

BOURNE COMMUNITY COLLEGE



Kindness, Respect, Determination

FIRST AID POLICY

September 2024

Next review date July 2025



Our Aims of the School:

- *To inspire and enable all to make a positive contribution to ourselves, our community and the wider society*
- *Pursue excellence in character and in learning*

Our Vision:

To be the best versions of ourselves

Our Values:

All we do as a community is rooted in our three values

Kindness – a strength of the heart

Respect – a strength of the mind

Determination – a strength of the will

Bourne Community College

First Aid Policy

- Guidance from the DFE First Aid in Schools and WSCC Education Department First Aid Policy have been used in the compilation of this policy.
- Under the Health and Safety (First Aid) Regulations 1981, employers are responsible for providing adequate and appropriate equipment, facilities and personnel to ensure their employees receive immediate attention if they are injured or taken ill at work.
- While the regulations do not require employers to provide first aid for anyone other than their own employees, it is strongly recommended that all schools and colleges consider the needs of non-employees such as pupils, students and visitors when making provision for first aid.
- The Headteacher will be responsible for the arrangements for First Aid within the school and ensuring policy, procedures and guidance laid down in this document are followed.
- Suitable and appropriate first aid cover will be provided for staff, visitors and students during the College Day, both at College and for all off site activities. Contractors who work on site must provide their own first aid.
- Assistant Headteacher, Mrs J Murray-Brown will identify first aiders' training needs and arrange for the most appropriate training.
- First aiders will be issued with guidance as to their duties and will sign to acknowledge this.
(Appendix 1)
- Mrs J Murray-Brown will issue a ½ termly reminder for staff to check first aid boxes. Staff who agree to have a first aid box in their classroom will be responsible for maintaining them on a weekly basis.
 - a leaflet giving general guidance on first aid
 - pairs of disposable gloves
 - 20 individually wrapped sterile adhesive dressings (assorted sizes and blue ones for food technology or kitchen areas)
 - sterile eye pads
 - individual wrapped sterile triangular bandages
 - safety pins
 - medium-sized individually wrapped sterile unmedicated wound dressings (approximately 12 cm x 12 cm)
 - large individually wrapped sterile unmedicated wound dressings (approximately 18 cm x 18 cm)
 - disposable gloves
 - disposable waste bag

- individually wrapped antiseptic wipes
- The names of first aiders, position of boxes and general procedures will be brought to the attention of all staff by the Assistant Headteacher, Student Support, and updated every half term. (**Appendix 2** details the position of first aid boxes and Defibrillators)
- Suitable medical accommodation will be provided.

Procedure

- In case of a member of staff requiring very minor first aid, they should locate the nearest first aid box and self-administer. If the member of staff feels they need more attention, then they should call for a First Aider.
- In case of a student requiring very minor first aid please direct to the nearest room containing a first aid box – see location of first aid boxes. (**Appendix 2**)
- If unsure or student requires more attention, then please call for members of staff who are qualified First Aiders as shown.
- Mrs Murray-Brown Mr Ellis Mrs Jewer
Mr Pragnell Mrs Acquah Miss Newman Miss Dodds

If students are feeling ill they should be sent to the Leader of Year who will decide whether they should go home or return to the lesson. If Leaders of Year are unsure, please refer to Mrs J Murray-Brown or Mrs Jewer.

- Complete accident form as required (**Appendix 3**) and/or record all first aid treatment given on Medical Tracker.
- For other than 'Emergency First Aid' parents will be contacted before offering assistance by the First Aider.
- First aiders must maintain effective communications, including mobiles
- Strict hygiene rules must always be followed. In the case of blood spillage gloves must be worn and the area cleaned using Terminex II.
- Suitable and appropriate portable first aid kits must be taken on all off-site activities.

Policy on Medicines

- Medicines will be managed in accordance with the guidance contained in WSCC – Guidance of the Administration of Medicines
- Leaders of Year will oversee arrangements with respect to students self-medicating
- All medicines are to be kept locked within the Leader of Years' Office
- Parental/Doctor's information for each student's medication are available on the year noticeboard in the staff room and on Medical Tracker
- Health Care Plan for individual students will be completed and recorded on Medical Tracker as appropriate.

Although rare occurrences, **Appendix 4** gives some guidance should any staff member encounter an Asthma attack.

Appendix 1

Bourne Community College

Date:

Dear

Following your agreement to act as a First Aider, I set out below the duties that you have agreed to undertake:

- 1 Administering First Aid as and when appropriate
- 2 Informing Assistant Head (Student Support) if First Aid is administered (where appropriate)
- 3 Maintaining First Aid boxes to the standards outlined in the College First Aid Policy
- 4 Ensuring Medical Tracker is completed where necessary

Yours sincerely

J Murray-Brown

Janet Murray-Brown (Mrs)
Assistant Headteacher

Reply Slip – First Aider Agreement

I confirm that I agree to undertake the duties specified in the First Aider Agreement letter.

Signed: Date:

Print Name.....

Appendix 2

MEMORANDUM

TO: All Staff

FROM: JMB

DATE:

COPIES:

Defibrillators are located in HJ's (Barnes) and JMB's office (Main Building)

First Aid Kits are located in the

English – English office (small)
MFL – MFL office (small)
PE – Girls (large)
PE – Boys (large)
Science – Prep Room (large)
Resistant Materials – B4 (large)
AVA – (small)
Personal Development – (small)
Maths Office – (small)
Food Technology – (small)
Library – (small)
Kitchen – (small)
Caretaker's Office – (small)
BSSC – (small)

If anyone else has a First Aid kit, please let JMB know of any replenishment needed.

All First Aid kits will need to be checked every half-term by yourselves for stock. In the meantime, if you have run out of any equipment, please let JMB know.

Minor First Aid issues can be dealt with by any first aid trained member of staff.

More serious issues must be referred to one of the following:

Mrs Murray-Brown	Mr Ellis	Mrs Jewer	Ms Dodd
Mr Pragnell	Mrs Acquah	Miss Newman	

APPENDIX 3

BOURNE COMMUNITY COLLEGE ACCIDENT/INCIDENT REPORTING

Name of person reporting incident	
Name of student and Year (or name of member of staff)	
Date and time of incident	
Details of incident	
Injuries sustained - be very specific (left/right upper/lower hand/fingers/thumb foot/toes)	
What caused the incident?	
Name of first aider	
Detail of first aid given	
Where did the incident happen?	
Did the person go to hospital?	
Were Parents/Carers informed? Who by and how? (phone/email/msg?)	
Witness details	
Main factors that contributed towards the incident?	
Describe immediate action taken in response to incident & action taken to prevent a further incident	
What action has been taken?	
How has learning been shared & communicated when and how?	
Have staff involved in the incident been debriefed?	
JMB to review - Sign & date	INPUT / FILE
Head teacher - Sign & date	

This form is used for severe accidents/incidents that are reported to WSCC (on-line reporting)

Appendix 4

Bourne Community College

Asthma Policy

The school:

- Recognises that asthma is a widespread, serious but controllable condition and the school welcomes all students with asthma
- Ensures that students with asthma can and do participate fully in all aspects of school life, including art, PE, science, educational visits and out of hours activities
- Recognises that students with asthma need immediate access to reliever inhalers at all times
- Keeps a record of all students with asthma and the medicines they take
- Endeavours that the whole school environment, including the physical, social, sporting and educational environment, is favourable to students with asthma
- Ensures that all staff (including supply teachers and support staff) who have students with asthma in their care, know who those students are and know the school's procedure to follow in the event of an asthma attack

Asthma medicines

Immediate access to reliever medicines is essential. Students are expected to carry their own inhalers with them.

It is advised that the school is provided with a labelled spare and in date reliever inhaler. These are held in case the student's own inhaler runs out, or is lost or forgotten and are kept by the Leaders of Year. All inhalers must be labelled with the child's name

If the parent/carer has stated that their son/daughter requires an inhaler in school but does not supply an in-date inhaler, the school will take the following action:

- Inform the student that they do not have an in date inhaler at school
- Phone the parent/carer and request that an inhaler is brought into school without delay.
- If the parent/carer fails to supply the inhaler as requested, write to the parent repeating the request for the inhaler and stating that without an inhaler, in the event of an asthma attack, staff will be unable to follow the usual Asthma Emergency inhaler procedures and will be reliant on calling 999 and awaiting the Emergency Services. The letter will be filed with the child's asthma information form.

All school staff will let students take their own medicines when they need to.

For information on how to clean inhalers please go to www.asthma4children

Record keeping

When a child joins the school, parents/carers are asked to declare any medical conditions (including asthma) that require care within school, for the school's records. At the beginning of each school year, parents are requested to update details about medical conditions (including asthma) and emergency contact numbers.

All parents/carers of students with asthma are given an asthma information form to complete and return to school. From this information the school keeps its asthma records. All teachers know which students in their classes have asthma. Parents are required to update the school about any change in their son's/daughter's medication or treatment.

Exercise and activity - PE and games

All students are encouraged to participate fully in all aspects of school life including PE. PE staff are aware of those students with asthma. Students are encouraged/reminded to use their inhalers before exercise (if instructed by the parent/carer on the asthma form) and during exercise if needed. Staff are aware of the importance of thorough warm up and down. Each student's inhaler will be labelled and kept in a box at the site of the lesson.

School Environment

The school endeavours to ensure that the school environment is favourable to students with asthma. The school will take into consideration any particular triggers to an asthma attack that an individual may have and will seek to minimise the possibility of exposure to these triggers.

Asthma Attacks – School's Procedure

In the event of an asthma attack, staff will follow the school procedure:

- Encourage the student to use their inhaler
- Summon a first aider who will bring the student's Asthma Information Form and will ensure that the inhaler is used according to the dosage on the form
- If the student's condition does not improve or worsens, the First Aider will follow the 'Emergency asthma treatment' procedures

EMERGENCY ASTHMA TREATMENT

Asthma attacks & wheeziness

Signs of worsening asthma

- Not responding to reliever medication
- Breathing faster than usual
- Difficulty in speaking in sentences
- Difficulty walking/lethargy
- Pale or blue tinge to lips/around the mouth
- Appears distressed or exhausted

- **Give 6 puffs of the BLUE inhaler via the spacer**
- Reassess after 5 minutes
- If the student still feels wheezy or appears to be breathless they should have **a further 4 puffs of the BLUE inhaler**
- Reassess after 5 minutes
- **If their symptoms are not relieved with 10 puffs of the blue inhaler then this should be viewed as a serious attack**
- **CALL AN AMBULANCE AND CALL PARENT**
- **While waiting for an ambulance continue to give 10 puffs of the reliever inhaler every few minutes**

How to use a reliever inhaler in an emergency when a child is having a Severe Asthma Attack, whilst waiting for the ambulance:-

- If a student is finding it difficult to use an inhaler effectively
- Use a spacer device
- If a spacer is not available improvise using a plastic beaker as a mask with a hole cut in the bottom to administer
- In an emergency 10 puffs of reliever inhaler can be given through a spacer over 15 minutes, then wait 15 minutes before starting the process again.

How to use a spacer device using tidal breathing:-

E.g. volumatic or nebuhaler

- 1 Remove the cap, shake the inhaler and insert into the device
- 2 Place the mouth piece in the mouth
- 3 Press the canister once to release a dose of the drug
- 4 Breathe deeply in and out five times (tidal breathing): Breathing out through the mouthpiece (with children establish a breathing pattern – this will make a clicking sound as the valve opens and closes, then depress the canister)
- 5 Remove the device from the mouth
- 6 Wait about thirty seconds before taking the next dose. Repeat steps 1 -5.

