

Queenswood



First Aid Policy

<i>Issued by</i>	Principal/Medical Centre
<i>Last review</i>	November 2017
<i>Circulation</i>	Queenswood Website Governor Portal Staff Portal and H&S Portal
<i>Revision</i>	i

FIRST AID POLICY

First aid can save lives and prevent minor injuries becoming major ones. This policy addresses responsibilities, procedures and provides information related to First Aid.

Responsibilities in Brief

The governors are responsible for the health and safety of employees and of all those on the school premises. The school must arrange adequate and appropriate training and guidance for staff who volunteer to be First Aiders/Appointed Persons.

The school should ensure the minimum provision for First Aid:

- A suitably stocked first-aid container
- An appointed person/s to take charge of first-aid arrangements
- Information for employees on First Aid

The Principal is responsible for putting this policy into practice and for developing detailed procedures. The Principal should regularly review the school's first-aid needs (at least annually), and particularly after any changes, previous incidents, logbooks and consultation with staff should inform the monitoring and review process. The Principal must ensure that first aid notices are suitably displayed in staff/common rooms providing information on: location of equipment; facilities; personnel; monitoring and reviewing procedures.

Teachers and other staff in charge of pupils are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of the pupils, staff and visitors at the school in the same way that parents might be expected to act towards their children.

First Aiders

The Principal in conjunction with the School Executive Team will ensure that there is at least one qualified First Aider on-site and available when children are present. All First Aiders must complete a training course approved by the Health and Safety Executive (HSE) and they are required to update their training every three years. The main duties of First Aiders are to:

- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school
- When necessary, ensure that an ambulance or other professional medical help is called

Appointed Person

The Principal will appoint a person/s as 'Appointed Person'. The Appointed Person/s will:

- Take charge when someone is injured or becomes ill
- Ensure that an ambulance or other professional medical help is summoned when appropriate

The following persons are responsible for providing first aid:

EMERGENCY FIRST AID AT WORK: 4 DAY COURSE			
Name	Position Held	Course Code	Expiry Date
Stewart Jordan	Theatre Manager	First Aid at Work	20/10/2018
Jackie Brownstone	Swimming Pool Manager	First Aid at Work	11/12/2018
Susan Bass	Swim School Co-ordinator	First Aid at Work	11/12/2018
Mark Menear	Head of Hockey	First Aid at Work	11/07/2019

In addition the school has a number staff qualified with the 'First Aid Appointed Persons' qualification; details of these staff are listed in Appendix 1.

Records and Investigation

All accidents, injuries, diseases or dangerous occurrence must be recorded by the relevant member of staff on the Accident Report Form, held in the General Office. This must include: the date and method of reporting; the date, time and place of the event; personal details of those involved and a brief description of the nature of the event or disease.

Each accident report form must go the Health and Safety Coordinator, who will then investigate the matter further. Accidents, along with an overall trend summary are reported to the Health and Safety Committee who are responsible for ensuring remedial action are taken when necessary.

First aiders must record all first-aid incidents.

Equipment

First aid boxes, together with members of staff responsible for their maintenance and replenishment, are located as follows:

Building	Location	Person Responsible
Main School	House Corridor, Eaves	Resident Tutor
	House Corridor, Clapham North	Housemistress
	House Corridor, Clapham South	Housemistress
	House Corridor, Hartley	Housemistress
	House Corridor, Waller	Housemistress
	Practical Cookery	Head of Cookery
Drama	Clarissa Farr Theatre	Theatre Manager
Trew House	Lower Trew Corridor	Houseparent

	Second Floor L6 Kitchen	House Tutor
	Head's End	Development Officer
	Domestic Services Office	H/Keeping manager
Stamp House	First Floor Kitchen	Houseparent
Belling House	Second Floor Kitchen	Houseparent
Senior House	Kitchen	Houseparent
Science Block	Biology	Head of Biology
	Physics P1	Head of Physics
	Physics P2	Head of Physics
	Chemistry Prep Room	Head of Chemistry
D&T Building	Design Technology	Head of DT
Art	Art	Head of Art
	Pottery Room	Head of Art
Essame Studios		Director Of Music
Library	1st Floor Landing by Kitchen	Housekeeping Manager
	Library	Head of Library
Gymnasium	Inside Main Door	Director of Sport
Leach Centre	Outside Weights Room	Director of Sport
	5 × Portable Bags	Director of Sport
Swimming Pool	In alcove near main door	Director of Sport
Audrey Butler Centre	Ground Floor by Main Door	Housekeeping Manager
Audrey Butler Centre	First Floor by Main Door	Housekeeping Manager
Audrey Butler Centre	Second Floor by Main Door	Housekeeping Manager
Pavilion	Adjacent to Counter	Activities Dev Dir.
Palaestra	Adjacent to light switches	Director of Sport
Maintenance Dept.	Maintenance Office	Maintenance Manager

	Rest Room	Maintenance Manager
Estates Department	Rest Room	Head of Estates
	Portable Bag	Head of Estates
Pizza Hut	Pizza Hut	Boarding Assistant
Main Kitchens	3 × Boxes in Kitchen	Catering General Mgr
Eaves	Landing	Resident Assistant
Bridge	Outside Kitchen	Houseparent
Bursary	Office	Accounts Assistant
Resources	Office	Resources Manager
Vehicles	Minibuses × 3	Transport Manager
	School Car × 2	Transport Manager

It is important that members of staff listed above ensure that all first aid boxes under their control are properly stocked at all times. The contents of first aid boxes should be mustered at least once per term. Shortfalls identified as a result of musters or following use must be made up promptly. Boxes should be removed from their positions and taken to the Medical Centre for replenishment. Queenswood Nursing Sisters are responsible for checking the first aid facilities (usually first aid kits and eye wash stations) at least termly. However, the person responsible should ensure that the kit is fully stocked and check the expiry dates of stock.

Each first aid box should contain the following list of items, as a minimum:

- First aid guidance leaflet
- A list of contact numbers in the event of an emergency
- 20 Assorted plasters
- 2 Eye pads
- 2 Slings
- 3 Medium dressings
- 2 Large dressings
- 2 Pairs of gloves
- Alcohol free wipes
- 1 Yellow bag for waste
- 6 Safety pins
- Normal saline
- Tape

Trips

The Medical Centre also have first aid boxes to be taken on trips.

Procedure

During term time, the Medical Centre is open at all times and should usually be the first point of contact for first aid for pupils, staff and visitors. In extreme circumstances in which a casualty cannot be moved and a telephone is accessible, an ambulance should be summoned direct using a “999” call.

A current list of “Appointed Persons” is included above (this list is regularly updated). These members of staff are spread evenly amongst departments. In the event of an accident requiring first aid when the Medical Centre is not open, an Appointed Person is to be summoned to take the necessary action.

The Medical Sister or Appointed Person will decide whether the emergency services are to be called, in which case the Medical Sister or Appointed Person will do so. The reporting member of staff/pupil and the First Aider should record the incident in the first-aid logbook, and the Appointed Person should inform the Principal of the incident and its outcome. If the incident involves a pupil, the Principal will ensure that the parent/guardian of the pupil is informed, and report it to relevant bodies if necessary. In the event of any injury to the head where the pupil has remained in school, the parent should be notified by the end of the school day and notified to seek medical advice. An advice letter must be sent home with the child.

The Accident Book is kept in the General Office and is always to be completed in the event of an accident requiring first aid. The Health and Safety Co-ordinator (Bursar) is to examine this book on a weekly basis and to ensure that the causes of accidents are properly investigated and corrective action (where appropriate) taken.

Summoning assistance and communications with parents

Good communication ensures that accident reporting, risk identification, reduction and elimination is effective. Good communication is also essential to promoting healthy and safe working/learning environments and avoiding misunderstandings.

Many accidents sustained by pupils/students are minor and include bruises, scratches, sprains and bumps. When considering how to communicate accident/injury information to parents ensure that adequate notification is made by telephone or letter as appropriate.

Serious accidents require immediate medical attention and an ambulance must be called, particularly if the accident includes shock or loss of consciousness, however brief.

Parents should always be notified by telephone or in writing. If pupils sustain an injury where there is a risk of tetanus infection/blood contamination, parents should also be advised in writing so that they may seek the advice of their GP.

Arrangements for pupils with particular medical conditions

Protocols for medical conditions are drawn up by the Medical Centre are found on the Staff Portal.

Guidance on spillage of blood or body fluids

A risk assessment, as required by COSHH should be carried out on any waste that is generated. Certain waste is classified as clinical waste and its disposal is subject to strict controls. Clinical waste includes waste consisting wholly or partly of blood or other body fluids, swabs or dressings, syringes, needles or other sharps, which unless made safe may be hazardous to any person coming into contact with it. When dealing such items, rigorous hygiene procedures must be followed, including the wearing of gloves, and any waste being wrapped before disposal. This should then be taken to the Medical Centre, who will dispose of it in a yellow bag, or sharps bin following their procedures. If you are in any doubt please refer to the Medical Sisters or an appointed person.

Reporting to Health & Safety Executive

The School is legally required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (SI 1995/3163) (RIDDOR) to report below to the HSE. More detail can be found on (<http://www.hse.gov.uk/riddor/index.htm>).

If someone has died or has been injured because of a work-related accident this may have to be reported. Not all accidents need to be reported, other than for certain gas incidents, a RIDDOR report is required only when the accident is work-related and it results in an injury of a type which is reportable. The Health and Safety Coordinator is responsible for reporting these incidents.

Death – relevant to staff, pupils, contractors, volunteers and visitors

All deaths to workers and non-workers, with the exception of suicides, must be reported if they arise from a work-related accident, including an act of physical violence to a worker.

Accidents – relevant to staff and any pupil on an organised activity (not including playtime)

The list of ‘specified injuries’ in RIDDOR 2013 replaces the previous list of ‘major injuries’ in RIDDOR 1995. Specified injuries are listed below and are reportable:

- fractures, other than to fingers, thumbs and toes
- amputations
- any injury likely to lead to permanent loss of sight or reduction in sight
- any crush injury to the head or torso causing damage to the brain or internal organs
- serious burns (including scalding) which:
 - covers more than 10% of the body
 - causes significant damage to the eyes, respiratory system or other vital organs
- any scalping requiring hospital treatment
- any loss of consciousness caused by head injury or asphyxia
- any other injury arising from working in an enclosed space which:
 - leads to hypothermia or heat-induced illness
 - requires resuscitation or admittance to hospital for more than 24 hours

Over-seven-day incapacitation of a worker

Accidents must be reported where they result in an employee being away from work, or unable to perform their normal work duties, for more than seven consecutive days as the result of their injury. This seven day period does not include the day of the accident, but does include weekends and rest days. The report must be made within 15 days of the accident.

Non fatal accidents to non-workers (eg members of the public)

Accidents to members of the public or others who are not at work must be reported if they result in an injury and the person is taken directly from the scene of the accident to hospital for treatment to that injury. Examinations and diagnostic tests do not constitute 'treatment' in such circumstances. There is no need to report incidents where people are taken to hospital purely as a precaution when no injury is apparent.

If the accident occurred at a hospital, the report only needs to be made if the injury is a 'specified injury' (see above).

Occupational diseases

Employers must report diagnoses of certain occupational diseases, where these are likely to have been caused or made worse by their work: These diseases include (regulations 8 and 9):

- carpal tunnel syndrome;
- severe cramp of the hand or forearm;
- occupational dermatitis;
- hand-arm vibration syndrome;
- occupational asthma;
- tendonitis or tenosynovitis of the hand or forearm;
- any occupational cancer;
- any disease attributed to an occupational exposure to a biological agent.

Boarders' Health and Well-being

The overnight care of boarders who are ill, including at weekends, is in suitable accommodation in boarding houses or in the Medical Centre as deemed appropriate by the Nursing Staff on duty.

Related documents

A document on the Staff Portal called Medical Protocols covers the following:

- Protocol for Asthma
- Protocol for First Aid Treatment
- Protocol for Use of Epipens for Allergies and Treatment of Anaphylaxis
- Administration of non-prescription over the counter medication in the House
- Administration of Prescribed Drugs
- Protocol for Head Lice
- Protocol for Managing Disability
- Protocol for Checking Immunisation Status
- Protocol for Medical Emergencies
- Protocol for Managing Chronic Disease such as Diabetes and Epilepsy

APPENDIX 1

FIRST AID APPOINTED PERSONS QUALIFICATIONS

Bromfield	Mary	Deputy Head of Mathematics	Basic First Aid	05/01/2015	04/01/2018	Safety Training Awards - Jackie Brownstone
Garrod	Mark	School Driver	Basic First Aid	05/01/2015	04/01/2018	Safety Training Awards - Jackie Brownstone
Lambert	Nicholas	School Driver	Basic First Aid	05/01/2015	04/01/2018	Safety Training Awards - Jackie Brownstone
North	James	School Driver	Basic First Aid	05/01/2015	04/01/2018	Safety Training Awards - Jackie Brownstone
Kelley	Alison	Director of Drama	Basic First Aid	05/01/2015	04/01/2018	Safety Training Awards - Jackie Brownstone
Finn	Marguerite	Drama Peripatetic	Basic First Aid	05/01/2015	04/01/2018	Safety Training Awards - Jackie Brownstone
Butlin	Gillian	Teacher of Drama	Basic First Aid	05/01/2015	04/01/2018	Safety Training Awards - Jackie Brownstone
Kokkinos	Christos	Assistant Director of Music	Basic First Aid	05/01/2015	04/01/2018	Safety Training Awards - Jackie Brownstone
McGregor	Rebecca	Teacher of Dance	Basic First Aid	05/01/2015	04/01/2018	Safety Training Awards - Jackie Brownstone
Miller-Yianni	Jane	Science Technician	Basic First Aid	01/09/2015	31/08/2018	Safety Training Awards - Jackie Brownstone
Hurdall-Waldron	Stacey	Housemistress	Basic First Aid	01/09/2015	31/08/2018	Safety Training Awards - Jackie Brownstone
Urigen	Noelia	Language Assistant	Basic First Aid	01/09/2015	31/08/2018	Safety Training Awards - Jackie Brownstone
Long	Helen	Housemistress	Basic First Aid	01/09/2015	31/08/2018	Safety Training Awards - Jackie Brownstone
Long	Jeremy	Housemaster	Basic First Aid	01/09/2015	31/08/2018	Safety Training Awards - Jackie Brownstone
Wilmot	Tracey	Housekeeping Supervisor	Basic First Aid	31/03/2016	30/03/2019	Safety Training Awards - Jackie Brownstone
Smith	Stephen	Assistant Duty Catering Manager	Basic First Aid	31/03/2016	30/03/2019	Safety Training Awards - Jackie Brownstone
Still	Robyn	QEL Administrator	Basic First Aid	31/03/2016	30/03/2019	Safety Training Awards - Jackie Brownstone
Dagleish	Linda	General Assistant	Basic First Aid	31/03/2016	30/03/2019	Safety Training Awards - Jackie Brownstone
Hall	Stephanie	Duty Catering Manager	Basic First Aid	31/03/2016	30/03/2019	Safety Training Awards - Jackie Brownstone
Peck	Ashley	Chef	Basic First Aid	31/03/2016	30/03/2019	Safety Training Awards - Jackie Brownstone

November 2017