ST SWITHUN'S SCHOOL

FIRST AID POLICY

Policy History	
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Reviewed by:

Deputy Head pastoral	**Lead nurse**	**Member of School Council**
Graham Yates	**Caroline Weeks**	**Education Committee:**
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INTRODUCTION

At St. Swithun's we are committed to ensuring that there is adequate and appropriate equipment and facilities for providing first aid so that every pupil, every member of staff and every visitor can be provided for, in the event of an accident or illness.

The School has a Health Centre adjacent to the Dining Room, run by a team of registered nurses to provide medical treatment from 8am to 7pm Monday to Thursday and 8am to 5pm Friday. They are available to deal with any accidents or emergencies, or to help if someone is taken ill. They provide ad-hoc training and advice to staff on pupils with particular medical conditions (e.g. asthma, epilepsy, diabetes or acute allergies). They also provide basic medical instruction to boarding house staff when they begin working at school.

The prime responsibility for a pupil's health lies with the parent or carer and they should supply the school with all and any relevant information.

Procedures and information set out in this document aim to:

- Provide effective, safe First Aid cover for pupils, staff and visitors.
- Ensure that all members of the school community are aware of the procedures to follow in the event of an accident, the support available and the role that they play
- Provide awareness of Health & Safety issues within school and on school trips, to prevent, where possible, potential dangers or accidents.
- Comply with HSE Health & Safety At Work regulations 1999; DCFS Guidance on First Aid in Schools 1999; MOSA First Aid Provision & Training in Schools 2006; DH Boarding Schools: National Minimum Standards 2015; Keeping Children Safe in Education 2026

By implementing this policy, we will be helping to ensure that all members of the St. Swithun's community should be healthy, stay safe, enjoy and achieve, and be able to make a positive contribution.

St. Swithun's seeks to implement this policy through adherence to the procedures set out in the rest of this document.

This document is available to all interested parties on our website and on request from the School offices and should be read in conjunction with the following documents:

- Medical Records policy
- Administration of Medicines Policy
- Offsite Activities policy
- Health Centre Guidelines in staff handbook

KEY PERSONNEL AND RESPONSIBILITIES

A. The school General Practitioners

The school GP's are Dr Elizabeth Meredith and Dr Andy Pike who work at the Friarsgate practice in Winchester. There are two GP clinics a week, in the afternoon on Tuesday and in the morning on Friday. Pupils can make an appointment to see a GP through the nursing team. Pupils can also visit the GP practice in Winchester by appointment if necessary.

B. The Governors / School Council

The Governing Body is responsible in law for the safety of all persons on the School premises or whilst involved in school activities.

The Governors will ensure that:

- the first aid policy is kept up to date, in line with existing legislation and reviewed whenever required;
- insurance policies are maintained to provide full cover for claims arising from actions of staff;
- the statutory requirements for first aid are met;
- appropriate training is provided;
- the correct procedures are followed including suitable and sufficient risk assessment of first aid provisions.

C. The Head

The Head is responsible for putting the Governors' policy into practice. She will:

- appoint a competent person, the School Nurse, to be in charge of the day-to-day implementation of the first aid policy;
- delegate a member of the Executive to oversee the Health Centre staff (currently Deputy Head Pastoral) and help deal with any issues or concerns the School Nurses may have.

D. The Deputy Head Pastoral

The Deputy Head Pastoral is the member of the School Executive who has been delegated to oversee the Health Centre staff and they will:

- Ensure the Health Centre staff have sufficient time to undertake such training as is required to carry out the tasks competently;
- Ensure that parents and pupils are aware of the first aid policy including arrangements for first aid such as the location of equipment, facilities and first aid personnel.

E. School Nurses

The School Nurses are registered with the Nursing and Midwifery Council and will always act within their scope of practice and adhere to the code and conduct of the NMC at all times. The Head's PA checks their annual verification from the NMC.

The School Nurses based in the school Health Centre will:

- Ensure that first aid cover is available throughout the working hours of the school week 8am to 7pm Monday to Thursday and 8am to 5pm Friday. The Health Centre phone numbers are displayed in each boarding house office.
- At the start of each academic year, provide staff with a list of pupils who are known to be asthmatic, anaphylactic, diabetic, and epileptic or have any other serious illness. This information will be kept up to date by parents via the school portal and shared on iSAMS for easy access by all staff.

- A list of students with serious allergies, diabetes or epilepsy will be posted in the staff room, general office and health centre office.
- Have a file of up to date medical consent forms for every student.
- Ensure they receive sufficient training, including refresher training, to be competent in undertaking their tasks;
- Maintain medical records for all pupils and draw up Individual health Plans (IHP) for pupils with conditions such as asthma, epilepsy, diabetes or allergies. Pupils with long standing medical conditions will also have an IHP held at the health centre.
- Ensure they have a copy of parents' contact numbers;
- Ensure there is a suitably equipped room for first aid to be administered;
- Liaise with the Deputy Head (Pastoral) and Bursar concerning reporting accidents;
- Ensure that all first aid provision and equipment is easily identified;
- Ensure that parents are informed as quickly as reasonably practicable about any injury or illness to pupils.

F. First Aiders

The school recognises the need for training staff in first aid. There are first aiders in various departments around the school to ensure adequate cover over the whole site and for offsite activities. The first aid qualification is updated according to qualification (yearly or three yearly). The school office maintains individual employee first aid training records in iSAMS with certificate expiry dates and ensures training is undertaken when necessary.

First Aiders are volunteer members of staff who should:

- Ensure that their qualifications are always up to date.
- 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 the Health Centre or other First Aiders/Emergency Services as appropriate.
- Help fellow First Aiders at an incident and provide support.
- Ensure that their portable first aid kits are adequately stocked and always to hand.
- Insist that **any** casualty who has sustained a head injury is assessed by a medical professional, either at the health centre or by a nurse at the scene or at the hospital if appropriate. A casualty may need to be sent directly to hospital or parents asked to pick up a child to take them to hospital. Parents should be made aware of all head injuries promptly.
- Ensure that a child 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 or the parent is not present e.g. at a sports fixture.
- 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.
- Keep a record of each student attended to, the nature of the injury and any treatment given. The online accident form should be used where possible, however if the responsible person does not have access to a computer then the line manager must complete the online form and send the original form to the Health and Safety Office.
- 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. In the case of body fluid spills, body fluid spillage kits should be used. Any bloodstains on the ground

must be washed away thoroughly and the domestic team/caretaker considered to be called to attend. No contaminated or used items should be left lying around.

G. All Staff

All members of staff are required to identify the nearest first aid qualified staff and location of the nearest first aid kit to their normal working area.

For all new employees, the HR department (non-teaching staff) and headmistress's PA (teaching and house staff) will collect information about first aid qualifications if any, and a copy of their certification. These details will be forwarded to the school office to be added to iSAMS.

PE staff, boarding house staff and technicians (science, technology and art) should complete the three-day training course (First Aid at Work); other staff may complete the three day course if they wish to but the one day training course (Emergency First Aid at Work) will be sufficient. Other courses will be organised according to need.

All new pupils and staff are given information on where to go for help in the event of an accident as part of their induction into the school. In the event of an injury or medical emergency the responder should call the Health Centre nurses who will attend immediately. If a nurse cannot be contacted for any reason, or the situation is serious or life threatening the responder should immediately call an ambulance

All staff, including those without first aid training, have responsibilities. These include ensuring that they will:

- Familiarise themselves with the first aid procedures in operation and how to contact the Health Centre. They will also ensure that they know who the names of the current First Aiders.
- Be aware of specific medical details of individual pupils via ISAMS or by Health Centre.
- Inform the Health Centre of any medical issue of a pupil that they may have been informed about.
- Ensure that the pupils in their tutor group 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 Health Centre as soon as possible either by a person or telephone, ensuring that the messenger knows the precise location of the casualty.
- Enter the health centre telephone number into their mobile phones for use in an emergency 01962 835772 and health centre mobile number 07720 896314
- Reassure, but never treat, a casualty unless staff are in possession of a valid first aid certificate or know the correct procedures; such staff can obviously start emergency aid until a First Aider arrives at the scene or instigate simple airway measures if clearly needed.
- Send a pupil who has minor injuries to Health Centre if they are able to walk.
- Send a pupil who feels generally 'unwell' to the Health Centre.
- Ensure that they have a current medical consent form (including contact details of each pupil's own GP) for every student that they take out on a residential school trip which indicates any specific conditions or medications of which they should be aware.
- Have regard to personal safety.
- Report all accidents that take place at work

FIRST AID PROCEDURE

First Aid kits:

These are located in key departments of the school, especially those where there is a higher risk of accidents (e.g. the Sports Hall, technology and food technology areas). Each department should have a designated member of staff responsible for the first aid kit. This person must ensure that the content is replenished as necessary. If contents of first aid kits have been used, then the health centre should be notified so that kits can be replenished again. These kits should be checked half termly by the designated member of staff and the health centre will work alongside to ensure the departments have what they need.

- Kits are taken when groups of pupils go out of school on organised trips (obtained at the health centre) or to participate in sporting events (kits provided by the sports department).
- Kits are also available in the General Office and outside the Staff Study

Defibrillators:

The school has five automated external defibrillators (AED's) on site.

These are located in the health centre, swimming pool, main building (in lobby by door to porter's lodge), in the foyer of Harvey Hall and in the Junior School (front office). The defibrillators are fitted with adult pads; paediatric pads, scissors and resuscitator gloves are contained in the pocket of the carrier. All devices are semi-automatic with full voice and visual instructions. Some members of staff have obtained a qualification in the use of a defibrillator. The school office maintains individual employee defibrillator training records in iSAMS with certificate expiry dates and ensures training is undertaken when necessary.

There is a further external AED on the wall outside of the swimming pool. The code for this is shared as appropriate to members of staff by the Health and Safety team.

For Emergency situations, Adrenaline Auto-injectors (AAI's) are located in the Health Centre, school dining room, the office, food tech prep room, Prep School office and each boarding house. All teaching and catering staff have received training from the health centre in the timely and effective use of these devices to treat anaphylaxis. Each area with emergency kits contains a photo list of all pupils who are prescribed an AAI. Emergency inhalers to use for asthmatic emergencies can be found in the Health Centre, the office (Senior and Prep) and each boarding house.

What to do in the event of an incident requiring medical assistance:

a) If a person becomes unwell:

A pupil, member of staff or visitor who becomes unwell during a lesson or activity may, if they are able, be sent to the Health Centre to seek assistance.

Pupils who feel unwell during the school day should only be excused from lessons to go to the health centre in cases of accident or emergency. A member of staff must ascertain that a nurse is in the health centre by telephoning before sending the pupil over – no escort unless one is really

necessary! If there is no answer on the health centre telephone (extension 2772), please call the Health Centre mobile on 07720896314.

b) If a person has a minor injury:

Minor injuries will be dealt with by staff who are qualified First Aiders. Staff should not provide first aid treatment for which they have not been trained. In all cases, except for injuries of a very minor or trivial nature, the Health Centre should be contacted as soon as is reasonably practicable to take over the incident. Minor issues should be recorded within the department and reported to the Health & Safety manager.

c) If a person is involved in an accident or medical emergency:

- Call for assistance from the nearest First Aider and the School Nurse
- Ensure that other pupils in the vicinity are safe and supervised.
- The First Aider who attends will take charge and will decide on and, if appropriate, administer the relevant First Aid treatment
- All incidents must be recorded and parents informed.

d) If there is a serious accident or medical emergency necessitating an ambulance or visit to the local doctor:

- Any person who believes that a situation requires emergency help must telephone for an ambulance. Dial 999 from any telephone. **DO NOT LEAVE THE CASUALTY ALONE** in order to do this – ask a colleague. If you send someone else to make the call, ensure that you tell them to return straight to you in order to inform you of the 999 call having been successfully made.
- Health Centre must then be contacted and a nurse will attend all serious injuries/accidents
- After an ambulance has been requested, if they have not already been alerted, inform the Head, Deputy Head Pastoral. They will, in turn, inform relevant senior colleagues and parents or legal guardian.
- Another member of staff should await the arrival of the emergency services and direct them appropriately.
- Call for assistance from the nearest First Aider and the Health Centre.
- Ensure that other pupils in the vicinity are safe and supervised.
- The First Aider who attends will take charge and will assess the situation, make the area safe and decide on and, if appropriate, administer the relevant First Aid treatment
- The member of staff who initially called for assistance will stay with the casualty at least until the First Aider has taken responsibility for the welfare of the casualty concerned. This may include escorting them to the hospital if required.
- Whilst pupil is in school, and with an absence of parental/guardian responsibility, staff will act in loco parentis.
- A member of staff will accompany the casualty in the ambulance and at the hospital until the parent or guardian arrives. The Deputy Head Academic will arrange any necessary teaching cover.
- Where there is an urgent need for surgical or medical treatment to be given and the parents cannot be contacted, the decision about the competence of the pupil to give or withhold consent to urgent surgical or medical treatment, in the absence of the parent, must be the responsibility of the doctor.
- All incidents must be recorded in line with the Recording and Reporting procedures set out below.

e) Hygiene and infection control when dealing with a medical incident

- Common sense infection control measures (such as hand washing and the use of disposable gloves when dealing with blood or bodily fluids) must be followed by all staff when dealing with medical incidents
- Hand washing facilities and/or alcohol gel dispensers are available throughout the school
- Single use disposable gloves are to be found in medical first aid kits and must be used at all times when providing treatment involving blood or body fluids.
- Cleaning kits for the hygienic clearing of body fluids are provided at strategic points in the School (e.g. cleaning pantry, Junior School, first aid boxes and general office). The department in whose work area the bodily fluids are located should if possible, collect a cleaning kit and sprinkle the material with the crystals found in the kit before contacting the general office who will summon the day time caretaker. All materials which may have been in contact with bodily fluids are to be disposed of in the Health Centre, in a clinical waste unit, which is collected by a contractor regularly.
- During pandemic conditions, all staff and patients must wear a mask if they are unable to maintain social distance from one another including during first aid scenarios unless the condition of the patient precludes the wearing of a mask.

f) Head injuries (see Head Injury Policy)

- Concussion Guidelines are clearly posted in staff room
- All head injuries should be regarded as potentially serious, irrespective of the extent of external injury. It is important to monitor any person with a head injury very carefully, looking for key signs such as sickness, dizziness, incoherence or drowsiness. If in doubt, or if any of the key signs are exhibited, seek immediate medical help. The school policy with regard to head injuries is always to 'play safe'.
- Parents of day pupils will be asked to collect their child and seek expert medical attention.
- The Health Centre will ensure that any pupil who has been treated for a head injury, no matter how minor, takes home a note advising parents of developing symptoms that may require medical investigation.

OFF SITE ACTIVITIES:

Off-site activities are all risk assessed. Consideration should be given to the site, environment, the medical needs of those going, the location. Every team should have a trained first aider and a first aid kit provided. Staff can liaise with the health centre for specific needs and kit required, together with discussion on medical needs for those that will be off site. The trip leader is responsible for ensuring the first aid kit is stocked and in date. All incidents must be recorded appropriately and the Health & Safety officer alerted.

ACCIDENT REPORTING AND RECORD KEEPING

Where there is an accident or medical emergency and first aid assistance has been provided the person who has administered First Aid must record the incident according to the procedure outlined in procedures

in the Staff Handbook and set out below. In line with statutory requirements, all accidents /incidents/near misses are logged via the accident reporting system, directed to the Health and Safety Dept. Also, any medical notes for students are kept in the Health Centre where they remain confidential and will be stored according to data protection guidelines.

Parents are initially notified of an incident involving their child by the Health Centre (in their absence, a senior member of staff) and must be kept sensibly informed by an appropriate member of staff. The Health Centre will be responsible for ensuring that parents are notified of significant incidents / accidents either verbally or in writing.

a) How to record an accident or medical incident

The online accident form should be used where possible, however if the responsible person does not have access to a computer then the line manager must complete the online form and send the original form to the Health and Safety Office.

Records of all accidents and injuries are kept centrally by the Health and Safety manager, and these are reviewed regularly and discussed if appropriate in the termly Health and Safety Meeting in order to minimise where possible, the likelihood of recurrence and to be alerted to any trends or Health & Safety issues.

- Any incident /accident must be recorded online by the person attending the casualty or dealing with the incident.
- The record must include:
    - Date, time and place of incident
    - Full name of injured/ ill person
    - Detail of the injury/illness and what first aid treatment was given
    - Any review of the person's condition
    - Name and signature of the first aider or appointed person dealing with the incident Forms to record accident/incident information are available in staff shared resources.
- The Bursar will keep a record of any reported injury, notifiable illness or dangerous occurrence which must include the date and method of reporting; the date, time and place of event; the personal details of those involved; and a brief description of the nature of the event or illness.

b) Informing the HSE or RIDDOR - statutory requirements & Notifiable Incidents and Diseases

The School will ensure that details of any incidents or accidents which require to be reported to the Health and Safety Executive (HSE) in accordance with Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) are forwarded as laid down in the School's Health & Safety Responsibilities and Guidelines (including those resulting in death or major injury and those which prevent the injured from doing their normal work for more than 7 days).

ARRANGEMENTS FOR PUPILS WITH PARTICULAR MEDICAL CONDITIONS

Details of pupils with specific medical conditions are recorded on iSAMS. Staff taking pupils on trips must check iSAMS beforehand and obtain a list of those pupils on the trip with particular medical conditions. The Nursing team will supply any specific refresher training and specific supplies to be taken as required.

A current list of pupils with severe allergies, diabetes and epilepsy is on display on the Medical Section of the Staff Notice Board, with photographs of the pupils and a description of their medical condition to ensure that all staff are aware. There same posters are displayed in the Catering Department, Health Centre, School Office, PE dept. and food tech prep room.

*****Basic Life Support/Concussion/ Asthma/ Epilepsy/Diabetes and Meningitis Guidance posters are displayed in a prominent place in the staff room for staff to access*****

PROCEDURES FOR SPECIFIC MEDICAL CONDITIONS

See separate guidelines on the school portal on conditions below for more specific information relating to:

- Allergies and anaphylactic shock
- Asthma
- Diabetes
- Disordered Eating
- Head Injuries

The School will always contact parents if a pupil suffers anything more than a trivial injury, becomes unwell, or if there are health concerns. Parents should not hesitate to contact the House Master/Mistress or School Nurses if they wish to discuss a concern that they may have relating to their child's health.

Appendix A Location of First Aid Boxes in the Senior School

Main School Building	**Telephone**	**Location**
Ground Floor	2700	West Corridor outside G20
		East Corridor outside G23
		General Office
		Jill Isaac - Kitchenette
		Outside Biology Prep Room
First Floor	2719	West Corridor outside F12
		East Corridor outside F22
		Library Office F16
		Chemistry Prep Room
Second Floor	2709	West Corridor outside S11
		East Corridor outside S24
		Staff Study in corridor
		Outside Physics prep room
	2721	Food Tech & Textiles
	Telephone	**Location**
Old Junior School	2809	OJS outside H&S office
		OJS Hall
Music School	2816	Main office and Band Room
Sports Hall	2790	Kitchen / Office
Swimming Pool	2748	Office/ Reception
Prep sports hall		Main hall
Harvey Hall theatre	2722	Foyer ground floor
Boarding Houses	2787	LeRoy - Office
	2758	High House - Office
	2764	Hyde Abbey - Office
	2788	Hillcroft - Office

	2795	Finlay - Office
	2805	Earlsdown - Office
Art	2867	Art - Office
DT	2777	D&T - main workshop
Dining Hall	2780	Main Dining Hall
Estates Office	2808 / 01962 835736 / 07881 962834	Main Office

Appendix B Location of Defibrillators in School

