



## **First Aid Policy**

To be read in conjunction with Harrogate Ladies' College Health and Safety Policy.

### **1 INTRODUCTION**

Harrogate Ladies' College (HLC) recognises that it has a duty to protect the health and safety of staff, pupils and visitors to the premises. The Headmistress has overall responsibility for first aid provision. Responsibility for day to day first aid procedures, however, has been delegated to the Health and Safety (H&S) Committee which reviews the school's first aid needs regularly and ensures that provision is adequate.

The H & S Committee consists of the Bursar, co-opted teaching and non-teaching staff, School Nurse and Clerk of Works.

All staff, pupils and visitors are expected to have high regard for safety at all times. In the event of an accident all members of the school community should be aware of the support available. If anyone has any concerns about first aid at the School, they should inform the Health Centre.

### **2 AIMS**

The School aims to provide a safe environment. First aid (training and equipment) is, therefore, available should an accident occur or someone become unwell.

The purpose of the policy is to:

- Provide effective, safe first aid cover for pupils, staff and visitors.
- Ensure that first aid information is readily available and that all users of the School know how to call for help.
- Ensure that first aid kits for minor injuries are available throughout the School for use by all staff and that they are maintained regularly.
- Provide awareness of health and safety issues within the School and on school trips, to prevent, where possible, potential dangers or accidents.

First aid notices will be displayed on notice boards across the site. Health and safety and first aid information will be included in induction programmes for all new staff and pupils.

### **3 RISK ASSESSMENT**

Considerations for first aid provision include:

- The size and location of the school
- Any specific hazards or risk on the site;
- Any staff/pupils with special health needs or disabilities;
- The number of first aid personnel.

## **4 FIRST AID TEAM**

### *4.1 School Doctor & Health Centre*

By October half term, the Health Centre will provide the Headmistress and Bursar's office with a confidential list of new pupil's known medical conditions. The Health Centre will maintain a file of up to date medical consent forms for pupils (once completed by parents) and ensure that this information is readily available for staff responsible for school trips and outings.

Health Centre staff will be on hand during term time to treat any minor medical condition for pupils, staff or visitors within their professional capability or to refer a casualty to the appropriate health services. Anyone with a serious injury and/or requiring emergency treatment should be sent or taken directly to hospital.

### *4.2 First Aiders*

First aiders will receive training and attend regular refresher courses to ensure that skills are maintained. Ideally, due to the increased risk of sports injuries, all PE staff should have awareness of first aid, with a number of key personnel trained to a higher level.

The number of first aid personnel is based on the number of pupils and employees, taking into consideration adequate provision for leave and absences, off-site activities, practical departments (eg Science, Physical education) etc.

The DfEE recommends one first aider for every 50 people in a medium risk environment and one for every 100 people in a low risk environment: a school will have a mixture of both. The School has about 750 on site during term time and therefore should have a minimum of 8 first aiders. Numbers will vary during school holidays: it is estimated that about 50 people will be on site, and therefore at least 1 first aider should be available (more will be required if there are other events/activities taking place).

The names and contact numbers of first aiders will be kept in the School Office so that the nearest can be contacted in the event of an accident.

### *4.3 Housemistresses/Assistant Housemistresses (HM/AHM)*

HMs and AHMs also have a vital role to play in the provision of first aid treatment. In particular, they should investigate the circumstances of a pupil feeling unwell, especially in the case of headaches, to ensure that they are not caused by an injury. If in any doubt, the pupil must be referred to the Health Centre for examination.

### *4.4 Appointed Person*

An appointed person is there to support the first aiders. He/she should take charge when someone is injured or becomes ill until a suitable qualified person is available; and ensures that an ambulance or other professional medical help is summoned when appropriate.

## **5 SCIENCE DEPARTMENT**

Due to specific potential dangers within the Science faculty, the Head of Science should ensure that science staff have received training to deal with potential accidents with chemicals, fire and the less usual circumstances where staff/pupils may be injured. This is reviewed annually.

## **6 FIRST AID ON SCHOOL TRIPS WITHIN AND OUTSIDE THE UK**

When students are on approved school trips, first aid arrangements are detailed in the risk assessment. Insurance details are provided to those organising trips. A designated member

of staff should have a suitably equipped first aid box, accident book and appropriate telephone numbers to summon aid if required. First Aid boxes are available upon request from the Health Centre based on the number of persons on the trip.

Medical contact and information forms are sent to all parents asking them to supply detailed information on their child's medical conditions. Staff in charge should ensure that for every pupil taken on a School trip they have a medical consent form indicating any specific conditions or medications of which they should be aware. Medical consent forms for boarders can be obtained on request from the Health Centre.

If students are ill or injured abroad, the local emergency services or hospital/medical centre should be contacted.

When at the premises of a third party where first aid arrangements are assessed to be adequate to cover the School's needs, those concerned should obtain details of the first aid arrangements in advance and familiarise themselves with them on arrival at the premises.

## **7 FIRST AID 'OUT OF HOURS'**

As HLC is a boarding school, first aid cover during term time will be office hours 8.30 am – 5.30 pm. During school holidays, first aid cover will be provided for and by the staff who remain on site. First aiders will be appointed with school holiday cover in mind, so that the closure of the Health Centre during the holidays does not lead to less effective cover.

Staff organising events should ensure that all external organisations hiring parts of the School are required to familiarise themselves with the first aid policy and first aid kits in relevant areas of the school.

## **8 FIRST AID BOXES**

First aid boxes are provided in the first instance by the Health Centre, the nearest first aider is then responsible for keeping it stocked and up to date.

First aiders should keep a record of supplies used for treatment purposes and re-order as soon as possible via the Health Centre. They should check the first aid boxes in their area regularly and at least once a term.

All School vehicles are to carry appropriately stocked first aid kit which is checked and re-stocked by the person responsible for the general maintenance of the vehicle (designated by the Bursar).

Where there is no special risk identified, a minimum provision of first aid items would be:

- A leaflet giving general advice on first aid.
- 20 individually wrapped sterile adhesive dressings (assorted sizes).
- Two sterile eye pads.
- Four individually wrapped triangular bandages (preferably sterile).
- Six safety pins.
- Six medium (approx 12 x 12cm) individually wrapped, sterile unmedicated wound dressings.
- Two large (approx 18 x 18cm) individually wrapped sterile unmedicated wound dressings.
- One pair of disposable gloves.

## 9 WHAT TO DO IN THE EVENT OF AN ACCIDENT OR ILLNESS

### *In an emergency*

- Dial 999 for the emergency services. Give as exact a location as possible, 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. Parents or next of kin are to be informed about all head injuries promptly.
- 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 feels generally unwell to the Health Centre (they should be accompanied). During school holidays, such casualties should be sent to their own GP practice or Accident and Emergency unit if appropriate.
- Liaise with teaching staff to ensure that lessons are covered in the event of an absent teacher.
- Report all accidents and injuries (see section 10).

## 10 REPORTING ACCIDENTS

All members of the School community are asked to report any accident-however minor – as soon as possible after it has occurred. Where 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 an accident report form in the accident book from relevant department.
- Send form to Health Centre for filing. Health Centre staff will inform Bursar if accident needs to be reported to RIDOR.

Report must contain:

- The date, time and place of the event.
- Details of those involved.
- A brief description of the accident/illness and any first aid treatment given.
- Details of what happened to the casualty immediately afterwards (eg went home, resumed normal duties, went to class, went to hospital).

The Headmistress should be informed about any incident if it is at all serious or particularly sensitive, eg if a pupil has to go to hospital or if a pupil has caused deliberate damage to another or where negligence might be suggested.

The Nurse on duty must inform parents when any pupil requires hospital treatment or is kept in the Health Centre overnight.

If, as a result of an accident, an employee is taken to hospital, is unable to work, or subsequently becomes absent from work, their line manager/Head of department and the Bursar should be informed immediately.

All serious accidents must be reported to the Health and safety Executive by the Bursar.

In an emergency, the Office, the Bursary and the House staff have contact details for pupils parents/named contacts. The Bursary also has contact details of employee's next of kin.

Heads of Department should ensure that all employees, pupils and/or visitors to their department are aware of the procedure to report accidents.

### *Recording Accidents off the School Site*

Any person who suffers an injury as a result of an accident that occurs off the School's site whilst undertaking their role for HLC should report as specified above. In addition, accidents occurring on a third party's site should be reported in accordance with procedures applying to that site.

Appendix 1

### *Responsibilities of First Aiders*

- To know their own work area well, paying special attention to potential hazards, and know the correct treatment for injuries common to that area.
- To promote accident prevention and safe working practice.
- To ensure that accident forms are completed appropriately.
- To keep their first aid box(es) clean and adequately stocked at all times, and dispose of any damaged, open or expired materials in the appropriate manner.
- To clean and maintain a good state of repair all ancillary equipment within their area, eg eye wash bottles etc.
- To safeguard the patient's clothing and possessions.
- To respect patient confidentiality.

### *Responsibilities of H & S Committee Members*

- To review first aid requirements according to the nature of activities within their department(s) as processes, staff or the environment change.
- To determine the number of first aider to appoint.
- To identify if their department presents special/unusual hazards, and whether any additional; and specific training in first aid treatments is required.
- To co-ordinate the first aid training details for departments; keeping up to date records of training and expiry dates for first aiders within their department.
- To inform everyone within their department of arrangements made for first aid, and keep them informed of any changes.
- To ensure that visitors to their department are aware of how to summon first aid assistance.
- To check regularly that the appropriate lists and signs showing the location of first aid equipment, facilities and first aid personnel are updated and displayed in conspicuous places.