STAHS First Aid Policy

P12: HEALTH AND SAFETY POLICY RELATED DOCUMENT

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1. INTRODUCTION

STAHS is committed to providing emergency first aid provision in order to deal with accidents and incidents affecting staff, pupils and visitors. The arrangements within this Policy are based on the results of a suitable and sufficient risk assessment carried out by the School in regard to all staff, pupils and visitors.

The School will take every reasonable precaution to ensure the safety and wellbeing of all staff, pupils and visitors.

This Policy has due regard to all relevant legislation and guidance including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- The Health and Safety (First Aid) Regulations 1981
- The Road Vehicles (Construction and Use) Regulations 1986
- The Management of Health and Safety at Work Regulations 1999
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- DfE (2015) 'Supporting pupils at School with medical conditions'
- DfE (2019) 'Automated external defibrillators (AEDs)'
- DfE (2021) 'Statutory framework for the early years foundation stage'
- DfE (2022) 'First aid in Schools, early years and further education'

Nothing in this Policy will affect the ability of any person to contact the emergency services in the event of a medical emergency. For the avoidance of doubt, staff should dial 999 in the event of a medical emergency before implementing the terms of this Policy and make clear arrangements for liaison with ambulance services on the School site.

2. ROLES AND RESPONSIBILITIES

The Governors, in consultation with the Head, are responsible for:

- The overarching development and implementation of this Policy and all corresponding procedures.
- Ensuring that the relevant risk assessments, and assessments of the first aid needs of the School specifically, have been conducted.
- Ensuring that there is a sufficient number of appointed First Aiders within the School based upon these assessments.
- Ensuring that there are procedures and arrangements in place for first aid during off-site or out-of-hours activities, e.g. educational visits or Open Days.
- Ensuring that insurance arrangements provide full cover for any potential claims arising from actions of staff acting within the scope of their employment.
- Ensuring that appropriate and sufficient first aid training is provided for staff and ensuring that processes are in place to validate that staff who have undertaken training have sufficient understanding, confidence and expertise in carrying out first aid duties.
- Ensuring that adequate equipment and facilities are provided for the School site.
- Ensuring that first aid provision for staff does not fall below the required standard and that provision for pupils and others complies with the relevant legislation and guidance.

- Ensuring that at least one 'appointed person' (the Head Nurse) is selected from amongst staff to take the lead in first aid arrangements and procedures for the School.

The Head is responsible for:

- The development and implementation of this Policy and its related procedures.
- Ensuring that all staff and parents are made aware of the School's Policy and arrangements regarding first aid.
- Ensuring that all staff are aware of the locations of first aid equipment and how it can be accessed, particularly in the case of an emergency.
- Ensuring that all pupils and staff are aware of the identities of the School First Aiders and how to contact them if necessary.

Heads of Department are responsible for:

- Ensuring that all staff in their department are aware of the School's Policy and arrangements regarding first aid.
- Ensuring that all VMTs, sports coaches and other external and co-curricular coaches at the School are informed of the School's Policy and arrangements regarding first aid.
- Ensuring as a part of their regular health and safety checks, that the department first aid boxes are fully stocked, notifying the School Nurse when items require replenishment.

Staff are responsible for:

- Ensuring that they have sufficient awareness of this Policy and the outlined procedures, including making sure that they know who to contact in the event of any illness, accident or injury.
- Complete all required training in relation to first aid or medical needs as specified by the School.
- Securing the welfare of the pupils at School, this includes ensuring they are aware of pupils with medical needs, read relevant health care plans and are aware what to do in an emergency situation.

Making pupils aware of the procedures to follow in the event of illness, accident or injury. First aid staff are responsible for:

- Completing and renewing training as specified by the School.
- Ensuring that they are comfortable and confident in administering first aid.
- Ensuring that they are fully aware of the content of this Policy and any procedures for administering first aid, including emergency procedures.
- Keeping up to date with government guidance relating to first aid in Schools.

The Head Nurse (and School Nurses) are responsible for:

- Overseeing the School's first-aid arrangements.
- Taking charge when someone is injured or becomes ill.
- Looking after the first-aid equipment, e.g. restocking the first aid boxes.
- Ensuring defibrillators remain serviced and stocked
- Ensuring that an ambulance or other professional medical help is summoned when appropriate.

- Calling the emergency services where necessary.
- Maintaining injury and illness records as required.
- Partaking in an appointed persons course, emergency first aid training, first aid at work and/or refresher training where appropriate, to ensure they have knowledge of:
    - What to do in an emergency.
    - How to assess and monitor a casualty.
    - First aid for the unconscious casualty.
    - First aid for someone who is having a seizure.
    - Maintaining injury and illness records as required.
    - Paediatric first aid.
    - First aid for the wounded or bleeding.

Everyone on School premises is expected to take reasonable care for their own safety and that of others.

3. FIRST AID PROVISION

First aid is the first and immediate assistance given to a person with either a minor or serious illness or injury, with care provided to preserve life, prevent the condition worsening, or to promote recovery until medical assistance arrives.

As a first aider the priorities for a casualty are, PRESERVE life, ALLEVIATE suffering, PREVENT further illness or injury and PROMOTE recovery.

The School will routinely re-evaluate its first aid arrangements through a risk assessment, at least annually, to ensure that these arrangements continue to be appropriate for hazards and risks on the School premises, the size of the School, the needs of any vulnerable individuals onsite, and the nature and distribution of pupils and staff throughout the School.

The School will have suitably stocked first aid boxes in line with the assessment of needs. Where there is no special risk identified in the assessment of needs, the School will maintain the following minimum provision of first aid items:

- A leaflet giving general advice on first aid.
- 20 individually wrapped sterile adhesive dressings, of assorted sizes.
- 2 sterile eye pads.
- 2 individually wrapped triangular bandages, preferably sterile.
- 6 safety pins.
- 6 medium-sized individually wrapped sterile unmedicated wound dressings.
- 2 large-sized individually wrapped sterile unmedicated wound dressings.
- 3 pairs of disposable gloves.
- Mouth shield.

All first aid containers will be identified by a white cross on a green background.

A member of the nursing team will examine the contents of first aid boxes each term, including any mobile first aid boxes for offsite use – these will be checked and restocked. Items will be safely discarded after the expiry date has passed. Heads of Department should also notify the Nurses where items have been used and require replenishment on an on-going basis.

First aid boxes are located in the locations set out in Appendix B. A checklist of first aid box/kit updates is kept by the Nursing team within the Every system.

4. FIRST AIDERS AND APPOINTED PERSONS

The School employs a Head Nurse who oversees the medical provision and part time School Nurses at both school sites. In the absence of a Nurse a designated first aider will be identified by the Deputy Head Pastoral to cover the first aid needs for each school.

The main duties of First Aiders will be to administer immediate first aid to pupils, staff or visitors, and to ensure that an ambulance or other professional medical help is called when necessary.

The School will ensure that all First Aiders hold a valid certificate of competence, issued by a HSE-approved organisation, and that refresher training and retesting of competence is arranged for First Aiders within the School before certificates expire. First aiders will ensure that their first aid certificates are kept up-to-date through their personal training records on the Every system.

First aid notices will be clearly displayed throughout the School with information on the names and locations of First Aiders to ensure that pupils and staff know who they must contact in the event of illness or injury. Further details of the certificate dates and qualifications of the current First Aiders are also listed separately within the Every system.

As discussed and agreed with the School's external Health and Safety Adviser (Mike Vale Health & Safety) the School falls into the low-risk place of work category and so provides a minimum of one First Aider for every 100 employees. This is in addition to the provision made for pupils.

The School ensures there are a suitable number of staff who hold current Emergency First Aid at Work Certificates and Paediatric First Aid at Work Certificates to provide adequate cover to all areas of the School.

Additionally, the Senior School and the Prep School each provide one fully qualified Registered Nurse during term time and for notable School events. In line with government guidance, and taking into account staff to child ratios, the School will ensure that there is at least one member of staff with a current and full Paediatric First Aid (PFA) certificate at the Prep School premises and available at all times EYFS pupils are present, and accompanying EYFS pupils on any and all outings taken.

Coach drivers in sole charge of pupils on STAHS coach routes should have adequate first aid training.

The School will routinely re-evaluate its first aid arrangements, at least annually, to ensure that these arrangements continue to be appropriate for hazards and risks on the School premises, the size of the School, the needs of any vulnerable individuals onsite, and the nature and distribution of pupils and staff throughout the School. When selecting First Aiders, the School will follow the criteria laid out in government guidance, considering the individual's:

- Reliability and communication skills
- Aptitude and ability to absorb new knowledge and learn new skills.
- Ability to cope with stressful and physically demanding emergency procedures.
- Availability to respond immediately to an emergency.

The School ensures they have identified a teacher to take the lead on mental health within the School (Head of Mental Health and Wellbeing) who has additional training in the field of Mental Health and is able to train other staff in mental health first aid. A mental health first aider will be available to support pupils in the absence of the Mental Health Lead. Pupils will be supported in accordance with the School's Pupil Mental and Physical Health Policy.

5. AUTOMATED EXTERNAL DEFIBRILLATORS (AEDs)

The School has four defibrillators which are located at:

- Prep School: Main Building – ground floor Reception.
- Senior School: Block J (Rotunda) - ground floor, inside main entrance, right-hand side
- Senior School: Block P (Sports Complex) - ground floor, inside main entrance, right-hand side
- Sports Pavilion

In the event of an emergency (sudden cardiac arrest), the defibrillators can be used by anybody in the School community. These are checked regularly by the Senior Nurse and/or nursing team.

Where the use of the AED is required, individuals will follow the step-by-step instructions displayed on the device. A general awareness briefing session, to promote the use of AEDs, will be provided to staff on an annual basis, and usually during the first INSET session of the academic year.

6. MEDICAL ACCOMMODATION

The School provides a medical room on each school site during term time with equipment and materials to facilitate first aid treatment.

During closures of the medical rooms, pupils will be directed to Reception where the dedicated first aider will be contacted to attend and provide first aid.

The School's first aid rooms will be suitable to use as and when needed, and any additional medical accommodation will be made available in accordance with the School's first aid needs assessment.

The first aid rooms will not be used for teaching purposes.

The first aid rooms will:

- Be large enough to hold an examination or medical couch.
- Have washable surfaces and adequate heating, ventilation and lighting.
- Be kept clean, tidy, accessible and available for use at all times when employees are at work.

- Have a sink with hot and cold running water.
- Be positioned as near as possible to a point of access for transport to hospital.
- Display a notice on the door which advises the names, locations and, if appropriate, the contact details of First Aiders.

7. EMERGENCY PROCEDURES

Senior School

If a pupil has an accident or becomes unwell, they should report to a teacher or member of staff on duty who will then refer the pupil to the School Nurse or a First Aider as appropriate. In the Senior School, pupils may also call/visit the School Nurse; the School Nurse will be on duty in the Medical Room during normal School hours. In the event of absence of the School Nurse at the Senior School, pupils should be advised to seek help at Reception where a First Aider can be contacted. It is the responsibility of the designated person to assess the situation, administer First Aid (where appropriate), seek professional help as necessary including contacting the Deputy Head Pastoral, emergency services and/or parents and to make a record.

A record is kept of all treatment given and all serious or significant incidents will be notified to parents. In the case of a head injury, further advice will be provided.

Senior School Pavilion / Field

In the event of an accident or illness at the School field, the School Nurse may be contacted for advice. The PE staff are qualified First Aiders and can administer first aid. In the event of serious injury, the emergency services should be contacted without delay. All incidents must be reported by the same means as if onsite.

Prep School

If a pupil has an accident or becomes unwell, they should report to a teacher or member of staff on duty who will then refer the pupil to the School Nurse or a First Aider as appropriate. In the event of absence of the School Nurse at the Prep School, pupils should be advised to seek help at Reception.

A record is kept of all treatment given and all serious or significant incidents will be notified to parents. In the case of a head injury, notification and further advice will be provided.

In the EYFS setting, parents will be notified by their child's class teacher or the School Nurse if any minor injuries occur.

General

If a child is unwell, the School Nurse or First Aider will assess whether the child should be sent home. The parent(s) will be contacted if necessary to arrange collection. If non-prescription medication (e.g. Paracetamol, Ibuprofen, antihistamine) is required this can only be administered with prior consent from the parent. Consent is usually gained from parents when their child starts at the School, through the schools medical form and recorded on iSAMS. Staff must check the pupil iSAMS record prior to administration to ensure consent has been given for non-prescription over the counter medication. In the event of no consent recorded, parents should be contacted to gain permission before administration. Prior to administration parents may also need to be contacted if the pupil

is unable to advise whether they have had any conflicting medication already that day (usually in the case or Pre-Prep pupils), (see the Administration of Medications policy related document for further details).

Universal procedures should be used at all times when dealing with body fluids or blood and when disposing of dressings or equipment; this will guard against possibility of transmission of infection or communicable disease. If bodily fluid is discovered, the Cleaning Team should be contacted and it will be dealt with appropriately. Spillage kits are available if required at the Medical Rooms and the Estates Offices. These kits include appropriate protective clothing.

Serious Injuries/Seriously Unwell Pupils

Where a pupil is seriously injured or unwell, the following process will be followed:

- A responding staff member calls 999 immediately and follows the instructions of the operator – this may include the administering of emergency first aid.
- Where an ambulance is required, a staff member accompanies the pupil in the ambulance and calls the pupil's parent as soon as possible to inform them of the course of action taken. The staff member remains with the pupil at the hospital until a parent arrives.
- Where an ambulance is not required, but medical attention is urgently needed, staff should call the 111 service for advice. If instructed to do so and a parent is not available to take them the pupil is taken to a hospital or doctor in a staff car, accompanied by at least **two** staff members – one to drive the car, and one who is a first aider, to sit with the pupil in the back seat and attend to their medical needs. The pupil's parent is called as soon as possible to inform them that this course of action has been taken, and at least one of the staff members remains with the pupil at the hospital or doctor's office until a parent arrives

- The School will ensure that no further injury can result from any incidents that occur, either by making the scene of the incident safe, or, if they are fit to be moved, by removing injured persons from the scene.
- Responding staff members will see to any pupils who may have witnessed the incident or its aftermath and who may be worried or traumatised, despite not being directly involved. These pupils will be escorted from the scene of the incident and cared for. Younger or more vulnerable pupils may need parental support to be called immediately.
- The School Nurse should be contacted or Deputy Head Pastoral in their absence to attend and help provide support/assistance to the unwell/injured person. Reception staff should be made aware that an ambulance has been called and also the Estates Director to ensure the ambulance has access to a suitable parking position and access to the school.

8. REPORTING ACCIDENTS AND RECORD KEEPING

The school maintains records of accidents/injuries/near misses/RIDDOR as appropriate on the Every system. Individual staff providing the first aid or witnessing the accident/incident are responsible for completing the relevant documentation.

All staff are responsible for recording any injuries, accidents or illnesses, as well as any first aid treatment that is given – this will include:

- The date, time and place of the incident.
- The name and class of the injured or ill person.
- Details of the injury or illness and what first aid was given.
- Details of what happened to the person immediately afterwards, e.g. whether they were sent home or went back to class.
- The name of the Nurse, First Aider or person dealing with the incident.

The School uses the EVERY system for this purpose. If a member of staff, pupil or a visitor has an accident on site, this must be logged as soon as practicable as an incident on the EVERY system and reported to the School Nurse. Incidents logged will be discussed and reviewed at the termly Health and Safety meeting, in order, where possible, to minimize the likelihood of reoccurrence and to observe trends. Serious incidents and accidents will receive additional detailed investigation (see suggested steps below).

Incidents classified as "Major" are automatically notified via the Every system to the relevant members of the Senior Leadership Team.

The Director of Estates will ensure that any injury or accident that must be reported to the HSE under RIDDOR obligations is reported in a timely and detailed manner. The Director of Estates will determine whether incidents are reportable under RIDDOR, and will agree who will make the report on behalf of the School.

<u>Accident Investigation</u>

A basic investigation will include the following steps:

Step 1: Establish the facts	• How the incident occurred? • Who was involved? • What happened? • Where did the incident occur? • When did the incident occur? • What was happening when the incident occurred? (i.e. what activity was being completed or what piece of equipment was being utilized at the time?) • Were there any witnesses? If so gather names and addresses and ask at a later date for witness statements to accompany your investigation. • It may be necessary to sketch or photograph the scene to assist the investigation.
Step 2: Identify immediate causes	• Were there any unsafe acts or conditions
Step 3: Identify underlying causes	• Lack of knowledge or skill of staff? • Inappropriate supervision? • Inadequate maintenance? • Was the person trained to use the piece of machinery/ • Was suitable and sufficient instructions and information given to the person to complete the task or activity?
Step 4: Identify action required	• Do staff need to be retrained? When? • Does the faulty piece of equipment need to be removed from use and labelled immediately? • Does the work environment need to be reorganized? • Do working procedures need to be reviewed?
Step 5: Record	• Record in a suitable report.

Medical Data

Information regarding pupils with particular medical conditions will be updated at the beginning of each academic year and available on iSAMS. All staff will have access to this information on iSAMS. The Head Nurse and School Nursing Team are responsible for ensuring the data is as accurate as possible. Parents are responsible for informing school of any changes to their child's medical condition or treatment. Confidential medical information will be marked as high sensitivity on iSAMS and can only be sited by the Head Nurse, school nursing team and DSL. Medical information that needs to be kept confidentially and only seen by a nurse will be kept in a paper medical record locked in a filing cabinet.

All medical records will be filed and stored in line with the Records Management Policy.

9. OFF-SITE ACTIVITIES

Before undertaking any off-site visits or events, the individual organising the trip or event will assess the level of first aid provision required by undertaking a suitable and sufficient risk assessment of the visit or event and the persons involved.

A sufficient number of First Aiders should accompany the trip/be present at the event.

For off-site trips the trip leader is responsible for collecting a suitable first aid bag, emergency medication and for liaising with the School Nurse regarding pupils with medical conditions to ensure they are suitably trained to care for these pupils.

The School will take a first aid kit on all offsite visits which contains at a minimum:

- A leaflet giving general advice on first aid.
- 6 individually wrapped sterile adhesive dressings.
- 1 large sterile unmedicated dressing.
- 2 triangular bandages individually wrapped and preferably sterile.
- 2 safety pins.
- Individually wrapped moist cleansing wipes.
- 2 pairs of disposable gloves.

Additionally, the School will ensure that all large vehicles and minibuses have a first aid box readily available and in good condition which contains:

- 10 antiseptic wipes, foil packed.
- 1 conforming disposable bandage that is not less than 7.5cm wide.
- 2 triangular bandages.
- 1 packet of 24 assorted adhesive dressings.
- 3 large sterile unmedicated ambulance dressings that are not less than 15x20cm.

- 2 sterile eye pads, with attachments.
- 12 assorted safety pins.
- 1 pair of non-rusted blunt-ended scissors.

For all off-site activities or trips, a risk assessment must be carried out. Relevant medical conditions of pupils scheduled for the trip will be compiled via the Evolve trips system. A conditions list is generated from iSAMS. A travel First Aid Kit should be collected by the trip leader from the Medical Centre. The trip lead must liaise with the Head Nurse or School Nurse to ensure they have the correct training/guidance to care for any pupils with medical conditions. The trip lead is also responsible for ensuring pupils have on their person any emergency medication or regular (e.g. asthma inhalers, adrenaline auto injectors, insulin) before they leave the school site. The Head Nurse or School Nurse will provide School spare emergency medication (Salbutamol inhaler, adrenalin auto injector) as a back up for the trip as necessary. Pupils who have provided school with a stock of emergency medication this will be sent on the trip with the trip leader.

For more information about the School's educational visit requirements, please see the Trips and Visits Policy.

10. STORAGE OF MEDICATION

Medicines will be stored securely and appropriately in accordance with individual product instructions, save where individual pupils have been given responsibility for keeping such equipment with them. Medicines will be stored in the original container in which they were dispensed, together with the prescriber's instructions for administration, and properly labelled, showing the name of the patient the date of prescription and the date of expiry of the medicine.

Medicine brought in by pupils will be returned to their parents for safe disposal when they are no longer required or have expired.

An emergency supply of medication will be available for pupils with medical conditions that require regular medication or potentially lifesaving equipment, e.g. an Adrenaline auto-injector.

Parents will advise the School when a child has a chronic medical condition or severe allergy so that an Individual Health Care Plan (IHCP) can be drawn up and implemented and staff can be trained to deal with any emergency in an appropriate way. Examples of this include epilepsy, diabetes and anaphylaxis.

Pupils will have any medication stored and, where appropriate administered, in accordance with their IHCP/Educational Health Care Plan (EHCP) plans and the School's Administration of Medicines Policy.

Please see the separate Anaphylaxis Policy for further details about AAI use and storage.

11. CONSENT

Parents will be asked to complete and sign a medical consent form when their child is admitted to the School, which includes emergency numbers, alongside details of allergies and medical conditions. Parents are regularly reminded to update the School of changes and are also contacted on an annual basis at the start of each year to request any medical updates.

Staff will not act ‘in loco parentis’ in making medical decisions as this has no basis in law. Staff will always aim to act and respond to accidents and illnesses based on what is reasonable under the circumstances and will always act in good faith while having the best interests of the pupil in mind.

12. MONITORING AND REVIEW

This Policy will be reviewed on an annual basis by the Director of Esates. Any changes to this Policy will be communicated to all relevant stakeholders. Staff will be required to familiarise themselves with this Policy as part of their induction programme. Staff will be informed of the arrangements that have been made in connection with the provision of first aid, including the location of equipment, facilities and personnel.

APPENDIX A
PROVIDING FIRST AID

This section has been formulated by the Medical Team in line with current practice and guidelines. It is intended to provide basic, first response information to help improve survival chances. The list is not extensive but aims to covers things more commonly seen within the School setting.

Immediate medical attention from one of the School Nurses should be sought if any of the following occur: head injury, asthma attack, epileptic attack and anaphylaxis. Please refer to further specific guidance

Problem	Guidance
Wounds and bleeding	There are 6 types of wounds to be familiar with; ○ INCISION – Clean cut as with a blade or knife. ○ LACERATION – Rough tear as with barbed wire. ○ ABRASION – Scrape as with a gravel rash. ○ CONTUSION – A blunt blow causing bruising. ○ PUNCTURE – A stabbing type wound. ○ VELOCITY – Gunshot wound. <u>Treatment</u> ○ Wear disposable gloves. ○ Expose and examine the wound. ○ Apply direct pressure with your fingers or palm preferably with a sterile dressing. ○ Elevate and support an injured limb for cuts that are not catastrophic. ○ Secure a dressing with bandage big enough to cover the wound. ○ If bleeding persists or is severe call 999. ○ Embedded objects must not be removed, dress around the object instead.
Minor cuts and grazes	Minor cuts and grazes are one of the most common injuries. Seek medical help if any of the following apply; there is damage to deeper tissue, the wound is at risk of becoming infected, the wound has become infected, the wound will create an unwelcome scar. <u>Treatment</u> TETANUS IMMUNISATION If the wound has been contaminated by dirt or soil, then advise the casualty to seek medical advice of they have never been immunized of if they are unsure about their history of injections. ○ The aim is to clean the wound and reduce the risk of infection. ○ Wear disposable gloves. ○ Clean wound with an alcohol-free wipe or running water if no wipe available. ○ Cover completely with a sterile dressing.
Bruising	Bruises are bluish purple-coloured patches that appear on the skin when tiny blood vessels break or burst underneath. <u>Treatment</u> ○ Cool the area with a cold compress or an ice pack. ○ Hold over the affected area for 10 minutes. ○ Never put ice directly on the skin.

Problem	Guidance
	○ Bruises deeper in the body's tissue or bones may not be visible but cause swelling and pain. ○ Advise the casualty to seek medical advice. ○ Call 999 if the injury is of a serious nature. ○ Inform the DSL of any bruising inconsistent with the injury or if there are any safeguarding concerns.
Nose bleeds	A common injury generally caused by a direct blow or sneezing. High blood pressure can also cause a sudden bleed. If the blood is watery, it can suggest a head injury i.e. possible skull fracture which is a serious injury. ○ The aim is to control the bleeding and maintain an open away. ○ Sit patient down and lean them forwards. ○ Ask them to breathe through their mouth and to pinch the soft part of their nose ○ Release pressure after 10 mins. ○ If bleeding continues, reapply pressure for further 10 mins. ○ If bleeding is severe or lasts longer than 30 mins arrange to take to hospital. ○ Call 999 in the case of a head injury. ○ If the casualty is feeling faint sit them on the floor with their back supported by a wall to prevent a fall.
Human bites	If a bite does not break the skin: ○ Clean with soap and water. ○ No further action is needed. If a bite breaks the skin: ○ Clean immediately with soap and running water. ○ Complete an Every incident/accident form ○ Seek medical advice as soon as possible (on the same day): - to treat potential infection. - to protect against hepatitis B. - for reassurance about HIV.
Burns and scalds	Burns and scalds can be caused by a number of factors including fire, electricity, oils, hot surfaces, steam, chemicals and radiation. There are 3 classifications of burns: ○ SUPERFICIAL – Outer layer of skin is burnt causing redness, tenderness and inflammation, the skin is not broken ○ PARTIAL THICKNESS – The outer layer of the skin is burnt and broken causing blistering, swelling and pain ○ FULL THICKNESS – All the layers of skin have been damaged causing the skin to look pale, charred and waxy with fatty deposits. There may also be damage to the nerves. ○ Children under 5 years and pregnant women should seek medical attention. ○ Remove any jewelry or other constrictions. ○ Cool the burn with cool running tap water for 20 minutes. ○ Leave any clothing stuck to the burn (unless contaminated with chemicals). ○ Do not touch the burned area. ○ Leave blisters intact. ○ Cover burn with suitable sterile dressing or cling film. ○ For severe burns call 999 for an ambulance. ○ You must send to hospital, if the burn affects the hands, feet, face and genital area.

Problem	Guidance
Possible bone, muscle and joint injuries	○ Support injured limb. ○ Immobilize the injury in the position you find it. ○ Call 999 or 111. ○ Keep casualty warm and reassured. ○ If it is an open fracture cover wound with sterile dressing always call 999. ○ Control bleeding without pressing on any protruding bones.
Possible sprain or strain	○ Rest the injured limb. ○ Apply ice or cold compress for 10 minutes. ○ Apply a compression bandage if necessary. ○ Elevate the injury if possible. ○ If pain is severe or casualty is unable to use the injured part they must go to an Emergency Department.
Seizures	A seizure happens when there is a sudden burst of intense electrical activity in the brain. This causes a temporary disruption to the way the brain normally works. There are many different types of seizures and it depends on which part of the brain is affected. <u>Treatment</u> ○ Protect head from injury. ○ Cushion their head. ○ Look for a medical bracelet. ○ Time how long the seizure lasts. ○ Aid breathing by placing in the recovery position following the seizure. ○ Stay with casualty. ○ Stay calm and reassure them. Call 999 for an ambulance: ○ If you know it's their first seizure. ○ They have one seizure after another. ○ They are injured. ○ The casualty needs urgent medical help. ○ Seizure lasts longer than 5 minutes
Fainting	○ The aim is to improve blood flow to the brain. ○ Lie casualty down and raise their legs. ○ Continually assess for them re-gaining consciousness. ○ If they do not re-gain consciousness place them in recovery position and call 999.
Panic attack	○ A panic attack can be very frightening and come on suddenly. It is key to reassure the pupil that they will not come to any harm. ○ They may be frightening, but they are not dangerous. ○ The pupil may have an increased heart rate, be sweating, feel nauseous, have shortness of breath and be shaky. ○ They last approx 5-20 mins. ○ Keep them calm and talk through slow regular breathing.

APPENDIX B
FIRST AID BOX/KIT LOCATIONS

Prep School

Prep School First Aid Boxes and Kit Locations			
Main Reception	Dining Hall	PE Bags 1 and 2	Belt Bags 1 and 2
The Lodge	Art Room	Forest Bags 1 and 2	Trips Bags 1, 2, 3
Main Hall/Gym	Library	Forest Burn Box	Overnight Bags 1, 2 & 3
Kitchen	Caretakers Office	Reception Class Corridor	Critical Incident

Senior School

Senior School First Aid Boxes and Kit Locations			
Main Reception	Block A Room A001	Medical Centre	Block N The Hub
Main Staffroom	Block A Room A017	Textiles	Block J Room J001
Main Kitchen	Block A Room A010	Food Technology	Block J Room J002 (Burns)
New Hall	Block H Room H130A/B	Design Technology	Block J Room J003
Physics	Block H Room H001	Design Technology	Block J Room J004 (Eyes)
Physics	Block H Room H003	Jubilee Hall	Block J Room J007
Physics	Block H Room H016	Starbucks	Block J Room J008
Science	Block H Room H015	Art	Block J Room J111 (Eyes)
Chemistry	Block H Room H013	Art	Block J Room J112 (Eyes)
Chemistry	Block H Room H012	Art	Block J Room J113 (Eyes)
Chemistry	Block H Room H010	Art	Block J Room J114 Eyes)
Chemistry	Block H Room H011	Michael House Hall	Block M Room M010
Biology	Block H Room H110	M House Staffroom	Block M Room M125
Biology	Block H Room H109	Music Office	Block R Room R004
Biology	Block H Room H108	Drama Office	Block D Room D006
Science Prep Room	Block H Room H201	Drama Studio	Block D Room D002
Science	Block H Room H202	Floor 1 Kitchen	Block D Room D102
Science	Block H Room H205	Pool Office	Block P Room P014
Floor 0 Kitchen	Block T Room T03	Sixth Form Office	Block S Room S206
Floor 1 Kitchen	Block B Room B008		
Maintenance Office	Block B Room B013		

Pavilion

Pavilion First Aid Boxes and Kit Locations			
First Aid Cupboard	Pavilion Office		

PE/School Trips

The PE department have access to sports First Aid kits for use when travelling and for matches. Small First Aid bags are available for use on School trips. There are First Aid kits on the School Coach routes.