

DOWNSIDE

SCHOOL

First Aid Policy

This policy includes:

- Current First Aid Provision
- The Assessment of Need
- Areas of Responsibility
- Current Personnel

A First Aid Provision

The School provides First Aid equipment in boxes which are located in:

- the Old House
- the Boarding Houses
- the Theatre
- the Science Departments
- the Catering Department
- the Art and Technology Departments
- the Music School
- the Gym & Swimming Pool
- the Health Centre
- the Bursary Office

Eye Wash Stations are located in:

- Science laboratories
- Works department
- Catering

Each first aid box is maintained by the Head of Nursing Care and she reports annually to the Health and Safety Co-ordinator that the boxes are complete. A list of standard first aid box and grab bag contents is kept in the Health Centre.

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 by the Registered Nurses employed as Health Centre Sisters.

For more serious injuries and illnesses, several other members of the academic support staff are appointed by the school to be the 'First Aiders' as required by the Health and Safety at Work Act. They act for those who cannot get to the Health Centre and when the Health Centre is closed during the school holidays and half terms. The current names are kept on list in the Health Centre, Common Room, the Old House, and will be placed in the Blue Book.

Additionally, some (30+ support staff) who normally work at identified key locations are trained as Appointed Persons, as defined within the Regulations, to manage an incident, to call for help as appropriate, and to assist the First Aiders and Health Centre Sisters, as required.

If available and free to do so, the Sisters from the Health Centre may attend and assist at any significant incident but their specific priority is to pupils that might already be admitted to the Health Centre.

Sporting injuries to both pupils and staff will continue to be dealt with by the teachers in charge of the activity at the time. Additional arrangements for paramedics are also made on 'match days' during the rugby term.

All teachers in charge of games and activities are to ensure that members of staff who help them are adequately trained in First Aid, appropriate to the game or activity. This is important for off-site activities.

All teaching staff taking games and activities at whatever level in school will have attended a First Aid course on joining the school and an annual refresher thereafter. Having attended a course, they will be given small First Aid kits which they should take to their games and activities.

All members of staff are encouraged to undertake further First Aid training, on a voluntary basis, where this is above the school's minimum requirements.

The procedure to be followed in the event of any accident or injury is attached (see B below).

The School will organise the necessary First Aid courses on an annual basis or as required (see E below).

B Incident Management for Accidents, Injuries and Dangerous Occurrences anywhere in the School and also for pupils and staff during Games and Trips etc.

1. Life Threatening:

- Summon an ambulance immediately and arrange for someone to meet and direct it to the incident
- Alert the Health Centre Ext 128
- 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

2. Serious but not life threatening:

- Immediate first aid, 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**
- Summon an ambulance if necessary, summon a first aider or otherwise take to the Health Centre

3. In the case of all other injuries:

- Immediate first aid
- Send or take the injured person to the Health Centre (term time) or summon help from a first aider

ALWAYS FOR PUPILS

- Never send a pupil, no matter how slight their injury, back to their House **but always to the Health Centre**
- Never send an injured pupil to the Health Centre alone – always provide an escort – and check afterwards that the injured person did report
- Any pupil who has **ANY** form of head injury should always be sent to the Health Centre

C Reporting of Injuries and ‘Near Misses’, etc

Accident Books are located in the following areas:

- Bursary
- Catering
- Design and Technology
- Domestic Services
- Health centre
- Monastery
- Old House
- Works Department

Injuries to pupils:

In all cases, the member of staff is to report an injury to a pupil to the HsM and must also complete an Accident Report Form. Accident form to Assistant Bursar when outcome known.

Staff must **always inform the HsMs**, after having dealt with the pupil, at the earliest opportunity if this will be quicker than filling the report form.

Injuries to Teaching and Support Staff, Visitors and Others:

Either the member of staff or a colleague should inform the Departmental Head and must also complete an Accident Report Form.

In addition, all injuries taken to the Health Centre will be recorded there in the usual manner.

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) requires that for major accidents information must be transmitted as soon as possible to the local office of the Health and Safety Executive. Notification to the HSE of accidents to which these Regulations apply will be made by the Bursar or Assistant Bursar.

Incidents to be reported:

- Accidents resulting in death or major injury
- Accidents resulting in an absence of work for more than 3 days
- Loss of consciousness
- Fractures/dislocations (not to fingers or toes)
- Amputation
- Loss of sight – temporary or permanent
- Chemicals or hot metal burn to eye
- Penetrating eye injury
- Electric shock
- Injury leading to hypothermia
- Hospital admission for over 24 hours

D School First Aid Courses

The school provides the opportunity for staff to undertake First Aid Training with visiting instructors. All pastoral and games staff will be required to do this along with other members of staff who are interested.

E. The First Aid Assessment

The School has several areas which require consideration. Though separate, they do overlap in terms of resolution and current provision and the following areas have been identified:

As an Employer, the School must meet the statutory 'Health and Safety (First Aid) Regulations 1981 for its many staff – typically about (400), both full and part time. It also has a duty towards others at the workplace who are not staff members but who are nevertheless affected by how the organisation is run. This includes pupils, parents and other visitors to the 'workplace'.

As a School (with about 90%) boarding, it must provide appropriate care for its pupils both in school and during school activities, in term and holiday periods.

The School is also obliged, under these regulations, to provide cover for those staff and students involved in the holiday courses, whilst on the school premises. Any outside groups using the School's facilities in the holidays must have their own first aiders.

Requirements for first aid cover during the year:

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|--------------------------|---|
| during term: | pupils are present: most staff are available. |
| during holidays: | no pupils: some teachers might be present but Secretarial, Bursarial, Grounds, Estates, some Catering, Domestic Services and Technical staff are present. |
| during 'Holiday Courses' | outside pupils and outside staff are present. |

F Location of First Aid Boxes

The main campus is provided with specified first aid boxes, an internal telephone system and a Health Centre. However:

- Pupils, teaching staff, grounds and estates staff may be at some distance from first aid facilities.
- Some Downside buildings and properties are remote from the Health Centre and, on occasion, members of staff may be working alone.

Staff members for whom the School is responsible fall into several categories, each with different patterns of work and management.

Teaching Staff: term-time and at other times whilst on the premises or on trips. Some also have residential responsibilities.

Term-time and some holiday time: Health Centre; Technical Staff; HsMs; Domestic Services and Catering staff.

All year: Domestic Services and Catering Staff; Estates; Grounds; Bursarial; Secretarial staff; Sports staff.

This policy outlines instructions to both teaching and non-teaching staff for emergency procedures, for the reporting of accidents and injuries, the location of first-aid kits and the levels of first-aid training (plus refresher courses) available every year for all staff, in particular for those in contact with pupils. Thus many teaching and support staff are trained to a level above that stipulated by the Health and Safety Regulations. Some positions have been assessed as requiring training to the Appointed Persons level because of the identified hazards, the location of the workplace or the hours that are likely to be worked.

List of all staff attending courses and current qualifications are kept and updated by the Assistant Bursar, the Director of Pastoral Care and the Head of Nursing Care. Appointed Persons course are held every three years.

The School Health Centre is provisioned and manned for 24 hours a day during term. The Health Centre Sister and her Deputies are Registered General Nurses and are thus qualified to administer first aid under the Regulations. (They are also first aid trained).

G Areas of Responsibility

Term-time

Responsibility for First Aid lies with the School Governors, but is delegated through the Head Master to the nominated and trained First Aiders who, together with the Health Centre Sisters, are the 'Suitable Persons' as defined in the Regulations and ensure that, together with the Appointed Persons, the School provides the required number of trained personnel as stipulated in the Regulations.

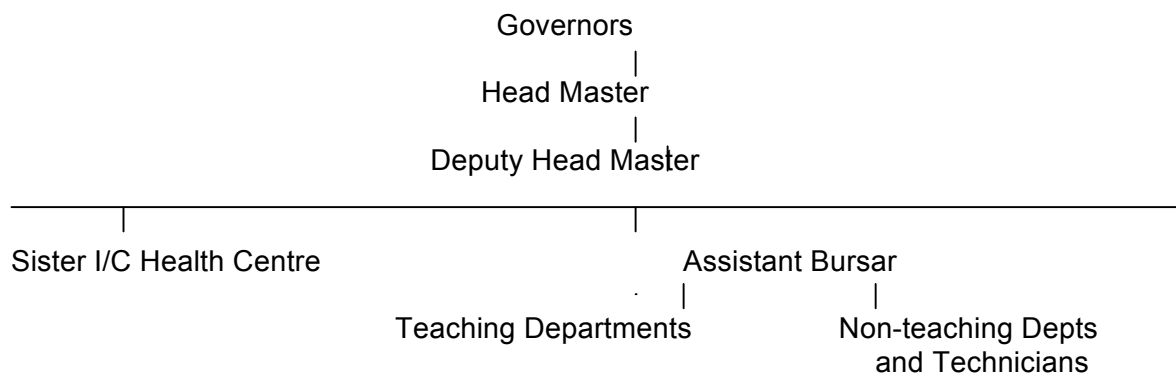
The Regulations also identify other duties for the employer to staff, including:

- the provision of First Aid equipment (including first aid kits);
- the provision of First Aid facilities, i.e. a room suitable for first aid treatment (the Health Centre);
- notification of the above provisions to all staff;

ensure that Heads of Departments holding the notified First Aid equipment maintain their upkeep and stock, checked termly by the Health Centre; record keeping of all actual and potential incidents and their evaluation; recording of all staff training and the need for refresher courses, and identification of areas of 'Specific Hazard' and ensuring that adequate training and facilities are available for these.

The above duties are carried out by the Head of Nursing Care and the Assistant Bursar. Areas of 'Specific Hazard' will be in liaison with the appropriate Head of Department.

Thus, the lines of responsibility are as follows:

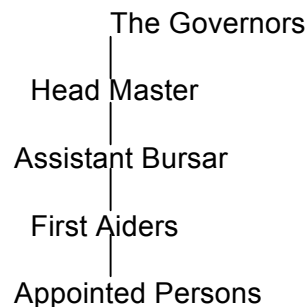


Holiday Time

As for term-time, but the Health Centre is closed. The official 'First Aiders' for this 'place of employment' during school holidays and half terms will be those designated as trained First Aiders and the Appointed Persons in the Catering, Works and Domestic Services Departments.

Records will be kept by the Assistant Bursar and shared with the Appointed Health and Safety Adviser at review meetings, as appropriate.

Lines of responsibility:



Special Hazards and Risk Assessments

The Head of each teaching and non-teaching Department maintains a current Assessment of Risk for all activities and First Aid requirements, if any. Copies of

these are kept within the boarding houses and departmental Health and Safety folders.

Evaluation

Evaluation of incidents will be by the Appointed Health and Safety Adviser and/or the Assistant Bursar in liaison with the Health Centre Sister, as events dictate or annually if otherwise. Specific areas of responsibilities for these two officers are outlined in the main Health and Safety Policy.

Evaluation of this document and updating of the school's provision and procedures will take place towards the end of each academic year, unless events dictate otherwise.

Policy reviewed August 2011 and confirmed as the current Policy

Dom Leo Maidlow Davis