outdoor Learning – Outdoor Learning Practitioners will be required to attend Forest School First Aid.
- Swimming – Swimming teachers will be required to have a recognised ‘National Rescue Award’.
- Mental Health First Aid – Langley school recognises the benefits of having trained Mental First Aiders within the school body and have a training provision to enable a cross section of staff the opportunity to attend MHFA sessions each school year, to teach staff how to recognise warning signs of mental ill health and help them to develop the skills and confidence to approach and support someone, keeping themselves safe.
- Anaphylaxis Awareness – Staff are encouraged to undertake anaphylaxis awareness training, should they so wish too. This may be incorporated within first aid training, provided in house by our school nurses or via an online provider.
- Dependant on role a selection of staff will be required to undertake further related courses such as Administration of Medicines.

Training

First aid training will be refreshed every 3 years on an annual rolling review and training update process. A database of trained personnel and copies of certificates will be held for review purposes. Where possible first aid training will be face to face and on occasions supported with online training.

First Aid Boxes

First aid boxes are provided in areas of the school where accidents are considered most likely, these are identified on a site map, across each the site, on key noticeboards.

First aid boxes are in every room catering for EYFS children.

A first aid box will also be taken when pupils leave the school on organised trips or participate in sports events.

All school buses hold their own designated first aid kit.

Prep first aid boxes will be replenished as necessary (when items are used) and checked annually by the school Nurses. Nursery/Pre-Prep first aid boxes are checked by the appointed setting designated person.

The contents of the first aid boxes will be in accordance with the guidance given in HSE document "Basic advice on first aid at work" INDG 347.

Both school sites have a defibrillator as follows.

Senior Site: Kept inside the Medical Centre.

Policy author: School Nurses/Director of Compliance and Operations

Date: Trinity 2023

Review date: Tinity 2024

Prep Site: External access unit (registered with the emergency services) situated at the metal gates entrance to covered way).

First Aid Notices

Lists of members of staff who are qualified first aiders and those who are trained appointed persons will be displayed on the key noticeboards throughout the school.

Access to First Aid

All pupils/students and staff will be given information on the provision of first aid upon induction, as appropriate to setting.

Nurses, Nursery and Pre-Prep Nominated person and Boarding Designated House Parents store, administer and record issues of medicines such as painkillers, anti-allergy remedies etc. under the strict control of our qualified School Nurses.

Prep Site - In the case of potentially serious injury or illness, the school will transfer the child to the Norfolk and Norwich University Hospital (NNUH) Accident and Emergency Department as quickly as possible. The school will endeavour to keep parents informed of all developments.

Senior site has an assigned school Doctor (from the Chet Valley Practice) who visits on a weekly basis, and students may be referred to that practice or transported to the A&E department (accompanied by staff if boarders, and in emergencies for day students) at one of two local hospitals.

The school encourages and supports pupils/students to have first aid awareness and where appropriate to gain qualifications in first aid, with the school running training sessions as part of the activities programme, and elements of the PSHE course examine ways of reducing the likelihood of accidents and harm.

Reporting and Record-Keeping

Details of any incidents which require first aid treatment will be recorded in the schools accident records via Evolve Accident Book. Within Nursery and Pre-Prep a duplicate paper copy is completed, providing parents with a copy and a copy is retained, details are then entered into Evolve Accident Book to ensure consistency of reporting throughout the school settings.

EYFS - As a registered Ofsted provider we would notify Ofsted of any serious accident or illness, injury to, or the death of, any child whilst in our care, and of action taken. Notification is made as soon as is reasonably practicable, but in any event within 14 days of the incident occurring. We will also notify our Local Authority and Child Protection Agencies of any

Policy author: School Nurses/Director of Compliance and Operations

Date: Trinity 2023

Review date: Tinity 2024

serious accident or illness, injury to, or the death of, any child whilst in our care and will act upon any advice from these agencies.

The School will Report and accidents, diseases and dangerous occurances that fall within the Reporting of Injuries, Diseases and Dangerous Occuranes Regulations 2013 (RIDDOR) in line with HSE EDIS1 guidance.

The School will report any notifiable illness and diseases in line with th UK Health Security Agency and DfE and NHS guidance.

The School Nurses and Director of Compliance and Operations meet termly to review any patterns of concern relating to accidents, incidents and near misses.

Calling an Ambulance

The school Nurse will normally be responsible for summoning an ambulance and for escorting the pupil to hospital. If unavailable a member of staff will always stay with a pupil in hospital until their parents have been contacted.

Emergency Medical Treatment

When accepting a place at the school, parents are required to give their consent for school Nurses, or another or other nominated representative, to provide on the advice of qualified medical opinion, emergency medical treatment, if the school is unable to contact a parent.

Medical care

This policy is limited to the provision of first aid, but the school has arrangements in place for:

- dealing with pupils who have special educational needs or specialist medical needs.
- provision of medical examinations and immunisations.
- holding medical records; and
- dealing with medicines and treatments brought to school for pupils.

The school holds a separate policy and procedures for the “Administration of Medicines”. including “Procedures for Self-Administration of Medicines”, and “Risk Assessment for a Student Requesting to Self-Medicare Form”.

Legal Requirements and Standards

References

Health and Safety (First Aid) Regulations 1981
Health and Safety at Work etc. Act 1974 and associated regulations
School Premises (England) Regulations 2012
Education (Independent Schools Standards) Regulations 2014
DfE Statutory Framework for the Early Years Foundation Stage

Policy author: School Nurses/Director of Compliance and Operations

Date: Trinity 2023

Review date: Tinity 2024

DfE "Guidance on First Aid for Schools, Early years and Colleges"

(www.gov.uk/government/publications/first-aid-in-schools)

HSE home page, First Aid at Work (www.hse.gov.uk)

DfE Automated external defibrillators (AEDs) A guide for schools, January 2023

Policy author: School Nurses/Director of Compliance and Operations

Date: Trinity 2023

Review date: Tinity 2024