



First Aid Policy

The care of those who are sick in the community is an absolute priority which must rank before every other requirement so that there may be no doubt that it is Christ who is truly served in them (R.St.B. Chapter 36)

Downside School understands that this is a regulatory policy. This policy and its effectiveness will be reviewed regularly by governors – at least annually – and will be amended as necessary according to the latest statutory guidance and advice.

Introduction

Downside School recognises that people can receive injuries through accidents at work and there are those that may fall ill; should these instances occur it is important they receive attention as soon as possible. The First Aid at Work Regulations specifically mention employees, however the School extends the provision of first aid to include pupils, staff, and members of the monastic community.

The number of personnel with first aid training is assessed after relevant factors have been taken into account including, for example, the general profile of staff and pupils, layout of premises, likely response time of emergency medical services e.g. via a “999” call, foreseeable absences of first aid personnel, the nature of activity being undertaken and the numbers taking part in these activities.

First Aiders (First Aid at Work) are trained in accordance with the standards laid down by the Health and Safety Executive. First aid certificates are valid for a three year period. Before the end of this period re-qualification and re-certification is necessary for those personnel wishing to continue to operate in this role. Health Centre Staff also require an annual CPR and anaphylaxis update.

The School offers first aid training to all staff and particularly those staff (all Pastoral and Games staff) who may be in the situation of taking charge if an injury or illness occurs.

First aid notices are displayed in key positions throughout the School with a list of trained first aiders uploaded termly to the SMS on the I drive.

First aid containers are kept stocked according to the assessed need and contain a guidance leaflet. Contents are checked termly, and first aid staff request re-stocking of the main boxes with the Health Centre. Spare Epi-pens are kept in the kitchen, staff room and Houses where relevant. Eye wash is provided where there is a need, and eye wash stations are identified by signing.

When activities take place away from site, first aid requirements do vary according to the

nature of the activity and its associated risks and whether employees are alone or there are groups (perhaps of employees and others) and the provision will vary from a small travelling first aid kit, for example, to a comprehensive first aid container suitable for a field trip.

In addition to the first aid trained staff, the School has a Health Centre which is staffed by qualified nurses at all times during term time. Whilst their role is primarily to care for the wellbeing of the pupils in the School, they are also able to provide first aid to staff and members of the monastic community when required. The Health Centre operates under medical procedures and protocols which are approved by the School's appointed Medical Officer who is a GP at a local practice and attends the School three times per week in term time.

Where there has been a spillage of any bodily fluids (blood, urine, faeces, saliva, nasal and eye discharges) the first aider must immediately arrange for the cleaning of the spillage and inform the Domestic Services Team. The spillage will be cleaned immediately using a specific "spill kit". Mops will never be used for cleaning spillages of bodily fluids. Paper towels are to be used and discarded as contaminated waste in an orange waste bag obtained from the Health Centre

Spill kits are located in Boarding Houses, Sacristy, Staff Room, Old House Post Room and Domestic Services.

First Aid Containers

In most cases the listed items will suffice:

- Guidance leaflet
- Individually wrapped sterile adhesive dressings (assorted sizes) appropriate to the type of work carried out e.g. of a detectable type for food handlers
- Sterile eye pads
- Individually wrapped triangular bandages
- Medium sized individually wrapped sterile unmedicated wound dressings (approx. 12cm x 12cm)
- Large sterile individually wrapped unmedicated wound dressings (approx.. 18cm x 18cm)
- Disposable gloves

If additional equipment is assessed as necessary, for example, scissors, adhesive tape, individually wrapped moist wipes, these may be kept. Drugs and medications must not be kept in general first aid containers.

Where eye wash stations are necessary and mains tap water is not readily available, sterile water or sterile normal saline (0.9%) in sealed disposable containers should be provided.

First-aiders are asked to inform the Health Centre whenever items are used from a container so that it can be restocked.

Travelling First aid Kits

The contents of travelling first aid kits should be appropriate to the circumstances in which they are likely to be used and are assessed by the Trip Leader with the Head of Nursing Care.

The Head of Nursing Care is responsible for ensuring that appropriately stocked travelling first aid kits are issued.

First Aiders and Training:

The school arranges a 1-day First Aid at Work training course by means of appropriately recognised training providers. CCF and Duke of Edinburgh staff are encouraged to complete the 3-day First Aid at Work training course which is provided by trainers authorised to issue EFA certification following the delivery of an approved training programme.

First Aiders must hold valid certification which is valid for three years from issue.

The estate possesses two Automatic External Defibrillators (AED) located in the Health Centre and in the office at the Pavilion. Training on the use of this equipment is provided to staff via first aid training courses including the 1-day First Aid at Work course (held on-campus) and to the nursing team.

The School has the facility of an on-site Health Centre staffed at all times during term time by qualified nursing personnel. The Head of Nursing Care controls training provision in this specialist department. Training by the on-site nursing team will also be supplied to staff involved regularly with pupils and personnel known to have specific conditions where rapid intervention is advantageous, e.g. the use of an EpiPen (and response action required, calling for urgent medical assistance) for those with severe allergies.

How many first aiders are required?

The Health and Safety Executive do not provide definitive figures on the number of first aid trained personnel expected at the workplace, rather it should be decided by assessment of need. The School aims to maintain an adequate number of staff across departments and will encourage those already trained to renew their training when necessary. Requests for training from new volunteers are considered in a positive manner in order to retain a pool of trained personnel.

The Health and Safety Co-ordinator circulates the trained staff list on a termly basis. Hard copy to main notice boards.

Arrangements for pupils with particular medical conditions (i.e. asthma, epilepsy, diabetes)

For guidance as to how to deal with particular medical conditions such as asthma, epilepsy and diabetes, please refer to the School Policies icon and access the Health Centre folder for the protocols and procedures. Pupils with particular medical conditions have individual care plans, which are shared with House Staff.

In the event of an emergency, guidance is provided on the First Aid Cards that are located in the HsM's Office in every Boarding House.

Guidance on when to call an ambulance or refer to the Health Centre

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

Care of boarders who are unwell

The School has and implements appropriate policies for the care of boarders who are unwell and ensures that the physical and mental health, and emotional wellbeing of boarders is promoted. In addition to the First Aid Policy, there are policies that cover specific chronic medical conditions and disabilities such as asthma, diabetes, epilepsy and allergies, and provide staff with clear treatment responses. Information is also available on the use of household remedies.

First Aid Cards in House cover issues such as Alcohol / Drug Intoxication, Anaphylaxis, Asthma, CPR, Deep Lacerations, Diabetes – Hypoglycaemia and Hyperglycaemia, Fitting, Hyperventilation and what to do if a patient is unconscious.

Overnight care for a boarder who is ill takes place in the Health Centre.

Records and reporting:

All accidents occurring in School should be recorded in the Accident Record book in the Health Centre, and this should include details of treatment provided. A copy of the Accident Record should then be sent to the Health and Safety Co-ordinator to the Chief Executive for the Health and Safety Committee.

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 Health and Safety Committee.

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

As with all accidents please report to the Health and Safety Co-ordinator so she can fill in the required paperwork.

Authorised by Chair of the Board of Governing Body

Date: December 2018

Next review Dec 2019 approved at the Governors' Plenary meeting

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