

First Aid / Health Policy

Diversity, Equality & Inclusivity Statement:

The commitment to diversity, equality, and inclusivity is at the heart of our values at Austin Friars. Equality means creating an environment where pupils have the chance to achieve their full potential, free from barriers, prejudice, and discrimination. Inclusion is about recognising that each pupil is unique and that their needs can be met in different ways. Diversity means recognising, respecting, and celebrating the added value that differences bring. Our unwavering dedication to our school values – Truth, Love and Unity - is how we fulfil our mission at Austin Friars. It is through our commitment to diversity, equality, and inclusivity that our pupils are empowered to be authentic and succeed.

Austin Friars is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

The First Aid / Health Policy applies to the whole School including EYFS. For EYFS pupils it should be read in conjunction with the EYFS Policies on Accident and Illnesses in School and EYFS Administration of Medicine.

The School aims to create a secure environment and provide appropriate care for both staff and pupils who become ill or suffer an accident during the School day. This policy recognises the School's duties for the health and safety of staff and pupils.

The First Aider is the appointed person responsible for all medical needs and is directly responsible to the Deputy Head. The FA or the Deputy Head informs the Junior and Senior Receptions when out of School and in their absence, the principal first aid officer deputises.

(1) Sickness or accidents in School

Members of staff are expected to always use their best endeavours to ensure the welfare of pupils at the School. In the event of any pupil or member of staff being injured or becoming ill, the FA should be consulted without delay.

In the Junior School, given their location, the FA will be called to attend to the pupil at the Junior School.

If the FA needs to examine an intimate area, they will obtain consent from the person and offer them a chaperone, to guard against any allegations. This will be done whether the FA is examining a male or female, child or adult. The chaperone would be another staff member. The person has the right to refuse a chaperone, and this will be documented.

The FA makes a record of each person that is seen, including date and time, name of the person, complaint, treatment administered and any other comments. Anyone who administers first aid or medication in the absence of the FA should record their activity by reporting it to the FA or the principal first aid officer who will ensure the information is recorded on-line, they may permit a pupil who has become ill to rest in the first aid room. The FA will inform Reception, as soon as is possible, as a reference point for members of staff, if a pupil is the first aid room.

In the event of a serious injury, a qualified member of staff should apply appropriate first aid and send for the FA immediately. The School (in most circumstances the FA) will take responsibility for summoning an ambulance, where required, to send someone to hospital for emergency treatment.

In the event of an ambulance being required. Parents should be contacted and if they arrive at School before the ambulance, then the ambulance may be cancelled. The First Aider is to remain with the student until a parent arrives. If the paramedics arrive first the FA will travel to the hospital in the ambulance and wait with the student until parents arrive at the hospital.

After any accident or illness at School, the FA will liaise with teachers, form tutors and Heads of School, if appropriate. The FA/principal first aid officer will also inform the parents of all serious accidents and illnesses where appropriate on the same day.

Pupils must see the First Aider (or in their absence the Principal First Aider) before going home ill. They are responsible for calling parents to ask them to come and pick up their child (not the individual child).

In the Junior School there is a separate form for informing parents of any bumps to the head of a child. The injury is reported to parents by the FA or class teacher and the form is to supplement the information that has been given over the phone or in person at the end of the school day.

The FA can be contacted in the First Aid room: internal 212; direct dial 01228 550712; or mobile 07988 094942 between the hours 8.30am to 5pm. In their absence, the principal first aid officer can be contacted on internal 205 or direct dial 01228 550705.

The FA will liaise with the Primary Care Trust (North Cumbria Integrated Care NHS Foundation Trust) and parents regarding periodical immunisations and other health assessments/needs.

(2) Sports injuries

In the event of a serious sporting injury in School, staff in charge would contact the FA who would assess the extent of injury and, if necessary, make arrangements for the pupil to be assessed at hospital. Parents would be contacted immediately. **Where a pupil sustains a head injury, they may return to School the next day if well enough to do so. The School will follow the most recent RFU guidelines on head injuries and, in particular, concussion** (See below)

If a pupil injures their head outside of School, parents must inform the School of the injury when their child returns.

Head Injuries and Concussion

All head injuries must be treated with caution, as symptoms of a serious injury, such as a concussion, may not be immediately apparent. Our policy is to adopt the principles of the RFU's "Headcase" guidance: **"If in doubt, sit them out."**

The primary assessment tool is the **RFU** mnemonic, which stands for **Remove, Fail to Recognise, and Unconsciousness.**

Initial Action

1. **Stop the Activity:** Immediately have the injured person stop whatever they are doing. Do not move them if a serious neck or spinal injury is suspected.

2. **Assess:** Quickly check for consciousness, breathing, and any visible bleeding.
3. **Call for Help:** If the person is unconscious, having a seizure, or there are signs of a serious injury, call for emergency medical help immediately (999).

The RFU Guidance

R - Remove

The individual must be **removed** from their current activity, whether that's work, sport, or play.

- They must be rested and must not be allowed to return to the activity until they have been fully assessed.
- They should not be left alone.
- They must not drive a vehicle.

F - Fail to Recognise (Signs and Symptoms)

Assess if the individual **fails to recognise** or displays any signs of a concussion. Look for the following symptoms:

- Confusion or feeling "foggy"
- Drowsiness or being difficult to wake up
- Headache that is worsening
- Dizziness or problems with balance
- Nausea or vomiting
- Memory loss (amnesia) or asking repetitive questions
- Changes in vision (e.g., blurred or double vision)
- Irritability or changes in personality

Red Flags: If any of the following signs are present, call 999 for an ambulance immediately. These indicate a potentially serious brain or spinal injury.

- Worsening headache
- Seizures or convulsions
- Loss of consciousness
- Repeated vomiting
- Clear fluid coming from the ears or nose
- Visible signs of a skull fracture (e.g., bruising behind the ear or around the eyes)

U - Unconsciousness

Any period of **unconsciousness**, no matter how brief, is a medical emergency.

- If the casualty loses consciousness at any point following the injury, call 999 immediately.
- If they are unconscious but breathing normally, place them in the recovery position while waiting for help to arrive.

For more details and further guidance: <https://www.englandrugby.com/run/player-welfare/headcase>

(3) Reporting and recording accidents

Staff treating a pupil are responsible for recording and reporting any injuries in the accident report book (Junior School) and or online (Senior School). The FA is responsible for co-ordinating the accident report forms and completing the online records, accident and near miss forms. The Deputy Head and Bursar receive these forms. The FA must inform the Deputy Head of any serious injuries or illnesses immediately.

In the event of an injury or accident happening on a residential visit either in the UK or overseas, the FA should be informed immediately following the return of the trip. In the event of a serious injury or accident, the Deputy Head/ Head of Junior School should be informed by telephone immediately by the member of staff responsible for the trip.

Under *the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)* the School is aware of its obligation to report to the Health and Safety Executive in the following instances:

The death of any person

All deaths to workers and non-workers, with the exception of suicides, must be reported if they arise from a work-related accident, including an act of physical violence to a worker.

Specified injuries to workers

The list of 'specified injuries' in RIDDOR 2013 Specified injuries are (regulation 4):

- fractures, other than to fingers, thumbs and toes
- amputations
- any injury likely to lead to permanent loss of sight or reduction in sight
- any crush injury to the head or torso causing damage to the brain or internal organs
- serious burns (including scalding) which:
 - covers more than 10% of the body
 - causes significant damage to the eyes, respiratory system or other vital organs
- any scalping requiring hospital treatment
- any loss of consciousness caused by head injury or asphyxia
- any other injury arising from working in an enclosed space which:
 - leads to hypothermia or heat-induced illness
 - requires resuscitation or admittance to hospital for more than 24 hours

Physical violence

Some acts of non-consensual physical violence to a person at work, which result in death, a specified injury or a person being incapacitated for over seven days, are reportable. In the case of an over-seven-day injury, the incapacity must arise from a physical injury, not a psychological reaction to the act of violence.

Examples of reportable injuries from violence include an incident where a teacher sustains a specified injury because a pupil, colleague or member of the public assaults them while on school premises. This is reportable, because it arises out of or in connection with work.

(4) Access to medical information

A Medical and Health Information form is completed for all pupils by their parents and is biennially updated with action taken where required. **Parents are responsible for informing the School of any significant changes to their child's health during the annual process.** In agreement with parents, health care plans are put in place where needed for pupils with severe asthma, diabetes, epilepsy, anaphylaxis, or other health problems which affect their School life.

All medical information is treated confidentially. There may be times when confidentiality cannot be kept, however, in cases referring to child protection and harm (**Safeguarding**). In these cases, the FA will inform the pupil of what they are obliged to do in accordance with the School's Safeguarding policy. The FA may also have to inform teachers of essential medical information prior to School trips, which must be treated as confidential. Staff are required to keep the pupils' medical consent forms as confidential documents.

The School adheres to NHS and NICE guidelines on self-harm management. Members of staff should inform the FA and DSL of anyone who is believed to be self-harming for support, advice and management of the condition. They should record this on the School's safeguarding referral document.

The first aid kits located around the School are regularly checked by the FA. If there is anything that needs to be replaced, the FA should be informed immediately. There are first aid bags for travel abroad, educational visits and sporting fixtures which can be obtained from the FA prior to leaving School. The member of staff is responsible for its collection from and return to the FA as soon as possible following the trip, and to inform them if anything has been used. 24 hours' notice is required for the collection of First aid kits.

Whenever possible, parents will make all decisions regarding surgical, medical or dental treatment for their children. When pupils are on residential visits (in the UK or overseas), and field trips etc, the School requests prior written parental consent for authority to have recourse to medical treatment if circumstances make it necessary. Emergency medical information is held by the person in charge of the outing.

All School health protocols are available from the School's First Responder and lists of current first aiders are displayed in both Staffrooms and both receptions. The majority of staff will have basic First Aid training.

(5) Administration of medicines in School

Should any pupil require medicines during School hours, parents must inform the School, usually through the FA or via the Senior or Junior School Reception. All dangerous medicines should be handed to the FA personally for safe storage in the drug cupboard; only the FA and the principal first aid officer have access to it. The room is locked when the FA is not on duty. A key to the First Aid Room in the Senior School is kept in a key safe in the Senior Staff Room.

Pupils with emergency Epi pens are stored in a locked cabinet in the FA room. Pupils also carry two with them in case of emergencies. All medication is checked weekly, parents will receive notification one month before medication is due to expire, so the school has medication in date. The children will also be placed onto an Individual health plan that needs reviewed every year.

Staff are trained to use Epi pens during their First aid training, Mrs Brockbank also offers in house training termly with Epi pens.

In the Junior School only, prescribed medication should be sent into School, clearly marked with a pupil's name, the name and dose of drug, frequency of administration, and expiry date. Written instructions relating to dosage must be given to the FA by a parent completing a Parental Consent to Administer Medication Form. If any pupil requires administration of paracetamol suspension or tablets, the co-ordinator has permission from the parents to administer this in the Senior School (but not in the Junior School). In the Senior School the FA should be informed of any medication which the child is taking, although the child may be deemed responsible enough to administer non-dangerous items.

It is acceptable that Senior School pupils carry their own inhaler, if assessed competent by parents. In the Senior School, insulin and epi-pens may be carried if the pupils are deemed competent. A parent must inform the FA by letter, however, so that they are aware of medications being carried in School. No other medication may be carried by pupils in School. Asthma Cards and consent forms are reviewed every year. Parents are responsible in updating asthma cards and letting the FA know of any changed to peak flow meters at home or any hospital admissions. The FA will then follow an asthma plan if

anything has changed and inform the parent. In the Junior School, spare pupils' inhalers are kept in a clearly labelled box in the Staff room medical cabinet in the Staffroom. In the Senior School, pupils' spare inhalers are kept in a clearly labelled box in the First Aid Room drug cupboard.

(6) Healthy eating

Austin Friars is a nut Aware School.

The School regards snack and meal times as an important part of the day. Eating represents a social time for children and helps them to learn about healthy eating. At snack and mealtimes, we aim to provide nutritious food, which meets the pupils' individual dietary needs.

- **We take care not to provide food containing nuts or nut products and are especially vigilant where we have a pupil who has a known allergy to nuts.** Pupils should not bring nuts, or nut products into School.
- Juniors should only bring fresh fruit or vegetables for morning break.
- Cold, fresh water is always readily available, so pupils need not bring drinks into Junior School. In the Senior School pupils are encouraged to bring their own water bottles which may be filled from the drinking water dispensers.

Managing allergies and the introduction of "unregulated" food products to school site

Austin Friars promotes awareness to parents, staff and pupils regarding bringing in foods that may cause problems and consequences for anyone who suffers from a food allergy.

Our management of risk is predominantly concerned with raising awareness of the possible consequences to allergy sufferers arising from exposure to food containing allergens. To that end it was agreed that:

- Food/Allergy Awareness is factored into Lower School **EP (PSHCE)** Schemes of Work.
- The FA to remind colleagues of sufferers and of changing circumstances.
- The FA to procure food allergy posters for prominent display in form rooms & refs
- Photos to be included on Junior School IHP's/SS IHP's and copies made available to staff & catering colleagues
- Accompanying staff to ensure risks are adequately assessed prior to embarking on an excursion and to ensure compliance with on-site protocols of venues visited
- Parental awareness raised through amendment of existing consent form ie advice relating to packed lunches and allergies
- Monitoring of these arrangements to take place, (as part of annual policies review), to demonstrate that all reasonable care has been taken to safeguard the welfare of our pupils.

(7) Sun safety and what the School does to help protection from the sun

School sun hats are available for Pre-School and Junior pupils from the uniform shop and their use is encouraged. There are areas of shade for Pre-School and Junior, and Senior School pupils to protect themselves from the sun at break and lunch times. Staff should help raise awareness of the need for sun protection.

(8) Bodily fluid spillage procedure

If a child has an accident, which results in urine, faeces, bleeding or vomit, the following process will be followed:

(a) Equipment to be used: gloves; apron; face mask (optional); yellow disposal bags; dustpan and scraper; disposable cloths (red); anti-bacterial multi surface cleaner; absorbent granules; air freshener; and disinfectant wipes

(b) Procedure to be followed:

- Clear the area where the incident has occurred to ensure other children do not come into contact with the contamination.
- Wear disposable gloves, apron (and a mask when appropriate e.g. vomit, diarrhoea)
- Cover the affected area liberally with absorbent granules making sure enough are used to soak up all of the spillage. Wait for 2 minutes and using dustpan and brush scoop into the pan and place into the yellow bin bag.
- Using a red cloth and multi-surface cleaner apply to the infected area until clean. Thoroughly wipe the scoop and the pan with the cleaner.
- Place gloves, apron, cloth in the yellow bin bag and dispose of it separately to other waste in the designated place for body waste products.
- Wash hands thoroughly.
- Fragrance the area using air freshener.
- Cloths, soft toys or soft furnishings stained by body fluids will be washed by hand using hot water and detergent in the sluice and then in the hot wash cycle of a washing machine. Protective clothing will be worn for this procedure.
- If a child has an incident involving body fluid, then the member of staff must wear protective clothing to include disposable gloves, apron (mask when applicable).
- The spillage should be dealt with as designated in the procedures. The child's garments should be removed if affected and cleaned in an appropriate way (according to manufacturer's guidelines). The child should be cleaned using warm water, soap and disposable cloth. Fresh garments will then be put on the child. During this procedure the adult will treat the child in a very sympathetic way ignoring any personal discomfort they may feel i.e. an obnoxious smell etc. The child will be feeling very vulnerable and may be very upset about the incident. In the case of toilet accidents there can be difficult situations where the child knows this will cause upset with a parent. It is therefore essential for adults to be calm and matter of fact about such occurrences. As with all accidents it is of great benefit for the adult to remain calm and reassuring this helps the child cope with the stress of an accident.

Appendix

(1) Qualified first aiders in School

All first aiders are required to undertake updated training every three years.

A list of up to date qualified first aiders can be found with the FA, the principal first aid officer, and in both the JS and SS staffrooms.

At least one qualified person is on site when children are present, and this includes staff with paediatric training for the Pre-School.

(2) First Aid and Emergency Asthma Inhaler Boxes are prominently located around the School for emergency use.

Deputy Head (in conjunction with the FR)
September 2025