



Health and Safety – First Aid Policy

Reviewed by SLJ in Oct 16 | Next Review Date: Oct 17

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 curricula activities.

Some of the School Medical Matrons are also Qualified First Aiders. They are supported by a 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, first aid guidelines for staff and administration of medicines.

Portable First Aid kits are taken on educational visits and are available from the Medical Matrons and all staff will be trained in any aspects of First Aid deemed necessary e.g. asthma, epilepsy, the use of an epipen.

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 Medical Matrons 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 doctor's visits.

3) Incident Reporting

Records

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.

Reporting

A report of all accidents will be made to the School Medical Matron on the approved report form 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 and the School Health & Safety Officer is responsible for reporting serious accidents to the Health & Safety Executive (RIDDOR).

Staff



Staff should complete the accident book if they sustain an injury at work. 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 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.

7) Universal Infection Control

Guidelines for good practice.

Precaution against infection by Blood Bourne 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 Bourne 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 administrating 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 spillage's 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 salt water 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

- Tracey Parker S.E.N.
- Fiona MacKay R.G.N.
- Susan Rose R.G.N. & R.S.C.N

First Aid

Name	Designation	Loc.	Qualification Expire Date			
			EFAW	PFA	PEFA	AED
Sylvie Baduel-Butler	Teaching Staff	MS	3/9/18			
Cath Beaumont	Teaching Staff	MS	3/9/18			
Vanessa Beer	Teaching Staff	MS	3/9/18			
Matthew Bennett-T	Teaching Staff	MS		9/12/18		
Emma Bennett-T	Teaching Staff	MS	3/9/18			
James Beswick	Teaching Staff	MS	3/9/18			
Emma Blackmore	Teaching Staff	MS		5/1/20		
Amanda Catmur	Teaching Staff	MS	3/9/18			
Gill Channing	Housemistress		3/9/18		18/4/20	18/4/19
Alison Chedgley	Teaching Staff		3/9/18			
Michelle Crowther	Teaching Staff	MS	3/9/18			
Cecilia Dean	Teaching Staff	MS	3/9/18			
Becca Detheridge	Teaching Staff	MS	3/9/18	9/12/18		
Sophia Dimmock	TA	PP		5/1/19		
Clare Eynon	Teaching Staff	MS	3/9/18			
Lesley Field	Teaching Staff	MS	3/9/18			
Laura Folkes	TA	PP		5/1/19		
Jill Frazier	Teaching Staff	MS	3/9/18			
Wanda Gatehouse	TA	PP		5/1/19		
Annette Gowen	Ancillary Staff	MS			18/4/20	18/4/19
Emma Green	Teaching Staff	MS	3/9/18	5/1/19		
Laura Grove	TA	MS		12/7/18		
Andrew Haines	Ancillary Staff	PP			18/4/20	18/4/19
Michelle Hayward	Teaching Staff	MS				
John Hiles	Teaching Staff	MS	3/9/18			
Franes James	TA	PP		5/1/19		
Steve Joyce	Teaching Staff	MS				
Lizzie Keeble	Ancillary Staff	MS	3/9/18			
Richard Keeble	Teaching Staff	MS	3/9/18			
Clair Kennedy	Teaching Staff	MS	3/9/18			
Mark Kennedy	Teaching Staff	MS	3/9/18			
Will Leather	Teaching Staff	MS	3/9/18	9/12/18		
Will Lockett	Teaching Staff	MS	3/9/18			
Beth Lockett	Teaching Staff	MS	3/9/18			
Fiona McKay	Ancillary Staff	MS	3/9/18	9/12/18		
Tracy Paker	Ancillary Staff	MS	3/9/18		18/4/20	18/4/19
Jo Parkinson	Teaching Staff	MS	3/9/18			
Pauline Plowman	TA	PP		5/1/19		
Nigel Richardson	Teaching Staff	MS	3/9/18			



Susan Rose	Ancillary Staff	MS		9/12/18		
Martin Schellenberg	Teaching Staff	MS	3/9/18			
Jordan Scott	Teaching Staff	MS		9/12/18		
Emma Symons	Teaching Staff	MS	3/9/18			
Sue Vicenzotti	Teaching Staff	MS	3/9/18			
Stephanie Wale	Teaching Staff	MS	3/9/18			
Trudi Williams	TA	PP		2/3/18		
Debbie Williams	Teaching Staff	MS		5/1/19		
Ann Wright	Teaching Staff	MS	3/9/18	5/1/19		

Appointed First Aid Person & Lifeguard

Name	Designation	Location	Qual. Expire Date
Will Leather	Teaching Staff	MS	2/12/17
Emily Dobson	Teaching Staff	MS	18/1/18
Milly Mills	Gappy		18/1/18
Michelle Hayward	Teaching Staff	MS	24/4/18
Hannah Kinghorn	Gappy		13/9/19
Jodie Rigby	Gappy		19/1/19
Hugo Treloar	Gappy		19/1/19
Hugo Flannery	Gappy		19/1/19
FreddieS mith	Gappy		19/1/19
Alice Best	Gappy		19/1/19
Erin Smith	Gappy		19/1/19

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