



Sponsor	DFO/DHO
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## 12.4 FIRST AID POLICY

The ISSR states at part 3 paragraph 13 that the standard for first aid is met if it is administered in a timely and competent manner and having an effectively implemented written first aid policy.

The Regulatory Requirements Handbook (September 2020) at paragraph 13 provides guidance as follows;

- Further guidance (293)
- Implementation (296)
- Supervision (Paragraph 14)

“First Aid is the immediate assistance or treatment given to someone injured or suddenly taken ill, before the arrival of an appropriately qualified person”.

The aims of Woldingham School First Aid Policy are to:

- Preserve life.
- Limit any decline of the condition.
- Promote recovery.

**1. First Aid Provision.** First aid boxes are provided in all the areas of the School where an accident is considered possible or likely. See Appendix 1, paragraph 1, for details.

### Who to Contact

Health Centre:	Ext 4238
First Aiders:	Call Reception Ext 4201 or DFO PA Ext 4278
School Doctor	Dr Mona Kabir
Health Centre Sister-in-Charge	Jane de Groot
Health Centre Nurse	Elizabeth Scott-Clark

### Term Time

For those staff members and pupils and visitors who become ill or suffer injury whilst at work, if they are able to get to the Health Centre, then medical assistance is provided there throughout the term of each school year. There is a qualified nurse on duty in the Health Centre 24 hours a day, who is available to administer first aid, to deal with any accidents or emergencies, or to help if someone is taken ill.

A number of members of the teaching, support and residential staff are trained and qualified as First Aiders, and are capable of giving first aid. For more serious injuries and illnesses, these 'First Aiders' may manage an incident, call for help as appropriate, and assist the Health Centre as required. The names of staff with current First Aid training are available from the School Reception and on Firefly.

If available and free to do so, the School Nurse may attend and assist at any significant incident but their specific priority is to girls that might already be admitted to the Health Centre. Thus, the first response to any incident may need to be through the trained First Aiders.

### **School Holidays**

First aid provision during school holiday periods is reduced as there is no Nurse on duty in the Health Centre. Any accident that cannot be treated by a First Aider will be dealt with by calling (9) 999 or visiting A&E or a Doctor. All contractors are to be aware of the first aid procedure.

**Out of School Trips.** All School minibuses contain a First Aid kit – minibus drivers are responsible for monitoring and refilling these kits. Staff taking pupils on school trips should obtain a "tailor made" First Aid kit supplied and stocked by the Health Centre. 48 hours notice is required and kits should be returned to the Health Centre immediately after the trip.

**First Aid Training.** The appointed School 'First Aiders' attend a 4 hour course held every three years. All members of staff are encouraged to undertake First Aid training, on a voluntary basis, where this is above the Schools' minimum requirements.

The list of staff attending First Aid training is held and updated by the DFO's PA and can be found on Firefly.

**2. Incident management (term time).** Incident management for accidents, injuries and dangerous occurrences anywhere in the School and also for pupils and staff during games and trips is as follows:

#### **Life Threatening injuries.**

- Summon an ambulance immediately and arrange for someone to meet and direct it to the incident. Dial 9 followed by 999 from any external phone. If no external phone is available, contact Reception via an internal phone (ext. 4201) and ask them to call.
- Term time only: Summon the School Nurse or an appointed School first aider, by calling the Health Centre on ext. 4238 (please note the call will be diverted to the mobile phone if the School Nurse is not in her office), or by calling Reception on ext. 4201.

- In cases of suspected spinal injury, do not attempt to move the casualty.
- Immediate first aid; keep the injured person warm, insulating from below as well as above, unless a suspected neck or spinal injury.
- Reassure and keep the casualty calm.

Examples of such a life threatening emergency might be:

Anaphylaxis – need to use EpiPen.

Need for CPR (clinically dead) use the school's defibrillator.

Any new or unexpected chest pain.

Severe breathing difficulties.

Major trauma (severe limb damage/head injury).

Any suspected severe bone injury.

More than 10% burns/scalds. (Burn/scald bigger than size of dinner plate and/or severe pain and/or difficulties with breathing).

Unconscious following a head injury/overdose.

Severe bleeding/blood loss.

Electric shock – don't forget to **switch off power FIRST** if victim is still connected to the power source.

### **Serious injuries, (not life threatening).**

- Term time: Call the Health Centre (and ambulance if no response from the Health Centre within 5 minutes).
- Apply immediate first aid, by calling an appointed School First Aider if necessary. Keep the injured person warm, insulating from below as well as above, reassure and keep the casualty calm.
- In cases of suspected spinal injury, do not attempt to move the casualty.
- **If in any doubt call the ambulance.**

Examples of a serious incident might be:

Severe asthmatic not responding to inhaler.

Epileptic fit lasting for more than 10 minutes.

Unresolved choking/partial airway obstruction.

Diabetic – hypo and not responding to recommended treatment.

Eye injuries, particularly if suspect substance in eye i.e. caustic fluids etc.

Ingestion of noxious substance, (poisons, drugs, alcohol).

Severe pain following an accident.

Hypothermia or heat stress.

Suspected spinal/neck injury – DO NOT MOVE PATIENT.  
Overdose if still lucid/conscious.

#### **All other injuries.**

- Immediate first aid.
- As required, send or take the injured person to the Health Centre, or summon help from a First Aider.

**3. Reporting of Injuries and ‘near misses’.** Accident report forms are available online on Firefly. Accident/incident report forms are kept at the locations of all first aid boxes in the School, the Staff Rooms and the Health Centre.

- **Injuries to Girls.** In all cases, the member of staff is to report an injury to a girl to the Departmental Head and must also complete an Accident Report/Incident Form. The completed Accident/Incident Report Form must be sent to the DFO’s PA as soon as possible after the incident. Staff must always inform the Head of Year/Housemistress, after having dealt with the girl, at the earliest opportunity. ***It is the responsibility of the Head of Year to inform parents of any accident or injury to a girl (or the Housemistress outside the normal school working day) but this duty may be delegated to the School Nurse by the Head of Year or Housemistress. Medical advice to parents, if necessary, will be undertaken by the nursing staff.***
- **Injuries to Teaching and Support Staff, Visitors and Others.** The member of staff (or delegated colleague) should inform the Departmental Head and must also complete an Accident/Incident Report Form. The completed Accident/Incident Report Form must be sent to the DFO’s PA as soon as possible after the incident.
- All injuries taken to the Health Centre will be recorded by the Health Centre staff.

**It is a legal requirement that staff inform the DFO about anything related to work which has caused or had the potential to cause harm to themselves or to others.** Certain types of injury and disease caused by work activities or the work environment and certain dangerous occurrences with the potential to cause injury have to be reported to the Health and Safety Executive (HSE).

The School maintains records of all accidents and injuries, regardless of how minor they may appear to be. These are logged with the DFO who will make necessary RIDDOR\* reports, as required, to minimise the likelihood of recurrence. (\*Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, 2013.)

The information gathered by collecting Accident Report Forms, and the subsequent investigations, can help the School identify trends and possible areas for improvement in the control of health and safety risks. It can also be used for reference in future first-aid needs assessments.

**4. Girls with Special Medical Conditions.** Girls who have particular medical conditions (such as asthma, diabetes, dietary intolerances/allergies or epilepsy) have their conditions registered on the School's database. Colleagues are made aware of the needs of such girls through staff meetings and through identification from the database. The Health Centre holds all the relevant medical information on such girls. All girls with special medical needs are identified before going on school trips so that staff accompanying are aware of both the issue and any possible intervention or action that might be required on their part.

The Head of the relevant Department will ensure that any peripatetic staff are informed of girls with special medical needs.

**Staff should always remember**

- **Never send a girl, no matter how slight her injury, back to her House but always to the Health Centre;**
- **Never send an injured girl to the Health Centre alone – always provide an escort – and check afterwards that the injured person did report to the Health Centre (if possible, please alert the Health Centre of their impending arrival);**
- **Anyone who sustains any form of head injury should always be taken to the Health Centre;**
- **Be sensitive to the casualty by clearing the area of on-lookers when necessary.**

Appendices:

1. First Aid Box locations.
2. First Aid contents.
3. General notes on first aid.
4. Staff First Aid Training

## Appendix 1.

### First Aid Box Locations

First aid boxes are placed in all the areas of the School where an accident is considered possible or likely (such as the Sports Hall). First aid boxes are always taken when groups of pupils go out of School on organised trips or participate in sporting events.

First Aid boxes are in the following areas:

<b>Location</b>	<b>Type of First Aid Kit</b>	<b>Responsible Custodian</b>
Sports Hall	2 x First Aid Sports Bag	Director of Sport
Millennium Centre	First Aid Point	Theatre/AV Head Technician
Maintenance	First Aid Point	Estate Manager
Grounds	First Aid Point	Head Groundsman
Reception	Standard Hard Case kit	Receptionist
Domestic Services	Standard Hard Case kit	Domestic Services Manager
School Office	Standard Hard Case kit	School Office Manager
Health Centre	Standard Hard Case kit	School Nurse
Drama	Standard Hard Case kit	Head of Drama
Science	Standard Hard Case kit	Head of Science
Design & Technology	Standard Hard Case kit	Head of DT
Art	Standard Hard Case kit	Head of Art
Boarding Offices	Standard Hard Case kit	Senior Teacher (Boarding)

## Appendix 2

### 1. Content of First Aid Kits

Please find below lists specifying the contents of each First Aid kit (sports, first aid point, and standard first aid kit).

<b>First Aid Points</b>	
<b>First Aid</b>	
First Aid Guidance Leaflet	
Sterile Washproof Plasters	
Sterile Eye Pads with Bandage	
Triangular Bandages	
Safety Pins	
Sterile Medium Dressings with Pad	
Sterile Large Dressings with Pad	
Moist Wipes	
Disposable Gloves (Pair)	
<b>Eyewash</b>	
Eyewash 500ml	
Eye pad with Dressing	
<b>Burns</b>	
First Aid Guidance Leaflet	
BurnStop Burn Dressing 10x10cm	
BurnStop Gel Sachets 3.5g	
Safety Pins	
Conforming Bandages	
Disposable Gloves	
<b>Biohazard</b>	
Hypaclean Absorbent Powder	
Hypaclean Disinfectant Cleaner Spray 50ml	
Disinfectant Wipe	
Disposable Gloves (Pairs)	
Non-Woven Cloths	
Scraper and Scoop	
Polythene Apron	
Biohazard Waste Bag	

<b>K460 - School Sports Kit</b>	
First Aid Guidance Leaflet	
Assorted Fabric Plasters	
Pink Washproof Plasters	

Sterile Eye Pads with Bandage	
Triangular Bandage	
Safety Pins	
Med Sterile Wound Dressing	
Lge Sterile Wound Dressing	
Moist Wipes	
Disposable Gloves (Pair)	
Blister Dressings	
Clinical Waste Bag Self Seal	
Cool Jel Sachets	
Emergency Foil Blanket	
Extra Large Wound Dressings	
Eye Wash Bottle 250ml	
Resuscitation Face Shield	
Instant Cold Pack	
Skin Closure Strip	
Microporous Tape 2.5cm	
Waterproof dressings (Assorted)	
Adhesive Dressings	
Petroleum Jelly 225g	
Virucidal Disinfectant Spray 30ml	
Zinc Oxide Strapping 4cm	
Plastic Trigger Spray, Empty 250ml	
First Aid for Children Pocket Guide	

<b>K339 – Standard First Aid Kit</b>	
First Aid Guidance Leaflet	
Moist Wipes, Alcohol Free	
Eye Wash Pod 20ml	
Foil Blanket	
Cold Pack - Single Use	
Microporous Dressing Tape	
Pink Washproof Plasters	
Medium Unmedicated Dressing	
Large Unmedicated Dressing	
Triangular Bandage	
Safety Pin	
Eye Pad with Bandage	
Burnjel Sachets	
Clinical Waste Bag	
Face Shield for CPR	
Vinyl Gloves	

## Appendix 3.

### General notes on first aid.

Responsibilities of a First Aider are to:

- Assess the situation. (Is the area safe to work in? How many casualties are involved? Prioritise casualties' needs.)
- Summon help. If alone, give basic first aid and contact the Health Centre on ext 4238. Return to the casualty after contacting the Health Centre.
- If not alone, send someone to contact the Health Centre and give relevant details i.e. where, when, how the incident occurred, the name of the casualty.

### Dealing with the spillage of bodily fluids

- **Staff precautions.** In general, if staff who are giving physical care have cuts and abrasions, these should be covered with waterproof or other suitable dressings. Whenever and wherever possible, staff should wear disposable gloves when dealing with body fluids.
- **Accidents involving external bleeding.** Normal first aid procedures should be followed, which should include the use of disposable gloves where possible. Having stemmed the flow of blood, wash the wound immediately. Apply a suitable dressing and pressure pad if needed. As soon as possible seek medical advice.
- **Splashes of blood.** Splashes of blood on the skin should be washed off immediately with soap and water. Splashes of blood into the eyes or mouth should be washed out immediately with copious amounts of water. After accidents resulting in bleeding, contaminated surfaces should be cleaned liberally with detergent and hot water, and the accident reported in the usual manner.
- **Waste disposal.** Soiled waste should be placed in a sealed plastic bag and taken to the Health Centre where it will be disposed of appropriately. If this cannot be done, the rubbish including protective disposable gloves or aprons should be disposed of as waste for incineration.

In essence, those administering first aid should observe the rules of good general hygiene. All blood should be regarded as potentially infectious and personal contamination with the blood of others should be avoided.

Any spillage of blood onto a surface should be promptly dealt with and disinfected in accordance with current Department of Health advice, which is:

'Spillages of blood should be dealt with as soon as possible. The spilled blood should be completely covered by disposable towels which are then treated with a freshly prepared

solution of household bleach diluted one part in ten. Towels etc, should be left for several minutes before being cleared into a correctly marked plastic bag and disposed of as waste for incineration. The person who deals with the spillage must wear appropriate protective clothing, such as household gloves and a disposable apron'.