



## **First Aid Policy**

Heads of Department or nominated persons will be responsible for informing the Health Centre once a term if First Aid boxes need replenishing

### **1. Authority and Circulation**

1.1. This policy has been authorised by the Governors of Mayfield School ("School").

Its status is advisory only. It is available to parents and pupils and to all members of School Staff.

1.2. 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 School in regards to all Staff, pupils and visitors.

1.3. This policy complies with s3(6) of the Independent School Standards, the Health and Safety at Work etc Act 1974 and subsequent regulations and guidance including the Health and Safety (First Aid) Regulations 1981, and the Approved Code of Practice and Guidance for the Health and Safety (First Aid) Regulations 1981.

### **2. Definitions**

2.1. "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.

2.2. "First Aiders" are members of staff who have completed a HSE approved First Aid course and hold a valid certificate of competence in First Aid at Work (FAW) or Emergency First Aid at Work (EFAW).

2.3. "First Aid Guidance" means the Approved Code of Practice and Guidance for the Health and Safety (First Aid) Regulations 1981.

2.4. "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.

2.5. "Staff" means any person employed by the School, volunteers at the School and self-employed people working on the premises.

2.6. The "School Doctor" is a Doctor from Woodhill Surgery who is contracted to provide medical services to pupils at the School and who is responsible for medical supervision.

2.7. The "Senior Nurse" is Debbie Streeter who is primarily located in the School's Health Centre.

**3. The "Health Centre"** is clearly signposted. It is used for the provision of medical treatment, including First Aid, when required. The Health Centre has essential First Aid facilities and equipment.

**4. Aims of this Policy**

4.1. To ensure that the School has adequate, safe and effective First Aid provision in order for every pupil, 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.

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

4.3. 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 the School site.

**5. Who is Responsible**

5.1. The Governors of Mayfield School, as the employer, have overall responsibility for ensuring that there is adequate and appropriate First Aid equipment, facilities and First Aid personnel and for ensuring that the correct First Aid procedures are followed.

5.2. The Headmistress delegates to the Senior Nurse 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 the School. The Senior Nurse will regularly (at least annually) carry out a First Aid risk assessment and review the School's First Aid needs to ensure that the School's First Aid provision is adequate.

The Headmistress is responsible for ensuring that all staff and pupils (including those with reading and language difficulties) are aware of, and have access to, this policy.

The Headmistress delegates to the Senior Nurse responsibility for collating medical consent forms and important medical information for each pupil and ensuring the forms and information are accessible to staff as necessary.

The Headmistress 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.

5.3. First Aiders:

The Headmistress is responsible for ensuring that the School has the minimum number of First Aid personnel (First Aiders and/or Appointed Persons) with reference to the guidance in Appendix Three of the First Aid Guidance.

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

The staff listed in Appendix One have been completed a HSE approved First Aid course and hold a valid certificate of competence in First Aid at Work (FAW) or Emergency First Aid at Work (EFAW).

The main duties of First Aiders are to give immediate First Aid to pupils, 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 Deputy Head Pastoral.

The First Aiders will complete training to update their qualification at least every three years.

- 5.4. All staff should read and be aware of this Policy, know who to contact in the event of any 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 pupils.
- 5.5. Anyone on School premises: Anyone on the School premises is expected to take reasonable care for their own and others' safety.

## **6. 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 Guidance Note 37 of the First Aid Guidance. For more information please see <http://www.hse.gov.uk/firstaid/legislation.htm>.

- 6.1. First Aid boxes are located at these positions around the School site and are as near to hand washing facilities as is practicable:
- The Health Centre
  - Reception
  - Lower School (staff room)
  - School kitchen – in marked cupboards
  - Science prep rooms\* - all laboratories and three prep rooms (eye wash hose attached to the taps in each lab)
  - Art room\* – plasters only
  - Maintenance Yard
  - PE Dept – shoulder bags for outings
  - Coffee staff room
  - All boarding houses
  - Dining Hall (in washing-up area)
  - School shop
  - Ceramics Room
  - Music Block
  - Food & Nutrition
  - Riding
  - Domestic Bursar's office

The First Aid boxes marked \* are only to be used in an emergency when unable to get to the Health Centre. If First Aid boxes are used, contact should be made with the Health Centre and replenishment stocks will be issued.

All requirements for the first aid kits are supplied by the Health Centre and are regularly stocked at request of individual departments. This should be done by email at least once per term.

- 6.2. School minibuses: The School's minibuses should have a prominently marked First Aid box on board which is readily available for use and which is maintained in a good condition. The First Aid box should be stocked in accordance with Part II of Schedule 7 of the Road Vehicles (Construction and Use) Regulations 1986 which is set out in Appendix Two.
- 6.3. Off-site activities: First Aid boxes for any off-site activities are kept in the Health Centre.

## **7. Information on Pupils**

Parents are requested to provide written consent for the administration of First Aid and medical treatment before pupils are admitted to the School. This includes the parents of prospective pupils attending tasters, as well as other visiting pupils.

Parents are also requested to give full information on any medical conditions in order that the school may be aware of any specific needs in terms of First Aid and emergency medical treatment.

The Senior Nurse will be responsible for reviewing pupils' confidential medical records and providing essential medical information regarding allergies, recent accidents or illnesses, or other medical conditions which may affect a pupil's functioning at the School to the Headmistress, 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 pupil or other members of the School community.

Use of asthma inhalers, epipens, injections etc.

The information held by the Health Centre will include a record of pupils who need to have access to asthma inhalers, epipens, injections or similar and this information should be circulated to teachers and First Aiders.

Where appropriate, individual pupils will be given responsibility for keeping such equipment with them and this will be reviewed on a regular basis. In other cases, the equipment will be kept, suitably labelled, in the Health Centre and houses. Additional arrangements are included at Appendix Three.

## **8. Procedure in the event of illness**

- 8.1. Pupils may visit the Health Centre during break or lunch. If a pupil 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. The pupil will, accompanied as necessary, be told to go to the Health Centre. The Health Centre will decide on the next course of action and provide the First Aid as required.
- 8.2. Staff may visit the Health Centre as and when necessary, but appropriate cover must be arranged.

## **9. Procedure in the event of an accident or injury**

- 9.1. If an accident occurs, then the member of staff in charge 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. If necessary, the Health Centre should be called for as soon as is possible. Appointed Persons or First Aiders can also be called for if necessary and should be called if the Health Centre is not available immediately. However minor the injury, the Health Centre should always be informed, if not called for.
- 9.2. In the event that the First Aider does not consider that s/he can adequately deal with the presenting condition by the administration of First Aid, then s/he should arrange for the injured person to access appropriate medical treatment without delay from the Health Centre or by dialling 999.
- 9.3. Ambulances: If an ambulance is called then the Senior Nurse or 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 pupil is accompanied in the ambulance, or followed to hospital, by a member of staff. Parents will be contacted as soon as possible via pastoral staff. The appropriate Head of School and Deputy Head Pastoral will also be informed.
- 9.4. If a spillage of blood or other bodily fluids occurs, the Domestic Bursar/Head of Housekeeping must be informed. The Domestic Bursar/Head of Housekeeping will then arrange for the proper containment, clear up and cleansing of the spillage site. The Health Centre and Housekeeping Department have a body fluid disposal kit on site. All first aid bags have spillage granules in situ and instructions included.

## **10. Procedure in the event of contact with blood or other bodily fluids**

- 10.1. The First Aider should take the following precautions to avoid risk of infection:
- 10.1.1. cover any cuts and grazes on their own skin with a waterproof dressing;
  - 10.1.2. wear suitable disposable gloves when dealing with blood or other bodily fluids;
  - 10.1.3. use suitable eye protection and a disposable apron where splashing may occur;
  - 10.1.4. use devices such as face shields, where appropriate, when giving mouth to mouth resuscitation;
  - 10.1.5. wash hands after every procedure.
- 10.2. 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:
- 10.2.1. wash splashes off skin with soap and running water;
  - 10.2.2. wash splashes out of eyes with tap water or an eye wash bottle;
  - 10.2.3. wash splashes out of nose or mouth with tap water, taking care not to swallow the water;
  - 10.2.4. record details of the contamination;
  - 10.2.5. report the incident to the Senior Nurse and take medical advice if appropriate.

## **11. First Aid in the PE Department**

- 11.1. Location of First Aid Equipment: The department is responsible for providing first aid boxes and bags for the relevant sporting areas within the School.

There are six bags which can be used by team managers for home and away fixtures. The Head of PE/Games is responsible for ensuring that the boxes are stocked correctly.

- 11.2. Away fixtures: A medical bag should be taken with the travelling team. If an incident occurs medical treatment should be sought from the visiting school first aid staff. If necessary, the pupil should be taken to nearest casualty by a member of staff. Treatment and after-care should then be followed up by the Health Centre. Any incident of treatment must be reported to the Health Centre on return to School.

## **12. Reporting**

- 12.1. The First Aider should make a written record of first aid administered and send a copy to the Health Centre.
- 12.2. All injuries, accidents and illnesses, however minor, must be reported to the Health Centre staff who are responsible for ensuring that the accident report forms and books are filled in correctly and that parents and HSE are kept informed as necessary.
- 12.3. School Accident and Illness book: all injuries, accidents, illnesses and dangerous occurrences (unless very minor in the view of the Senior Nurse) must be recorded in the School Accident Book. The date, time and place of the event or illness must be noted with the personal 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.
- 12.4. Accident report form: The Senior Nurse will fill in an accident report form for every serious or significant accident that occurs on or off the School site if in connection with the School. This will be kept by the Senior Nurse and a copy sent to the Bursar Lt Col Bayliss, the School Health & Safety Officer. Records should be stored for at least 3 years or if the person injured is a minor (under 18), until they are 21.

- 12.5. 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 Health Centre and with the Headmistress, or member of SMT on duty, if necessary.
- 12.6. Reporting to HSE: The School is legally required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) to report the following to the HSE (during term time, this is done by the Health Centre and outside term time this is most easily done by calling the Incident Contact Centre (ICC) on 0845 300 99 23):

#### 12.6.1. Accidents involving Staff

- 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 3 days must be reported within 10 days;
- cases of work related diseases that a doctor notifies the School 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).

#### 12.6.2. Accidents involving pupils or visitors

- accidents where the person is killed or is taken from the site of the accident to hospital and where the accident arises out of or in connection with:
- any School activity (on or off the premises);
- the way a School activity has been organised or managed (e.g. the supervision of a field trip);
- equipment, machinery or substances;
- the design or condition of the premises.

For more information on how and what to report to the HSE, please see <http://www.hse.gov.uk/riddor/index.htm>. It is also possible to report online via this link.

### 13. Monitoring

The Headmistress will organise regular reviews of the Incident Books in the Boarding Houses and the Health Centre in order to take note of trends and areas of improvement. 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 Headmistress 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.

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