

King Edward VI High School for Girls First Aid Policy

FIRST AID POLICY

It is our policy to ensure that appropriate first aid arrangements are in place for our pupils, staff and any visitors to our premises. We aim to make sure that every pupil, member of staff, and visitor will be safe and well looked after in the event of illness or accident, no matter how minor or major.

This policy assists staff to:

- To identify how to access competent first aid assistance for pupils and staff on a timely basis
- To identify those who have been trained to provide first aid whenever the school is open
- To set out the process for reporting accidents and injuries for review and reporting to Governors

1 Access to first aid

- In the event of an injury Matron should be contacted for treatment. If Matron is not immediately available, contact Reception who will call other First Aiders.
- If the accident is serious Matron will decide if an ambulance should be called and Reception will be immediately informed. Matron will remain with the casualty and brief the ambulance service on the situation.
- No employee should use their private car to transport a casualty to hospital. If an ambulance is not required, then a taxi is to be used.
- If the accident was caused by a hazardous substance, the safety data sheets must be made available to the ambulance service.
- The First Aider will notify the Safety Officer if the matter is sufficiently serious.

1.1 First aid during the school day

The First Aid team at KEHS is led by Matron, Theresa Norman. Matron sits in the First Aid room located in the centre of the school. During office hours the Matron, or in her absence, another appropriately qualified colleague will administer first aid in the sick room. There is a supply of materials in the cupboards adjacent to the sink in Matron's room for use by qualified first aiders at other times. In the instance where it is deemed necessary to contact parents/guardians this should be done by Matron or the Receptionist.

1.2 First aid cover out of normal office hours

During the times that Matron is not in school (school holidays and after 4.15 pm) there is always a First Aider on site. The porters hold current first aid certificates, and lists of other first aiders are displayed in the Staff Room, the School Secretary's office, and the Exams Office. If Matron is unable to be in school, the school will ensure that First Aid cover is provided and a notice with the relevant information posted on the First Aid room door.

1.3 First aid provision off site

When planning an out of school visit, staff discuss requirements with Matron and the Assistant Head during as part of the risk assessment process, including understanding whether there are any girls with particular pupil medical needs details where appropriate. Staff normally take a first aid box with them together with details of any medical needs of pupils in their care.

2 Trained personnel

Matron's duties include the following

- Ensure that her First Aid certificate is always up to date.
- Keep a careful record of all visits to her room, noting the nature of the visit and any treatment administered.
- Officially record all accidents on an accident log
- Provide First Aid expertise throughout the working hours of the school day.
- Always attend a casualty when asked to do so and treat the casualty to the best of her ability, and in the safest way possible. This includes wearing gloves where there may be a loss of blood or body fluids.
- Call for assistance from other First Aiders or Emergency Services if appropriate.
- Always maintain adequately stocked First Aid kits and ensure that these are easily and quickly located throughout the school.

- Ensure that the travelling First Aid Kit includes all items recommended by the Health & Safety Executive.

- Ensure that a pupil who is sent to hospital by ambulance is either:
 - Accompanied in the ambulance at the request of the paramedics
 - Followed to the hospital by a member of staff to act *in loco parentis*
 - Met at hospital by a relative

- Take charge of her room and ensure that all medical supplies are up to date and appropriate.
- Be responsible for collecting a confidential medical report on every pupil when they join KEHS in conjunction with the School Doctor.
- Inform the staff of a pupil's medical history if and when appropriate, having obtained permission to do so from the pupil and/or her parents.
- Display relevant and pertinent information for pupils and staff (for example, the location of First Aid kits).

Matron is supported by members of staff who hold a current First Aid Certificate. The names of trained first aiders are located in Matron's office, the School Secretary's office, the Exams Office, the Staff Room, and on Reception.

All staff attend annual training on Anaphylaxis and are invited to attend training sessions on Asthma, Diabetes and Epilepsy.

New members of staff are made aware of the First Aid procedures in school through induction. The Vice Principal (Curriculum) will also arrange recognised First Aid training for members of staff who request it. All members of staff will familiarise themselves with the First Aid procedures in place and meet Matron.

PE staff attend training courses on Asthma. Staff taking girls with particular medical issues overseas are offered additional training when they may be far from help.

Staff are also encouraged to refer to matron for advice and help if they are taken unwell during the school day.

3 Dispensing medication

Medicines of any kind are not dispensed by members of staff. Matron assesses all accidents and administers all medication and records each interaction (see 1.1 above).

As a general rule, pupils should not self medicate during the school day. Matron liaises with parents and dispenses all medication. It is parents' responsibility to update medications, but matron sends out reminders. Asthmatics may carry with them an inhaler for their own use, and a spare should be left with Matron. Students prone to anaphylaxis must keep one Epi-pen with them at all times and one should be left with Matron in her office. Diabetics should keep their own supply of dextrose tablets and a supply should also be left with Matron. Diabetic pupils may, if required, keep a spare supply of insulin in the refrigerator in Matron's office.

4 Role of the School Doctor

The School Doctor attends the school site on Mondays during term time and is available to meet with girls and staff. This is explained to all new parents in their induction pack. The School Doctor does not prescribe medication and does not undertake the role of a family doctor.

5 Sharing information about girls with medical needs

A folder giving details of all girls with medical issues is kept in the Staff Room. Notices of girls with diabetes, epilepsy and epipens are published on the wall in the Quiet Staff Room (opposite the computers) as well as in Matron's Room. All staff should familiarize themselves with these and ask Matron for further advice or information if they need to, particularly if they are taking any of these girls out on trips.

All new joiners are asked to complete a medical form to declare any medical issues. Girls with significant issues are asked to see the School Doctor before they start to ensure

Girls with dietary requirements, including food allergies, also meet with the Catering Manager to assess their needs.

6 Investigation

In the event of a serious incident, an investigating officer (usually Safety Officer, Bursar or Facilities Manager) will:

- Ensure that the area is left undisturbed and sealed off, until authorised.
- Organise an investigation to determine the cause of the dangerous occurrence.
- Take photographs of the site of the incident and any other relevant tools, equipment, etc. if necessary.
- Obtain witness statements
- Obtain statement, if possible, from injured person

The investigating officer will make a full report and include all of the above information and forward it to the Principal for onward transmission to the insurance company.

7 Recording and reporting

- Once first aid treatment has been provided, Matron or the injured person must enter the relevant details into the accident book, which is held in the First Aid Room.
- Once the entry has been made into the Accident Book, the page will be referenced and removed and kept in a secure and confidential place in line with the Data Protection Act. The Accident Book must be kept for a period of 3 years from the date of the last entry. The injured person may make a copy of the page entry.
- When investigating officer has completed their investigations, they will retain a copy of their report for recording purposes and send an additional copy to Human Resources.
- The Line Manager will review any appropriate risk assessments and safe working procedures to ensure any further remedial actions are taken.
- Where an accident falls into the requirements of RIDDOR reporting, a report is made by Matron.

Matron is a member of the Health & Safety committee and raises any recurrent issues or any significant issues that have not had an official investigation to the committee either to the Committee or directly to the Facilities Manager or the Bursar.

The accident log is reviewed by Governors at the Risk & Compliance Sub Committee on an annual basis.

Prepared by The Bursar

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