



# MILTON ABBEY

<b>FIRST AID POLICY &amp; PROCEDURES</b>	
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Approved by:	Tracey Edwards, Head of Operations

## **Appendices**

- A: First Aiders List
- B: AED Protocol
- C: First Aid Boxes Locations Map
- D: Accident/Incident/Near Miss Form

## **Introduction**

The Health & Safety (First-Aid) Regulations 1981 place a duty on employers to provide adequate first aid equipment, facilities and trained first aiders to their employees, through this obligation under these Regulations does not extend to non-employees, including pupils. However, in its guidance, the HSE strongly encourages employers to consider others when carrying out their assessment of first aid needs and to make provision for them. The assessment of first aid needs is held by the Senior Deputy Head.

Considering the factors detailed in the Health and Safety (First Aid) Regulations 1981, Milton Abbey School is committed to providing adequate first-aid personnel, equipment and facilities to deal with ill health and injuries to pupils, staff, visitors and contractors on site.

All staff are instructed that if there is any doubt as to the severity or extent of any injury, and the School Nurse is not readily available, the first response must be to dial 999. (If you urgently need medical advice and it is not a life-threatening situation dial the NHS 111 service). Where an ambulance has been requested, the Duty Caretaker should be informed immediately to enable him to direct the ambulance to the casualty by the safest route.

It is the responsibility of the Health Centre to keep detailed records of illnesses, accidents and injuries, together with an account of any first aid treatments, non-prescription medicine and treatments given to a pupil or a member of staff who attends the facility. This is in addition to the accident forms that are required to be completed (see reference to Accident Reporting below).

## **First Aid Personnel**

There are fully equipped medical facilities at the Milton Abbey Health Centre. The school endeavours to staff the Health Centre with qualified nurses 24 hours a day during term time.

The number of certified First Aiders needed and provided will not at any time (including outside of term time) be less than the number required by assessment and in accordance with legislative guidelines. This ensures the presence of at least one qualified person on site when children are present.

First Aid training giving a basic, minimum level of competence is strongly recommended for any member of staff that oversees sporting activities, takes school trips or teaches/works in a high-risk department, (e.g. Science).

There are also First Aid boxes situated around the school (see Appendix C). The Health Centre maintains and restocks the first aid boxes termly. Where further supplies are needed outside of the routine restocking, staff should contact the Health Centre directly with their requirements. Similarly, where specific additional items of first aid provision are identified through risk assessments, these should be requested from the Health Centre.

Current Certified First-Aiders are listed at Appendix A and up to date lists are displayed throughout the school.

The school's designated lead first aiders are Martyn Peel and Lara Tomkins.

## **First Aid Training**

The school will provide first aid personnel with sufficient training, information and support to undertake their responsibilities. All first aid training is updated every three years.

In co-ordination with the Senior Deputy Head and the Data Compliance Manager, the Health Centre Manager will:

- Organise training from an approved course provider (if adequate in-house training cannot be provided)
- Organise refresher training for staff when required.

The Data and Compliance Manager will maintain a list of those staff with valid first aid certificates and a copy will be held in HR files.

Awareness of hazards in subject teaching, and first aid provision for the management of such hazards, should be considered when undertaking risk assessments. First Aid boxes are located nearby all high-risk locations.

Staff must ensure that if they have cuts or abrasions these are covered with waterproof or other suitable dressings before administering first aid.

Informal briefings and policy reminders are given to all staff at the beginning of every academic year and to all new staff at the time of joining Milton Abbey School. Information on first aid provision is also included in the Staff Health and Safety Policy, shared with all staff.

### **First Aid Equipment**

All First Aiders and any member of staff should have easy access to first aid equipment which is distributed across the school. The Health Centre will supplement on request between formal checks.

Adequate and appropriate first aid provision will form part of the arrangements for all out-of-school activities.

In cases of anaphylactic shock, Epi-pens can be accessed from the following areas: main kitchen, tuck shop, health centre, and inside red bag held with the AED.

**Medicines and tablets MUST NOT be kept in the First Aid Box**

### **Automated External Defibrillator (AED) – Storage and Use**

The school has one Automated External Defibrillator (AED) located outside the Porter's Lodge. The regular maintenance of the equipment is the responsibility of the Health Centre. An AED is designed for use by all members of the general public and those with associated training (see Appendix B).

Note: AEDs should be stored in locations that are immediately accessible to rescuers; they should not be stored in locked cabinets as this may delay deployment. Use of the UK standardised sign is encouraged, to highlight the location of an AED. People with no previous training have used AEDs safely and effectively. Whilst it is highly desirable that those who may be called upon to use an AED should be trained in their use, and keep their skills up to date, circumstances can dictate that no trained operator (or a trained operator whose certificate of training has expired) is present at the site of an emergency. Under these circumstances no inhibitions should be placed on any person willing to use an AED.

### **Reporting of Accidents**

Reports of all accidents must be made in accordance with the School Health and Safety Policy.

A record must be made of each occasion any member of staff, pupil or other person receives first aid treatment either on school premises or as part of a school-related activity, using the school's accident form (see appendix D) 'REPORT OF AN ACCIDENT OR NEAR MISS' (form available on the Staff Gateway)

This report will be used by the school to help identify trends and possible areas for improvement in the control of health and safety risks.

The reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) requires that accidents to employees leading to fatality, certain specified injuries and diseases must be reported to the Health & Safety Executive by the Head of Operations. Any accident to a visitor, including pupils, that arises out of or is connected to a failing on the part of the school which results in them being taken to hospital for treatment also has to be reported. Further information can be found in the Health and Safety Policy.

### **The identification and treatment of pupils with particular medical conditions (eg asthma, epilepsy, diabetes)**

Where a pupil is known to have a chronic medical condition, the Health Centre will complete a Health Care Plan detailing the usual course of events in a crisis, along with the detailed course of action and treatment to be taken should such a crisis occur. A copy of the Health Care Plan is held within the Health Centre and is shared with the pupil, parent/guardian, personal tutor and house staff.

Staff can access the list of pupils with allergies, medications, and 'need to know' medical conditions via the Health Centre folder available on the school network.

### **Bodily Fluids**

If bodily fluids are spilled anywhere other than the Health Centre during office hours, staff should contact reception to alert the relevant matron, Housekeeping and Caretaker who are generally responsible for clearing up. If outside normal office hours the contact will be the Duty Housemaster/mistress who will radio for help.

Staff should wear disposable gloves and apron, and other appropriate PPE if available, when dealing with bodily fluids.

All spillages must be cleared up as soon as possible.

Spill kits are available from the following locations:

- Housekeeping
- Estates
- House Matron Offices

These must be disposed of as contaminated waste in the specific clinical disposal bin at the Health Centre. Clinical waste bags (yellow with black stripes) are to be used for disposal of any contaminated waste.

Contaminated bedding, clothing, etc is to be placed in a separate labelled bag and sent to the school laundry.

Housekeeping is to be informed of any spillages of bodily fluids and the area closed off wherever possible until cleaning has taken place.

### **Arrangements for out of school hours**

In term time, First-Aiders are available at all times. In the event of a life-threatening emergency, it is recommended that the emergency services are called using '999'. For advice regarding a non-life-threatening medical situation call the NHS 111 Service.

During holiday periods, a number of First Aiders are still available across the school site. Details can be obtained from the First Aid notices. See also Appendix A.

### **Arrangements for offsite activities/school trips**

First aid kits for off-site activities are issued by the External Visits Coordinator (EVC). Any specific requirements will be identified through the risk assessment for the activity.

### **Information**

Intranet announcements, e-mails, digital screens, staff meetings and individual briefings for appropriate Teachers and Tutors are the medium whereby staff are informed of significant illness/ conditions of pupils for risk assessment purposes.