

FIRST AID POLICY

The **First Aid procedure** at College is in operation to ensure that every student, member of staff and visitors will be well looked after in the event of an accident, no matter how minor or major.

In the event of an accident all members of the College community should be aware of the support available and the procedures available to activate this. A list of First Aiders is in the Staff Room and on College Notice Boards.

Parents have the prime responsibility for their child's health. Parents are required to provide the College with information about any medical conditions or special circumstances affecting their child (including any SEND) upon accepting a place for their child at the College.

This policy can be made available in larger print or more accessible format if required.

The purpose of the Policy is therefore:

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

NB The term FIRST AIDER refers to those members of the College community who are in possession of a valid First Aid at work certificate or equivalent.

FIRST AIDERS will:

- Ensure that their qualification and insurance [provided by the College] are always up to date. The first aiders for the College have completed a Health and Safety Executive approved First Aid training course. All first aiders attend refresher training every 3 years or sooner if required.
- Ensure that first aid cover is available throughout the working hours of the College week. There will be at least one qualified person on College site when students are present.
- Always attend a casualty when requested to do so and treat the casualty 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, Emergency Services or other professional medical help as appropriate.
- 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 at all times when people are on College premises.

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- Insist that **any** casualty who has sustained a significant head injury is seen by professionals without delay 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.
- Complete the head injury notification sheet

The first aider with guidance from senior staff available e.g Principal, the Senior Housemistress will need to call an ambulance if they warrant the accident is serious and can not be dealt with by simple first aid, or not suitable for the casualty to attend A&E department with a member of staff. Staff need to call 999 giving relevant information and location. If using a mobile phone to contact emergency services use 112 as this will always have a phone network signal.

Ensure that a student who is sent to hospital by ambulance is either:

- Accompanied in the ambulance at the request of paramedics.
- Followed to a hospital by a member of staff to act in loco parentis if a relative cannot be contacted.
- Met at hospital by a relative.
- The First Aider need not be the member of staff to accompany the casualty to hospital, however, an appropriate person should be sent.
- 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 student attended to, the nature of the injury and any treatment given, in the Accident book provided in the Main Office. In the case of an accident, an Accident must be completed by the appropriate person. 1 copy of the form to go to day student parents, 1 copy of the form for the file of boarding students. Accidents are reported to the Assistant Bursar and Principal.
- For serious injury or death the incident needs to be reported to RIDDOR (Regulation 2013). See general guidance on incidents to be reported to RIDDOR using the HSE RIDDOR website.
- Ensure that everything is cleared away, using gloves, and every dressing etc. be put in a yellow bag for contaminated/used items and sealed tightly before disposing of the bag in a bin. Any bloodstains on the ground must be washed away thoroughly. No contaminated or used items should be left lying around.

THE PROPRIETORS will:

- Provide adequate First Aid cover as outlined in the Health & Safety (First-Aid) Regulations 1981.
- Monitor and respond to all matters relating to the health and safety of all persons on College premises.
- Ensure all new staff are made aware of First Aid procedures in College.
- Have overall responsibility for the provision of First Aid facilities, equipment and training, both as employer under the health and safety regulations and as a provider of education.

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THE PRINCIPAL will:

- Be responsible for putting the College's policy and procedures into practice
- Ensure that parents are aware of the College's health and safety policy, including arrangements for first aid.

THE HOUSE STAFF will:-

- At the start of each academic year, provide all staff with a list of students who are known to be asthmatic, anaphylactic, diabetic, epileptic or have any other serious illness or disability.
- Ensure that they always obtain the history relating to a student not feeling well, particularly in the cases of headaches, to ensure that no injury has caused the student to feel unwell.
- Have a file of up to date medical forms for every student in each year and ensure that these are readily available for staff responsible for College trips/outings.
- Ensure that in the event that an injury has caused a problem, the student **must** be referred to a First Aider for examination.

TEACHERS and ALL STAFF will:

- Familiarise themselves with the first aid procedures in operation and ensure that they know who the current First Aiders are.
- Use their best endeavours at all times, particularly in emergencies, to secure the welfare of pupils in the same way a parent is expected to act towards their children.
- Take precaution to avoid infection and follow basic hygiene procedures.
- Be aware of specific medical details of individual students when publicised by the House Staff.
- Ensure that their students are aware of the procedures in operation.
- Never move a casualty until they have been assessed by a qualified First Aider unless the casualty is in immediate danger.
- Send for help to the Main Office as soon as possible either by a person or telephone, ensuring that the messenger knows the precise location of the casualty. Where possible, confirmation that the message has been received must be obtained.
- Reassure, but never treat, a casualty unless staff are suitably qualified; such staff can start or instigate simple airway measures if clearly needed.
- Send a student who has minor injuries to the Main Office if they are able to walk where a First Aider will see them; this student should be accompanied.
- Send a student who feels generally 'unwell' to the Main Office or the House Staff and not to a First Aider, unless their deterioration seems uncharacteristic and is causing concern.
- Ensure that they have a current medical form for every student that they take out on a College trip which indicates any specific conditions or medications of which they should be aware.
- Have regard to personal safety.

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OFFICE STAFF will:

- Call for a qualified First Aider, unless they are one themselves, to treat any injured student. This should be done immediately.
- Support the First Aiders in calling for an ambulance or contacting relatives in an emergency
- Send students who simply do not feel well to House Staff
- **NOT** administer paracetamol or other medication

MEDICAL PROCEDURE FOR ILL STUDENTS

- Boarding Staff will only administer medicine as prescribed by a GP. Any problems or worries, the GP should be contacted. The local surgery (0118 933 2436) or Out of Hours service, telephone 111).
- Boarding staff should be familiar with the Protocol for Medication form and never give any medication not listed.
- In the event of an injury or accident sustained by a student whilst in the care of the College the parents must be informed as soon as is practicable.

Administration of Medicine

The College has a Medicine Policy and Care of Ill or Injured Students Policy which is made available upon request and should be read in conjunction with this policy.

All medication is safely and securely stored in the boarding offices / medical room. Where a student refuses to take medication the College will record this in the Treatment Book and parents should be informed on the same day or as soon as reasonably practicable.

Prescribed medication

The College only accepts medicines that have been prescribed to the student and provided in their original container together with the prescriber’s instructions for administration and dosage. Prescribed medicines are given only to students to whom they are prescribed and will only be administered in accordance with the prescriber’s instructions. Only those students over 16 years and assessed as sufficiently responsible to do so are allowed to self-medicate.

The prescriber should consult the protocol for suitable medication, checking that the student has not taken any medicine previously.

Check the student has no allergies and consult the allergy list.

Check the dosage on the box.

Paracetamol based medication should be given within 4 hours.

Non-prescription medication

The College does not give non-prescribed medicines to a student unless there is specific prior written permission from parents.

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All medication given to a student must be recorded in the Treatment Book

- Date and Time
- Reason for administration
- Name of medication and dose
- Signature

Any problems should be recorded and discussed with the Senior Housmistress and Principal.

The Treatment Cupboard must be locked securely at all times.

- Students with infectious illness or illness that warrants confinement to bed should be offered meals in their room, (to be reported to Kitchen staff), and checked at least hourly during the day.
- Students with raised temperatures, (over 37c), should be checked at least hourly during the day. If the temperature is raised, the student should be given Paracetamol, 500mg, (2 x 500mg if over 12 years), and encouraged to drink water. If the temperature persists and does not go down after 1 hour, or is over 39c, contact the local Surgery in hours or Dial 111 outside Surgry hours.
- Medical information should be passed on to the next shift verbally and recorded in the medical file.
- Accidents should be recorded in the Accident Book and medical file.

Facilities and Equipment

The College has a Sick Bay used solely for students who are unwell or injured during the day. At night students who are unwell will go to an isolation room in the boarding house.

First aid boxes are easily accessible and located around the College. The contents of the First Aid boxes are checked frequently to ensure they are suitably stocked.

Off-site activities

The College will assess what level of first aid provision is needed before undertaking off-site activities.

First-aid provision will be available for College activities which take place off College premises such as Colleges trips. Arrangements for taking any necessary medicines will also be taken into consideration.

Reporting

All accidents and injuries are reported in detail in the Accident Book. Records will be kept for a minimum of three years.

The College will comply with its reporting obligations to the Health and Safety Executive in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).

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Monitoring/ Review

This policy is reviewed by the Proprietors and/or Principal on regular basis to ensure first aid provision is adequate and, where possible, to minimise the likelihood of accidents and injuries occurring and to ensure it complies with the law. Any serious deficiencies in the College’s policies and procedures which are shown to place students at risk are reported.

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