

First Aid Policy

King's College London
Mathematics School

Monitoring and reviewing

	Name	Date	Role
Reviewed	Finance and General Committee	Spring 2023	Governors
Updated	Nora Kettleborough	18/01/2023	Assistant Head (PDBW)
Next review	Finance and General Committee	Spring 2026	Governors

The arrangements within this policy (for example the number of First Aiders, Appointed Persons and first aid boxes and contents of first aid boxes) are based on the results of a suitable and sufficient risk assessment carried out by the King's College London Mathematics School with regard to all staff, students and visitors.

This policy complies with paragraph 3(6) of the schedule to the Education (Independent School Standards) (England) Regulations 2003 (SI 2003/1910), the Health and Safety at Work etc Act 1974 and subsequent regulations and guidance including the Health and Safety (First Aid) Regulations 1981 (SI 1981/917) and the *First aid at work: Health and Safety (First Aid) Regulations 1981 approved code of practice and guidance*.

Definitions

First Aid means the treatment of minor injuries which do not need treatment by a medical practitioner or nurse as well as treatment of more serious injuries prior to assistance from a medical practitioner or nurse for the purpose of preserving life and minimising the consequences of injury or illness. For the avoidance of doubt, First Aid does not include giving any tablets or medicines, the only exception being giving aspirin in accordance with accepted first aid practice to treat a suspected heart attack.

First Aiders are members of staff who have completed a First Aid course and hold a valid certificate of competence in First Aid for Schools (**FAFS**) or First Aid at Work (**FAW**) or Emergency First Aid at Work (**EFAW**).

Mental Health First Aiders are members of staff who have completed a Mental Health First Aid course and hold a valid certificate of competence in mental Health First Aid (**MHFA**).

First Aid Guidance is the *First aid at work: Health and Safety (First Aid) Regulations 1981: approved code of practice and guidance* (Health and Safety Executive, 3rd edition, 2013).

Appointed Persons are members of staff who are not qualified First Aiders who are responsible for looking after the first aid equipment and facilities and calling the emergency services if required. Appointed persons should not administer first aid.

Staff means any person employed by KCLMS, volunteers, contractors and self-employed people working on the premises.

The Health and Safety Officer is the Business Manager

The **SENDIMENCO (SEND and Medical Needs co-ordinator)** role is responsible for overseeing the management of student medical needs and first aid provision. They are supported in this by the Assistant Head (PDBW).

Aims of this policy

To ensure that everyone at KCLMS has adequate, safe and effective First Aid provision in order for every student, member of staff and visitor to be well looked after in the event of any illness, accident or injury, no matter how major or minor.

To ensure that all staff and students are aware of the procedures in the event of any illness, accident or injury.

Nothing in this policy should affect the ability of any person to contact the emergency services in the event of a medical emergency. For the avoidance of doubt, Staff should dial 999 for the emergency services in the event of a medical emergency before implementing the terms of this Policy and make clear arrangements for liaison with ambulance services on KCLMS site.

Who is responsible?

The Board of Governors has overall responsibility for ensuring that KCLMS has adequate and appropriate First Aid equipment, facilities and First-Aid personnel and for ensuring that the correct First Aid procedures are followed.

The Head is responsible for ensuring that staff have the appropriate and necessary First Aid training as required and that they have sufficient understanding, confidence and expertise in relation to First Aid.

The Head delegates to the Assistant Head (PDBW) the day to day responsibility for ensuring that there are adequate and appropriate First Aid equipment, facilities and appropriately qualified First Aid personnel available to KCLMS. The Head and the AH (PDBW) will regularly (at least annually) carry out a First Aid risk assessment and review KCLMS's First Aid needs to ensure that KCLMS's First Aid provision is adequate. This will be carried out alongside the Health and Safety officer.

The Head delegates to the SENDIMENCO the responsibility for collating medical consent forms and important medical information for each student and ensuring the forms and information are accessible to staff as necessary. This information is collected from students on enrolment to the school in Y12, and again on re-enrolment in Y13.

The Head is also responsible for ensuring that all staff and students are aware of, and have access to, this policy.

First Aiders: The Head is responsible for ensuring that KCLMS has the minimum number of First Aid personnel (First Aiders and/or Appointed Persons) with reference to the advice given in Appendix 3 of the First Aid Guidance (see Appendix 1 of this policy for a copy). The Head is responsible for ensuring that KCLMS has at least one Mental Health First Aid qualified member of staff.

For more information please see <http://www.hse.gov.uk/firstaid/legislation.htm>.

Staff who have completed the necessary first aid training are listed in Appendix 2.

The main duties of First Aiders (including Mental Health First Aiders) are to give immediate First Aid to students, staff or visitors when needed and to ensure that an ambulance or other professional medical help is called when necessary. First Aiders are to ensure that their First Aid certificates are kept up to date through liaison with the Head.

The First Aiders will undergo update training at least every three years.

Essential First Aid at Work and Essential Mental Health First Aid training is arranged for all staff at regular intervals – as a minimum every three years.

All staff should read and be aware of this Policy, know who to contact in the event of any physical or mental illness, accident or injury and ensure this Policy is followed in relation to the administration of First Aid. All staff will use their best endeavours, at all times, to secure the welfare of the students.

Anyone on KCLMS premises: Anyone on KCLMS premises is expected to take reasonable care for their own and others' safety.

First aid boxes

First aid boxes are marked with a white cross on a green background and are stocked in accordance with the suggested guidelines in paragraph 36 of the First Aid Guidance.

<http://www.hse.gov.uk/firstaid/legislation.htm>.

KCLMS requires the following items to be in the box as a minimum.

Guidance card	1
Individually wrapped sterile adhesive dressings	40

Sterile eye pads, with attachment	2
Triangular bandages	2
Medium sterile dressings	4
Large sterile dressings	2
Safety pins	6
Disposable gloves	3
Antiseptic wipes, foil packed	10
Pair of rustless blunt-ended scissors	1

The person in charge of First Aid will determine whether there should be more than the minimum items.

First aid boxes are located at these positions around KCLMS site and are as near to hand washing facilities as is practicable:

- the Physics Prep room;
 - Annexe reception
 - Staff office in main building
 - SENCO office
 - Travel kit, kept in SENCO office

If first aid boxes are used, they should be taken to the School Administrator who will ensure that the first aid box is properly re-stocked.

All requirements for the first aid kits are supplied by the School Administrator, who will request the school administrator to order supplies when necessary.

Travel Kit: the KCLMS travel first aid kit should contain the same basic elements as listed above. This must be carried by the Trip Leader for any trip that leaves the KCLMS premises and will spend time at a venue which will not have its own First Aid provision. For example, trips to an established venue in London, e.g. theatre, which travel via TfL do not need to bring a travel kit. A KCLMS walking trip would require a First Aid kit. The Educational Visits Coordinator (EVC) should be consulted by the Trip Leader to make this decision.

Information on students

Parents are requested to provide written consent for the administration of First Aid and medical treatment before students are admitted to KCLMS.

The Assistant Head PDBW (in consultation with the Head if necessary) will be responsible, through their management of the SENDIMENCO, for reviewing students' confidential medical records and providing essential medical information regarding allergies, recent accidents or illnesses, or other medical conditions which may affect a student's functioning at KCLMS to the Head, class teachers and First

Aiders on a "need to know" basis. This information should be kept confidential but may be disclosed to the relevant professionals if it is necessary to safeguard or promote the welfare of a student or other members of KCLMS community.

Procedures for students with medical conditions such as asthma, epilepsy, diabetes etc

The information held by the Assistant Head PDBW and the SENDIMENCO will include a record of students who need to have access to asthma inhalers, epipens, injections or similar and this information should be circulated to teachers and First Aiders. Individual students usually have responsibility for keeping such equipment with them although they will be asked to provide spares for the school office. In other cases, the equipment will be kept, suitably labelled, by the Assistant Head in the PDBW office.

In the case of a student being present in the school with a medical condition such as epilepsy or a severe nut allergy for example, all staff would be trained in how to deal with an emergency situation, including use of an epipen, and a full risk assessment would be carried out in order to minimise the risks associated with the condition.

Procedure in the event of illness

Illness: If a student is unwell during lessons then they should consult the member of staff in charge who will assess the situation and decide on the next course of action. It may be necessary to send the pupil home, or in a case where they are very unwell, ask a parent/carer to collect them. Under normal circumstances the final decision will be made by the student's Year Lead.

Procedure in the event of an accident or injury

If an accident occurs, then the member of staff in charge (Head/Deputy Head) should be consulted. That person will assess the situation and decide on the next course of action, which may involve calling immediately for an ambulance. Appointed Persons or First Aiders should also be called for if necessary.

In the event that the First Aider does not consider that they can adequately deal with the presenting condition by the administration of First Aid, then they should arrange for the injured person to access appropriate medical treatment without delay.

Ambulances: If an ambulance is called then the First Aider in charge should make arrangements for the ambulance to have access to the accident site. Arrangements should be made to ensure that any student is accompanied in the ambulance if necessary, or followed to hospital, by a member of staff if it is not possible to contact the parents in time.

The First Aider should ensure that members of the Senior Leadership Team (SLT) are informed as soon as possible. If necessary, that team should then refer to the 'Guidance for dealing with the (near) death of a student' document, located in the PDBW folder.

Procedure in the event of a mental health crisis

If a student or member of staff experiences a mental health crisis, then the member of staff who discovers the individual should consult with one of the staff Mental Health First Aiders. They should ensure that the individual is not left on their own while doing so, and therefore should ask someone else (staff/student) to fetch the First Aider if possible, reach out to them via Teams, or if possible walk to the First Aider with the individual. The Mental Health First Aider will then assess the situation and decide on the next course of action, which may involve calling immediately for an ambulance. The DSL or DDSL should also be called for if necessary.

In the event that the First Aider does not consider that they can adequately deal with the presenting condition by the administration of Mental Health First Aid, then they should arrange for the injured person to access appropriate support without delay. This is likely to include calling an ambulance or contacting an emergency mental health support line. These are provided on the '[Support for Students](#)' page on the KCLMS website, which is linked from the '[frequently used](#)' key links page of the staff homepage. If a student experiences a mental health crisis who has a pre-written safety plan, the Mental Health First Aider should refer to this.

All staff at KCLMS receive Essential Mental Health First Aid training, and could be called upon to be the first responder in supporting an individual experiencing a crisis if they are the first at the scene.

The same procedures for ambulances and informing the SLT in the event of accident or injury should be followed.

Procedure in the event of contact with blood or other bodily fluids

The First Aider should take the following precautions to avoid risk of infection:

- cover any cuts and grazes on their own skin with a waterproof dressing;
- wear suitable disposable gloves when dealing with blood or other bodily fluids;
- use suitable eye protection and a disposable apron where splashing may occur;
- use devices such as face shields, where appropriate, when giving mouth to mouth resuscitation;
- wash hands after every procedure.

If the First Aider suspects that they or any other person may have been contaminated with blood and other bodily fluids which are not their own, the following actions should be taken without delay:

- wash splashes off skin with soap and running water;
- wash splashes out of eyes with tap water or an eye wash bottle;
- wash splashes out of nose or mouth with tap water, taking care not to swallow the water;
- record details of the contamination;
- report the incident to the Assistant Head (PDBW) and take medical advice if appropriate.

Eye wash bottles are stored in the School Administrator's office and the Physics Prep room.

First aid for Sport and Exercise

Offsite: When students travel offsite for Sport and Exercise, they will be supervised by a suitably trained person who is responsible for first aid. Any incident of first aid treatment must be reported and entered into CPOMS on return to KCLMS.

Reporting

The First Aider should enter the details of the first aid provision into the incident report.

All injuries, accidents and illnesses, however minor, must be reported to the AH (PDBW) and they are responsible for ensuring that the CPOMS incident report is filled in correctly and that parents and HSE are kept informed as necessary.

The Management Information System: All injuries, accidents, illnesses and dangerous occurrences (unless very minor) must be recorded. The date, time and place of the event or illness must be noted with the details of those involved with a brief description of the nature of the event or illness. What happened to the injured or ill person immediately afterwards should also be recorded. Records should be stored for at least 3 years or if the person injured is a minor (under 18), until they are 21.

Accident report form: The AH (PDBW) will ensure that an accident report form is filled out by the appropriate member of staff for every serious or significant accident that occurs on or off KCLMS site if in connection with. Records should be stored for at least three years or if the person injured is a minor (under 18), until they are 21.

Reporting to Parents: In the event of accident or injury parents must be informed as soon as practicable. The member of staff in charge at the time will decide how and when this information should be communicated, in consultation with the Assistant Head (PDBW) if necessary.

Reporting to HSE: KCLMS is legally required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (SI 1995/3163) (**RIDDOR**) to report the following to the HSE. This should be done using the RIDDOR form (or can be done by calling the Incident Contact Centre (ICC) on 0845

300 99 23).

Accidents involving Staff which must be reported

- work related accidents resulting in death or major injury (including as a result of physical violence) must be reported immediately (major injury examples: dislocation of hip, knee or shoulder; amputation; loss of sight; fracture other than to fingers, toes or thumbs);
- work related accidents which prevent the injured person from continuing with his/her normal work for more than three days must be reported within 10 days;
- cases of work related diseases that a doctor notifies KCLMS of (for example: certain poisonings; lung diseases; infections such as tuberculosis or hepatitis; occupational cancer);
- certain dangerous occurrences (near misses - reportable examples: bursting of closed pipes; electrical short circuit causing fire; accidental release of any substance that may cause injury to health).

Accidents involving students or visitors which must be reported under RIDDOR

Injuries to pupils and visitors who are involved in an accident at school or on an activity organised by the school are only reportable under RIDDOR if the accident results in:

- the death of the person, and arose out of or in connection with a work activity; or
- an injury that arose out of or in connection with a work activity and the person is taken directly from the scene of the accident to hospital for treatment (examinations and diagnostic tests do not constitute treatment).

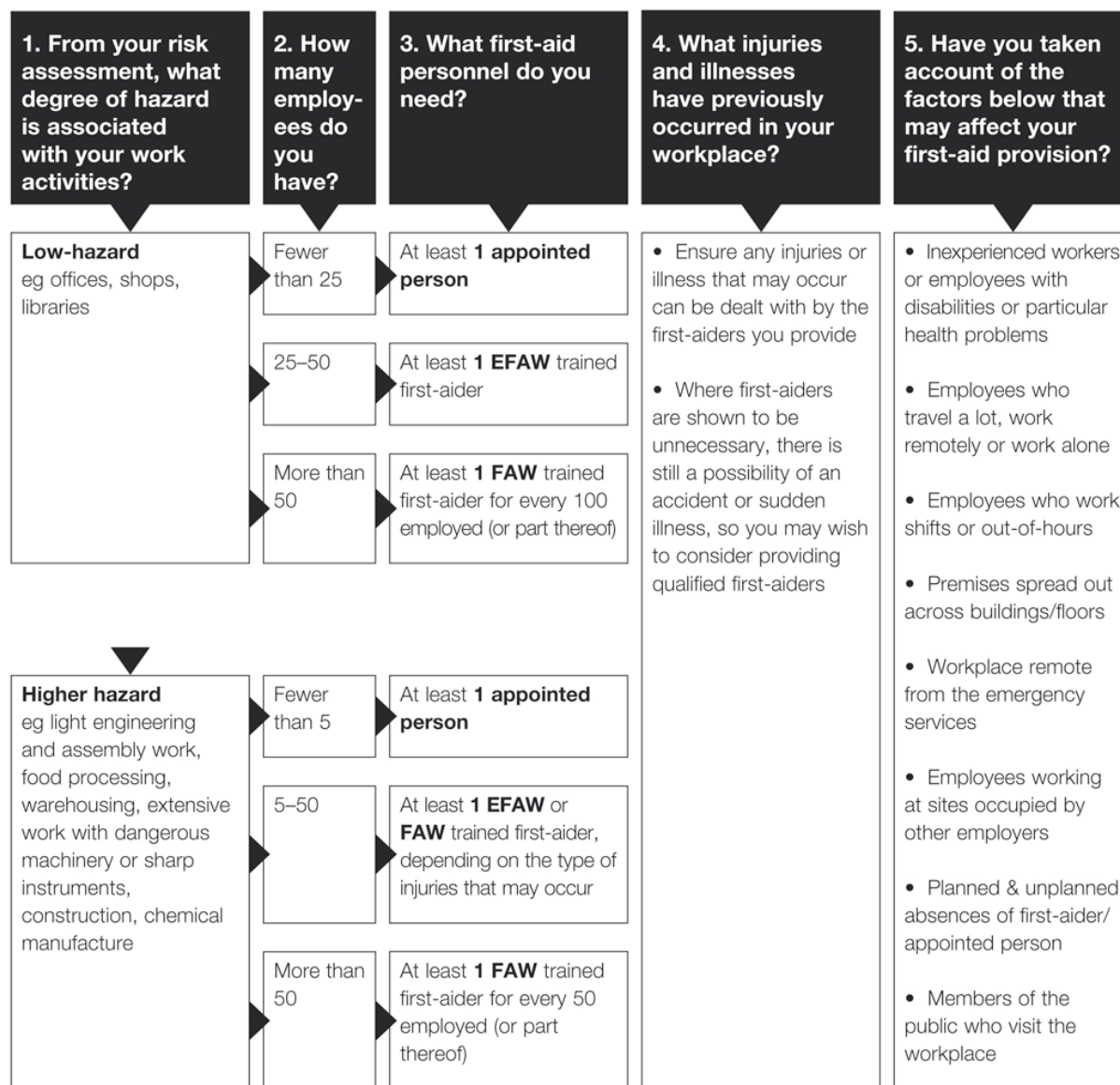
For more information on how and what to report to the HSE, please see [Incident reporting in schools \(accidents, diseases and dangerous occurrences\) EDIS1 \(hse.gov.uk\)](#).

To report an injury to the HSE, please see [Report of an Injury \(hse.gov.uk\)](#)

Monitoring

The Head will organise a regular review of the Accident reporting log in order to take note of trends and areas of improvement in accidents and illnesses. This will form part of the (at least) annual First Aid risk assessment. The information may help identify training or other needs and be useful for investigative or insurance purposes. In addition, the Head will undertake a review of all procedures following any major incident to check whether the procedures were sufficiently robust to deal with the major occurrence or whether improvements should be made.

Appendix 1



Appendix 2

The following staff have completed a First Aid course and hold a valid certificate of competence in First Aid at Work (FAW) or First Aid for Schools (FAFS):

- Noel Duffy
- Laura Nicholas
- Nora Kettleborough
- Eirini Birmpili

Most other staff have had Schools Emergency First Aid training with Green Cross training in January 2020 and/or November 2021.

The following staff have completed a Mental Health First Aid (MHFA) course and hold a valid certificate of competence in MHFA:

- Nora Kettleborough
- Jeremy Judge
- Sahar Shillabeer
- Jenny Esslemont