



# EPSOM

## COLLEGE

### **First Aid Policy and Procedures**

This policy is written as an extension to the Epsom College Health and Safety Policy previously endorsed by the Board of Governors of Epsom College. A copy of this policy is available on request from the COO & Bursar.

#### **First Aid Policy Statement**

Epsom College will ensure, so far as is reasonably practicable, that first aid arrangements will be managed in compliance with the Health and Safety (First Aid) at Work Regulations 1981, Education (Independent School Standards) (England) Regulations 2014 and National Minimum Standards for Boarding Schools (Standard 3).

Management of first aid arrangements will be undertaken in such a way as to provide adequate arrangements for training and re-training of first aiders (every 3 years), provision of first aid equipment and facilities and for the recording of first aid treatment. Arrangements will be such that first aid may be offered to employees, students, visitors, contractors and others who may be affected by the activities of the organisation.

#### **First Aid Aims/Objectives**

- To ensure compliance with all relevant legislation – and in particular RIDDOR
- To undertake suitable and sufficient assessments of first aid needs
- To identify and implement reasonably practicable arrangements for dealing with first aid accidents
- To provide sufficient numbers of competent persons for carrying out first aid treatment
- To conduct regular checks on first aid equipment and the availability of consumables
- The above to be achieved through the adherence to the First Aid Procedure detailed below
- To ensure staff are aware of location, and maintenance responsibilities of AED around campus
- To ensure staff are aware of the location and maintenance responsibilities of Anaphylaxis kits around the campus.

#### **First Aid Responsibilities**

- The Head and COO & Bursar, working through the School's Health and Safety Committee will ensure that the appropriate policies, procedures and audit protocols are in place and reviewed from time to time.
- The Senior Leadership Team will ensure that these policies and procedures are communicated, implemented and adhered to on a sustainable basis in their respective areas of responsibility.
- The Heads of Department will ensure that these policies and procedures are communicated, implemented and adhered to on a sustainable basis in their respective areas of responsibility.
- The Facilities Manager in close Co-operation with the Nurse Manager and Assistant Head – Total Curriculum will ensure that suitable and sufficient assessments are carried out to ascertain first aid needs.

- The Nurse Manager will ensure that suitable equipment, facilities and consumables are provided for first aid treatment. There are 4 x Automated External Defibrillator Units – (located in the Sports Hall, the Cricket Pavilion, Main Reception and Medical Centre) and 4 Anaphylaxis kits (located in the Sports Hall, Cricket Pavilion, Dining Room & Medical centre)
- The Works Assistant will ensure that suitable first aid notices are displayed, which detail names of first aiders and contact information
- First Aiders will ensure that all first aid treatments are recorded on the appropriate College form and such notices passed in the first instance to the Medical Centre for review and filing.
- The COO & Bursar will ensure that arrangements are in place for a suitable budget for training and re-training of first aiders.
- The Schools Health and Safety Committee will ensure that audits are carried out periodically to ensure the effectiveness of first aid arrangements.

### **First Aid Arrangements**

- Levels of sufficiently competent staff to be reviewed on an annual basis by the Facilities Manager
- Who is trained as a first aider will be on the recommendation of the Head of Department to the COO & Bursar.
- Training for first aiders will be carried out by suitably competent and qualified external organisations.
- Responsibility for pupils with particular medical conditions are to be found in 'The Provision of Medical Care' document to be found in the Common Room Handbook.

### **First Aid Procedures**

#### **Introduction**

The Health and Safety (First Aid) Regulations 1981 set out the essential aspects of First Aid that employers have to address. Employers are required to:

- Carry out an assessment of first aid needs appropriate to the circumstances of each workplace
- Provide adequate numbers of qualified first aiders throughout the organisation
- Maintain levels of competence of first aiders
- Provide adequate equipment for first aid treatment
- Provide adequate first aid rooms or other suitable areas for first aid treatment
- Record first aid treatment and report as necessary to the Health and Safety Executive under RIDDOR

#### **First Aid Assessment**

A first aid assessment has been carried out by the Nurse Manager, Assistant Head – Total Curriculum and the Facilities Manager which has identified the minimum numbers of First Aid at Work qualified (FAW) and Emergency First Aid at Work qualified (EFAW) persons required by the School. The assessment has been based upon the numbers of employees and students within the School. Whilst the initial assessment indicated numbers well above the requirement it has been agreed that when pupils are present there should be a minimum of one (FAW) qualified available. Although the regulations do not oblige employers to provide first aid for anyone other

than their own employees, due to the presence of students they have been included within the assessment. The review of the risk assessment for Provision of First Aid should be carried out regularly.

### First Aid Personnel

The current first aid assessment has identified the following **minimum** numbers of qualified first aiders (FAW) and or those qualified to Emergency First Aid at Work (EFAW) that are recommended within the School.

School Activity or Department	First Aid at Work Qualified Required	Emergency First Aid at Work Qualified Required
<b>Low Hazard:</b> <i>Classrooms*, Boarding Houses* &amp; Offices</i>	Greater than 50 x at least 1 FAW trained first aider per 100 or part thereof	Less than 25 at least 1 appointed person  25 - 50 x at least 1 EFAW trained first aider
<b>Higher Hazard:</b> Maintenance, Catering, Porters', D&T, Laboratory based*, Indoor* & Outdoor Sport*  Swimming*, Competitive Team Games*, Drama*, Adventure & CCF Training*	Greater than 50 x 1 FAW trained first aider or part thereof	Less than 5 at least 1 appointed person  5 - 50 at least x 1 EFAW or FAW trained first aider depending upon the type of injuries that may occur.

\* **Term Time only** – NB The Medical Centre is staffed to meet the initial needs during term time.

Members of staff taking students on activities outside School when third party first aid facilities cannot be relied upon should have among them a person trained as a minimum to appointed person status. The Assistant Head – Total Curriculum and Nurse Manager will determine first aid equipment and consumables taken on such activities after consultation with the activity leader.

### Training of First Aid Personnel

All first aiders must hold a valid certificate of competence, approved by the Health and Safety Executive. The Facilities Manager will maintain a register of all qualified and authorised staff and arrange re-training as becomes necessary.

### Courses for FAWs and EFAWs

Members of staff should in the first instance contact the COO & Bursar who will determine the need and as necessary arrange for a convenient course.

## Application of First Aid

First Aiders should not provide first aid treatment for which they have not been trained. First Aiders should only provide first aid treatment for which they have been trained and are competent. In all cases the Medical Centre should be contacted as soon as is reasonably practicable to take over the incident.

## First Aid Boxes & Automated External Defibrillators (AED)

The required minimum of first aid boxes is provided by the School and distributed and restocked by the Medical Centre as necessary. The siting of the boxes and any suitable signage is the responsibility of the Nurse Manager and Facilities Manager.

Locations:

HOUSES	DEPTS	SPORTS	GENERAL	SUPPORT SERVICES	TRAVEL Kit	NOT PROVIDED BY M/C
All Day Houses	Art *	All staff to carry individual first aid kits	Big School	College Store	Each Sports Team	Catering – source their own
All Boarding Houses	Biology *	All sport departments Inc. Swimming Pool	CCF	Grounds Office	School excursions	Works – source their own
Lower School	Chemistry *		Chapel	Laundry Facilities		Mini bus x 6 and cars – provided by Hire company
	DT		Library			
	IT		Reception			
	Physics *		Tuck Shop			

\* Includes sterile eye wash provision (as specified by CLEAPSS)

NB: Works Department provide their own First Aid boxes and the College vehicles have their own in accordance with the rental company's policy.

The actual contents of the first aid boxes will be determined by the Nurse Manager after taking into consideration the area or department in which the box is sited. Housemasters and Housemistresses (HMM's) and staff member withdrawing items from First Aid Boxes should seek replacement stock/notify the Medical Centre at the earliest convenience. The Nurse Manager or designate will periodically check the First Aid Boxes around the School.

AED x4 are self-calibrating but are checked monthly by the Medical Centre to ensure that batteries and defibrillator pads (Adult and Paediatric sizes) are within date and functioning (please refer to the AED guidance for more information).

The Medical Centre orders all replacement equipment.

## Vehicles used for transporting students

First aid boxes will be provided in all vehicles used for transporting students – all mini buses include non-medical centre issued first aid boxes. It is the responsibility of the driver to ensure that the contents of the first aid box

checks with the contents list attached within the box. Drivers using any items from the first aid box should notify the Works Department, who will organise replacements as soon as practicable.

The Nurse Manager will determine the actual contents of the first aid boxes within vehicles.

### **First Aid Room**

The School's Medical Centre is the main First Aid Room.

### **First Aid Notices**

Suitable notices should be displayed in Departments and Buildings around the College listing the names, locations and contact details of first aiders. They can also be found via W:\Public\Health and Safety\First Aid & AED Guidance\First Aid Qualified Notice.

Parents are asked to provide the College with sufficient information about their child's medical needs if treatment or special care is needed. The means by which the College supports pupils with medical needs and all protocols related to medical matters, including the management of pupils' medicines, are set out in Provision of Medical Care document located within the Common Room Handbook.

### **Action at the scene of an injury**

In cases of obvious serious injury, the first aider will be expected to

- *Assess the situation*
- *Make the area safe*
- *Give emergency aid according to guidelines set by First Aid training agencies in conjunction with Resuscitation Council (UK)* – general rules of treatment are set out below.
- *Get help* - Use the nearest available telephone and send for the ambulance (Dial (9)999/112). Direct the ambulance to the nearest convenient point (site of injury if possible). Explain the appropriate College entrance (usually Longdown Lane for the Sports Centre, Pool, Farm and Crosbie Astroturf areas). Send a guide to the gate as necessary.
- *Inform the Medical Centre* (dial 1199). The Nurse on duty will attend the site of injury at her discretion, or summon a trained first aider to assist if none already present.

In the event of the casualty being transferred to hospital being a pupil, then he/she must be accompanied by a member of CR or a suitably responsible adult.

The Nurse Manager, in liaison with the HMM, Matron or other members of staff, will contact parents/guardians giving relevant details, ambulance destination etc.

In other cases of injury:

- Have the casualty taken/escorted to the Medical Centre, situated near the Main Entrance.
- The injured Pupil shall report to the Medical Centre for treatment and assessment by the Nurse on duty.
- The Nurse may wish to refer the pupil, depending on the severity of the condition, to the A&E department. All injured pupils sent to the A&E department will be issued with an advice note detailing the nature of injury and the immediate treatment given to submit to staff at A&E.

The injured pupil must remain under Medical Centre supervision until transport and /or an escort arrives.

In the event of a pupil requiring immediate transfer to hospital, the Nurse on duty will liaise with the HMM or Matron wherever possible to organise appropriate transport, an escort and notification of the parents. In the event

of the HMM or Matron being unavailable, these duties may be performed by Nurse, at their discretion. In these cases the Nurse will notify the HMM and Matron via e-mail.

Under no circumstance is a pupil permitted to drive or accompany another pupil to hospital.

All injured Pupils will be issued with an advice/referral note detailing the nature of injury and the immediate first aid treatment given to the casualty to submit to staff at A&E.

A record of any injury will be entered into the pupil's medical notes and an Accident form completed.

In the event of any injury requiring notification to the Health and Safety Executive under RIDDOR the Medical Centre will inform the COO & Bursar at the earliest opportunity so that the relevant documentation and returns can be completed.

## **Treatment**

### **General Rules of Treatment**

- Give the minimum necessary.
- Rest.
- Warmth.
- Support injuries.
- Reassurance.
- Move as little as possible.
- Move casualty to the Medical Centre or ring the Medical Centre for advice.

### **Do Not Move**

#### **An unconscious casualty.**

Instead:

- call (9)999 immediately
- Clear the airway, check the breathing.
- If breathing place casualty in Recovery position
- If not breathing attempt CPR until emergency services arrive according to Resuscitation Council guidelines.
- Summon AED device – *AED should be accessible to all trained and untrained to use in the event of an emergency*
- Notify Medical Centre/HMM as soon as possible

#### **Do Not Move a fracture or possible fracture of:**

1. Neck, spine, pelvis or leg.
2. Dislocation of hip/ knee/ankle
3. Call (9)999 immediately.
4. Inform the duty school Nurse, HMM and Matron.

### **Ankle injuries/Sprains**

- Support injured limb and escort casualty to Medical Centre for assessment. A wheelchair/ambulance chair is obtainable from the Medical Centre. A wheelchair is also available from Reception

### **Fractures of Upper Limbs**

- Immobilise and support injury.
- Move to Medical Centre either by casualty walking or arrange suitable transport

### **Head Injuries**

Full details of what to do in the event of a Head Injury are detailed in the Head Injury Policy which is available from the Medical Centre or can be found in the Common Room Handbook.

### **Concussion**

- Apply dressing to any wounds.
- Remove to the Medical Centre.

### **In All Cases of Injury**

- All casualties on the sports fields should go to Medical Centre for assessment.
- If the pupil requires treatment for their injury and does not want to play on, they should be allowed to leave the pitch and go to the Medical Centre for treatment.
- All pupils who have been concussed or shocked or have difficulty in walking should be escorted and if necessary transported to the Medical Centre, as soon as possible, not left sitting on the side-line while the match goes on.

These points are an informative guide to first aid treatment. The school recognises that Staff acting as first-aiders can only give the amount of treatment that each individual feels competent to give. Furthermore, the school takes note of The Social Action, Responsibility and Heroism Act ( February 2015) which is designed to counter the perception that an individual might be penalised if an accident or injury occurs while they are trying to do the right thing, i.e. whether that individual was acting for the benefit of society, whether they demonstrated a predominately responsible approach towards protecting the safety of others and whether they were acting heroically by intervening in an emergency to assist an individual in danger.

### **Contact details**

In the event of an injury the following numbers should be used

- **9/999** – in the case of a serious injury an ambulance should be sent for as detailed above. The caller should remain with the pupil until the ambulance arrives.
- **The Medical Centre:** (82) 1199, Mobile 07721 072153 or 4444 from internal phone – this is for minor injuries or to report a serious injury when an ambulance has been sent for

### **Procedures for dealing with spillages of body fluids**

Body fluids include blood, urine, vomit and faecal matter. All must be regarded as potentially infective and dealt with in a safe and effective manner.

Procedure

- In the event of blood loss or vomiting the Nurse on duty in the Medical Centre must be informed immediately to provide the appropriate treatment to the affected person.
- The area of the incident should be made safe by the first member of staff at the scene using warning signs if necessary. Where appropriate the spillage may be covered with disposable towels.
- The Nurse and/or Domestic staff (via the Facilities Manager) should be notified.
- Disposable personal protective equipment (PPE), such as gloves and aprons, is available in each of the Houses as well as in the Facilities Manager's office and Medical Centre, as are disinfectant solutions.
- The spillage must be cleared at the earliest opportunity. The area should be covered using the spillage compound available.
- This should be sprinkled over the spillage ensuring absolute coverage.
- Allow 90 sec approximately before scooping debris into a suitable disposable bag - preferably a yellow clinical waste bag.
- Any paper towels or similar should be sealed in a plastic rubbish bag, together with any PPE used. Disposal of infected or potentially infected material is through the Medical Centre and according to Local Authority guidelines.
- Following cleaning with disinfectants the area may subsequently be washed in the normal manner, and left to dry, using warning signs where necessary.
- Cleaning equipment must be washed after use and stored dry.

### **Non-urgent appointments**

Arrangements to escort pupils to non- urgent appointments will be made by the HMM/Matron in liaison with parents/guardians

Pupils aged 16 years and over may go to some appointments (i.e. x ray) unattended and may travel in a taxi from an approved firm. The HMM and Matron will be notified in these circumstances.

Under no circumstance is a pupil permitted to drive or accompany another pupil attending an appointment.

### **Records**

All first aid incidents must be reported by the person giving first treatment and the person who received treatment should report to the School's Medical Centre at the earliest opportunity. The person giving first aid treatment should enter the incident on the School's Accident Report and forward the report to the Medical Centre.

### **Special Medical Conditions**

Staff should be aware of any special medical conditions of any pupils who are in their charge, and be familiar with what to do in the case of an emergency. With consent from parents/pupils, full details of a pupil's medical condition are available to view on iSAMS, and where applicable gives details of the action to be taken in the event of an emergency. Staff should be familiar with these procedures, and if in doubt discuss them with the relevant HMM or the Medical Centre for further clarification.



## **Lessons Learned**

The School's Health and Safety Committee review all incidents logged through the School's Accident Report on a regular basis. The Health and Safety Committee's main concern is the incident, and the result of the incident. They will question whether a future similar event can be avoided and what procedures, if any can be put in place to reduce the likelihood of a reoccurrence.