

First Aid Policy

First Aid means the treatment of minor injuries which do not need treatment by a medical practitioner or nurse as well as treatment of more serious injuries prior to assistance from a medical practitioner or nurse for the purpose of preserving life and minimising the consequences of injury or illness. For the avoidance of doubt, First Aid does not include giving any tablets or medicines. All staff should read and be aware of this policy, know who to contact in the event of any illness, accident or injury and ensure this policy is followed in relation to the administration of First Aid. All staff will use their best endeavours, at all times, to secure the welfare of pupils.

Nothing in this policy should 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 for the emergency services 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 College site.

1 First Aiders

The Nurse Manager, is responsible for ensuring that the College has the minimum number of First Aid personnel. A list of First Aiders' names, locations and telephone extensions is also maintained centrally.

- The main duties of First Aiders are to give immediate first aid to pupils, staff or visitors when needed and to ensure that an ambulance or other professional medical help is called when necessary.
- First Aiders are to ensure that their First Aid certificates are kept up to date.
- First aiders will undergo updated training at least every three years to maintain their qualification.
- Emergency First Aid training is provided to those staff who require such training. HR/Medical Centre determine which staff members require the training and a log is kept of the staff who are EFAW/EPFA Trained, (Emergency First Aid at Work/Emergency Paediatric First Aid). Some staff members have higher first aid qualifications including First Aid for Expeditions (Mountain Environment).
- At least one staff member in each section of the College and each boarding House will be a trained First Aider.

First Aid Boxes

First Aid boxes are marked with a white cross on a green background. They are available in every House and department throughout the College. Requests for re-stocks may be sent by any member of staff to the Medical Centre via medicalcentre@malverncollege.org.uk.

College Minibuses

College minibuses have a prominently marked first aid box on board which is readily available for use.

Off-Site Activities

First Aid Kits must be taken on off-site activities as deemed appropriate by the risk assessment.

2 Information on pupils

Parents are requested to provide written consent for the administration of first aid, medical treatment and medication when their child starts at the College.

This requirement will not prevent a child of sufficient understanding and intelligence to understand fully what is proposed, from giving or withholding consent to first aid or medical treatment or from seeking advice or treatment in confidence.

Procedure in the Event of an Accident or Injury

The person who is present should assess the situation and decide on the next course of action, which may involve immediately calling for an ambulance. The Medical Centre should be informed as soon as possible. First Aiders can also be called if necessary and should be called if a member of the Medical Centre is not immediately available. However minor the injury, the Medical Centre should always be informed.

Ambulances

Staff should always call an ambulance in the following circumstances:

- A significant head injury
- Fitting or unconsciousness
- Difficulty breathing/chest pains
- A severe allergic reaction
- A severe loss of blood
- Severe burns
- The possibility of a serious fracture
- In the event that the First Aider does not consider that they can adequately deal with the presenting condition or is unsure of the correct treatment

If an ambulance is called, the Nurse Manager or First Aider in charge should make arrangements for the ambulance to have access to the accident site. Staff may need to stand at entrance gates to direct the ambulance on to the Campus. Staff should use the WhatThreeWords closest to the patient (appendix one).

Arrangements should be made to ensure that any pupil is accompanied in the ambulance, or followed to hospital, by a member of staff if it is not possible to contact the pupil's parents in time.

3 Hygiene and infection control

If a spillage of blood or bodily fluids occurs, the Medical Centre and/or the relevant Housem. should be informed who will arrange for the proper containment, clear up and cleansing of the spillage site. Spillage kits can be obtained from Domestic Bursary and if the area is carpet then Domestic Bursary should be asked for the area to be deep cleaned as soon as possible.

All staff should take precautions to avoid infection and to follow basic hygiene procedures (such as regular hand washing).

The First Aider should take the following precautions to avoid risk of infection:

- cover any cuts and grazes on their own skin with a waterproof dressing;
- wear suitable single use disposable gloves when dealing with blood or other bodily fluids;
- use suitable eye protection and a disposable apron where splashing may occur;
- use devices such as face shields, where appropriate, when giving mouth to mouth resuscitation;
- wash hands after every procedure.

If the First Aider suspects that they or any other person may have been contaminated with blood and other bodily fluids which are not their own, the following actions should be taken without delay:

- wash splashes off skin with soap and running water;
- wash splashes out of eyes with tap water or an eye wash bottle;
- wash splashes out of nose or mouth with tap water, taking care not to swallow the water;
- record details of the contamination;
- report the incident to the Medical Centre and take medical advice if appropriate.

Procedures for Students with Medical Conditions such as Asthma, Diabetes, Epilepsy etc.

A record is maintained of students who need to have access to asthma inhalers, Adrenaline Auto Injector (AAI), or similar and this information is available from the Medical Conditions List, which can be accessed from iSAMS.

Information will be added and adjusted accordingly by the medical staff. Should House staff become aware of any information not on iSAMS they should inform the Medical Centre/Nurse Manager as soon as possible so information can be updated

Individual pupils will be given responsibility for keeping life-saving equipment with them. In other cases, equipment will be kept, suitably labelled, in the Medical Centre or/and by the House staff.

Automated External Defibrillators (AEDs)

The College's AEDs are located at the Sports Complex, the Medical Centre, Main Building, the Chapel and the grandstand at the Playing Fields. The AEDs should only be used where a person is in cardiac arrest. It should not be used where a person is conscious, breathing and/or his or her heart is still beating.

If a person is suffering from a cardiac arrest, the first person on the scene should immediately call the emergency services and commence CPR. A second person should be sent to collect the nearest AED device. AEDs are designed to be used by any person by following the step by step instructions as the AED lid is opened. The person administering the AED should ensure that the area around the casualty is clear before administering the AED. He or she should then stay with the casualty until the emergency services arrive.

Reporting

In the event of an accident, injury or illness requiring First Aid, a record of First Aid provision should be completed. Accident forms should be completed by the member of staff supervising the class or activity. Forms can be found on Sharepoint under the Health & Safety heading and should be completed as soon as possible after the incident but certainly within 24 hours.

All injuries, accidents and illnesses, however minor, must be reported to the Medical Centre.

Reporting to Parents: In the event of accident or injury parents or guardian(s) must be informed as soon as practicable. The member of staff in charge at the time will decide how and when this information should be communicated, in consultation with the Head if necessary.

Reporting to HSE: Schools are legally required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (SI 2013/1471) (RIDDOR) to report the following to the HSE:

Accidents involving pupils or visitors

- accidents where the person is killed or is taken from the site of the accident to hospital and where the accident arises out of or in connection with:
 - any College activity (on or off the premises)
 - the way a College activity has been organised or managed (e.g. the supervision of a field trip);
 - equipment, machinery or substances; and/or
 - the design or condition of the premises.

Accidents involving Staff

- work-related accidents resulting in death or 'specified' injury (including as a result of physical violence) must be reported immediately (major injury examples: any loss of consciousness caused by head injury or asphyxia; amputation); or
- work related accidents which prevent the injured person from continuing with his / her normal work for more than seven days; or
- cases of work-related diseases that a doctor notifies the College of (for example: certain poisonings; lung diseases; infections such as tuberculosis or hepatitis; occupational cancer); or
- certain dangerous occurrences (near misses - reportable examples: bursting of closed pipes; electrical short circuit causing fire; accidental release of any substance that may cause injury to health).

More information on how and what to report to the HSE, can be found in Incident reporting in schools (accidents, diseases and dangerous occurrences) (EDIS1 (revision 3)) and at <http://www.hse.gov.uk/riddor/resources.htm>.

It is also possible to report online via the following link: <http://www.hse.gov.uk/riddor/index.htm>

Monitoring

A senior member of staff will organise a regular review of the College's Accident Book and records in order to review the College's systems and management of medical welfare and any trends in

accidents, injuries and illnesses at the College in order to identify whether a review or change in welfare practice is needed. This will also form part of the First Aid risk assessment process.

In addition, the senior member of staff will undertake a review of all procedures following any major incident to check whether the procedures were sufficiently robust to deal with the major occurrence or whether improvements should be made.

Appendix 1 - Emergency Services - What 3 Words

Building	Words
Main Building (Main Entrance)	copy.photo.escape
Main Building (Bookroom)	rental.view.bridge
Chapel	family.behind.yard
Chapel OM	baking.fruit.case
Memorial Library	glare.frogs.soon
Science (Preston Side)	bricks.either.pardon
Science (New Science)	lower.listed.event
ICT	school.pencil.apple
Geography	thank.hugs.vets
Theatre	starts.dream.dime
South Lodge	tasty.pizza.film
Racket Courts	pots.golf.spits
Domestic Bursary	spun.poet.maker
Sports Complex (Main Entrance)	ears.behind.riots
Sports Complex (CPU)	guess.eggs.aware
Medical Centre & CCF	flown.native.softly
Music & Commercial (Guardians)	glow.bells.good
St Edmunds	haven.print.lime
Sixth Form	calms.backed.will
Design & Technology	purple.allow.desks
Lindsay Arts Centre	scarf.quarrel.degree
Classics & Pavilion	names.before.flying
The Grub & Togs	sings.watch.jungle
Senior Turf & Junior Turf	cherry.cliff.unique
Grandstand & Court Fields	light.choice.passes
Estates	moons.field.round
Tennis Courts	open.entry.stays
Boarding Houses	Words
House 1	fries.rarely.smug
House 2	wiring.lame.danger
House 3	sheep.orders.space
House 4	flips.watch.thin
House 5	reach.pitch.trucks
House 6	deeper.steer.smiles
House 6.1	proven.milky.patrol
House 7	boom.repair.butter
House 8	baking.photos.online
House 9	winner.ending.look
Ellerslie	boom.repair.butter
School House	haven.glass.ever