

**The Governing Body of Denstone College understands its regulatory responsibilities and will maintain an effective oversight of this policy, by evaluating its effectiveness, and reviewing and implementing change.**

## **First Aid Policy**

First aid can save lives and prevent minor injuries becoming major ones. It can be defined as the emergency treatment of illness or injury in order to maintain life, to ease pain and to prevent deterioration of the patient's condition until professional medical help can be obtained. Providing First Aid is the primary role of the First Aider.

Denstone College will undertake to ensure compliance with the relevant legislation with regard to the provision of first aid for pupils, staff, parents and visitors and will make sure that procedures are in place to meet that responsibility. The College is committed to providing a first aid service which satisfies the requirements of the *Health and Safety (First Aid) Regulations 1981*. To this end, the College will provide information and training on first aid to voluntary nominated members of staff to ensure that the needs of the College are met, in line with HSE regulations.

The Governing Body of Denstone College understands its regulatory responsibilities and will maintain an effective oversight of this policy, by evaluating its effectiveness, and reviewing and implementing change.

### **AIMS & OBJECTIVES**

- To identify the first aid needs of the College in line with the Management of Health and Safety at Work Act 1974 and the Health and Safety at Work Regulations 1981 and 1992.
- To ensure that first aid provision is available and administered in a timely and competent manner at all times while people are on College premises. In term-time this is primarily led by the provision of 24 hour registered nurse cover with the support of trained first aiders. Outside of term-time, adequate numbers of first aiders appropriate for operations staff are ensured.
- To appoint the appropriate number of suitably trained people as First Aiders to meet the needs of the College and to maintain a record of their training.
- To provide relevant training and ensure monitoring of training needs.
- To provide sufficient and appropriate resources and facilities.
- To inform staff, parents and pupils of the College's First Aid arrangements.
- To report, record and where appropriate investigate all accidents.
- To keep accident records and to report to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

### **Accommodation for Pupils Who Are Unwell**

Complying with the National Minimum Standards for boarding Colleges, accommodation for boarders who are unwell is available in the College Medical Centre which is staffed by appropriately qualified personnel. Separate accommodation for male and female boarders can be provided where necessary.

### **Nominated First Aiders**

First Aiders are qualified personnel who have received training and passed an assessment in accordance with Health and Safety Executive requirements.

### **First Aid/Recovery Room**

To comply with the Education (College Premises) Regulations 1999 the College has a treatment room for first aid in the medical centre.

### **Parental consent**

Parents are requested to provide written consent for the administration of First Aid and medical treatment before pupils are admitted to the College. This written consent is recorded and retained on each individual pupil's medical file.

## **General Responsibility**

The provision of first aid at the College is delegated by the Governors to the Headmaster, who in turn delegates responsibility to the HR Manager in their role as Chair of the Health and Safety Committee.

### **First Aiders**

The HR Manager is responsible for ensuring that there is an adequate number of appointed First Aiders and that a list of these trained and appointed persons is maintained available for inspection and is displayed centrally and at appropriate points throughout the College site. The list of trained First Aiders (and the expiry date of their certification) is at Appendix A. The HR manager has responsibility for ensuring that staff are reminded of the need to renew their First Aid qualification every three years.

The number of First Aiders and the level of training they receive is reviewed annually by the Health and Safety Committee or more frequently when required, for example following an accident or emergency. When determining the appropriate number of First Aiders, the Health and Safety Committee will take into account:

- The number of staff (and pupils) present at any one time;
- The distribution of staff;
- The number and locations of first-aid boxes;
- Whether there are inexperienced members of staff;
- The number of staff and pupils with disabilities or specific health problems;
- Arrangements for out of College hour activities such as parent evenings;
- Parts of the College premises with different levels of risk;
- The types of activity undertaken;
- The proximity of professional medical and emergency services;
- Any unusual or specific hazards (for example, working with hazardous substances, dangerous tools or machinery);
- Accident statistics. These indicate the most common types of injuries, times and locations

Currently, based upon pupil and staff numbers, the College considers the minimum number of first aiders for the site during term-time to be 15 and during College holidays, 2.

### **First Aid Boxes**

The HR Manager will liaise with the Senior Nurse at the Medical Centre to ensure an adequate number of First Aid Boxes are maintained, their locations are known by Staff and a list of them and their locations is maintained and displayed (See Appendix B). A list of their contents can be found at Appendix C.

The Senior Nurse is responsible for ensuring that First Aid Boxes meet established statutory requirements and that these are checked against a stock list at an appropriate frequency and re-stocked as necessary. If a first aider uses the last item from the first aid box it is their responsibility to ensure that the Senior Nurse knows that it must be replaced.

The **College's minibuses** each have a prominently marked first aid box on board which is readily available for use and which is maintained in a good condition. The first aid box is stocked in accordance with part 2 of schedule 7 of the Road Vehicles (Construction and Use) Regulations 1986 (SI 1986/1078)

First aid kits for any off-site activities are kept in the Medical Centre and must be taken on every trip and to every sports fixture.

A list of First Aid boxes locations is at Appendix B and signs are displayed on notice boards or at the entrance to every building indicating where first the aid box can be located.

### **Away fixtures**

A first aid kit should be taken with the travelling team. It is good practice for staff to check with the host College in advance that there is adequate First Aid cover in place for the fixture. If an incident occurs, medical treatment should be sought from the host College first aid staff. If necessary, the pupil should be taken to the nearest Accident and Emergency Department by a member of staff. A member of staff should inform the parents or guardians and remain with the pupil until treatment and after-care are agreed with those providing treatment or until the parent/guardian arrives. Treatment and after-care should then be followed up by Denstone College Medical Centre staff. Any incidence of treatment must be reported to the Medical Centre on return to College by the teacher in charge of the team and an accident report form should be submitted to HR.

### **Pupils with Known Medical Conditions**

The Medical Centre staff will be informed of any pupil who has a medical condition by the pupil's parents or guardians when they enter the College. Specifically, information on pupils who use asthma inhalers, EpiPens and injections is held by the Medical Centre and the College Doctor and includes a record of pupils who need to have access to asthma inhalers, EpiPens, injections or similar. This information is circulated to teachers and First Aiders by e-mail at the start of each academic year or as a new pupil enters College. A list of these pupils with current medical conditions can then be found in the pupil health care plan found in the Staff Common Room and Medical Centre. If appropriate, a care plan is drawn up for the pupil and copies of these care plans are again found in the health care plan folder in the Staff Common Room and the Medical Centre.

Yearly updates for pupil's health are requested from parents/guardians at the beginning of the College year via the medical update forms. All information received will be entered in the pupil's medical records, held in the Medical Centre.

Further advice can be sought from the Medical centre on a particular condition if needed, whilst maintaining pupil confidentiality.

Those pupils with an allergy to certain food products will be brought to the attention of the Catering Manager and measures will be put in place to minimise risk as far as is proportionate and reasonably practicable.

## **Key points**

All staff are expected to use their best endeavours in the event of a first aid emergency.

**Nothing in this policy should affect the ability of any person to contact the emergency services in the event of a medical emergency. Staff should always dial 999 for the emergency services in the event of a serious medical emergency before implementing the terms of this Policy and make clear arrangements for liaison with ambulance services on the College site.**

All staff will use their best endeavours, at all times, to secure the welfare of the pupils.

## **All staff must know:**

1. How to call the emergency services – dial 999 and ask for an ambulance. If there is any doubt that an ambulance is required, call an ambulance straight away and ensure that someone is sent to the gate to meet the ambulance.
2. **Contact the Lodge** who will confirm the location of the nearest first aid box (see Appendix A) and will arrange the attendance of a member of the Medical Centre staff or a first aider.
3. The Medical Centre can be contacted directly on ext. 230 or 07976 710272.

## **Duties of College First Aiders:**

To give immediate first aid to pupils, staff or visitors when needed and to ensure that an ambulance or other professional medical assistance is called where necessary.

To inform the Medical Centre (term-time) or HR Manager (non term-time) of any accident or incident to which they have been called in their capacity as a first aider. This should be done via e-mail or written letter detailing a very brief summary of the date, time, location, the name of the individual, the action you took and the outcome.

## **Reporting accidents and record keeping**

All members of the College community should report any accident or incident, however minor, as soon as possible after it has occurred. When an injured person is unable to complete their own details of the accident, then the First Aider and/or witness should do it on their behalf.

Complete an accident report form detailing

- The date, time and place of the incident;
- Details of those involved;
- A brief description of the accident/illness and any first aid treatment given;
- Details of what happened to the casualty immediately afterwards - for example went to hospital, went home, resumed normal activities, returned to class.

There are accident books located in: the Medical Centre, Staff Common Room, Catering stair way, Grounds staff room and swimming pool office. This should contain a concise factual account of any action taken including date and times. The report must be signed then the top copy should be given to the HR manager within 24 hours of the incident. The report will then be filed and retained for a minimum of three years or until the subject of the form reaches the age of 21.

The Headmaster, HR Manager and Second Master should be informed about any incident if it is at all serious or particularly sensitive.

If, as the result of an accident or incident an employee is taken to hospital, is unable to work or subsequently becomes absent from work, their line manager should be notified immediately.

All serious accidents must be reported to the HSE as required by RIDDOR(see below)

## **INJURIES PROCEDURE:**

### **MINOR ACCIDENT**

In the event of a minor accident occurring, First Aiders should be called for who will be able to access the injury and treat as necessary. Alternatively, and depending upon the circumstances, College Medical Staff may be called to attend or the casualty should be accompanied to the Medical Centre for assessment by the College Nurse:

## **SERIOUS ACCIDENT**

In the event of a serious accident occurring, the casualty **SHOULD NOT BE MOVED** and the Medical Centre staff should be called (on 01889 594318 or mobile 07976710272. or send a pupil to the medical centre to alert the nurse on duty and take them to the incident) to assess their condition immediately:

### **IF THE CASUALTY IS IN OBVIOUS NEED OF EMERGENCY TREATMENT**

- a) They are unconscious or fitting
- b) Have sustained a significant head injury
- c) Have breathing difficulties and / or chest pains
- d) A severe loss of blood
- e) A severe allergic reaction
- f) The possibility of a serious fracture

1. Please call emergency services – 999
2. Call the Medical Centre Ex 230, 01889 594318, Mob 07976 710 272
3. Stay with the patient until the nurse arrives and give a full report of what has happened
4. ALWAYS INFORM PARENTS/GUARDIANS AS SOON AS POSSIBLE.
5. If the pupil is a boarder, inform parents and liaise with the pupil's Head of School/House//Moss Moor to arrange an escort to accompany the pupil to hospital with the ambulance.

In an emergency, the Headmaster's office and the Bursary have contact details of pupils' parents and guardians and this information can also be found in the Red Book and on the Management Information System.

The HR Office has details of employees and their next of kin.

**An accident report should be completed in the College Medical Centre by the appropriate member of staff within 24 hours of occurrence.**

**If the injury/accident requires hospital attendance a RIDDOR form should be completed on line sent to RIDDOR and a copy placed in the pupil's notes.**

**RIDDOR – (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations)** Should an injury sustained on site necessitate a hospital visit, involve a major injury or death or lead to 7 days incapacitation (not counting the day of the incident) then this must be reported to the Senior Nurse and HR Manager as soon as possible so that they can report to the Health & Safety Executive without delay. HSE has set up on-line reporting procedures for RIDDOR reportable accidents.

Where there is a death or major injury this should be done by calling the Incident Contact Centre (ICC) on 0845 300 99 23 (Monday to Friday 8.30am - 5pm . All other reportable injuries should be reported online. The relevant link is: <http://www.hse.gov.uk/riddor/index.htm>

#### **Reportable major injuries are:**

- Death;
- Any crush injury to the head or torso, causing damage to the brain or internal organs;
- amputation;

- serious burns, (Including scalding), that covers more than 10% of the body, causing damage to the eyes, respiratory system or vital organs;
- Any scalping requiring hospital treatment;
- Fractures other than fingers, thumbs or toes;
- dislocation of the shoulder, hip, knee or spine;
- loss of sight (temporary or permanent);
- chemical or hot metal burn to the eye or any penetrating injury to the eye;
- injury resulting from an electric shock or electrical burn leading to unconsciousness, or requiring resuscitation or admittance to hospital for more than 24 hours;
- any other injury: leading to hypothermia, heat-induced illness or unconsciousness; or requiring resuscitation; or requiring admittance to hospital for more than 24 hours;
- unconsciousness caused by asphyxia or exposure to harmful substance or biological agent;
- acute illness requiring medical treatment, or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin;
- acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material.
- Any loss of consciousness resulting from a head injury or asphyxia;

### **Reportable Dangerous Occurrences (Near Misses)**

If something happens which does not result in a reportable injury, but which clearly could have done, then it may be a dangerous occurrence which must be reported immediately to the HR Manager via a College Near Miss Report.

### **Review**

This policy will be reviewed annually.

The Chair of the Health and Safety Committee will organise an annual review of all Accident forms in order to take note of trends and areas requiring improvement. The information may help identify training or other needs and be useful for investigative or insurance purposes. In addition, the Headmaster may arrange for a review of all procedures following any major incident to check whether the procedures were sufficiently robust to deal with the major occurrence or whether improvements should be made.

This policy should be read in conjunction with the other medical policy documents including:

- Medical Policy – Care of Pupils Who Are Unwell
- Allergies and Anaphylaxis Protocol
- Asthma Protocol
- Bodily Fluid Spillage Disposal Procedure
- Diabetes Mellitus Protocol
- Epidemic Policy
- Epilepsy Protocol

**Appendix A**

**Qualified First Aiders**

**Operations Staff**

Angela Smith	Senior Nurse (Registered)	Renewal date 28/02/2021	NMC
Liz Ogle	Nurse (Registered)	Renewal date 31/10/2018	NMC
Gillian Lear	Nurse (Registered)	Renewal date 30/11/2018	NMC
Jane Rushton	Nurse (Registered)	Renewal date 30/09/2018	NMC
Ruth Martin	Swimming Pool	23/02/2020	FAW
Maddy Kent	Catering	19/10/2020	EFAW
Shirley Billings	Catering	19/10/2020	EFAW
Lynn Grecian	Catering	19/10/2020	EFAW
Anita Hale	Catering	19/10/2020	EFAW
Helen Silcock	Catering	19/10/2020	EFAW
Carolyn Hood	Catering	19/10/2020	EFAW
Adam Brown	Grounds	19/10/2020	EFAW
Nigel Hopkinson	Grounds	19/10/2020	EFAW
Victor Davies	Maintenance	09/02/2020	SFA
Laura Turner	Enterprise	19/10/2020	EFAW
Susie Whitehouse	Domestic	19/10/2020	EFAW
Angela Young	Assistant Head of Information	19/03/2020	EFAW

**Academic Staff (term time only)**

Kevin McCammon	Marshall/CCF	27/03/2020	FAW
Nia Linnell	Outdoor Education	23/01/2021	FAW
Miles Norris	Headmaster	17/05/2020	SFA
Bradley Duerden	Assistant Head	15/02/2020	SFA
Imran Sherwani	Director of Hockey	19/04/2019	SFA
Adrian Bonell	Head of Junior School	23/02/2020	FAW
Judy Teather	Head of Moss Moor	17/09/2020	EFAW
Matt Middleton	Head of PE and Head of S&C	18/02/2019	FAW
James Young	Head of Middle School	19/03/2020	EFAW
Chris Green	Assistant Head of Senior School	18/08/2020	EFAW

*Defibrillator held at the Lodge*

## Appendix B

### First Aid Box locations

Grounds staff, staff room)	Art block (office)
Laundry (window)	Science (preparation area back shelf)
Sewing room	Physics (office)
Kitchen	Chemistry (Office).
Maintenance Manager's office	Biology (office)
Domestic Manager's office	Talbot House
Bursary	Middle College
Lodge + defib	Senior College kitchen
Kitchen	Senior College
SCR (window)	Moss Moor
Sports Hall (office) + ice packs	Music College
Swimming pool, (Back office on wall).	Tuck shop
Addies pavilion	DT block office + eye wash station.

## Appendix C

### First Aid Kit contents list

#### Contents of British Standard Compliant (BS 8599-1) First Aid Kits for the Workplace

Contents	<u>Small</u>	<u>Medium</u>	<u>Large</u>	<u>Travel</u>
F/A guidance leaflet	1	1	1	1
Medium sterile dressing	4	6	8	1
Large sterile dressing	1	2	2	1
Triangular dressing	2	3	4	2
Safety pins	12	12	24	12
Eye dressing	2	3	4	1
Adhesive dressings	40	60	100	20
Sterile wet wipe	20	30	40	4
Microporous tape	1	1	1	1
Nitrile gloves - pair	6	9	12	1
Face shield	1	2	3	1
Foil blanket	1	2	3	1
Burn dressing 10 x 10cm	1	2	2	1
Clothing shears	1	1	1	1
Conforming bandage	1	2	2	1
Finger dressing	2	3	4	0
Sterile eyewash 250ml	0	0	0	1