

# First Aid Policy

## Practical arrangements at the point of need

In an emergency:

- Dial 999 for the emergency services. Give as exact a location as possible (do not rely on postcode for GPS as this is not always accurate) and send someone to the school gates to direct the ambulance when it arrives.
- Emergency aid should be started or simple airway measures instigated if appropriate.
- Stay with the casualty until they are handed over to the care of a doctor, paramedic, hospital accident and emergency unit personnel, or other appropriate person.

At other times:

- Send or take anyone with a serious injury directly to hospital. If you are driving, consider taking someone else with you to look after the injured person in the car.
- ANY casualty who has sustained a significant head injury should be taken to hospital.
- Any pupil sent to hospital by ambulance should be accompanied in the ambulance by a member of staff at the request of paramedics or followed to hospital by a member of staff to act in loco parentis, and if possible met at hospital by a relative.
- Call for a member of the first aid team to treat any injured person.
- In the event of an accident, a casualty should not be moved (unless in immediate danger) until he/she has been assessed by a qualified first aider.
- During term time, send any pupil or staff member who has minor injuries or generally feels unwell to the Medical Centre (they should be accompanied).
- Report all accidents and injuries.

## First Aiders

The school aims to have 2 or 3 first aiders from each department, except the pastoral staff who all receive first aid training. There will always be at least one qualified first aider on site at all times when children are on site. For administration of first aid if required, sisters are available in the Medical Centre for staff and pupils during term time. Overnight, when there are no nursing staff on duty, first aid provision is provided by the house staff, who are first aid trained, for all boarding pupils. During school holidays adequate staff will have first aid training. Courses are arranged as and when necessary by the School Administrator in liaison with Directors and Heads of Department. The courses will usually be the St John Ambulance First Aid at Work, and will take place in the school. A list of school first aiders will be issued each term and when there are any changes. First aid training must be renewed every

three years. A list of current staff first aiders can be found in Appendix 1 of this document.

## First Aid Boxes

Each department holds one or more first aid boxes. A list of who is responsible for each box and its location is distributed to those concerned and the Directors and Heads of Department. A list of First Aid boxes can also be found in Appendix 2 of this document. It is the responsibility of the Directors and Heads of Department to ensure that their staff know where the boxes are kept. At the beginning of each term and when necessary those responsible for the boxes must take them to the Medical Centre to be checked and re-stocked. The Medical Centre will determine the contents of each box and will order supplies. They may from time to time be requested to include other items as instructed by the Health and Safety Group.

**Boxes containing emergency adrenaline pens are available in clockhouse, Elizabeth house, mansion house, school office and dining room. These pens are for the use of pupils diagnosed with life threatening allergies only.**

## Reporting accidents and informing parents

All members of the school community are asked to report any accident – however minor – as soon as possible after it has occurred. When an injured person is unable to complete their own details of the accident, the first aider in attendance and/or witness (where relevant) should do it on their behalf.

- Complete accident form found in all academic, vocational and pastoral areas and take to the Medical Centre. This form is then photocopied or scanned and a copy is given to Nicky Milne (Deputy Director of Finance and Administration) and a copy kept on file in Medical Centre records. Details are also recorded into a school accident record book, kept in the Medical Centre. Accident reports must contain:
  - Date, time and place of the event
  - Details of those involved
  - A brief description of the accident and first aid treatment given
  - Details of what happened to the casualty immediately afterwards (e.g. went home, to hospital, back to class)

The Medical Centre and house staff are responsible for informing parents when an accident has occurred. The Medical Centre staff are responsible for making the decision and then informing the Health and Safety Executive (HSE) if an incident is considered appropriate under the RIDDOR procedure. (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, 1995) HSE: Tel. 0845 300 9923 Hygiene procedures for dealing with the spillage of body fluids are universal.

- Gloves should be worn at all times where there is a spillage of body fluids
- Strict hand hygiene after the event

Body fluids cleaned away in line with COSHH standards

## Asthma/Allergies and Medical conditions

A comprehensive medical questionnaire and consent form is to be completed by parents and signed by the family GP prior to a student starting at Tring Park School in order for medical staff to be able to provide the best possible care for students and to forward any necessary information to relevant staff. An Asthma and Allergy pupil list is circulated each term by the Medical Centre. A separate list,

with photographs, for those with more severe allergies is circulated as required by Nicky Milne from the Medical Centre. EpiPen training is given to staff by the Medical Centre as required. Any member of staff with a medical condition should advise the Principal and their Director/Head of Department. Appropriate information will then be circulated.

### **Pupils who are unwell overnight**

If a pupil is unwell during the day and deemed not fit for school and it is likely they will need a few days to recover, every effort will be made by the medical centre nurses to arrange for parents to collect their child.

If a pupil becomes unwell during the night whilst in the boarding house, the pupil must alert the houseparent. The houseparent may treat the pupil if he or she feels able to with homely remedies kept in the boarding house office. This would include uncomplicated illnesses such as fever (less than 39), mild pain, cough and colds.

If a houseparent is concerned about a pupil's condition or does not feel able to give appropriate care he or she must contact 111 for on-call GP services.

If the child is seriously unwell and the houseparent feels the pupil requires to be assessed urgently then an ambulance must be called.

### **External medical appointments**

Whilst at Tring Park School pupils who require external medical care (ie dental, opticians, etc) will have appointments arranged by the Medical Centre staff.

Where appropriate an escort will be arranged for the pupil. Records of external medical appointments are recorded in the Medical Centre together with any documentation resulting from these appointments.