



Bishop Justus School Procedures

Procedure Title:	First Aid Procedures and Accident Reporting
LT Responsibility:	School Business Manager
Review Body:	Headteacher
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INTRODUCTION

First aid, delivered quickly and effectively, can save lives and prevent minor injuries becoming major ones. Under health and safety legislation, the Governing Body will ensure that there are adequate and appropriate equipment and resources for providing first aid in school. This includes responsibility for the Headteacher and all staff, students and visitors (including contractors). First-aid provision must be available at all times while people are on school premises, and available on school trips and visits. The School Business Manager will review the school's first aid needs (at least annually), to ensure the provision is adequate.

Teachers' and Associate Staff conditions of employment do not include giving first aid, although any member of staff may volunteer to undertake these tasks. Staff in charge of students are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of the students at the school in the same way that parents might be expected to act towards their children. In general, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.

The school will arrange adequate and appropriate training and guidance for staff who volunteer to be first aiders/appointed persons.

The School will ensure that adequate insurance cover is provided for staff acting within the scope of their employment.

A copy of the DfE booklet "Guidance on First Aid for Schools" is available at main reception and student reception.

FIRST AID TEAM

The members of staff in the school who are trained in First Aid are:

- Jacqui Morris (Reception)
- Denise Piller (Year Coordinator)
- Mark Hadaway (PE)
- Hannah McNamara (PE)
- Scott Shergold (PE)
- Natasha Ferigan (RE)
- Tom James (Science)
- Julia Counihan (Maths)
- Alice Ballard (History)
- Tracey Smith (Science Assist)
- Jenny Fone (Practical Assist)
- Les Harris (Premises)
- Mike Iverson (Premises)
- Sue Wade (Inclusion)
- Monica Murphy (Catering)
- Molly Gaines (Catering)

MAIN DUTIES OF A FIRST AIDER

First aiders must complete a training course approved by the Health and Safety Executive. At this school the main duties are to:

- give immediate help to casualties with common injuries or illnesses, and those arising from specific hazards at school;
- when necessary, ensure that an ambulance or other professional medical help is called;
- look after first aid equipment, including restocking first aid kit, for their appointed areas.

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APPOINTED PERSONS

- Main Office
- Student Receptionist
- Premises Manager
- Bistro Manager

Appointed persons are **not** necessarily first aid trained. An appointed person is someone who:

- takes charge when someone is injured or becomes ill;
- administers first aid for which they have been trained, e.g. first aid for the wounded or bleeding;
- ensures that an ambulance or other professional medical help is summoned when appropriate.

In the event of a serious illness or injury when a first aider is absent, another first aider or appointed person can assist with the emergency. If a trained member of staff is not available a member of the Leadership team should be contacted.

STAFF TRAINED TO ADMINISTER EPI-PENS

- Jacqui Morris (Reception)
- Denise Piller (Year Coordinator)



- Monica Murphy (Bistro/Kitchen)
- Andrew Crush (PE)
- Les Harris (Facilities)
- Sam Ayles (Year Coordinator)
- Julie Daley (Year Coordinator)
- Katie Morgan (PE)
- Sara Barcas (Safeguarding)
- Kerry Moss (Kitchen)
- Sue Wade (Gateway)
- Jo Jeacock (Officer Manager)
- Angie Woolnough (Admin Officer)
- Claire Solanilla (Student Reception)
- Lynne Smith (Reprographics)

FIRST AID BOXES

The school will provide adequate and appropriate equipment and facilities.

First Aid Boxes	Location	Dept Responsibility
Design Technology	G203	DT Technician
Food Technology	G205	DT Technician
Heavy Materials	G207	DT Technician
Graphics	G209	DT Technician
Multi Materials	G211 PECT	DT Technician
Cad Cam	G213	DT Technician
DT prep. Room	G201 outside office	DT Technician
Student Reception	Office	Receptionist
Main Office	In store cupboard	Receptionist
Medical Room	In store cupboard	Receptionist
P.E.	See individual teachers	Subject Leader PE
Science Prep Room	S317	Senior Science Technician
Science Lab	Filing Cabinet	Senior Science Technician
Science	S302	Senior Science Technician
Minibuses	on board	Premises Manager

The person responsible for first aid is to check first aid boxes and order new stock on a termly basis.

PROVIDING INFORMATION

The School Business Manager must inform all staff of the first-aid arrangements. This should include the location of equipment, facilities and first aid personnel, and the procedures for monitoring and reviewing the school's first aid needs.

Students with medical needs must be brought to the attention of the Learning Access Director and teaching staff, and to the attention of all supervisory staff.

In the case of a student with a condition that may cause a life threatening situation to arise, appropriate members of staff will be trained in order that medication can be administered when necessary.



FIRST AID SITUATIONS

In the event of an emergency trained first aiders can be called by phoning Reception or Student Reception (telephone extensions 100 and 148 respectively).

If the First Aider believes that the injured person requires immediate medical treatment they will:

- arrange for the emergency services (999) to be called if necessary;
- arrange for the next of kin to be informed;
- arrange for the injured person to be transported to A&E by ambulance or by parents; and
- notify a member of the Leadership Team.

Procedure for dealing with accidents and illness

Persons administering first aid must wear disposable gloves when bodily fluids are involved. Care should be taken when more than one student is receiving first aid so that no cross contamination occurs e.g. blood from nose dripping into cut on a leg.

Daily minor first aid situations may be dealt with by the teacher/supervisor on the spot. If the injury/illness requires first aid treatment or assessment the casualty should be sent to main or student reception. Students should be encouraged to clean their own wounds when appropriate, placing all soiled materials in the appropriate bin.

Bumps/falls: The casualty, if able, should be escorted to reception for first aid assessment. If the casualty is unconscious a first aider should be called immediately. Head injuries must be reported onto RIDDOR. All major head injuries must be reported to the Headteacher. Parents must be notified of bumps to the head by a phone call home.

Slight bleeding: Where minor, the student or member of staff can clean their own wounds as appropriate, however, if persistent, a first aider may assist.

Cuts: If the cut is considered to be serious enough to require stitches, the next of kin should be contacted immediately and asked to take the casualty to hospital for treatment. In the case of a student, if the parent is unavailable, this responsibility may be delegated to a member of staff. The accident will be logged onto RIDDOR.

Illness: Staff or students who feel unwell should be sent to main reception. The decision to send an unwell student home will be made by the first aider on duty. Unwell students must be signed out when leaving school for medical reasons.

An adult witness must be present if tending an intimate part of the body.

Administering Medication

The policy on administering drugs to students is contained in the Administration of Medication Policy.

Use of EpiPens

A register of students with EpiPens is displayed in the Staffroom, main office, student reception and medical room. EpiPens should be carried by the student at all times and a spare kept in the main office. Staff supervising visits off-site should be particularly mindful of students carrying EpiPens.



Defibrillators

There are trained staff on site able to administer the defibrillators. Defibrillators are located at Main Reception and the PE Office.

Nut Free Zone

A reminder that our school endeavors, as far as possible, to be a nut-free school. We have quite a number of students in school who have severe nut allergies and can be seriously affected by someone else who is eating – or may have eaten – nuts. Even if you eat a product containing nuts, this can have a serious effect on a student later on in the classroom. Disclaimer; Although we strive to be a nut free school, it is impossible to provide an absolute guarantee that no nuts will be brought onto the premises.

REPORTING ACCIDENTS

Any injury to employee, student or visitor deemed to be serious must be reported as soon as possible to the Headteacher, School Business Manager or Headteacher's P.A.

All accidents and any treatment administered must be logged via the HSE reporting software.

Should the accident be reportable under "Reporting of Injuries, Diseases and Dangerous Occurrences Regulations" [RIDDOR] the School Business Manager will complete the necessary paperwork. RIDDOR requires the reporting of work-related accidents, diseases and dangerous occurrences. It applies to all work activities, but not to all accidents, unless it is a supervised activity. All head bumps or head injuries must be recorded onto Bishop Justus internal accident reporting system.

The legal requirement for reporting certain accidents to the HSE is within 10 Days. A copy of the completed Accident Report form should be sent to the Central Safety Unit within 5 days of a reportable accident occurring.

Where it is appropriate for the school to communicate directly with the student's parent/carer, a brief description of the incident will be recorded on the notification form and sent home with the student.

Injury/accidents will be monitored to identify recurring incidents which may be prevented if appropriate action is taken.

Bishop Justus Church of England School processes personal data in accordance with the data protection principles embodied in the General Data Protection Regulations (GDPR) and the Data Protection Act 2018. The Academy complies with the requirements of the data protection legislation as detailed in the Trust Data Protection Policy.

All staff are aware of the principles of data protection and will not process personal data unless necessary. The Academy safeguards the personal data it collects through the operation of the Trust's data protection policy and processes and the IT policy. In addition, the Academy has taken steps to ensure that all its contracts that process data have the GDPR compliant provisions.



Appendix 1

COVID-19

In order to suppress the impact of the COVID-19 virus, the Government directed that all schools in England and Wales must close from Monday 23 March until further notice. Thus, the academy closed to children registered as pupils at the school from Monday 23 March 2020 except for those children:

- Whose parents are key workers and who cannot be looked after at home. Key workers are those that are detailed in the Government's Guidance for schools, childcare providers, colleges and local authorities in England on maintaining educational provision (19 March 2020)¹; and
- Who are vulnerable. Vulnerable children include children who are supported by social care, those with safeguarding and welfare needs, including child in need plans, on child protection plans, 'looked after' children, young carers, disabled children and those with education, health and care (EHC) plans. Schools are also asked to consider children at the fringes of social care, who may not have a social worker but are nevertheless vulnerable. Collectively referred to as the Priority Group.

From 1 June, the academy is expecting all Priority Group pupils to return to school. In addition, from [1/15] June the academy is expecting all pupils in [nursery, reception, year 1 and 6/ Years 10 and 12] (the Eligible Group) to return to school.

The academy will continue to support the medical needs of pupils in the Priority Group and Eligible Group in accordance with this policy and only administer medication in accordance with the academy's administration of medication policy, subject to the following:

- Where at all possible, social distancing requirements will be implemented and maintained.
- Where the first aider is required to be in contact with bodily fluids, disposable gloves, an apron and mask will be worn.

Full - Opening of the Academy

From the commencement of the autumn term in 2020, all pupils of compulsory school age must return to school. The academy will support the medical needs of all with this policy and only administer medication in accordance with the academy's administration of medication policy. In doing so, the academy will comply with the following COVID 19 Protocol.

From the date of approval of this protocol and until confirmation by Public Health England and/or the Government that the period of the COVID-19 pandemic has ended, the following protocol for minimising transmission and dealing with COVID-19 cases in school, shall apply:

Preventing the spread of COVID-19

1. Staff or pupils displaying symptoms (new continuous cough, high temperature, loss of taste or smell) or who have tested positive must not come to school. They should be self-isolating for at least 7 days and members of their household must self-isolate for 14 days.



2. Staff or pupils must self-isolate for 14 days where a member of their household is displaying symptoms or has had a positive test. If they develop symptoms they must self-isolate for a further 7 days at least from when the symptoms started.
3. Staff, pupils and members of their households are asked to take a COVID-19 test when they display symptoms. If the test is negative, staff and pupils can return to school. If the test is positive steps 1 and 2 above must be followed. Please advise the school of the outcome of the test.
4. Staff, pupils and parents must remain vigilant for symptoms but it is not necessary to take a daily temperature.
5. Staff, pupils, parents, visitors and contractors on the school site must follow the measures implemented and risk assessed by the school. They will be notified of these in advance of attendance on the school site in September 2020.
6. Staff, pupils, parents, visitors and contractors on the school site must regularly and thoroughly wash hands for 20 seconds with soap and dry completely OR use alcohol hand sanitiser ensuring all parts of the hand are covered. This should be done on arrival, before and after break and lunch, when changing rooms, prior to leaving school and after sneezing and coughing.
7. Young people and pupils with complex needs will be supervised when hand cleaning and skin friendly wipes can be used as an alternative.
8. Staff, pupils, parents, visitors and contractors on the school site should avoid touching their faces.
9. Face coverings are not needed in school as pupils and staff are mixing in consistent groups.
10. Good respiratory hygiene must be undertaken by staff and pupils at all times. A tissue should be used when coughing, sneezing or blowing the nose. The tissue should then be placed in the bin, which should be emptied regularly. If tissues are not available or are not nearby the crook of elbow should be used.
11. Frequently touched surfaces and shared areas such as toilets must be regularly cleaned using standard products such as detergents and bleach in accordance with cleaning schedules.
12. The school will be deep cleaned at the end of each school day.
13. Rooms are ventilated – windows and doors kept open where it is safe to do so and ventilation units are used where it is also safe to do so.
14. Use of face coverings – Staff, pupils, visitors and contractors who use face coverings when travelling to the school site must implement the following process:
 - i. Not touch the face covering during use or when removing it.
 - ii. Must remove it when on school site in a designated area.
 - iii. Wash hands immediately on arrival on the school site and after removing the face covering.
 - iv. Disposable face covering must be placed in a covered bin.
 - v. Re-usable face coverings must be placed in a plastic bag and taken home for washing.
 - vi. Use a new disposable or re-useable face covering for their return journey.
15. When returning home, staff and pupils need only follow normal personal hygiene requirements and the usual washing of clothing worn on the day at school.

Pupils or Staff displaying COVID-19 Symptoms whilst at school

1. Staff or pupils showing symptoms will be sent home to isolate for 7 days and their household must self-isolate for 14 days from the date the symptomatic person first showed symptoms. Where staff or pupils are displaying symptoms, they will be asked to take a test.
<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>
2. If staff or pupils are waiting collection, they should be moved to a room where they can be isolated behind a closed door, with appropriate adult supervision for young children. Where it is not possible to isolate



them, then others must be 2m away from the person with symptoms. Windows should be kept open for ventilation. They should use a separate bathroom, if this is needed. The bathroom should be cleaned using standard cleaning products before anyone else uses it. 999 should be called if symptoms are life threatening.

3. PPE must be worn by staff caring for a child who is awaiting collection AND 2m distance from the child cannot be maintained.
4. Where a member of staff has assisted someone with symptoms, they do not need to self-isolate unless they develop symptoms, the individual they have assisted tests positive or the member of staff has been asked to self-isolate by NHS Test & Trace. They should wash their hands thoroughly for 20 seconds and clean the area used with normal household disinfectant.
5. If the case is confirmed by a positive test the rest of the group to which the pupil or member of staff belonged to should be sent home to isolate for 14 days.
6. Household members of the wider group do not need to self-isolate unless the isolating individual develops symptoms.
7. If other cases are detected more widely in the school, then Public Health England's local health protection team will conduct a rapid investigation and will advise schools on the steps to take.

NHS Test and Trace

1. Staff, parents/carers and pupils are strongly recommended to book a test if they are displaying symptoms - <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-an-antigen-test-to-check-if-you-have-coronavirus/>.
2. If staff, parents/carers and pupils test positive, as a matter of public duty, they should co-operate with the tracing process and provide details of contacts to NHS Test & Trace. If they have been in close contact with someone who develops symptoms or has tested positive, they must be prepared to self-isolate.
3. The school will be guided by local health protection team who will be contacted if there is a confirmed case within school. This may mean that in order to limit the transmission of the COVID-19 virus, self-isolation is vital for all individuals who have been in close contact with someone who develops symptoms of the virus or who tests positive for the virus.
4. Where the outcome of the test is negative and the individual is no longer unwell and displaying symptoms, they can stop self-isolating and members of their household no longer need to self-isolate.
5. A positive test requires the individual to self-isolate for at least 7 days from the onset of the symptoms; only returning when the residual symptoms are a cough or a loss of taste or smell. Other members of the household should continue to isolate for the full 14 days, subject to them developing symptoms. If they develop symptoms but have a negative test, they should still isolate for the remainder of the 14 days.
6. Outcomes of the test must be notified to the school.

Cleaning and Waste

1. Waste associated with a person with suspected Coronavirus symptoms should be double bagged, stored securely for 72 hours and then thrown away in the regular rubbish. If the individual tests negative the waste can be disposed of in the usual way within 72 hours.
2. Risk of infection from contaminated surfaces reduces over time, the risk is likely to reduce greatly after 72 hours.
3. All surfaces touched by a symptomatic person must be cleaned and disinfected thoroughly. Corridors that they have passed through can be cleaned as normal unless visibly contaminated by bodily fluids.
4. Use disposable cloths, paper roll and disposable mop heads to clean all hard surfaces, floors, chairs, door handles and sanitary fittings by either:



- Using a combined detergent disinfection solution at a dilution of 1,000 parts per million available chlorine; or
 - A household detergent followed by a disinfectant (1000 ppm av.cl.). Follow manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants.; or
 - If alternative disinfectants are used, check that they are effective on enveloped viruses.
 - Used cloths etc. must be disposed of as detailed above.
5. Soft furnishing should be steam cleaned. Where this is not possible and it is contaminated then it needs to be disposed of.

Personal Protective Equipment (PPE)

1. Face masks are not recommended for everyday use by anyone in a school setting.
2. PPE will not be needed any more than was previously the case when dealing with medical conditions or intimate needs.
3. If providing care to someone with COVID-19 symptoms, PPE will only be necessary if 2m distance cannot be maintained.

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J. Poloczanska
School Business Manager

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S. Murphy
Headteacher

