



D'OVERBROECK'S

FIRST AID POLICY

(to be read in conjunction with Administration of Medicines Policy)

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1. Authority and circulation

- 1.1 This policy has been authorised by the Board of d'Overbroeck's and its status is advisory only. It is available to parents and students and to all members of staff on the school's web-site.
- 1.2 The arrangements within this policy (for example the number of First Aiders 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, students and visitors.
- 1.3 d'Overbroeck's will ensure, so far as is reasonably practicable, that first aid arrangements will be managed in compliance with:
 - The Health and Safety at Work Act 1974 and subsequent regulations and guidance
 - The Health and Safety (First Aid) Regulations 1981 (S11981/917)
 - The First aid at work: Health and Safety (First Aid) Regulations 1981 approved code of practice and guidance
 - The DfE guidance on First Aid in schools
 - Paragraph 3(6) of the schedule to the Education (Independent School Standards) (England) Regulations 2014
 - The Independent School regulatory requirements as amended from time to time.
- 1.4 In addition to this policy the school also has an *Administration of Medicines Policy*.

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.
- 2.2 "Staff" means any person employed by the school including volunteers, supply and part time staff.

3. Aims of this Policy

- 3.1 To ensure that the school has adequate, safe and effective First Aid provision in order for every student, 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.
- 3.2 To ensure that all staff and students are aware of the procedures in the event of any illness, accident or injury.
- 3.3 To ensure that First Aid provision is available at all times while people are on school premises and while on school visits.

And, in summary:

- To ensure compliance with all recent and relevant legislation;
- To undertake suitable and sufficient assessments of first aid needs;
- To identify and implement reasonably practicable arrangements for dealing with accidents;
- To provide competent persons for carrying out first aid treatment;
- To conduct regular checks on first aid equipment and the availability of consumables;
- To ensure all first aid training is at the appropriate level and is updated regularly;
- To ensure all records pertaining to first aid are accurate, accessible and stored efficiently;
- To ensure all first aid policies and procedures on site are clear and available to all.

4. Who is responsible?

4.1 The proprietors of d'Overbroeck's, as the employer, have overall responsibility for the health and safety of all employees and anyone else on the school premises. The proprietor is also responsible for ensuring the school has a Health and Safety Policy (a copy of which can be found on the school website) and arrangements for first aid. As part of this, the proprietor is responsible for:

- Ensuring that there is adequate and appropriate First Aid equipment, facilities and qualified First Aid personnel and for ensuring that the correct First Aid procedures are followed.
- Ensuring that suitable and sufficient risk assessments of the school and the health and safety of employees, students and visitors (including contractors) are regularly carried out, identifying measures taken for controlling any identified risks. Risk assessments will take into consideration, for example, the size and location of the school and any specific vulnerabilities of students and staff such as those with specific health needs and/or disabilities.

4.2 The Bursar, in conjunction with the Principal and the Facilities and Compliance Manager, is responsible for ensuring that this policy is put into practice (among other things through INSET and staff information and training) and that all staff and students (including those with reading and language difficulties) are aware of, and have access to, this policy and the school's health and safety policy.

The Principal delegates to the Registry Team the responsibility for collating medical consent forms and important medical information for each boarding student and ensuring the forms and information are accessible to staff as necessary.

The Bursar is responsible for ensuring that those staff who are the school's First Aiders have the appropriate and necessary First Aid training and guidance as required and that they have sufficient understanding, confidence and expertise in relation to First Aid.

4.3 The Bursar, as authorised by the proprietor, 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 risk assessment shall include an assessment of the school's insurance arrangements.

4.4 **First Aiders:** Various staff have completed HSE approved First Aid courses and hold a valid certificate of competence in First Aid. (The Facilities & Compliance Manager holds a complete list.) Lists of certificated First Aiders (relevant to that site) and the rooms in which they work are published on the noticeboards of all school sites.

The main duty of First Aiders is to give immediate First Aid to students, 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 Bursar. Every effort is made to ensure that there is always at least one qualified First Aider on site when people are on school site.

All First Aiders must notify the Bursar, Principal and the Facilities & Compliance Manager of any incidences at the earliest opportunity and complete the Accident Book, as detailed below at Paragraph 9.

The First Aiders will undergo update training within every three-year period. The Bursar, with the assistance of the Facilities & Compliance Manager regularly reviews the current number of First-Aiders and whether they are all trained to meet the standards required.

4.5 **All new staff** are made aware of the First Aid procedures (which include the location of equipment, facilities and first-aid personnel, and the procedures for monitoring and reviewing the school's first-aid needs) and know who to contact in the event of any illness, accident or injury. All staff will use their best endeavours, at all times (particular in an emergency), to secure the welfare of the students. All staff have a responsibility to familiarise themselves with this policy, the school's first aid procedures and ensure that they know who the First Aiders are and how they can be contacted.

The school is keen for as many staff as possible to possess some knowledge of First Aid and to have enough knowledge to consider particular hazards in relation to the subjects taught by them. The opportunity to take part in First Aid training provided by St John's Ambulance is offered to all new staff as part of their induction. New PE staff are expected to attend First Aid courses as early as possible in their employment. All staff should take precaution to avoid infection and must follow basic hygiene procedures.

4.6 Anyone on the school premises is expected to take reasonable care for their own and others' safety.

5. First aid boxes

5.1 The contents of the First Aid boxes should be used for the purpose of ensuring that the patient is protected, prior to receiving assessment and appropriate treatment from qualified staff and if appropriate a paramedic, the emergency services or a doctor.

5.2 First Aid boxes are marked with a white cross on a green background and are located around the school and are as near to hand washing facilities as is practicable. (The Facilities & Compliance Manager holds a complete list.) As a minimum, First Aid boxes contain the following:

- a leaflet giving general advice on first aid
- individually wrapped sterile adhesive dressings (assorted sizes)
- two sterile eye pads
- four individually wrapped triangular bandages (preferably sterile)
- six safety pins
- six medium sized (approximately 12cm x 12cm) individually wrapped sterile un-medicated wound dressings
- two large (approximately 18cm x 18cm) sterile individually wrapped un-medicated wound dressings
- one pair of disposable gloves.

First Aid boxes are inspected by the Facilities & Compliance Manager before the start of every term.

The contents of First Aid boxes are also frequently checked by the Facilities & Compliance Manager to ensure, as a minimum, the box contains the items listed above. If First Aid boxes are used, items should be replaced immediately by notifying the Facilities & Compliance Manager who will ensure that the First Aid box is properly re-stocked.

5.3 First Aid boxes for any off-site activities are kept in Reception.

5.4 School Vehicles: the school minibuses have a prominently marked First Aid box on board which is readily available for use and which is maintained in a good condition. The minimum stock for travelling first aid boxes is:

- A leaflet giving advice on First Aid;
- Six individually wrapped sterile adhesive dressings;
- One large sterilised un-medicated wound dressing – approx 18cm x 18cm;
- Two triangular bandages;
- Two safety pins;
- Individually wrapped moist cleansing wipes;
- A pair of disposable gloves.

The Facilities & Compliance Manager in consultation with the Bursar may determine that additional items are necessary for specialised activities taking place on or off the school site.

6. Information on students

6.1 Medical information on students is both held in hard copy in the student's registry file and also within the school's management information system – PASS.

- 6.2 The medical information on each student is entered by the Registry team at the start of the year and they also keep this information up to date.
- 6.3 The non-sensitive medical information on each student is available to relevant senior staff for the purposes of ensuring that they have knowledge about students that they are responsible for taking on school trips.

7. Procedure in the event of illness

- 7.1 If a student feels unwell they should go to Reception and advise a member of staff. If a student is unwell during lessons, they should consult the member of staff in charge who will assess the situation and decide on the next course of action. The student will, accompanied as necessary, be told to go to see the nearest, qualified First Aider. The qualified First Aider will decide on the next course of action and provide the First Aid as required.
- 7.2 If a member of the teaching staff is unwell they should advise the Administrative Principal and ensure that appropriate cover is arranged. A member of the administrative staff should advise their immediate manager.

Each teaching site has a medical room.

The medical rooms for each of the sites are located as follows:

- for the Years 7 – 11 site it is currently located on the first floor
- For the Swan Building it is situated on the ground floor and
- For 333 and Islip House it is located on the ground floor of Islip House. (This is directly opposite 333)

Students may be taken to the nearest medical room as and when necessary.

8. Procedure in the event of an accident or injury

- 8.1 If an accident occurs, the member of staff in charge will assess the situation and decide on the next course of action, which may involve calling immediately for an ambulance. First Aiders are to be called for if necessary.
- 8.2 If a spillage of blood or other bodily fluids occurs, the member of staff should contact the nearest, qualified First Aider to arrange for the proper containment, clear up and cleansing of the spillage site. All qualified First Aid staff receive training on dealing hygienically and safely with spillages. Guidelines are appended to this policy – see Appendix.
- 8.3 Ambulances: If a first aider is concerned for the welfare of student because it is clear that they are unable to treat the student or their condition is worsening then an ambulance should immediately be called and the member of staff in charge should make arrangements for the ambulance to have access to the site. Arrangements should be made to ensure that any student is accompanied in the ambulance, or followed to hospital, by a member of staff if the parents are not able to be contacted in time.

- 8.4 If an accident occurs off the school site and during an activity managed by a member of school staff then that member of staff should liaise with the staff at the site (if appropriate) and take the appropriate course of action that may include calling an ambulance.

9. Reporting

- 9.1 All injuries, accidents and illnesses, however minor, must be reported to the Principal, the Bursar and the Facilities & Compliance Manager who is responsible for ensuring that the accident report forms and books are filled in correctly and that parents and HSE are kept informed as necessary.
- 9.2 Accident and Illness Book: all injuries, accidents, illnesses and dangerous occurrences (unless very minor) must be recorded in the 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. Any First Aid treatment given should also be noted, which should also include details of the date, time and place of the incident; the injured person's name; details of the injury and first aid given; and the signature of the First Aider or person dealing with the accident. What happened to the injured or ill person immediately afterwards should also be recorded. Records should be stored for at least 3 years.
- 9.3 Accident Report Form: An Accident Report Form should be completed 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 Facilities & Compliance Manager. Records should be stored for at least three years.
- 9.4 Reporting to Parents: in the event of an emergency, the Principal or a senior member of staff will attempt to contact a student's parents as soon as possible by telephone. However, in accepting a place at the school, parents authorise the Principal (acting in 'loco parentis') to give consent on the advice of an appropriately qualified medical specialist to their child receiving emergency medical treatment, including general anaesthetic and surgical procedure, if the school is unable to contact them in time.

Parents will be informed of all serious or significant injuries, accidents or illness involving their child as soon as is possible.

- 9.5 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 (most easily done by calling the Incident Contact Centre (ICC) on 0845 300 99 23):

Accidents involving staff during an activity connected with work, or self-employed people while working on the premises:

- 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).

Accidents involving students or visitors 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.

10. Monitoring

- 10.1 The Bursar will organise an annual review of the School Accident and Illness Book 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.
- 10.2 The proprietor, in conjunction with the Principal and Bursar regularly review the school's first-aid needs (at least annually), and particularly after any changes, to ensure the provision is adequate. The number of trained first aiders are also monitored to ensure that the school's obligations for first aid standards are being met.

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Appendix : Guidelines for dealing hygienically and safely with spillages of bodily fluids

Spillages of body fluids potentially pose a health risk so should be cleaned up immediately. Some staff have received appropriate training in dealing hygienically and safely with spillages of body fluids.

Method:

- Wear disposable gloves and apron.
- Place disposable paper towels on body fluid spillage to mop up excess and then dispose in yellow clinical waste bag.
- Pour bleach solution (1:10 dilution) on top of spillage area and leave for at least two minutes.
- Alternatively, use Emergency Spillage Compound and leave for at least one and a half minutes.
- Use paper towels to wipe up bleach and spillage and then discard into yellow clinical waste bag.
- Discard gloves and apron into yellow clinical waste bag.
- Wash and dry hands thoroughly.

Please note that bleach will damage soft furnishings and carpet so shouldn't be used on these surfaces. These areas should be cleaned and disinfected using hot water and detergent followed by steam cleaning.

Soiled clothing:

- Do not manually rinse/soak soiled items.
- Flush any solid material (vomit, faeces), into the toilet, carefully avoiding any splashing.
- Place in to a sealed, waterproof bag for parent to collect.
- In the boarding house use the pre-wash/slucice cycle followed by a hot wash.
- Wash hands with liquid soap and dry with paper towels

Blood spills on clothing:

- Change clothes (immediately if possible).
- Do not manually rinse/soak.
- Place in sealed, waterproof bag for parent to collect.
- In the boarding house use the pre-wash/slucice cycle followed by a hot wash.
- Place used plastic bag in a yellow clinical waste bag.
- Wash hands with liquid soap and dry with paper towels.