



# Wakefield Grammar School Foundation

<b>Document Reference</b>	<b>WGSF First Aid Policy</b>
<b>Version Number</b>	V1.13
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<b>Name of Approver / Committee</b> <b>Date Approved</b>	Risk, Compliance and Governance Committee 14.05.2024
<b>Date of Next Review (Annual)</b>	<b>May 2025</b>

**VALIDITY – Policies should be accessed via FireFly to ensure the current version is used.**

## CHANGE RECORD - Annual Review Period

<b>Version</b>	<b>Date</b>	<b>Change details</b>
V1.09	Jul 2019	Update, K Norgate, S Christie, School Nurses
V1.10	Jul 2020	Update, K Norgate, S Christie, School Nurses
V1.11	Jul 2021	Update, K Norgate, S Christie School Nurses
V1.12	July 2022	Update, S Christie, C Grattrick, School Nurses
V1.13	June 2023	Updated with links, S Christie, C Grattrick, School Nurses
V1.14	April 2024	Updated S Christie, C Grattrick, School Nurses

To be published on the following:

<b>Staff shared</b>	<b>X</b>	<b>School website</b>	<b>X</b>
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# WGSF First Aid Policy

## 1. General Policy Statement

The Governors and Heads of WGSF accept their responsibility under the [Health and Safety \(First Aid\) Regulations 1981](#). They acknowledge the need to provide adequate and appropriate equipment, facilities and personnel to enable timely and competent first aid for all employees, pupils and visitors if they are injured or become ill on site. The Governors are committed to the Regulations' procedure for reporting accidents and recognise their statutory duty to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

This policy is the result of an assessment of local need considering the likely risks to staff, pupils and visitors. The policy works in conjunction with the Health and Safety, and Child Protection policies and is approved, implemented and reviewed by the Governing Body.

This policy informs all employees of the first aid arrangements within the Foundation and forms part of the School Health Service. The provision of first aid within the Foundation is in accordance with the following Government guidance documents:

- First Aid in Schools, February 2022  
<https://www.gov.uk/government/publications/first-aid-in-schools>
- Supporting pupils in school with medical conditions, August 2017  
<https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3>
- Guidance on the use of emergency Salbutamol inhalers in schools, 2015  
<https://www.gov.uk/government/publications/emergency-asthma-inhalers-for-use-in-schools>
- Automated external defibrillators (AEDs): a guide for maintained schools and academies, October 2019  
<https://www.gov.uk/government/publications/automated-external-defibrillators-aeds-in-schools>
- Using emergency adrenaline auto-injectors in school, September 2017  
<https://www.gov.uk/government/publications/using-emergency-adrenaline-auto-injectors-in-schools>
- Health and Safety: advice for schools, April 2022  
<https://www.gov.uk/government/publications/health-and-safety-advice-for-schools>

This policy should be read in conjunction with each school's risk assessments and the following policies:

- [WGSF Health and Safety Policy](#)
- [WGSF Food Allergy Policy](#)
- [Schools' First Aid, Medicine and Medical Information Policies](#)

The WGSF arrangements for implementing the policy include eight key principles:

1. Places a duty on the Governing Body to approve, implement and review the policy.
2. Provides information for employees on the arrangements for first aid.
3. Places individual duties on all employees.
4. Provides training to employees, maintaining a record of that training and reviewing annually.
5. Establishes a procedure for managing accidents in school requiring first aid treatment.
6. Records, reports and where appropriate, investigates all accidents and near misses.
7. Provides equipment and materials to carry out first aid treatment.
8. Records all occasions when first aid was administered to employees, pupils and visitors.

## **2. Arrangements for First Aid**

### **2.1 Personnel**

The School Nurse at each site takes responsibility for provision of first aid during school hours and their assistance is sought as required. During their absence, alternative provision is organised and staff notified.

### **2.2 Appointment of First Aiders**

WGSF School Nurses are contracted to provide First Aid cover during school hours. They are Registered Nurses and will maintain first aid certification. The Governing Body acknowledges that unless first aid cover is part of an employee's contract, those who agree to become emergency first aiders do so on a voluntary basis. Employees are encouraged to volunteer to undertake paediatric or emergency first aid training in order to optimise health and wellbeing of students, colleagues and visitors. In the EYFS setting, most teaching and teaching support staff have a paediatric first aid qualification (see the WGPPS First Aid, Medicine and Medical Information Procedures). A list of staff with current paediatric or emergency first aid certification is published on the staff room notice boards and school offices.

Records of those trained are kept by the School Nurses and respective senior leadership teams.

### **2.3 Equipment**

First Aid boxes are strategically positioned around school and on school minibuses. These should not be removed. The boxes are regularly checked by the School Nurses and individual departments are responsible for alerting the Nurse if stocks need replenishing in-between checks. Extra are provided for residential and day trips.

### **2.4 Automated external defibrillators**

(AEDs) are strategically placed around the school sites for emergency use:

<b>QEGS</b>	<b>WGHS</b>
Hallway outside Queen Elizabeth Theatre	Outside Head's PA's office
Senior section sports hall corridor	Forrest building outside the DT Office

Senior section main building, in corridor by the Deputy Head's Office	Hartley Pavilion in the main entrance
Senior section games pavilion, outside first aid room.	Girls' Pavilion at the playing fields near the social area and the PE office
Junior section Reception	Pre Prep Reception

An AED should be used in the case of sudden cardiac arrest, following instruction from the first aider present and/or Yorkshire Ambulance Service (YAS) during a 999 call. An AED can be used safely and effectively without previous training; its use should not be restricted to trained rescuers.

Training should, however, be encouraged to optimise on AED's safe and timely use. All staff are offered annual training updates, for instance on INSET days or Staff Briefing meetings, alongside basic emergency life support and first aid training when possible or requested.

## 2.5 Facilities within school

In compliance with [The Education \(School Premises\) Regulations 2012](#), the Governing Body ensures that First Aid rooms are made available for medical treatment. Keys are stored with the school office, or known safe place, in case access is required out of school hours.

## 2.6 Calling for an ambulance / Transporting to and from hospital

- Where an injury or illness is an emergency, an ambulance must be called. The decision to call for an ambulance is the responsibility of the first aider attending to the casualty. Parents, in the case of students, and next of kin in the case of employees/visitors, must then be informed, as soon as feasible.
- Where hospital treatment is required, but it is not an emergency, the School Nurse or Office staff on their behalf will contact parents to arrange their child's collection, so that they can take over the responsibility. If the parents cannot be contacted, or are some distance away, the School Nurse or member of the SLT may then decide to transport the child to hospital.
- Where the School Nurse or member of the SLT makes arrangements for transporting a child, then the following points will be observed:
  - i) Only staff cars insured to cover such transportation will be used;
  - ii) it will be determined whether two members of staff should accompany the pupil in a vehicle;
  - iii) Arrangements will be made for parents to meet them at A&E.

## 2.7 Infection Control Procedure

See: [Preventing and controlling infections - GOV.UK](#)

### Hand Hygiene

Hands should be washed and dried thoroughly and frequently. This is the single most effective method of infection control. Alcohol gel sanitisers are placed in numerous labelled locations around school for when hand washing is not practical.

### **Personal Protective Equipment**

Gloves must be worn when contact with blood or body fluid is likely. Protective gloves are stored in first aid boxes but Latex gloves must not be used due to the risk of allergy. Aprons may be used if there is a risk of spills. Face masks can be worn when offering first aid if required for infection control.

### **Handling and Disposal**

Kits are kept by Porters and Grounds staff to clear any fluid spillage such as vomit, diarrhoea or blood. They should be called to clean immediately to minimise the spread of infection.

Sponges and water buckets must never be used for first aid to avoid the risk of body fluid contamination.

Clinical waste is put into sealed bags and disposed of in waste bins. High volumes of clinical waste are disposed of using disposable yellow plastic bags which are collected by Porters and disposed of in on-site clinical waste bins.

### **Food Handling**

Catering and Food Technology staff follow [The Food Safety and Hygiene \(England\) Regulations 2013](#) and advice from the [Food Standards Agency](#) to minimise contamination.

### **Training**

All new staff will be expected to read this WGSF First Aid policy as part of their induction process. Existing staff may be offered appropriate updates on e-learning platforms.

### **Environmental Cleaning**

School is cleaned daily with suitable detergent or disinfectant with special attention to colour coded cleaning to hard surfaces.

Enhanced cleaning and hygiene measures are in place in response to situations that may arise and will be adhered to.

Cleaning material must be stored safely in accordance with [Control of Substances Hazardous to Health \(COSHH\) - HSE](#)

### **Respiratory Hygiene**

Children and young people with mild symptoms such as a runny nose, sore throat or slight cough, who are otherwise well, can continue to go to school. However, those who are unwell and have a high temperature should stay at home and avoid contact with other people where they can. They can return to school and resume normal activities when they no longer have a high temperature and they are well enough to attend.

All children and young people with respiratory symptoms should be encouraged to cover their mouth and nose with disposable tissues when coughing and / or sneezing and to wash their hands after using disposable tissues.

### **Exclusion**

Following UKHSA guidelines, a student may be temporarily excluded from school if they have a high temperature, gastric or respiratory illness, signs of an infectious disease and in some

cases skin or eye infections. Parents will be contacted if a child becomes unwell at school and they may be asked to collect them.

### **Immunisation**

Immunisation status is checked at school entry and any shortfalls noted. Catch up doses can be organised through the child's GP or occasionally via the School Immunisation Team.

See: [Supporting immunisation programmes - GOV.UK](#)

The School Immunisation Team from Bradford District Care Trust NHS will administer routine boosters to consented children and any new vaccines recommended by The Joint Committee on Vaccination and Immunisation in conjunction with government directives.

### **RIDDOR & Health Protection Team**

In the event of an outbreak of a notifiable disease a responsible person will provide details to the UK Health Security Agency: [UK Health Security Agency - GOV.UK](#)

### **Reporting of Injuries, Diseases and Dangerous Occurrences Regulation 2013 (RIDDOR)**

Information will be communicated to all staff to enable vulnerable children, adults and pregnant women to take appropriate action, and contact their GP.

See: [Health protection: Infectious diseases - detailed information - GOV.UK](#)

### **Advice, Directives and Communication**

- Vigilance will be applied to promote good public health practice.
- Compliance with current Government guidance to manage risk.
- Confidentiality is respected.
- Openness is encouraged.
- Posters, Assemblies and Personal Social Education lessons to promote good health.

See: [Health protection in children and young people settings, including education - GOV.UK](#)

## **2.8 Provision of first aid away from the School**

A member of staff with relevant first aid certification should accompany groups on school trips; this will be determined by risk assessment.

All EYFS trips have a paediatric trained first aider with them.

A list of students with contact details of next of kin in case of emergency will be taken by the trip leader plus any specific guidance such as Head Injury or from specialist nurses, for instance Diabetic / Epileptic. Staff are reminded to check with students before departure that they are carrying essential medication, inhalers & adrenaline injectors which are labelled and in date. Students on overseas trips will have been advised in good time through parental meetings if any travel vaccines or malaria medication is required.

First aid bags and pouches are available for school trips from the School Nurse. First aid kits are also kept on school minibuses and in all residential trip establishments.

### **3. Provision of medical care**

- 3.1 The school health service offers health advice to students and parents, coordinating first aid provision, triaging those that are ill/injured, supporting pupils with medical conditions and disabilities, undertaking or supporting health checks and running a confidential drop-in, plus working closely with Learning Support and the Pastoral Team & Mental Health First Aiders.

A full vaccination programme is offered at school by the Wakefield Immunisation team, part of the Bradford District Care Trust.

Parents or carers who have legal responsibility for the child or young person have prime responsibility for their child's health and are asked to provide at least three contact numbers in case of emergency or general welfare and to liaise with the school medical providers.

Parents are encouraged to provide full information on school entry about their child's health needs, including any food allergies, conditions or any medication taken. Annual updates are also requested. It is intended that this service should in no way replace the General Practitioner who would, normally, retain sole control over any prescribing for pupils; although some referrals to other health professionals can be made via this service.

If a student is taken ill at school, they should be directed to the School Nurse, or a nominated first aider, who will decide on appropriate care and treatment and whether they should go home; in which case a named contact held on the Schools Management Information System will be informed to arrange collection.

Students should not make their own arrangements with parents to be collected without first being assessed by the School Nurse. Where infection control is an issue, parents will be advised, in accordance with Yorkshire Humber Health Protection Team guidance for schools, on recommended periods for exclusion. Employees will also be informed of instances of communicable diseases where their own health may be at risk.

### **3.2 Support for pupils with medical needs**

- Health care plans for individual students with specific medical conditions will be developed by either a Specialist Nurse or the School Nurse, parents and the pupil (e.g. diabetes, anaphylaxis, asthma, epilepsy).
- It is the responsibility of parents/carers to keep school up to date with changes, just as it is the responsibility of the School Nurse, as part of the pastoral team, to share any concerns with parents or safeguarding issues with the Designated Safeguarding Lead. Parental updates will be requested annually.
- Student Care Plans and other relevant health information will be made available to staff as deemed appropriate by the School Nurse and parents, in order to optimise their wellbeing. This information can be found in the SIMS database. Staff are reminded that any information provided is confidential under the Data Protection Act 1998. Be aware that the School Nurse is bound by a professional code of conduct with regards to confidentiality, which means that they may be privy to some information regarding health that cannot be shared. Some relevant information may be entered on CPOMS.

- Prescribed medication such as Adrenaline Auto Injectors (EpiPen/Jext/ and inhalers should be carried by the student, depending on competence, at all times. In the case of those pupils deemed too young to carry their own medication, clear guidance must be provided to all staff regarding its location. Parents should ensure these medications have not expired.
- Allergy and intolerance management procedures are outlined in the [WGSF Food Allergy Policy](#).
- The School Nurses will coordinate provision of information for Food Technology and Catering staff on specific medical conditions and food allergies and updates as required. Staff should highlight their need for further training, where required.
- Antiperspirant and perfume sprays are not allowed in school to prevent an asthma attack being triggered; however, roll on deodorants are permitted.
- Should staff have concerns regarding a student's health and wellbeing, the School Nurse should be approached for advice.

### 3.3 Administration of medication.

Please refer to First Aid, Medicine and Medical Information Policy and Procedures regarding medicine administration within each school.

- Any student requiring long term prescribed medication will be referred to the School Nurse to discuss how this will be administered. Any long term treatment will be supported by a Care Plan.
- The School Nurse will not give non-prescription medication to pupils under 16 without parental consent. Consent or request for any changes is requested annually.
- All additional staff and student medications should be stored securely at each school site and should not be carried by students unless it is an Emergency Adrenaline Auto-injector (EpiPen/Jext), antihistamine or inhaler.
- Emergency Adrenaline Auto-injector (AAIs) devices are available for students with allergies and who have a prescribed AAI for their allergy, in line with the guidance document: [Using Emergency Adrenaline Auto-Injectors in School](#). This guidance states that schools in England are allowed to purchase adrenaline auto-injector (AAI) devices without a prescription, for emergency use on those children who are at risk of anaphylaxis when their own device is not available or not working. These are located in prominent areas that staff are made aware of.
- Emergency Ventolin (Salbutamol) inhalers are available for students with diagnosed asthma in line with the guidance document: [Emergency asthma inhalers for use in schools: 2015](#). These spare respiratory relievers are stored in labelled and safe but prominent areas.
- The School Nurse or a qualified first aider will give short term prescribed medication, e.g. antibiotics, ear/eye drops, etc., if a covering letter is provided by parents and the



medication is in its original container, which is clearly marked with name, dosage and frequency.

- Any prescribed, controlled medication (e.g. Ritalin, Diazepam) must be stored in a locked cupboard in the School Nurse's room if it has to be administered at school. Students must take any medication under adult supervision. If this needs to be given on residential trips, a nominated teacher will take responsibility for safely storing, administering, recording (with witness signature if possible) after permission has been agreed by parent/carer and returning the medicine at the end of the trip.
- Parents are encouraged to inform school of a student's long term medication regime regardless of whether that medicine is administered at school or not.
- Medication given to a student will be recorded with reason for administration and time given.
- Staff may request and be offered appropriate analgesia if requested.

#### **4. Record keeping**

A daily log or Treatment Sheet is kept of all attendees, including staff, visiting the School Nurse. See the [WGSF Data Retention and Storage Policy](#) for further information.

By choosing to consult with the School Nurse, that person is consenting to a confidential record being kept in accordance with the [Nursing and Midwifery Council \(NMC\) Code of Conduct](#).

#### **5. Accident Reporting**

Any employee, student or visitor sustaining injury / accident should be seen by the on duty nurse or an emergency first aider for first aid treatment. All accidents and near misses, even if the injury is sustained out of school on school trips or sports fixtures, must be reported by the person witnessing the event on an Accident Form and/or verbally to relevant Heads of Department/SLT and the School Nurse on return, so that the incident can be documented on line EVOLVE accident book.

A Risk Assessment may be required when the injured student or staff member returns to school.

In the event of a significant incident or an outbreak of a notifiable disease the Compliance, Health & Safety Manager will notify the HSE via the online portal (RIDDOR) Reporting of Injuries Diseases and Dangerous Occurrences Regulation 2013.

For further details, please refer to the [WGSF Health and Safety Policy](#).