

RUTHERFORD SCHOOL FIRST AID PROTOCOL

Introduction

This protocol applies to everyone who comes into the school. First Aid is defined as the immediate treatment given in the event of any accident or medical emergency before expert medical help arrives. At Rutherford school there are registered nurses on the premises whenever the pupils are in school. However it must be borne in mind at all times that the nurses' primary responsibility is to the pupils.

First Aid can save lives, and prevent minor injuries from becoming major ones. Health and Safety legislation states that employers have a duty to ensure that there are adequate and appropriate equipment and facilities for providing first aid in the workplace.

General Guidelines

1. First Aid in Schools: Who is responsible?

- a) The Employer - The Trustees of the Garwood Foundation and the governing body of the school have a responsibility for the health and safety of everyone on the school premises. This responsibility includes the number of first aiders, the number and location of first-aid boxes, arrangements for off-site activities and out of hours' school arrangements.
- b) The Head of School - The head of school is responsible for ensuring the school's First Aid Protocol is put into practice.

2. The role of the first Aiders

- a) School staff conditions of employment do not include giving first aid, although they may volunteer for this task.
- b) All first Aiders must complete a training course which is approved by the Health and Safety Executive (HSE) and receive regular updates every 3 years.
- c) The main duties of the first aiders are to give immediate help to staff with common illnesses and those arising from accidents occurring while at school.
- d) To ensure that an ambulance or other professional help is called if required.
- e) All other people in the school, including staff, volunteers, and visitors should be seen initially by the school first aiders if an accident or illness occurs. In the event of a life-threatening incident occurring to an adult or child in the school who is not a pupil, the registered nurses have a professional duty to assist.

3. Exclusions from the role of First Aiders at Rutherford School

- a) At Rutherford School there are registered nurses on site at all times who are responsible for the health and well-being of the pupils. Therefore, any first aid requirements of the pupils will be carried out by the nursing team, with assistance from other healthcare professionals as required, e.g. physiotherapists.



- b) All pupils with have individual care plans for epilepsy management, chest management, gastrostomy care etc. Therefore any emergency care will be given with reference to these care plans as appropriate.
- c) If a fracture is suspected, the nursing and physiotherapy teams will refer to the 'suspected fracture protocol'
- d) Written consent is obtained annually from parents/carers for emergency treatment to be given.

4. First Aid Boxes

- a) First Aid boxes are located in the nurses' room, and in other high risk areas of the school such as the kitchen and in the buses. There is first aid equipment in the hydrotherapy pool area including equipment for dealing with chemical splash injuries.
- b) The boxes are checked 6 monthly as a minimum, and after every use. Used or out of date items are replaced. This is done by one of the designated first aiders in school.

5. Procedure to follow in the event of an emergency involving a member of staff or the public

- a) If a member of staff or the public requires emergency first aid, a first aider will be called to the scene.
- b) In the event of a life-threatening emergency, the school nursing team may be called (see 3e above)
- c) Following treatment of the injury, the first aider will keep a record of any first aid treatment given by first aiders and appointed persons. See appendix A

6. Guidance on reporting

- a) All incidents and accident at the school must be documented. Incidents regarding pupils will be documented in the nursing notes and in the accident book if appropriate.
- b) Incidents involving staff and other members of the public are recorded in the first aid book
- c) In addition, there are other categories of reporting which may be required. See appendix B for accidents which must be reported to HSE.

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Appendix A: Record of first aid treatment given by first aiders in school.

- the date, time and place of incident;
- the name (and class) of the injured or ill person;
- details of the injury/illness and what first aid was given;
- what happened to the person immediately afterwards (for example went home, resumed normal duties, went back to class, went to hospital);

- Name and signature of the first aider or person dealing with the incident.

Appendix B: Accidents which need to be reported to HSE. (RIDDOR 1995)

- Accidents resulting in death or major injury (including as a result of physical violence)
- Accidents which prevent the injured person from doing their normal work for more than three days (including acts of physical violence)