



Health and Safety – First Aid Policy

13a

Reviewed by SB/MH in October 2020 | Next Review Date: October 21

This is a whole School Policy including Prep, Pre-Prep, EYFS, After School Care and Holiday Club

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1) Overview

The arrangements for first aid provision will be adequate to cope with all foreseeable major incidents. First Aid will be delivered in a timely and competent manner.

The number of certified first aiders will not, at any time, be less than the number required by law and will include paediatric first aiders located in the Pre-Prep Department. At least one qualified first aider will be available on each school site when children are present. Details of qualified staff are outlined in Appendix A. Training will be updated every three years, as required.

At the discretion of the Governors, delegated to the Health & Safety officer, all staff will be given such training in first aid techniques as is required to give them a basic, minimum level of competence. This level will be agreed by the Health & Safety Officer after seeking appropriate advice.

Adequate and appropriate first aid provision will form part of the arrangements for all sport and extra-curricular activities.

The School Medical Matrons are also Qualified First Aiders. They are supported by further Qualified First Aiders. Additionally, all staff should have completed basic first aid & CPR training as part of their CPD. Details of staff training and qualifications are outlined in Appendix A.

The School Medical Matrons would normally decide whether to call an ambulance. In their absence, the Qualified First Aider in attendance will make the decision.

Staff meetings and individual briefings for appropriate Class Teachers/Tutors are the medium whereby staff are informed of significant illnesses/conditions of pupils for risk assessment purposes.

Separate health and safety policies raise awareness of hazards specific to the teaching of different subjects and to possible hazards in different working areas. Various subsidiary policies are in place including those in relation to universal infection control, COVID 19, first aid guidelines for staff and administration of medicines.

Portable First Aid kits are taken on educational visits and are available from the Staff Common Room and all staff will be trained in any aspects of First Aid deemed necessary e.g. asthma, epilepsy, the use of an Adrenaline Auto-Injector (EpiPen, Jext, Emerade).

2) First Aid Provision

First Aid Supplies

Supplies of first aid material will be held at various locations throughout the School (see below). These locations will be determined by the Health and Safety Officer. They will be prominently marked and all staff will be advised of their position. The materials will be checked regularly by the School first aid instructor (Mrs Hayward) and any deficiencies made good without delay.

Facilities

The School Medical facilities are located centrally in main building on the first floor at the rear of the building adjacent to the dormitories. The Surgery is fully equipped as a First Aid Centre. There are 3 rooms for medical treatment and administration of first aid, 24 hour cover and doctors' visits.

3) Incident Reporting

First Aid Record

A record will be made of each occasion any member of staff, pupil or other person receives first aid treatment either on the School premises or as part of a School-related activity, and the record will include details of the advice given to parents of pupils as appropriate. This record will normally be made by the school matron, although anyone administering first aid is responsible for doing so.

Reporting an accident

1. All 'accidents at work' must be recorded.
2. An 'accident at work' is where a pupil, an employee of the school or a member of the public has an accident and suffers an injury because of:



- a. Work organised by the school (e.g. during a chemistry experiment, or javelin practice, or mowing the pitches).
 - b. The defective condition of premises, plant or equipment (e.g. broken chair, loose steps, tiles falling from roof)
 - c. Lack of, or defective, supervision (e.g. teacher failed to turn up for a class, teacher distracted by mobile phone, driver failing to check seat belts of pupils).
3. Playground injuries and similar DO NOT need to be recorded as 'accidents at work'. BUT a form should be filled in if there has been treatment for an injury.
4. RIDDOR (Report of Injuries, Diseases and Dangerous Occurrences Regulations). Some accidents need to be reported to the Health & Safety Executive ASAP. This will usually be done by: medical matron, the health & safety officer or the headmaster. Categories of injury/disease that require a RIDDOR report are explained in the H&S Policy.

A report of all accidents will be made by the member of staff who first deals with it or becomes aware that it has happened (this includes near misses). Details of the accident should be recorded on an accident form (available in the Staff Common Room, the Pre-Prep office and on Sharepoint) and copied to the Health & Safety Officer. Parents are informed of a head injury by letter. The letter outlines the injury and symptoms to look out for. The Headmaster is responsible for reporting serious accidents to the insurers.

Staff

Staff should complete an accident form if they sustain an injury at work, as detailed above. An injured member of staff or other supervising adult should not continue to work if there is any possibility that further medical treatment is needed. The member of staff or other supervising adult concerned should seek medical advice without delay.

4) First Aid Boxes

First Aid boxes are located at:

- The surgery + Emergency eye washes available
- Sports Hall
- Sports Pavilion
- Swimming Pool
- Pre-prep Department
- D.T. Room + Emergency eye washes available
- Matron's Common Room
- Kitchen
- Science Rooms + Emergency eye washes available
- School Vehicles
- Groundsman's Office + Emergency eye washes available

Records are maintained to ensure that all First Aid boxes are in the correct place and their contents are correct.



5) Procedures

Procedure In school:

- In the event of serious injury or medical emergency, the pupil should not be moved, if possible, contact the Medical Matron.
- Any pupil complaining of illness or who has been injured is sent to the School medical centre for the Medical matrons to inspect and, where appropriate, treat.
- Constant supervision will be provided in this designated facility.
- Parents are contacted if there are any doubts over the health or welfare of a pupil.

IF THE SITUATION IS LIFE THREATENING THEN AN AMBULANCE SHOULD BE CALLED AT THE EARLIEST OPPORTUNITY WITHOUT WAITING FOR THE MEDICAL MATRON TO ARRIVE ON THE SCENE.

There are telephones available for emergency assistance (i.e. calling an ambulance) located in:-

- Headmaster's Study
- The secretary's office
- Staff Resources Room
- Matron's Common Room
- Music Department
- Girls Boarding House
- Headmasters House
- Swimming Pool Foyer
- Head matron is contactable on 07711016 900 or 07939142656 or via school phone Ext 217. .

The school recommends that, unless it cannot possibly be avoided, no member of staff should administer first aid without a witness (preferably another member of staff).

No member of staff or volunteer helper should administer first aid unless he or she has received proper training, except in the case of minor cuts and grazes, which can be dealt with by members of staff.

For their own protection and the protection of the patient, staff who administer first aid should take the following precautions:

- Exposed cuts and abrasions should be cleaned under running water and patted dry with a sterile dressing.
- Hands should be washed before and after administering first aid.
- Disposable gloves should be worn.

All serious accidents should be reported to Headmaster or Medical Matron who should call an ambulance and the child's parents ASAP.

In the event of a serious incident an ambulance is called, and a member of staff accompanies the pupil to hospital. If practical the parents are asked to go immediately



to the hospital. It may be appropriate to transport a pupil to hospital without using an ambulance; this should be on a voluntary basis.

Procedure Out of School:

As above with the following additions:

- A mobile telephone is taken on all trips out of school.
- Teachers are to check that pupils who have asthma take their inhalers.
- If the trip is via Minibus or coach teachers must take a first aid kit, which are located in the Staff Common Room.

7) Universal Infection Control

Guidelines for good practice.

Precaution against infection by Blood Borne Viruses should be taken whenever it becomes necessary to deal with any body fluids including blood, urine, vomit and faeces.

First Aid.

There has been no known example of transmission of Blood Borne Viruses as a result of giving or receiving first aid. The theoretical risk is very low in the context of ordinary good practice in delivering First Aid. (NAM 1997)

It is important for the First Aider to cover cuts and abrasions on hands with a waterproof dressing- a person administering First Aid should wear disposable, non-sterile gloves. If gloves are not available, the hands should be washed before and after giving first aid (gloves are found in First Aid boxes as well as yellow disposable bags).

In the event of skin contact with blood, thorough washing has been shown to prevent transmission of infection from one person to another.

A wound that is bleeding should be gently washed using warm water. A clean pad or towel can be used to protect the wound or as a pressure pad if needed. The surrounding stain should be cleaned of blood. Alcohol free cleansing wipes may be used.

If the wound continues to ooze blood a suitable waterproof dressing should be applied. If necessary, a pressure pad can be applied over the waterproof dressing.

Gloves, paper towels and contaminated dressings or other materials should be sealed in a yellow biohazard bag (found in First Aid box) and disposed of in the normal school waste.

A puncture wound found from a possible infected object e.g. needle or wound caused by a bite, should be encouraged to bleed, and washed with copious amounts of water.

In the event of the above occurring medical advice should be sought.

Any theoretical risk from mouth to mouth resuscitation is very low indeed. However, resuscitation using mouth pieces may be more effective if you are trained in their use and they are available. In the event of mouth pieces not being available, a cotton handkerchief or any other breathable piece of fabric could be used.



Dealing with body fluid spillages including bleeding

Rubber gloves should be worn when dealing with spillages of body fluids, no matter how small.

Disposable aprons should be worn if there is any risk of spillage onto clothing. These can be found in Matron's surgery in the cupboard nearest the sink.

Spillages of blood, vomit, urine, or faeces should be cleaned up as quickly as possible. They should not be left until the cleaning staff arrives.

Blood and Vomit should be covered with sawdust, then brushed into a dustpan and emptied into a yellow bag. The area should then be cleaned with disinfectant.

Clothes covered in blood should be soaked in warm saltwater for approximately one hour then washed as normal.

Any sharp, broken, blood stained objects should be carefully handled, heavily wrapped in paper and then placed in a yellow biohazard bag for disposing.

Bed linen, towels and flannels should be washed in temperatures over 60°C.

Flannels and towels are hung on separate pegs and off the floor.

Hand washing is enforced before meals and after visiting lavatories.



Appendix A – Qualified First Aiders & Medical Matrons

Medical Matrons

- Fiona Mackay R.G.N.
- Bryony Barling R.G.N

First Aid

Name	Designation	Loc.	Qualification Expire Date					
			Lifeguard*	FAW	EFAW	PFA	PEFA	AED
Sylvie Baduel-Butler	Teaching Staff	MS						
Bryony Barling	Medical Matron	MS				10/2/23		
Cath Beaumont	Teaching Staff	MS						
Simon Bee	Teaching Staff	MS				10/2/23		
Vanessa Beer	Teaching Staff	MS						
Matthew Bennett-T	Teaching Staff	MS				15/4/21		
Emma Bennett-T	Teaching Staff	MS				10/2/23		
James Beswick	Teaching Staff	MS				10/2/23		
Emma Blackmore	Teaching Staff	MS				6/9/21		
Alison Chedgy	Teaching Staff							
Michelle Crowther	Teaching Staff	MS						
Glen Coyle	Maintenance	MS			2/11/20			
Becca Detheridge	Teaching Staff	MS				16/4/21		
Sophia Dimmock	TA	PP				6/9/21		
Emily Dobson-Morris	Teaching Staff	MS	7/12/21		7/12/21			7/12/21
Tony Edwards	Grounds	MS			2/11/20			
Clare Eynon	Teaching Staff	MS				21/10/20	21/10/20	
Lesley Field	Teaching Staff	MS						
Jill Frazier	Teaching Staff	MS						
Julie Goodman					2/11/20			
Annette Gowen	Ancillary Staff	MS						
Emma Green	Teaching Staff	MS				6/9/21		
Kim Green	DT Technician	MS		11/10/22	20/09/22			20/09/21
Laura Grove	TA	MS				6/9/21		
Andrew Haines	Ancillary Staff	PP						
Michelle Hayward	Teaching Staff	MS	7/12/21		7/12/21			7/12/21



John Hiles	Teaching Staff	MS						
Maddie Hollins	GAP	MS	12/9/22		12/9/22			12/9/22
Claire Kennedy	Teaching Staff	MS				10/2/23		
Mark Kennedy	Teaching Staff	MS						
Will Leather	Teaching Staff	MS	7/12/21		7/12/21	6/9/21		7/12/21
Fiona Mackay	Ancillary Staff	MS				15/4/21		
Mollie Matthews	GAP	MS	12/9/22		12/9/22			12/9/22
Jo Drury	Teaching Staff	MS						
Pauline Plowman	TA	PP				6/9/21		
Robin Poole	Maintenance	MS			2/11/20			
Donna Powell	Ancillary staff	MS			2/11/20			
Michael Raven	Teaching Staff	MS		11/10/22	20/09/22			20/09/21
Nigel Richardson	Teaching Staff	MS				10/2/23		
Janice Rooney					2/11/20			
Hannah Ryan	Teaching Staff	MS		11/10/22	21/09/22			21/09/21
Emma Symons	Teaching Staff	MS						
Tom Tarlton	GAP	MS	12/9/22		12/9/22			12/9/22
Neil Williams	Grounds	MS			2/11/20			
Colin Williams	Grounds	MS			2/11/20			
Deborah Williams	Teaching Staff	MS				6/9/21		

EFAW = Emergency First Aid at Work

FAW = First Aid at Work

PFA = Pediatric First Aid

PEFA = Pediatric Emergency First Aid

AED = Automated External Defibrillator

Lifeguard*

National Pool Lifeguard qualification, which encompasses EFAW and AED

Appointed First Aid Trainer

Michelle Hayward (Lifeguard Trainer and First Aid Trainer, NUCO Catastrophic Bleed Trainer)

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