



FIRST AID POLICY AND PROCEDURES

The Schools will take all necessary steps to comply with the Health & Safety (First Aid) Regulations 1981.

1. Introduction

This policy is applicable to both the Senior and Preparatory School including all pupils in the EYFS setting. Stamford Endowed Schools recognises its legal duty to make suitable and sufficient provision for first aid to pupils, staff and visitors, including those travelling or working away from School premises and pupils with in the Early Years Foundation Stages and to appropriately respect the confidentiality and the rights of pupils as patients. This includes the right of the pupil deemed to be 'Gillick competent' (Frazer Guidelines) to give or withhold consent for his/her own treatment.

Written consent for administration of emergency medical and dental treatment, first aid and non-prescription medicine is required from parents and guardians.

Management responsibility for all first aid functions is held and implemented by the Principal through the Senior Executive team (SET). Overall responsibility and final oversight lies with the governing body.

The senior leadership team (SLT) through the SET and the representative SLTs of each school will regularly monitor systems and management of medical welfare and records of significant accidents to identify whether review or change in welfare practice is needed.

The Health & Wellbeing Centre will be responsible for promoting and implementing the policy by:

- Reporting accidents to the appropriate authority
- Encouraging staff to take training in first aid
- Authorising refresher training
- Providing first aid cover
- Maintaining adequate first aid supplies and equipment
- Recording details of individual Boarders records (including personal health and welfare information), administration of medication, treatment and first aid (kept confidentially), significant illnesses, significant accidents and injuries, parental permission for emergency medical and dental treatment, first aid, non-prescription medication, Healthcare plans for day pupils and boarders with medical conditions (where applicable)
- Notifying Senior Management immediately of serious accidents.

2. **The purpose of this policy is therefore:**

- To provide effective, safe First Aid cover for pupils, staff and visitors.
- To ensure that all staff and pupils are aware of the system in place.
- To provide awareness of Health & Safety issues within school and on school trips, to prevent, where possible, potential dangers or accidents.

3. **First Aid**

There is provision for having at least one qualified person on each School site where children are present. NB The term First Aider refers to those members of the school community who are in possession of a valid First Aid at Work (FAW) certificate or equivalent. The names of those qualified and details of their qualifications can be assessed on the staff shared area.

Nurses/First Aiders will:

- Ensure that their qualification are always up to date
- Always attend a casualty when requested to do so and treat the casualty to the to the best of their ability in the safest way possible. This includes wearing gloves where any loss of blood or body fluid is evident, calling for help from other First Aiders or Emergency Services.
- Help fellow First Aiders at an incident and provide support during the aftermath.
- Act as a person who can be relied upon to help when the need arises.
- Ensure that their portable first aid kits are adequately stocked and always to hand.
- Insist that any casualty who has sustained a significant head injury is seen by a medical professional at the hospital, either by sending them directly to hospital or by asking parents to pick up a child to take them to hospital; ensure that parents are aware of all head injuries promptly. Refer to SES policy of the management of head injuries and concussion.
- Ensure that a child who is sent to hospital by ambulance is either:

Accompanied in the ambulance at the request of paramedics. Followed to hospital by a member of staff to act in loco parentis if a relative cannot be contacted or the parent is not present e.g. at a sports fixture. Met at hospital by a relative.

- Liaison must occur with the teacher in charge of cover, to ensure that lessons are covered in the event of an absent teacher.
- Keep a record of each pupil attended to, the nature of the injury and nay treatment given, on the data system in the Health & Wellbeing

Centre. In the case of an accident requiring hospital treatment, an accident form must be completed by the appropriate person.

- Ensuring that everything is cleared away, using gloves and every dressing etc. to be put in a yellow bag for contaminated/used items and sealed tightly before disposing of the bag in the appropriate bin. Any bloodstains on the ground must be washed away thoroughly. No contaminated or used items should be left lying around.

Senior Leadership teams will:

- Ensure that there is always a qualified first aid person available on each school site and report to the Health & Wellbeing Centre all staff accidents at work that fall under RIDDOR.
 - The Governing body will provide adequate first aid cover as outlined in the Health & Safety (First Aid) regulations 1981
- Monitor and respond to all matters relating to health & safety of all persons on school premises
- Ensure all new staff are made aware of First Aid procedures in school; ensure that relevant insurances are in place.

Health & Wellbeing Staff will:

- Ensure that first aid cover is available throughout the working hours of the school week.
- Leave a notice on the door with her mobile number if she does leave the Health & Wellbeing Centre, so that she can be contacted in the event of another incident occurring. At SJS and SHS the nurses will inform reception staff on leaving the HW Centre.
- Ensure that they always obtain the history relating to a pupil not feeling well, particularly in the cases of headaches, to ensure that no injury has caused the pupil to feel unwell.
- Ensure in the event that an injury has caused a problem, the pupil must be referred to a First Aider/School Nurse for examination.
- At the start of each academic year, provide staff with a list of pupils who are known to be asthmatic, anaphylactic, diabetic, and epileptic or have any other serious medical condition.
- Have a file of up-to-date medical consent forms for every pupil including consent for school trips and off site activities. (Sims data base).

School Staff will:

- Familiarise themselves with the first aid procedures in operation and how to contact the Health & Wellbeing Centre. They will also ensure they know who the current first aiders are.

- Be aware of specific medical details of individual pupils when publicised by Health & Wellbeing.
- Ensure that their pupils are aware of the procedures in operations
- Never move a casualty until they have been assessed by the School Nurse or a fully qualified first aider unless the casualty is in immediate danger.
- Send for help to Health & Wellbeing as soon as possible either by a person or telephone, ensuring that the messenger knows the precise location of the casualty.
- Reassure, but never treat a casualty unless staff are in possession of a valid Emergency First Aid at Work certificate or know the correct procedures: such staff can obviously start emergency aid until the School Nurse/First Aider arrives at the scene or instigate simple airway measures if clearly needed.
- Send a pupil who has minor injuries to Health & Wellbeing if they are able to walk where a Nurse will see them, this pupil should be accompanied.
- Send a student who feels generally 'unwell' to the Health & Wellbeing Centre, unless their deterioration seems uncharacteristic and is causing concern. Contact Health & Wellbeing if concerned. Refer to SES Policy Care of Pupil (Day and Boarding) who are unwell.
- Ensure that they have a current medical trip report form (including contact details of each pupil's own GP) for every student that they take out on a residential school trip which indicates any specific conditions or medications of which they should be aware.
- Have regard to personal safety.
- Report all personal accidents that happen at work.

4. **Health & Wellbeing Centre (HW Centre)**

Each school has a Health & Wellbeing Centre. The term time opening hours are as follows:

Stamford School	0800 - 1700 Mon - Fri 0900 - 1700 Sat*
Stamford High School	0800 - 1630hrs Mon - Fri
Stamford Junior School	0800 - 1630 Mon - Fri Saturday opening if sporting fixtures

The Health & Wellbeing Centres are not open on Sundays or during the holidays.

* Not during the summer term

5. School Doctors

The school doctors are members of St Mary's Medical Centre, Wharf Road, Stamford. Tel 01780 764121. The doctors are:

SS	Dr Dan Petrie
SHS &	SJS Dr Anne Banner

6. Accident Prevention

The School assesses risk and makes appropriate first aid arrangement to deal with these risks. First aid provisions are to be reassessed annually, or whenever there is a relevant change concerning those for whom the school is responsible or the hazards to which they are exposed.

Additionally, the School will ensure that contractors on its premises either have suitable and sufficient first aid provision, or if the work involves no special risks, that the contract may include their use of the School's first aid facilities, by agreement.

7. Practical arrangements at the point of need

Minor injuries will be dealt with by staff who are qualified First Aiders. Staff should not provide first aid treatment for which they have not been trained. In all cases, except for injuries of a very minor or trivial nature, the Health & Wellbeing Centre should be contacted as soon as is reasonably practicable to take over the incident.

In the event that emergency services are required, staff are reminded to inform Reception that they have called for an ambulance.

8. Emergency procedures – Illness and Accident

In cases of obvious serious injury, the School Nurse/First Aider will be expected to:

- a. **Assess the situation.** In the event of an accident, the first member of staff trained in first aid to reach the scene will, as far as he/she is able, assess the injuries sustained by the casualty. However, it is accepted that those with minor injuries may simply report direct to the appropriate medical centre.
- b. **Make the area safe.** The history taken, +/- examination, should allow the staff member to determine if first aid is required. The patient should be given all possible reassurances and if absolutely necessary removed from danger.
- c. **Administer first aid.** First aid should be rendered, but only as far as knowledge and skills permit. Precautions should be taken to protect the staff member from coming into contact with bodily fluids. Therefore, they should wear disposable gloves/face shield when administering first aid. Good hand hygiene should be adhered to at all times either through the use of disinfectant hand gel or by a good handwashing technique. In the case of a bodily fluid spillage a caretaker must be contacted and the bodily spillage kit retrieved. If a member of staff has concerns regarding coming into contact with bodily fluids whilst carrying out first aid, they should contact the school nurse.
- d. **Get help.** If the patient is within the school grounds and circumstances necessitate, the School nurse should be summoned immediately to tend the patient. In the absence of the school nurse, one of the qualified first aiders should be called. Any casualty judged capable of moving by the first aider

should be accompanied to the medical centre by a member of staff or (responsible pupil -SS/SHS only), depending on the nature of the injury.

- e. **Transport to hospital.** If it is evident that hospital attention is necessary, the school nurse or first aider will decide the most appropriate way of transporting the patient. Parents of children will be informed as soon as possible and practical.

9. **Calling an ambulance**

If an ambulance is needed, called 999/112 and then inform Reception during working hours to avoid confusion or duplication.

Refer to appendices 5, 6, and 7 for Emergency Ambulance Access to all school sites.

Although not definitive, the following injuries or conditions should require the attendance of an ambulance:

- traumatic injury to head, back, spine, neck
- fracture of the skull, pelvis, or spine
- fracture of a bone in the leg or ankle or any limb that moving a child could cause further injury
- bleeding that is heavy and won't stop
- cardiac arrest
- Sudden Arrhythmic Death Syndrome
- severe allergic reaction, ANAPHYLAXIS
- symptoms of a stroke or transient ischaemic attack (mini stroke)
- loss of consciousness
- seizure for the first time, a seizure that lasts more than 5 mins or atypical seizure
- penetrating eye injury
- breathing difficulties including shortness of breath or choking if airway is obstructed
- child/adult with a severe asthma attack that is not improving with reliever treatment
- suspected poisoning
- heart attack
- symptoms of shock
- coughing up or vomiting blood
- other injury, including burns, requiring immediate medical treatment

Casualties with suspected fractures or back or neck injuries must not be moved unless the ambulance personnel are present. For the patient's safety and insurance reasons, they must NOT be moved on the instructions of ANY bystander.

In cases of a less severe nature it may be appropriate to transport them to hospital by one of the 3 following options:

- i) Contacting the parents and seeing if they are willing and able to undertake the duty themselves
- ii) Using the school minibus with the school nurse or any other member of staff accompanying.
- iii) Using a taxi with the school nurse or other member of staff accompanying.

10. **Qualified First Aiders**

The names and normal location for each First Aider and the location of first aid kits are available on the shared area. All members of staff are required to identify the nearest first aid qualified staff and location of the nearest first aid kit to their normal working area.

The School aims to offer all staff an opportunity to attend a one-day Emergency First Aid at Work course. Courses are arranged throughout the year.

It is recognised that certain members of staff will require First Aid Certificates to enable them to carry out specialist duties, such as Duke of Edinburgh expeditions and school trips abroad. Courses are arranged to suit their requirements.

The school recognises the need for training in first aid; qualification is to be updated every three years. Records and dates shall be kept by the Lead Nurse of all First Aiders qualification and training shall be provided by suitable external organisations.

The list of qualified first aiders – which is regularly updated – can be found [here](#).

Any staff involved in sports fixtures or training are encouraged to attend a 1-day HSE approved Emergency First Aid at Work Course.

Appendix 4 gives guidance on the levels of first aid training.

11. **Sports Lessons and Fixtures**

A member of staff with emergency first aid training should be present at all times when any of the SES facilities are being used for school organised activities. They should have access to a first aid bag and a mobile phone to enable them to apply or call for aid as required.

The SES Sports Centre and Memorial Swimming Pool has its own First Aid room which is available to the Sports Centre whilst open but is also manned on Saturdays when scheduled inter-school rugby matches are played.

Refer to appendix 8, advice to parents on the provision of first aid for sports fixtures.

12. **Major Incidents**

Refer to your School's crisis procedure. It is important that you inform a member of your Schools' leadership team as soon as possible.

13. Hygiene Procedure for dealing with a Spillage of Body Fluids

For information on dealing with spillage of body fluids refer to SES Infection Control Policy.

14. Informing Parents

When an accident occurs, a nurse or a member of the appropriate SLT, or a houseparent or matron in the case of a boarder, will inform the parents as soon as is practically possible if the incident has required referral to a doctor or a hospital.

If an accident happens during a sporting fixture or practice out of normal school hours, the member of staff in charge will ring the parent to inform them of the incident, what treatment has been given, and suggest follow-up treatment.

15. Accident Reporting

An accident report must be completed by the staff member, pupil or visitor for all injuries incurred at work, on School premises or off site activities. All accidents are to be reported as soon as possible after they occur. The electronic reporting form on SharePoint found [here](#) is to be used. As much detail as possible should be supplied when reporting an accident.

All accident reports are reviewed by the Health and Safety Manager who will take the appropriate follow up action where required in terms of health and safety provision or formal accident investigation measures.

16. Near Miss Reporting

A near miss is any incident which could have resulted in an accident.

These must be recorded and placed either in the "near miss boxes" located in the main staffrooms at each school, via the electronic near miss form [here](#) or directly to the Health and Safety Manager. Appropriate action can then be taken to avoid similar incidents occurring in the future thus reducing potential accidents.

17. Arrangements for Pupils with particular Medical Conditions

Stamford endowed Schools recognise certain conditions and their implications and training courses are provided to support staff in meeting pupil's health care needs. Pupils with particular disclosed medical conditions are to be recorded on SIMS with their medical condition and dietary needs. The same details, plus photographs of the pupils and their care plans, are kept electronically by nurses and can be emailed to staff as and when necessary especially before trips. Before trips, expeditions and activities, pupils are assessed with specific needs or asthma, epilepsy, diabetes, allergies and other declared medical conditions, including medication and form part of the risk assessment process.

Anaphylaxis – Refer to SES Management of Allergies and Anaphylaxis.

Asthma – Refer to SES asthma policy

Diabetes – All pupils who have been diagnosed with diabetes are required to keep blood glucose monitoring equipment and the appropriate medication on their person

at all times. Spare medication is required to be kept in the nurse's fridge and clearly labelled emergency box containing glucose tablets, glucogel and appropriate snacks to be kept in the nurses office. Parents of pupils are responsible for ensuring medication stays with their expiry date. If there has been any change in the pupil's condition, for example admission to hospital or change in medication, it is expected the pupil's parents will inform the school nurse as soon as possible. Any concerns in regards to pupils condition whilst in school, parents will be contacted.

Epilepsy – Seizure for the first time, a seizure that lasts more than 5 mins or atypical seizure call an ambulance.

If a pupil has a seizure while in school parents are immediately informed and depending on the type of seizure are required to take their child home to rest after the episode. All first aid staff are trained in dealing with a seizure. First aid procedures for staff attending to a child having a seizure are to protect him/her from danger and injury to him/herself. Be calm and reassuring and remain with the child until he/she has fully recovered. Parents are required to keep the school informed of medication and changes in condition.

All other medical conditions – Parents are required to keep the school nurse fully informed of medical conditions and any changes in treatment plans.

18. **Provision for Staff**

Staff are responsible for looking after their own medication but should be mindful of where it is kept. It should not be left on or in staff desks nor in bags or cases which are left around the School. The School Nurses have authority to give out nonprescription medications to staff on request.

19. **Provision for Boarders**

The school has and implements as appropriate policies for the care of boarders who are unwell and these include first aid, care of those with chronic conditions and disabilities dealing with medical emergencies and the use of household remedies.

- Procedures are in place to ensure that prescribed medicines are only given to the boarder to whom they are prescribed
- Procedures are in place to ensure that boarders are allowed to self-medicate are assessed as sufficiently responsible to do so
- Procedures are in place to ensure the appropriate respect of the confidentiality and the rights of pupils as patients. This included the right of the pupil deemed to be 'Gillick competent' to give or withhold consent for his/her own treatment.
- The procedures and policies relating to boarders health care, the provision of that care are regularly monitored by the head of boarding to enable them to identify whether review or change is needed.

Each boarding house will have an emergency first aid trained house parent or matron on-call in the house overnight. Depending on the seriousness of an injury or illness afflicting a boarder, the house parent or matron will:

- Administer basic first aid or
- Call the Schools' doctor or
- Call an ambulance

- Inform the pupil's parents as soon as practically possible

Refer to SES Policy for the Care of Pupils (Day and Boarding) who are unwell and SES Medicines Policy including care of pupils with medical conditions.

20. **School Holidays**

First aid cover for staff who work in the school holidays will be provided by members of the support staff who are Emergency First Aid at Work qualified. If necessary an ambulance will be called or the casualty will be taken direct to a hospital.

21. **Access to First Aid Kits**

First aid boxes are distributed throughout the schools and in all school vehicles.

Appendices 1 - 3 show the locations of first aid boxes, eye wash packs, and body fluid spillage kits. The HW Centre personnel check all boxes once a term. Any person who uses an item from a first aid box should inform their school nurse as soon as possible so that it can be replaced. The nurses of each school are responsible for keeping first aid kits properly supplied.

A first aid box should be a strong container impervious to dust and damp. It should be clearly labelled First Aid by a white cross on a green background. It is good practice that the first aid box contents be BS-8599-1 workplace compliant.

The contents are as follows:

- a. a leaflet with general first aid guidance
- b. a supply of individually wrapped plasters
- c. sterile eye pads with bandage
- d. triangular bandage
- e. safety pins
- f. a selection of sterile wound dressings in various sizes
- g. nitrile disposable gloves
- h. alcohol free moist cleansing wipes antiseptic wipes
- i. adhesive tape
- j. finger bandages
- k. foil blanket
- l. burns dressing
- m. conforming bandage
- n. shears/clothing scissors
- o. Resuscitation mask

No medication is included in these boxes.

All school vehicles are to carry a first aid box and is replenished by the transport manager.

All first aid boxes are to be maintained by the appropriate nurse of each School's Health & Wellbeing Centre.

Any expired items should be thrown away and not used.

21. **Defibrillators**

These are available at:

- Reception area SJS
- Reception area SHS
- SES Memorial Pool next to first aid room
- SS atrium (entrance to OE Hall)
- Pavilion at Kettering Road Sports Ground

Staff are trained in the use of defibrillators as part of the Emergency First Aid at Work course. In addition, all staff have annual training on how to use a defibrillator. However lack of training should not prevent a member of staff using the defibrillator as the defibrillator machine gives the user instructions of what to do.

Paediatric first aid

Under Early Years Foundation Stage requirements, at least one person on the premises and at least one person on outings must have a paediatric first aid certificate. It must be clear from the certificate that the course followed has covered first aid for children (with the words children, child or paediatric somewhere on the certificate). The course must involve a minimum of twelve hours trainings. As a general principle, the first aid training should be appropriate to the age of the children in question.

The first aid procedure at Stamford Junior School and Stamford School Nursery is in operation to ensure that every pupil, member of staff and visitors will be looked after in the event of an accident, no matter how minor or major.

Treatment of ailments and injuries for Stamford Junior School and Stamford Nursery, Refer to Policy for the Care of pupils (Day and Boarding) who are unwell.

22. **Tours and Visits away from the Schools**

A trained first aider should be included on officially sponsored tours or visits. The trip leader is to check pupils' medical conditions before departure. A first aid bag, available from the HW centre, should always be taken on such visits by the first aider or person in charge where there is no first aider who will check the contents before departure.

23. **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, 2013 (RIDDOR)**

It is a legal duty to report and record, as appropriate, notifiable injuries, diseases, and dangerous occurrences under the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, 2013 (RIDDOR) to the Health and Safety Executive.

Once the patient has received medical attention, the Health and Safety Manager, once notified, will decide if the incident is reportable under the above regulations and make the necessary arrangements.

To report an incident please contact the Health and Safety Manager on 01780 484248 or alternatively contact the Bursar's Office on 01780 750340.

Advice on RIDDOR can be found at <http://www.hse.gov.uk/riddor>

24. Dissemination of Information

This policy is to be displayed in all Staff Common Rooms, Boarding Houses, HW Centres, the Bursary, Site Managers' offices and prominently on all other staff notice boards together with First Aid notices of whom the first aiders are and where the first aid boxes are located. It is explained as part of staff induction.

The most current version of this policy is on SharePoint.

Appendix 1**Stamford Junior School Location of First Aid Boxes**

Location	Number	Plus Eyewash / Body Fluid Spillage Kits
DT Room	1	Eyewash station
Kitchen	1	
Welfare Room	1	Eyewash station Body fluid spillage
Nursery	2	
Sports Hall	1	
Swimming Pool	1	
Mini Bus	1	
Stable Block	2	
Art Room	1	
Year 6 Block (Tardis)	1	
Year 2 (Outside School Hall)		
Year 5 (upstairs)		
Groundsmen	1	
St Michael's	2	
Portable First Aid For Trips & Visits	6	Body Fluid Spillage

Appendix 2**Stamford High School Location of First Aid Boxes**

Location	Number	Plus Eyewash / Body Fluid Spillage Kits
Art Office	1	
Reception	1	
Music Department	1	
Kitchen	2	Eyewash Station, Burns Kit
DT	1	Eyewash
HE	2	
Biology Lab	1	Eyewash/Body Fluid Spillage
Science Labs	5	3 Eye was combined, Eyewash (2)
Drama Studio	1	
Workshop	1	
Welland House	2	
Park House	1	
Personnel Office	1	
Bursary Office	1	
Medical Centre	16	Body Fluid Spillage x 6
Fitness Suite	1	
Mini Buses	1	One kit per minibus

Appendix 3

Stamford School Location of First Aid Boxes

Location	Number	Plus Eyewash / Body Fluid Spillage Kits
Science Block	4	Eyewash (12)
Art Centre	3	Eyewash (2)
DT Centre	2	Eyewash (2)
LMS	1	Body Fluid Spillage
Southfields	1	Body Fluid Spillage
Brazenose	1	
Bursary	1	
Beaufort	1	
Clapton	1	
Kitchen	2	Burns Kit
Maintenance Team	1	Body Fluid Spillage
OE Hall	1	Body Fluid Spillage
RLC	1	Body Fluid spillage
School House	1	
Music School	1	
PAC - drama	1	
PAC - workshop	1	
Sports Hall	1	
Squash courts	1	
Sports centre - office	1	
Sports Centre - Kitchen	1	Burns kit
Swimming Pool /first aid room	1	Eyewash
Minibuses /van /school car	6	Eyewash pods
CCF	1	
Carpenter's Workshop	1	Eyewash pods
Grounds men's Cottages	1	Eyewash
Greenhouse	1	
Browne House	1	Body Fluid Spillage
Byard House	2	Body Fluid Spillage
Old San	1	Body Fluid Spillage
Pavilion	1	
Exams office	1	
Medical Centre – trip bags	10	

Appendix 4

First Aid Training

Appointed Person –The HSE in its draft guidance on Health & Safety (First Aid) Regulations 1981 issued in March 2013 defines an Appointed Person as:

“ where an employer’s assessment of first-aid needs identifies that a designated first-aider is not required, the minimum requirement for an employer is to appoint a person to take charge of the first-aid arrangements, including looking after the equipment and facilities, and calling the emergency services when required. Arrangements should be made for an appointed person to be available to undertake these duties at all times when people are at work.”

On this basis using the phrase appointed person does not constitute a first aider, although they may have received basic first aid training which does not meet the HSE approved courses standard listed below.

Emergency First Aid at Work – a one day course delivered by a HSE approved training provider which can then be counted as a qualified first aider under the Health & Safety (First Aid) Regulations 1981.

First Aid at Work – a three day course, renewable by a two day refresher course every three years. This is the higher level award, again through an approved HSE training provider, which is held by our School Nursing staff at SS and SHS and a small number of other staff.

Paediatric First Aid course – 12 hours training over 2 days. Emphasis on dealing with sick or injured children and babies. The course is validated by the First Aid Industry body (FAIB) and exceeds the requirements laid down by Ofsted. Nursery, Early Years Teaching Staff and SJS nurse will be trained in Paediatric First Aid. See link for EYFS Paediatric First aid trained staff.

https://stamfordendowedschools.sharepoint.com/staff/HaS/_layouts/15/WopiFrame.aspx?sourcedoc=%7B9BC01EC3-0340-43D4-BE8F-1EA335A7D7EC%7D&file=SES%20First%20Aiders%20%20-%202016-17.xlsx&action=default

Changes to Training from October 2013

Latest note from HSE:

Until 1 October 2013 employers should note that first aid training for the purposes of work can only be delivered by HSE approved training providers and training centres for Ofqual etc., (Ofqual, SQA or DfES Wales) accredited awarding organisations supported by HSE. A list of both can be found on our website. HSE approved training providers have been informed of this change directly.

After October HSE will no longer approve training and qualifications for the purposes of the Health and Safety (First-Aid) Regulations 1981. Training organisations may choose to:

Offer regulated qualifications through an Ofqual/SQA/DfES Wales accredited awarding organisation.

Become a member of a trade body and deliver non-accredited training and qualifications.

Operate independently.

How they demonstrate the standards and quality of the service they provide to employers is a matter for them to decide.

Appendix 5**EMERGENCY AMBULANCE ACCESS TO STAMFORD JUNIOR SCHOOL**

Area	Code	Street access
Main Entrance to school Stamford Junior School Kettering Road Stamford	PE9 2LR	Kettering Road
Stamford Nursery/Swimming Pool/St Michael's Boarding House Stamford Junior School Kettering Road Stamford	PE9 2WB	Cattle Market entrance

AUTOMATED EXTERNAL DEFIBRILLATOR**Location:**

- **Stamford Junior School in main reception area on wall below clock.**
- **Stamford Junior School at sports pavilion, Kettering Road.**
- **Stamford High School at main reception.**

Automated external defibrillator (**AED**) is a portable device that checks the heart rhythm and can send an electric shock to the heart to try to restore a normal rhythm. **AEDs** are used to treat sudden cardiac arrest (SCA). SCA is a condition in which the heart suddenly and unexpectedly stops beating.

Stamford School Nurse**01780 484 400****EXT: 424**

Appendix 6

EMERGENCY AMBULANCE ACCESS TO STAMFORD HIGH SCHOOL

Area	Code	Street access
Main entrance to Stamford High School St Martins Stamford	PE9 2LL	St Martins
Stamford High School astro-turf pitches and Wothorpe House Kettering Road Stamford	PE9 2JR	Kettering Road
Stamford High School Welland House Water Street Stamford	PE9 2NW	Water Street

AUTOMATED EXTERNAL DEFIBRILLATOR

Location:

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Stamford High School Nurse

01780 484 200

EXT: 206

Appendix 7



EMERGENCY AMBULANCE ACCESS TO STAMFORD SCHOOL

Area	Code	Street access
Southfields LMS/Cretton/Dell Mainfields Art Block Browne House	PE9 2BQ	St Paul's Street
Sports Hall/Squash Courts SES Sports Centre & Memorial Pool (AED)	PE9 1QQ	Conduit Road
Northfields Springfields Astro Turf Tennis Courts	PE9 1QL	Conduit Road
Bursary Byard House Clapton Medical Centre Brazenose House Beaufort	PE9 2BE	St Paul's Street
Science Block	PE9 2HB	Brazenose Lane
School House : Dining Hall/School Hall (AED)/ LRC/PAC/Chapel	PE9 1QF	East Street
SES School Shop	PE9 2BH	St Paul's Street

Please send a person to the nearest street access to guide the ambulance to the casualty.

SS Nurse Mobile Number : 07973 857715 Landline Number : 01780 750331

Appendix 8 – Advice to Parents on First Aid Provision for Sport

Dear Parents

The Stamford Endowed Schools' duty of care to pupils applies to sport as to every other aspect of school life. SES remains committed to providing sporting opportunities for all pupils in the safest possible environment.

Recreational and competitive sport fosters significant benefits that can be developed into adult life including increased strength and fitness, physical and emotional well-being, and significant camaraderie of being part of a successful team. While every effort is made to minimise risk, (for example injury prevention initiatives, including correct positioning and improved coaching), all sport and physical activities do however carry an inherent risk.

Minor bruises and soft tissue injuries are an inevitable part of contact sport but the need to modify risks of more serious injuries are foremost and at SES measures are in place to reduce risk and optimise safety in lessons and matches.

The most significant controls remain in the training and management of players and staff, with a continuous accident analysis and audit to help us identify potential hazards and trends to respond accordingly. Please contact the relevant Head of Sport, Mr Laventure (SS), Mrs Bewers (SHS) or Mr Williams (SJS) if you would like further information on this.

SES first aid provision

The school nurses are responsible for providing first aid support during school hours. If an injury occurs during the school day, the pupil will be accompanied to the medical centre for treatment. In the event of a significant injury, the school nurse is called to the site to assess the situation and organise the transfer of injured pupils by ambulance to hospital. The nurse will ensure parents/guardians are informed of any accident or illness at school. In the absence of the school nurse, there are appointed first aid trained staff to deal with emergencies.

Weekday and Saturday Sports fixtures

At Stamford Junior School, first aid cover for home sports fixtures is provided by the school nurse and sports staff. Extra medical support is provided at SJS rugby sport festivals.

At Stamford High School, first aid cover for sports fixtures is provided by the school nurse during the school day and sports staff are trained in first aid to cover hockey fixtures on Saturdays with nurse support.

Pitch-side first aid at Stamford School Rugby fixtures

When a child has been injured, usual practice is for the onsite ambulance to stabilise the child at the scene of the accident and then call 999 and wait for an ambulance to arrive to transport the injured patient to hospital. This means we are offering pre-hospital medical care but not a means of transport to hospital.

Therefore the onsite ambulance will remain at the sporting venue to deal with any possible further injury.

We will continue to use paramedic services without an ambulance at Stamford School on Saturdays this autumn term. This is due to poor response times of transport to hospital and ambulance attendance when there is already an onsite ambulance providing immediate care.

First aid provision using private paramedic services is common practice at schools and outside sporting clubs.

The paramedic is a fully qualified professional registered with the Health and Care Professions Council and is appropriately trained to deal with medical emergencies and take a lead in suspected head and neck injuries. He is experienced in providing

cover at match fixtures and offers a similar medical service but without an ambulance. He is pitch side to observe and respond quickly to accidents. We can feel confident that our pupils are being treated appropriately by a team of health professionals and staff who all have theoretical knowledge and practical skills to handle match day incidents.

In addition to paramedic services, there is a physiotherapist experienced in sporting injuries and a registered nurse with training in Sports Trauma Management. Sports staff are trained in concussion management and can respond to basic first aid situations with confidence.

Concussion

CONCUSSION MUST BE TAKEN EXTREMELY SERIOUSLY

Concussion is a brain injury caused by either by direct or indirect forces to the head. It typically results in a disturbance of brain (e.g. memory disturbance, balance problems or symptoms) rather than damage to structures such as blood vessels, brain tissue or fractured skull.

Head injuries are a particular concern and can occur through a number of different sporting activities. The schools follow the RFU guidelines for concussion;

RFU Head Case link - <http://www.englandrugby.com/my-rugby/players/player-health/concussion-headcase/>

In the event that a head injury is sustained during a sporting activity, the pupil will be removed from play so that a concussion assessment can be conducted. The pupil will not be allowed to continue until this assessment has taken place.

Suspected concussion when sustained at school must always be assessed by school medical staff and referred on to a GP or Accident and Emergency for confirmation of the diagnosis. **Parents must inform the school of any concussion**

sustained outside of school.

Following a confirmed diagnosis of concussion, pupils must undertake a Graduated Return To Play program (GRTP). Please refer to School Policy on The Management of Head Injuries and Concussion.

https://stamfordendowedschools.sharepoint.com/Pol_Pro/_layouts/15/WopiFrame.aspx?sourcedoc=%7BC2F83C55-7B24-4537-93F1-9485D585F062%7D&file=SES%20Policy%20for%20the%20Management%20of%20Head%20Injuries.docx&action=default&DefaultItemOpen=1

Please note: No pupil will be allowed to return to full contact training and play unless cleared by a GP and a follow up with the SES school nurse.

Home/ Away fixtures

In the event of an accident, or if marked concussion is present, the pupil will be immediately transferred to hospital via ambulance. SES medical and sports staff will ensure the pupil is cared for and accompanied to hospital and parents contacted at the earliest opportunity. Suitable arrangements will be made for the transfer of pupil care to the parent on return from away fixture in the case of minor injury.

Injuries sustained outside school

As we know, pupils participate in extracurricular sport and other physical activities outside of school. We would like to reinforce the importance of passing on relevant injury information as soon as possible by emailing your son's / daughter's form tutor and the school nurse. In the case of head injuries or concussion, relevant sports staff will be contacted and graduated return to play procedure (GRTP) will be implemented.

If an injury occurs at school then parents would be expected to contact their child's external club.

Please refer to the contact details below for contacting sports or medical staff for any further advice or information.

Kind regards

Mrs Kate Large
SES Lead Nurse

School Nurses contact information

SES Lead Nurse – klarge@ses.lincs.sch.uk

Stamford School – SSnurses@ses.lincs.sch.uk

Stamford High School – SHSnurses@ses.lincs.sch.uk

Stamford Junior School – SJSnurses@ses.lincs.sch.uk

Sports staff contact information

Heads of Sport

Mr Matthew Williams – mpwilliams@ses.lincs.sch.uk

Miss Higgins - mjhiggins@ses.lincs.sch.uk

Mr Laventure- djlaventure@ses.lincs.sch.uk

SES Physiotherapist service - TBC