



ROYAL RUSSELL SCHOOL FIRST AID POLICY

This policy covers all pupils from age 3 – 19 years across the Junior and Senior School including the Early Years Foundation Stage (EYFS) and anyone who works within the school community.

AIMS: PRESERVE, PREVENT AND PROMOTE

First aid saves lives and prevents minor injuries from becoming major ones. This document sets out the policy for the provision of first aid cover at Royal Russell School and the reporting of accidents. Please note that the main policy document applies to both Senior and Junior Schools, however, there are some additional arrangements for the Junior School, and these are set out in Annex A, C and D.

PRESERVE LIFE:

Your first aim is to preserve life by carrying out emergency first aid procedures. **Preserving life should always be the overall aim of all first aiders.**

PREVENT DETERIORATION:

The second aim of first aid is to prevent the casualty's condition from deteriorating any further. In addition, this aim includes preventing further injuries. You should attempt to make the area as safe as possible by removing any dangers, whilst not putting yourself at risk.

PROMOTE RECOVERY:

Finally, you can promote recovery by arranging prompt emergency medical help.

All trained staff have a responsibility to preserve life. Where the risk is deemed too high, individuals should seek advice from 111 and/or call the Emergency Services on 999.

APPOINTED FIRST AIDERS:

There are no specific rules on the number of first aiders required for an establishment and employers make a judgement based on the School's circumstances, the perceived risk and the location of the emergency services. Out-of-hours provisions and activities during the school holidays also have to be considered.

The aim is to provide staff qualified in 'Emergency First Aid at Work' the knowledge to deal with emergency situations. The main point of contact, in the event of an accident, are the nursing staff in the Health and Wellbeing Centre. The Health and Wellbeing Team consists of a team of registered nurses operating on a shift pattern. The Health and Wellbeing Centre is operational during the following hours in term time:

- Monday to Friday: 7.30am – 18.30
- Saturday: Closed
- Sunday: Closed

Junior School Teaching Assistants are trained in 'Paediatric First Aid' and at least one of the teaching assistants is on-site from the start of breakfast club at 7.45am to the end of Crèche at 6:00pm.

FIRST AID TRAINING AND RECORDS:

The record of first aid trained staff is maintained by the Health and Safety Officer who is responsible for arranging training, to ensure staff qualifications remain current and are renewed every three years.

Details of qualified first aiders are to be widely distributed to staff and in each building the name and location of each 'Emergency First Aid at Work'/'Paediatric First Aid' qualified member of staff is to be displayed.

NEW STAFF:

All new staff are provided with information on how to obtain first aid assistance during their induction process.

INDEMNITY:

The School's insurance provides full cover for claims arising from actions of staff acting within the scope of their employment. Members of staff, with current first aid qualifications, who use those skills at the School or whilst involved on a school trip or off-site activity, are viewed as acting within the scope of their employment and are indemnified.

FIRST AID KITS:

First aid kits are clearly labelled with a white cross on a green background in accordance with Health and Safety regulations.

In the School, there are 3 types of first aid kits:

1. First aid kits - Major (FAK-MJR), 2. First aid kit - Minor (FAK-MNR) 3. Plaster kits - PKs

Additionally, kits containing AAI's, Asthma inhalers can be found across the school site.

STOCKING OF THE FIRST AID KITS:

First aid kits are checked at the beginning of the academic year and replenished as required by the Health and Wellbeing Centre team. It is the responsibility of the user to inform the Health and Wellbeing team if stock is getting low and if the stock needs to be replenished or replaced if damaged.

Annex E lists the composition of the various kits and their location. If staff note stock is low, they should come to the Health and Wellbeing Centre to replenish any missing items.

OFF-SITE ACTIVITIES:

A first aid kit is taken to all off-site activities and visits. Kits suitable for use on day trips, and those involving overnight stays, are available from the Health and Wellbeing Centre. They are requested in advance and returned to the Health and Wellbeing Centre immediately on return.

There are also first aid kits in each of the School minibuses, which are the responsibility of the Operations Manager.

DEFIBRILATORS:

There are 7 defibrillators located in appointed areas across the school site. All staff who have received 'Emergency First Aid at Work' training are able to use the defibrillators, however in the event a trained member of staff is not available, all individuals are responsible for preserving life and are encouraged to use an AED. The directions for use are located on the AED.

The defibrillators are located in areas around the school site which are open all year round.

Location of defibrillators:

- Main Reception (The Performing Arts Centre)
- Swimming Pool
- The Pavilion
- Junior School Reception
- Outside Sports Hall
- Outside Health and Wellbeing Centre
- Outside School Office

Location of asthma kits:

- Swimming pool
- Sports hall
- Pavilion
- Senior school office
- Junior school office
- Cambridge/Oxford boarding house (with AAI)
- Hollenden/Queens boarding house (with AAI)
- Latessa boarding house (with AAI)
- Health and Wellbeing centre (with AAI)
- Senior dining hall (with AAI)
- Junior dining hall (with AAI)

Location of AAI's:

- Senior school dining hall
- Junior school dining hall
- Cambridge / Oxford boarding house
- Hollenden / Queens boarding house
- Latessa boarding house
- Health and Wellbeing centre

RECORD OF ADMINISTRATION OF FIRST AID:

The School is required to maintain a record of all first aid administered.

The Junior School: All accidents and incidents are recorded electronically by a member of staff on first aid duty or pupils are referred to the Health and Wellbeing Centre where information is documented onto iSAMS.

Senior School: Pupils are referred to the Health and Wellbeing Centre and information is documented onto iSAMS.

REPORTING OF HEAD INJURY

Pupils with minor head or facial injuries have a head injury form completed which is then emailed to the parents and saved in the pupil's medical file. This is completed by the nurse if the Health and Wellbeing Centre attended to the pupil and provided care for the injury. If a member of staff attends the Health and Wellbeing Centre with a head injury, a form would be completed and a copy emailed to the member of staff.

REPORTING OF ACCIDENTS:

ALL accidents need to be reported and, depending on their severity, some are required to be reported to outside agencies.

All accidents involving pupils and staff (on and off-site) are to be reported on the electronic form which is located on the Royal Russell School Hub page. All staff are encouraged to and have responsibility to report an accident that they have witnessed or assisted in. This form is automatically submitted to the Health and Safety Officer for review.

More serious accidents must be reported to the Health and Safety Executive (under RIDDOR – Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) and the report will normally be made by the Health and Safety Officer. As a guide, reportable accidents are those that fall into the following categories: death, major injury, broken limb or an injury resulting in three days off work.

Any accident that results in either a pupil or member of staff being sent to hospital should be notified as quickly as possible to a member of the Leadership Team, as appropriate.

Reviewed regularly since		January 2018
Reviewed and Approved	EWC	February 2024
Reviewed and Approved	Board	March 2024
Reviewed and Approved	EWC	February 2025
Reviewed and Approved	Board	March 2025
Reviewed	NWC/AF	January 2026
Reviewed and Approved	EWC	February 2026
To be Reviewed and Approved	Board	March 2026
Next review		January 2027

LINKED PROCEDURES:

This policy must be read in conjunction with the School Medical Procedures policy.

ANNEX:

- A ADDITIONAL GUIDANCE FOR FIRST AID IN THE JUNIOR SCHOOL
- B FIRST AID KITS, AII and ASTHMA EMERGENCY CONTENTS AND LOCATION
- C LOCATIONS OF EMERGENCY AAls, ASTHMA INHALERS, DEFIBRILLATORS

ADDITIONAL GUIDANCE FOR FIRST AID IN THE JUNIOR SCHOOL**FIRST AID PROVISION:**

The first point of call for all serious accidents and injuries is the Health and Wellbeing Centre, where there are nursing staff available at the following times:

Monday to Friday: 7.30am - 18.30pm

Saturday: Closed

Sunday: Closed

Landline (direct dial): **020 8657 7861**
Landline: **020 8647 4433 ext 212**
Mobile: **07547 053 368**

Across the Junior School, all staff are able to provide first aid treatment for minor injuries during curriculum time as well as at break and lunchtimes, and during wrap-around care for example cleaning small cuts and grazes. For Lower Junior pupils, these are to be recorded electronically. Where more serious injuries occur, pupils are escorted to the Health and Wellbeing Centre for assessment by the nursing team. Parents of children with minor head or facial injuries are to be emailed Head Injury Advice guidance from either the Junior School Office or the Health & Wellbeing Centre. Children seen at the Health and Wellbeing Centre will have an online head injury form completed on which is then emailed home to parents.

Children who are clearly unwell, for example with diarrhoea and/or vomiting, should be taken directly to the Health and Wellbeing Centre. Accompanying adults should remain with the nurse in case the child needs to be washed and changed. Any pupil who experiences a vomiting and/or diarrhoea episode must not return to school until 48 hours after the symptoms of vomiting and/or diarrhoea have ceased. Parents and carers must notify the school if their child contracts any notifiable or infectious disease.

In all cases, children with serious injuries are sent to the Health and Wellbeing Centre (unless it is a situation where the pupil should not be moved in which case a nurse will be called to the scene).

FIRST AID TRAINING:

Junior School Teaching Assistants are 'Paediatric First Aid' trained which will be updated as necessary. A member of staff with paediatric first aid training will always be on site when EYFS children are present and accompany every EYFS trip.

All other members of staff should attend a 1 Day 'Emergency First Aid at Work' course.

BODILY FLUIDS (SPILLAGES):

A requirement to clean up any body fluids should be reported to the Housekeeper. There are 'body-fluid clean up kits' available at the Health and Wellbeing Centre and in the boarding houses.

The Housekeeper: Extension 356

Contactable via Reception and through the School Radio Network on channel 4.

Email: jdiazfranco@royalrussell.co.uk

ADMINISTRATION OF MEDICINE:

No member of the teaching or non-teaching staff may administer medicine to a pupil, unless they have had appropriate training to do so. If a child needs to receive medicine at school, such as antibiotics, which has been prescribed by the child's doctor, it may be administered only by the nursing staff in the Health and Wellbeing Centre, who will require written permission from the child's parent. However, a parent may sign a consent form so that a child can have medicine administered by a member of staff on an out-of-school trip. For Junior School pupils, this can also be administered at the Junior School Office by a trained member of staff. Parents are asked to indicate consent in writing for EYFS children in Nursery for the administration of 'paracetamol' if it is in the child's interests at the time if a parent cannot be contacted. Medicines containing 'aspirin' may only be given to pupils under the age of 16 if prescribed by a doctor.

Any medication given in school is recorded on iSAMS indicating the dose and time of medications and parents are informed if this is required.

Emergency asthma inhalers are located around the Junior and Senior School. Pupils who have been prescribed an inhaler, and whose parents have given written consent, can use the emergency inhaler when required, if their own inhaler fails. All administrations are recorded, and pupils are further assessed at the Health and Wellbeing Centre if required.

Children in the Junior School that are suffering from an asthma attack should stay where they are and a member of the Health and Wellbeing Centre Team should be called to attend. Upper Junior pupils are encouraged to carry their own inhalers with them. Spare inhalers for both Upper and Lower Junior pupils are stored in the Junior School Office.

Instruction in the use of the Adrenaline Auto injector (AAI) is given to all members of staff who may come in contact with a child suffering from a known serious allergy.

NB: The AAIs are named, and it is essential the correct pen is given to the right pupil. Monitoring of the AAIs stored in the Dining Room or at The Health and Wellbeing Centre is undertaken every month by the Health and Wellbeing Centre Team.

For individuals who have parental consent, universal AAI's are stored in various locations across site and can be used in the event of an emergency when an individual's AAI is not available. For any confirmed allergic reactions, 999 should be called noting the time the first AAI was given and any further doses. Parents should also be informed.

MEDICAL CONDITIONS:

Families of pupils with certain medical conditions will be asked to complete a detailed individual health care plan to support staff whilst on the School grounds or during trips and sports fixtures. Parents have a responsibility to ensure any changes to their child's health are reported to the Health and Wellbeing Centre by completing the Medical Information Form on Firefly. This information will be relayed by the Health and Wellbeing Centre to key stakeholders across the school (JLT, Catering etc) who will disseminate the information to staff.

First Aid Kit, AAI and Asthma Emergency Locations

Key: **PK** = Plaster kit
MJR = Major kit
MNR = Minor kit
Plus = Additions to above

Jnr School playground x3 (Lower Jnrs, Upper Jnrs, year 6)	PK
Jnr Sch Office – Asthma kit	MJR
Jnr Sch Sport	MNR plus
Jnr Sch Science	MNR plus
Jnr Sch Kitchen – AAI kit	MNR plus
Jnr Sch Art and Design	2 x PK
Jnr Sch Forest school	MJR plus 2x ice packs
Jnr Sch Common Room	MJR
Jnr Sch KS1	PK
Jnr Sch PKs accessible by year group, to be stocked up by JS first aider	
Estates x3 (tractor, grounds & office)	2 x MNR plus, x 1 MJR
Minibus x 3	As per CL
EYFS x 2	MJR minus foils
St Andrews	PK
Sports Hall – Asthma Kit	MJR plus
Madden	PK
Oxford & Cambridge (on shared landing) - AAI/Asthma kit	MJR plus
Queens & Hollenden (on shared landing) - AAI/Asthma kit	MJR plus
Health and Wellbeing Centre	MJR plus, AAI/Asthma kit
Library	PK
Snr Sch office	PK, Asthma kit
Keable	PK
Latessa - AAI/Asthma	MJR plus
Science (x2)	MNR plus
Reade & Buchanan (shared)	PK
DT (wall mounted and removable)	MNR Plus and plaster kits x2
FT practical room	MNR Plus and plaster kits x2 (BLUE)
Pavilion	MJR Plus, Asthma kit
Snr Sch sports travel (x2)	MNR Plus
Media	PK
PAC reception	MJR
Catering Department (x2) (Including burn gel)	MNR plus
PAC bursary kitchen	MNR
Swimming pool (Responsibility of Commercial to check and restock, MJR, Asthma kit)	

**Locations of:
Emergency
Adrenaline Auto
Injectors (AAIs),
Asthma Inhalers
(Salbutamol) and
Defibrillators (AED)**

KEY

- Emergency Asthma Inhalers



- Adrenaline Auto Injectors (AAIs)



- Defibrillators

