



Independent School for Girls Aged 2 to 18
and Boys Aged 2 to 11

WELLNESS CENTRE: WHOLE SCHOOL FIRST AID POLICY

Harrogate Ladies' College family of Schools:

Highfield Pre School, Highfield and College

SLT Responsibility: Joanna Fox

Governor Committee Review: Pupil Welfare

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Since 1893

1. Aims

- 1.1. Harrogate Ladies' College (the School) recognises the importance of timely and competent treatment in the event of illness or accident, and this policy sets out the actions to be taken should an accident or illness occur to anyone on School premises. This Policy applies to Harrogate Ladies College, both day and boarding, Highfield and the Pre-Prep, which includes our Early Years Foundation Stage (EYFS).
- 1.2. The School commits in this Policy to observing the principles of the Equality Act 2010 and does not discriminate on any grounds.
- 1.3. This policy is a framework to facilitate the care of a sick or injured child whilst in the care of the School as either a day pupil or boarder. The procedures in the appendices outline the steps which will be taken, and the support which will be provided, to those pupils who are sick or injured at school (see Appendix 1).
- 1.4. The School seeks to ensure there are adequate and appropriate equipment and provisions for providing First Aid in accordance with the Health and Safety at Work etc Act 1974. It also recognises that the School provides qualified first aid trained personnel, in accordance with The Health and Safety (First Aid) Regulations 1981. Staff are encouraged to undertake first aid training and the number of staff trained exceeds statutory minimum numbers.

2. Introduction

- 2.1. This policy is designed to promote the health, safety and welfare of pupils, staff and visitors at Harrogate Ladies' College (the School) through the provision of first-aid equipment and trained personnel, in accordance with the requirements of the Health and Safety (First Aid) Regulations and relevant DfE guidance.
- 2.2. 'First aid' means:
 - in cases where a person will need help from a medical practitioner or nurse, treatment for the purpose of preserving life and minimising the consequences of injury and illness until such help is obtained; and
 - Treatment of minor injuries which would otherwise receive no treatment, or which do not need treatment by a medical practitioner or nurse.

Health and Safety (First Aid) Regulations, 1981

- 2.3. The Health and Safety (First Aid) Regulations 1981 require all employers, regardless of size, to provide adequate and appropriate equipment, facilities and personnel to ensure their employees receive immediate attention if they are injured or taken ill at work. In the context of Harrogate Ladies' College, 'employees' covers all pupils, staff and visitors.
- 2.4. The Regulations do not place a legal obligation on employers to make First Aid provision for non-employees such as members of the public; however, the Health and Safety Executive (HSE) strongly recommends that employers consider members of the public when making First Aid provision.

- 2.5. This policy covers: responsibilities for duties within the School; the list of trained first aiders on site; the numbers and locations of first aid equipment; arrangements for offsite trips; and arrangements for both in and out of School hours.

3. Delegation and Responsibilities

- 3.1. The school is divided into different bodies: School Governors, Senior Staff, Teachers, support staff and pupils. All of these bodies should be aware of relevant Health and Safety issues, together with knowledge of the systems and procedures that have been put in place to prevent where possible, potential dangers and accidents occurring both within the school and on school trips to ensure the wellbeing of the school community as a whole.
- 3.2. With this in mind, the following list outlines who is responsible for Health and Safety decisions within the school.

3.3. School Governors

- 3.4. The School Governors are responsible for ensuring that the School has made suitable arrangements for First Aid. It recognises that it has a duty to ensure, so far as is reasonably practical, the safety, health and welfare of all persons affected by its activities and accepts that it has a responsibility to take all reasonably practicable steps to secure the health and safety of pupils, staff and others using the School's premises or participating in School activities. It believes that the prevention of accidents, injury or loss is not only essential to the efficient operation of the School but is also an essential aspect of the education of its pupils.
- 3.5. The School Governors delegate responsibility for this policy and associated procedures to the Principal, however responsibility for day to day first aid procedures is delegated to the Health and Safety Management Committee, which reviews the School's first aid needs regularly and ensures that provision is at least adequate.
- 3.6. The School Governors require that the Director of Finance ensures the School's insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employment.

3.7. Estates, Health and Safety Management Committee

- 3.8. Consists of two School governors, the Estates Director, the Estates Compliance Manager, the Senior Deputy, the Head of Highfield and the Senior Master.
- 3.9. Aims to ensure that the School has the policies and procedures in place to provide a safe and healthy working and learning environment for staff, pupils and visitors.
- 3.10. Reviews the first aid needs of the School, in liaison with the Health and Safety Management Sub Committee, whenever any associated change is proposed or

following periodic reviews by the Wellness Centre and the Estates Compliance Manager.

3.11. Health and Safety Management Sub Committee (HSMSC)

3.12. Meets once a term reporting to the Health and Safety Management Committee.

3.13. Is chaired by the Estates Compliance Manager and includes the Lead School Nurse and the Estates Director, together with co-opted teaching and non-teaching staff from across the School including Highfield, Pre-School, PE, Science, Art, Technology, Domestic and Catering staff.

3.14. With regards to first aid, the Estates Compliance Manager and the Lead School Nurse, in liaison with the HSMSC, are responsible for ensuring procedures are in place to:

- Review first aid requirements according to the nature of activities within each department as processes, staff or the environment change;
- Review the number of first aid trained staff;
- Identify specific or unusual hazards in departments within the School and whether additional or specific training in first aid treatments is required;
- Co-ordinate the first aid training for each department, keeping up to date records of training and expiry dates for first aiders within each department;
- Inform all staff within each department of arrangements made for first aid;
- Ensure that visitors to each department are aware of how to summon first aid assistance; and
- Check that appropriate lists and signs showing the location of first aid equipment, facilities and first aid personnel are updated and displayed in conspicuous locations.

3.15. The Principal

3.16. Ensures the policies of the School Governors are put into practice and to ensure that parents and guardians of pupils at the School are aware of the School's Health and Safety Policy including arrangements for First Aid.

3.17. Ensures that staff have the appropriate and necessary First Aid training as required and that they have sufficient understanding, confidence and expertise in relation to First Aid.

3.18. Senior Staff

3.19. Ensure that the School provides adequate First Aid cover in accordance with legislation.

3.20. Ensure that all members of the School community receive treatment wherever needed and the accompanying paperwork is completed.

3.21. Ensure all staff are made aware of policies and procedures within the school (through INSET and induction) and where to find them on the intranet.

3.22. Senior Staff, Teachers and Support Staff

- Endeavour at all times, particularly in emergencies, to secure the welfare of the pupils at the school in the same way that parents might be expected to act towards their children.
- Familiarise themselves with the first aid procedures in operation and ensure they know which staff are First Aiders.
- Ensure that pupils are aware of procedures and the existence and location of the Wellness Centre.
- Ensure that an injured pupil is kept safe until help has been sent for and arrived.
- Call the Wellness Centre staff (ext 215) for help. Once advised by the Wellness Centre staff, if the injured person/pupil is able to walk, send the pupil to the Wellness Centre and ensure they are accompanied by another pupil or member of staff as appropriate.
- Call an ambulance if a pupil is suffering from an immediately life-threatening condition (the 'what3words' location for the main reception is 'energy.leave.lovely'). Send a member of staff to collect the school AED. The staff member should then alert the Wellness Centre on extension 215.
- When organising a School trip, the teachers should ensure they are aware of any specific conditions a pupil has or any medication(s) that a pupil is taking or may need via the trips report (please also refer to the *Educational Visits Policy*) The lead member of staff should ensure they have access to any Pupil Care Plans and medication consent for any medication they may need to administer.
- During the School day, only staff trained in administration of medication may administer over the counter (OTC) medication. Boarding house staff may administer house stock medicines without prior consent from the Wellness Centre team, in accordance with the *Administration of Medicines Policy*, but all relevant records must be consulted first, and the administering of any medicine must be recorded with date and time on the pupil's record within iSAMS.
- The School recognises that, with the exception of the School's resident house staff and Wellness Centre staff, the formal conditions of employment of teaching and support staff do not include giving first aid. However, any member of staff may volunteer to undertake this duty.
- Whether trained or not, all staff are expected to do their best at all times, particularly during an emergency, in order to ensure that the welfare of pupils is maintained as it would be at home.
- Should always be aware of their own personal safety and that of those around them.

3.23. First Aid Trained Staff

- 3.24. Employers are required to carry out an assessment of First Aid needs. This involves consideration of workplace hazards and risks, the size of the organisation and other

relevant factors, to determine what First Aid equipment, facilities and personnel should be provided. HSE guidelines recommend that a lower risk place of work, such as schools, should have at least one First Aider for every 50 – 100 employees. The school has approximately 850 people on site during term-time, therefore there should be a minimum of 8-12 first aid trained personnel. At least one person with a paediatric first aid certificate will be on the site at all times when Early Years children are present. Please see Appendix 3 for the current list of first-aid trained staff.

- 3.25. The school ensures that, in addition to the Wellness Centre staff, there is also an adequate number of first aid trained staff on site across the campus, comprising teachers, non-teaching staff and resident house staff with the appropriate level of first aid training.
- 3.26. First aiders will receive training and regular refresher courses from the Wellness Centre trained staff, to ensure their skills are maintained.
- 3.27. Staff working in Early Years will complete the Paediatric First Aid training.
- 3.28. The number of first aid trained personnel is determined by 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). All PE staff should complete the NPL training and subsequent biennial refresher courses.
- 3.29. If a First Aider is not immediately available, or the situation requires urgent medical assistance, staff should not hesitate to call an ambulance by dialling 999 from any mobile phone or landline, and should collect the school AED should Codes for the AED devices are listed in 8.11 below.
- 3.30. First aiders on site have completed a training course as approved by the Health and Safety Executive (HSE). This means they must hold a valid certificate of competence in either:
 - a. First Aid at Work (FAW) issued by a training organisation approved by the HSE or
 - b. Emergency First Aid at Work (EFAW) issued by a training organisation approved by the HSE or a recognised awarding body of Ofqual/Scottish Qualifications Authority
 - c. Other recommended qualifications include:
 - a. Paediatric First Aid Certificate
 - b. National Pool Lifeguard Qualification
 - c. National Teacher Rescue Award
- 3.31. The main duties and responsibilities of a First Aider are to:
 - a. Provide immediate help to casualties with common injuries and illnesses, and those which occur as a direct result of specific hazards within schools; and where necessary ensure that an ambulance is called;

- b. In all instances the First Aider should notify the Wellness Centre staff of any incidents at the earliest opportunity;
 - c. Ensure that an online accident form is completed appropriately;
 - d. To safeguard the patient's clothing and possessions;
 - e. To respect patient confidentiality;
 - f. To know their own work area well, paying special attention to potential hazards, and know the correct treatment for injuries common to that area;
 - g. To keep their first aid box(es) clean and liaise with the Wellness Centre staff to ensure they are adequately stocked at all times, disposing of any damaged, open or expired materials in the appropriate manner.
 - h. To clean and maintain in a good state of repair all ancillary equipment within their area, e.g. eye wash bottles etc.;
 - i. To promote accident prevention and safe working practice; and
 - j. First Aiders are required to update their training every three years. This is coordinated and delivered by the Wellness Centre staff.
- 3.32. The Wellness Centre Lead Nurse and HR will also ensure that the list of First Aiders within the School is kept up to date at all times (see Appendix 3 for current list).
- 3.33. The Wellness Centre Lead Nurse and Estates Compliance Manager regularly review the current number of first aiders on site and whether or not they are all trained to meet the standards required.
- 3.34. **The Wellness Centre Staff**
- 3.35. During the week prior to the start of term, the Wellness Centre staff will provide a list of new pupils' known medical conditions via the Conditions Report within iSAMS.
- 3.36. The Lead Nurse is responsible for collating medical consent forms and important medical information for each pupil, along with the support of the Admissions team for new pupils.
- 3.37. The Lead Nurse also works alongside the Estates Compliance Manager to review the School's first aid provision and the accidents log.
- 3.38. Maintain an up-to-date list of medical consent forms for pupils (once completed by parents on Parent Portal) and ensure any relevant information is shared with staff as necessary, including those responsible for EYFS, and for school trips and outings.
- 3.39. Will be on hand during term time to treat and minor medical condition for pupils, staff or visitors within their professional capability, or to refer a patient to the appropriate health services. Anyone who has a serious injury and/or requires emergency treatment should be sent or taken directly to the hospital.

3.40. Boarding House Staff

3.41. Boarding house staff 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 they are not caused by an injury. If in any doubt, the pupils must be referred to the Wellness Centre staff for examination during Wellness Centre opening hours (08:15 – 17:00hrs) and, outside of these times, advice should be sought from the NHS 111 service.

3.42. All boarding house staff should retain an up-to-date First Aid at Work qualification.

3.43. Estates Compliance Manager

3.44. Regularly reviews the entries in the school's electronic accident log.

3.45. Co-ordinates the investigation of any accident, incident or near-miss where personal injury could have arisen, work-related ill-health absence and responsibility for taking appropriate corrective action.

4. First Aid Materials and Equipment

4.1. First aid boxes are provided by the Wellness Centre. The boxes are checked once every six weeks by a member of the Wellness Centre team. The contents of the boxes are in line with health and safety requirements.

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

- A leaflet providing general first aid advice
- Individually wrapped sterile dressings (assorted sizes)
- Sterile eye pads
- Triangular bandages
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- Disposable gloves

4.3. Please see Appendix 4 for the location of further first aid boxes.

4.4. All School vehicles carry appropriately stocked first aid kits which are checked and re-stocked by the person responsible for the general maintenance of the vehicle (main driver).

4.5. Science department: due to specific potential dangers within the Science department, there is also a specialist eye wash station in the department for irrigation.

5. Medical Provision

5.1. The Wellness Centre is open in term-time between 08:15 and 17:00hrs Monday – Friday and is staffed by one Registered Nurse, one Paramedic, and one Healthcare Assistant (HCA). Pupils are treated on a drop-in basis during clinic times (08:20, 10:20, 13:20 & 16:30) and by a pre-arranged appointment-only basis or emergencies outside of clinic times if clinical staff feel it is necessary.

- 5.2. Accidents and emergencies are dealt with immediately, and parents/guardians are informed as soon as practically possible by a member of staff.
- 5.3. New pupils and staff are given information about the Wellness Centre as part of their induction into HLC. Parents/guardians must complete a medical questionnaire prior to a pupil's entry into HLC. The questionnaire outlines significant past medical problems, current ailments and present treatment, as well as known allergies, and the dates of all immunisations. This information is essential for the Wellness Centre clinicians when caring for pupils.
- 5.4. For all boarding pupils registered with the Spa Surgery, the Wellness Centre clinicians liaise with the General Practitioner [GP] and parents/guardians to ensure timely completion of health questionnaires, medical registration checks, immunisation and vaccination programmes and medical follow-ups for pupils.
- 5.5. Wellness Centre clinicians hold current Nursing and Midwifery Council [NMC] registration or Paramedic HCPC registration. Statutory and mandatory training is undertaken to ensure registration compliance, and re-registration is carried out annually for nurses and biennially for paramedics. Confirmation of registration is held on file by HLC.
- 5.6. During school holidays and out of hours, first aid cover will be provided for by the staff who remain on site, including by the external staff providing half-term supervision and care for remaining boarders. First aiders will be appointed with school holiday cover in mind, so that the closure of the Wellness Centre during the holidays does not lead to less effective cover.
- 5.7. Staff organising events should ensure that all external organisations hiring parts of the School are required to familiarise themselves with the first aid procedures and locations of first aid kits in relevant areas of the school.

6. Medical Advice & External Services

- 6.1. Boarding pupils are registered with a local general practice at the Spa Surgery and medical care is provided to all pupils registered. The doctor visits twice weekly to school but, if any pupils require appointments outside of these times, pupils can have an appointment at the local surgery. Pupils who are not registered will be encouraged to visit their own doctor as medical records will be held at that medical practice. Pupils not registered may be seen as a temporary patient at the discretion of the GP. Consultations with the GP are private, and no explanation needs to be given to the clinical or teaching staff. Emergency out-of-hours medical services are provided by Harrogate District Hospital. Where appropriate for boarders, referrals are made to local dental and ophthalmic services.

7. First Aid Training & Staffing

- 7.1. In addition to the nurse and paramedic employed by the College, HLC ensures that an

appropriate number of staff are trained in first aid and are on site whenever pupils are present and accompany pupils on trips. As a minimum, there will always be at least one such member of staff on a trip; in practice, however, there will often be many more. All first aid training is delivered internally by the trained Wellness Centre staff, according to an appropriate schedule and all courses are approved by the HSE. In addition, specialist lifeguard training which includes first aid training is delivered by an external provider.

- 7.2. In the EYFS, most staff are trained in paediatric first aid and a minimum of one member of staff, trained in paediatric first aid, is on site when pupils are present.
- 7.3. An appropriate number of staff across all three HLC sites are trained in first aid. For a list of all staff currently trained in first aid, see Appendix 3.

8. Procedure

- 8.1. Parents/guardians will be informed of any accident or injury on the same day or as soon as reasonably practicable by:
 - EYFS in the EYFS setting;
 - The School receptionist for pupils in Highfield; and
 - The Wellness Centre staff for College pupils.
- 8.2. Following any accidents, staff complete an electronic accident report within 24 hours, and records are kept until the child reaches the age of 25.
- 8.3. Resident staff in Boarding Houses provide evening and overnight first-aid cover. These staff have recourse to local hospital accident and emergency, out-of-hours GP services and emergency services as well as the NHS 111 service. Pupils who suffer an accident requiring assessment at A & E should be accompanied by a member of the Wellness Centre or another responsible adult.
- 8.4. Pupils who are unwell or have sustained an injury will remain in the care of: EYFS staff in the EYFS setting; Highfield or the Wellness Centre for Prep pupils; the Wellness Centre for College, for as long as necessary for observation and further action if appropriate.
- 8.5. The Wellness Centre staff arrange for non-urgent boarding pupil cases to see local GPs; however, if the issue is serious and/or life-threatening then the emergency services must be contacted.
- 8.6. Emergency contact numbers for medical occurrences and procedures to follow are published in Houses, Departments, and Offices as well as electronically within School.
- 8.7. For pupils with particular medical conditions such as asthma, diabetes, epilepsy and specific disabilities, individual healthcare plans are drawn up to identify the safety measures necessary to support them, and also to ensure that they and others are not put at risk. Care plans and training in relation to specific conditions are made available to all staff.

- 8.8. Staff administer medicines with written parental approval via the medication administration form submitted on the Parent Portal. Specific instruction and training are also provided for non-nursing staff before they are required to administer medicines or assist with the administration of medicines. (See the *Administration of Medicines Policy*). Boarding house staff and, where required, staff supervising trips are trained in the safe administration, recording and storage of controlled drugs.
- 8.9. The PE staff oversee the provision of first aid at all home sports fixtures; they take a risk-based approach, considering the nature of the activity, the number of individuals involved and spectator numbers.
- 8.10. First aid kits are located throughout HLC and, in addition, are available in all School vehicles. These are accessible at all times with appropriate content for use with children. Responsibility for the monitoring of the first aid kits is held by the Wellness Centre staff, and contents are routinely checked every 6 weeks. (See Appendix 4 and Content of First Aid Kits)
- 8.11. The school has two AEDs (defibrillators), which are located under the Colonnade in the Quad and to the external wall to right of the entrance of Sports Hall at HLC. The codes for the two AEDs are as follows and staff are advised to keep the codes on the back of their key cards (and reminded during annual inset days by the Lead Nurse):
- a. External wall of the Sports Hall: **C123X**
 - b. Quad car park: **C0147X**
- 8.12. The school has a protocol for use of emergency salbutamol inhalers (See *Wellness Centre Protocols and Procedures Handbook*). Emergency inhalers are kept centrally at the Wellness Centre, Rt College Reception, Highfield reception, and in Pre-school, and in the boarding houses. There are also anaphylaxis kits at these locations.

9. Confidentiality

- 9.1. The Wellness Centre staff and the school GP have a divided loyalty: first, to the pupils as patients and, secondly, to the School. Occasionally conflicts may occur between maintaining confidentiality and the need for communication of information to those who have been given designated responsibility for the care of their child by parents.
- 9.2. Pupils should be made aware that they can discuss any matter with the School GP or Wellness Centre staff in complete confidence. Any breach of that confidence would be discussed with the pupil first and only if it was thought that the health or welfare of other pupils in the school was at risk, or that it was in the pupil's own interest to share the information.
- 9.3. Teachers should know of pupils with conditions that might lead to their being placed at risk in certain activities, e.g. defects of vision or hearing, epileptics, diabetics, asthmatics etc. The teaching staff and the Catering Manager will also be advised of significant

allergies and all food allergies, e.g. nut allergies. It should be noted that the School has a no-nut policy.

- 9.4. Parents are made aware that details from the medical questionnaire may be passed on to teaching staff on a need-to-know basis.
- 9.5. The Nursing and Midwifery Council (NMC) & the HCPC Code of Conduct states clinicians must:
 - respect a person's right to confidentiality;
 - ensure people are informed about how and why information is shared by those who will be providing their care;
 - must disclose information if they believe someone may be at risk or harm, in line with the law of the country in which they practise.
- 9.6. The NMC/HCPC also states that clinicians should ensure they gain consent for treatment. Full details of the NMC/HCPC Codes of Conduct and their supplementary advice are available online. Where necessary, registered nurses/paramedics will seek advice from their governing body (NMC/HCPC) or the School doctor, if they are unsure about issues surrounding confidentiality and consent.
- 9.7. For further information, see the *Wellness Centre Protocols and Procedures Handbook* entry for Confidentiality.

10. Consent

- 10.1. People aged 16 or over are legally entitled to consent to their own treatment. This can only be overruled in exceptional circumstances.
- 10.2. Like adults, young people (aged 16 or 17) are presumed to have sufficient capacity to decide on their own medical treatment, unless there is significant evidence to suggest otherwise.
- 10.3. Children under the age of 16 can consent to their own treatment if they are believed to have enough intelligence, competence and understanding to appreciate fully what is involved in their treatment. This is known as being Gillick competent. In determining whether the pupil may provide consent, medical professionals assess a child's capacity to provide consent based on:
 - the child's age, maturity and mental capacity;
 - their understanding of the issue and what it involves, including advantages, disadvantages and potential long-term impact;
 - the child's understanding of the risks, implications and consequences that may arise from their decision;
 - how well the child understands any advice or information;
 - the understanding of any alternative options, if available
 - the ability to explain a rationale around their reasoning and decision making.

Otherwise, someone with parental responsibility can consent for them.

11. Records

11.1. The Wellness Centre staff produce and maintain up-to-date medical records, predominantly computer based although some written records are kept. All records are stored separately from House records and pupils' files, although boarding house staff can access necessary information including consent to medication, medication given and low-level diary information. Medical records are confidential, and access is restricted to the Wellness Centre staff. Computer-based records are password protected and located within iSAMS. Whilst the Principal and other senior staff have a responsibility to ensure that records are maintained, any personal or sensitive information given in confidence to the College Clinicians is not shared with non-medical staff.

12. NHS Records

- 12.1. NHS records for boarders, as well as for day pupils registered with the GP, are maintained by the GP, who may discuss them with the Wellness Centre staff when appropriate.
- 12.2. In the Pre-Prep [EYFS], minor accident reports, including any head injuries, are completed at the time of injury; a copy of any head injury report is sent home to parents, who are also informed about any accidents. The Wellness Centre staff monitor online accident forms termly with the Estates Compliance Manager. Where appropriate Pre-Prep [EYFS] staff will contact parents by telephone.
- 12.3. In the Pre-Prep [EYFS], serious accidents are also recorded on the School's online accident form, and parents are duly notified.
- 12.4. All pupils, staff or visitors who attend the Wellness Centre at School are recorded on iSAMS. Serious injuries are entered onto an online accident form, by the injured person in the case of staff members. This is reviewed at the Health, Safety and Welfare Committee meeting termly, in order to determine patterns which may cause concern.

13. Reporting

13.1. A record of all incidents involving staff, pupils, and visitors who require first aid will be maintained; this record helps identify trends in accidents and will be reviewed to identify areas for improvement. Members of staff are to report all accidents or incidents to their line manager, ensuring any reported accident, no matter how minor and regardless of who the victim is and that it has been recorded in an online accident form. The following details will be recorded using an electronic form:

- date, time, and place of incident;
- name of the injured person;
- details of the injury/illness;
- details of what first aid were given;
- what happened immediately after the incident [returned to class, went home, or to hospital];

- name of the first aider or person dealing with the incident.
- 13.2. Heads of departments and line managers will carry out short investigations where the accident requires a level 1 or 2 investigation (refer to Incident Investigation table in the School's Health & Safety Policy). The Estates Compliance Manager will then decide what further action/investigation is necessary and inform the Board of Governors and our external Safety Advisers if the severity of the accident requires it.
- 13.3. Any serious accident, illness or injury to, or death of any child will be notified to Ofsted along with details of action taken. Notification will be made as soon as reasonably practicable, but in any event within 14 days of the incident occurring.
- 13.4. The School complies with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) and notifies the HSE of any major or fatal incidents without delay. The Estates Compliance Manager, with the assistance of our external Safety Advisers if required, will make all RIDDOR reports as soon as possible. Where possible the report will be made electronically at: www.hse.gov.uk/riddor.
- 13.5. Local child protection agencies will also be notified of any serious accident or injury to, or the death of, any child while in the School's care and the School will act on any advice from these agencies. The Wellness Centre staff will forward any reports which require to be reported to the enforcing authority under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) to the Estates Manager. Fatal and specified injuries only can be reported on 0345 3009
- 13.6. The *Wellness Centre Protocols and Procedures Handbook* contains information regarding 'Control of Infectious Diseases and Cleaning of Blood and Bodily Fluids' including hygiene procedures to be taken, where appropriate.

14. Accident Reporting

- 14.1. Staff will be informed during induction about accident/incident reporting procedures. Members of staff are to report all accidents to their line manager. Even minor accidents can result in future issues and great care must be taken to ensure they are recorded immediately. Staff will also be reminded that the proper recording of all accidents/incidents is in their own interests.
- 14.2. An online accident form (found [here](#)) should be completed after any accident, dangerous occurrence or sudden illness requiring immediate resuscitation or occasion of reportable illness. The form should be completed by the person involved, or if they are unable to complete it themselves, then by an adult witness or the first person they are able to report the accident to. The online accident form has superseded the School's Accident Book.
- 14.3. The accident form will detail the date, time and place of the incident, personal details of the person(s) involved and person completing the accident form, brief description of how the accident occurred, any witnesses to the incident, the cause if known together

with details of any injury suffered, what treatment was provided and whether or not the person(s) involved was referred on to an external agency, did the person return to work/normal activities, and was the person completing the form involved in the incident

- 14.4. All completed accident reports are reviewed by the Estates Compliance Manager and the Wellness Centre staff.
- 14.5. If the person involved is a pupil or member of staff and attends the Wellness Centre, details of any treatment given there are also recorded on the pupil's medical file (if a pupil) via iSAMS. If a visitor requires an accident form, this will be discussed and documented with the Estates Compliance Manager.
- 14.6. Parents or Guardians of pupils will normally be contacted and informed of the incident by the Wellness Centre staff unless they are Gillick competent and expressly ask that the matter is kept confidential.

15. Arrangements for Pupils with Medical Conditions

- 15.1. Prior to admission to the School, parents are required to complete a medical questionnaire on the Parent Portal detailing any pre-existing medical conditions. On receipt of this, the Wellness Centre staff will make direct contact with the parents of the child to discuss the implications of the condition and what support will be made available.
- 15.2. In turn, this information will be used to inform the care plans for those pupils with medical conditions such as asthma, epilepsy, diabetes, anaphylaxis, etc. Given the range of conditions, such care plans are individual and particular to the pupil.
- 15.3. The contents of care plans are communicated to College staff (including EYFS staff) and to boarding house staff in detail, and in summary to the wider staff.
- 15.4. Where conditions come to light following admission, parents are asked to contact the Wellness Centre to discuss the creation of a care plan; staff are made aware of their responsibility to ask parents to do this when they receive such information.
- 15.5. Any pupil returning to School on crutches following an injury must satisfy the Estates Compliance Manager that appropriate training on the use of crutches has been completed, and that the pupil is able to move around the appropriate school site. A PEEP is created where required.

16. Mental Health First Aid

- 16.1. The school recognises the importance of promoting good mental health, and does so via the Flourish programme, which incorporates PSHE, assemblies, tutor periods and Chapel services, as well as through a strong sense of community and relationships. The School recognises the importance of early intervention, and the Designated Mental Health Lead (DMHL) provides further support, identifying risk factors and warning signs,

as well as advising pupils on questions relating to mental health issues. The DMHL meets with pupils on a one-to-one basis and is part of the School's Flourish team.

- 16.2. Flourish support can be recommended to provide both College and Highfield pupils with a structured programme of support. The Wellness Centre staff are able to provide an assessment for boarders for a referral to the School doctor, discussing each individual case, as well as discuss any action to be followed, which would be shared with relevant staff.
- 16.3. As well as the DMHL and the School doctor, the School employs the service of an external counsellor (from The Harlow clinic) to whom pupils may be referred or may self-refer.

17. Pupil Health Conditions

- 17.1. On admission to the school, parents are required to complete a health questionnaire via the Parent Portal for all pupils, detailing any conditions, illnesses, allergies, or medication.
- 17.2. Staff have access to a list of pupils who are subject to severe allergic reactions or other potentially life-threatening conditions (asthma, epilepsy, diabetes) both on iSAMS and on a paper copy held in the staff room.
- 17.3. Individual health care plans are drawn up in consultation with the pupil, parents, and medical staff. Please also refer to separate Wellness Centre protocols on Asthma, Epilepsy and Diabetes giving further guidance on these specific conditions

18. Staff Health Conditions and Medications

- 18.1. All staff are asked to inform the School of any health conditions which may affect their ability to perform their duties properly and which would affect their ability to care for the children in their care.
- 18.2. If staff are taking any medication or are under the influence of any other substance which may affect their ability to care for children, they should make this known to the School. This can be done via the appropriate line manager or the HR Manager.
- 18.3. If medical advice confirms that such medication is unlikely to impair that staff member's ability to look after children properly, they may continue to work directly with children.
- 18.4. Staff medication on the premises must be securely stored, and out of reach of children, at all times.

19. Emergency Services

- 19.1. If an ambulance is called, then the nurse/paramedic or first aider in charge should make arrangements for the ambulance to have access to the accident site and arrangements should be made for the ambulance to be met (please also see Appendix 2 for information about contacting the emergency services). Staff should always call an

ambulance when there is a medical emergency and/or serious injury, in addition to collecting the onsite AED Examples of medical emergencies include:

- a significant head injury;
- seizures, unconsciousness, or concussion;
- difficulty in breathing and/or chest pains;
- a severe allergic reaction;
- a severe loss of blood;
- severe burns or scalds;
- the possibility of a serious fracture.

19.2. Arrangements should also 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 parents in time and they should remain with the pupil until parents/guardians arrive.

20. First Aid Arrangements on Trips and Off-Site

20.1. Staff who are responsible for leading a school trip or other authorised activity which takes place away from the school campus, shall consider how the responsibility to manage the provision of first aid will be met by carrying out a suitable and sufficient risk assessment, designation of a clearly identified first aider, first aid equipment, administration of medicine, and ensuring that all recording and reporting obligations are met.

20.2. The minimum requirements for Educational Visits are:

- a. A suitably stocked first aid box;
- b. At least one appointed person to take charge of first aid arrangements/First Aider
- c. For the EYFS, at least one person who has a current paediatric first aid certificate must attend the Educational Visit.

20.3. When pupils 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 and appropriate telephone numbers to summon aid if required. First Aid boxes are available upon request from the Wellness Centre based on the number of people on the trip.

20.4. Medical contact and information forms are sent to all parents asking them to supply detailed information about their child's medical conditions. Staff in charge of trips should ensure that, for every pupil taken on a School trip, they have a completed educational visits medical consent form (please see Appendix 5). Medication consent forms for all pupils are completed on the Parent Portal.

20.5. If pupils are ill or injured abroad, the local emergency services or hospital, the Wellness Centre (during opening hours – Mon-Fri 08:15 – 17:00hrs), the emergency contact and the EVEC should be contacted.

- 20.6. 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.
- 20.7. It is the responsibility of the member of staff organising out-of-school trips to inform the Wellness Centre and the senior staff on call (College, for out of hours trips) or Head of Highfield of the names of pupils, nature, and length of trip, preferably at least two weeks before the planned trip.
- 20.8. The Wellness Centre staff will inform the trip leader of any specific health issues individual pupils have via the trips' report. If deemed appropriate, the Wellness Centre staff will invite the trip leader to the Wellness Centre prior to the trip, to discuss care plans and medication for pupils who have specific medical issues.
- 20.9. Trip leaders must ensure there is either a first aider present on all trips, or at least one appointed person to take charge of first aid arrangements.
- 20.10. After consideration of the nature of the trip and possible health issues of pupils attending, the Wellness Centre staff will inform the trip leader if it is felt that additional first aiders must be present.
- 20.11. On the day before the trip, the trip leader or delegated member of staff will collect from the Wellness Centre the trip's first aid bag or bags, and emergency asthma pack if required.
- 20.12. If an incident occurs whilst on an educational visit, the trip leader should ensure that any incident is properly recorded by completing the online accident form and informing the EVEC as soon as is reasonably practicable.
- 20.13. The trip leader will then liaise with the emergency contact and EVEC and inform the parents of any accidents or injuries sustained by, and first aid treatment given to, their child as soon as practicable.
- 20.14. The trip leader should consider with the EVEC and the Estates Compliance Manager whether or not the accident should be reported to any external agencies, including the police or the HSE, pursuant to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

21. Health Education

- 21.1. Harrogate Ladies College is committed to preparing pupils to live happy, healthy, and independent lives; in order to achieve this, the PSHE programme addresses issues such as healthy relationships and contraception, as well as through stand-alone health and well-being talks and workshops in all key stages. This programme is regularly reviewed in light of developing issues.

22. Links to other policies and documents

22.1. This policy is linked to the following:

- Administration of Medication Policy (inc EYFS)
- Educational Visits Policy
- Health and Safety Policy
- Accident reporting form
- Safeguarding and Child Protection Policy
- Staff Code of Conduct
- Wellness Centre Protocols and Procedures Handbook
- Nut Policy

23. Version Control and Oversight

23.1. Oversight of this First Aid and Healthcare Policy is undertaken by the Health, Safety and Welfare Committee. The policy will be reviewed by the Wellness Centre staff annually.

Version Control	
Date of last review of this policy	September 2024
Date for next review of this policy	September 2025
Policy author	Wellness Centre Lead Nurse/Senior Deputy
Policy owner (SLT)	Senior Deputy
Policy owner (Proprietor)	Dame Francine Holroyd

Appendix 1: What to do in the event of an accident or illness

In an emergency:

- a. Dial 999 for the emergency services. Give as exact a location as possible (what3words location of the main reception is energy.leave.lovely) and send someone to the main school gates to direct the ambulance when it arrives.
- b. Emergency aid should be started (and AED collected) or simple airway measures instigated, if appropriate.
- c. 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.

Contact Numbers:

Wellness Centre Internal Ext.	215
Direct Line	01423 537003

- d. 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.

At Other Times - where an ambulance is not required:

- a. If the injury is serious but an ambulance is not deemed necessary (by the emergency services call centre) take the injured person directly to hospital in a taxi.
- b. 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 by telephone or email, depending upon the severity.
- c. Parents or Carers of Early Years Pupils will be informed of any accident or injury sustained by the child and any first aid given on the day of the incident or as soon as reasonably practicable afterwards.
- d. Call for a member of the first aid team to treat any injured person and inform the Wellness Centre staff.
- e. 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.
- f. During term time, send any pupil or staff member who has minor injuries or feels generally unwell to the Wellness Centre (they should be accompanied), after first contacting the nurse on duty to discuss. During school holidays, such casualties should be sent to their own GP practice or advised to contact NHS111 service for appropriate advice.
- g. Liaise with teaching staff to ensure that lessons are covered in the event of an absent teacher.
- h. Report all accidents and injuries and complete an online accident form.

Appendix 2: Contacting Emergency Services

If you require an ambulance, dial 999. You will be asked which service you require, you will state 'ambulance', and you will be put through to an appropriate control officer. Always give the following information:

1. Your telephone number
2. Give your location as follows:
Harrogate Ladies' College / Highfield / Highfield Pre School,
Clarence Drive,
Harrogate
3. State that the postcode is: ***HG1 2QG***
4. Give exact location in the school/setting e.g. *Sports Hall or Swimming Pool* What3words location of the main College reception is **energy.leave.lovely.**
5. Give your name
6. The type and seriousness of the incident
7. The number, sex and age of the casualties, any other details about their condition or as asked, and a brief description of their symptoms
8. Inform 999 control of the best entrance and state that the crew will be met and taken to the exact location.

Arrangements should also 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 parents in time and they should remain with the student until parents/guardians arrive.

Appendix 3: List of Current First Aiders

LEVEL 3 PAEDIATRIC FIRST AID (2 DAYS) – Nuco training, HLC

Surname	Forename	Completed Training	Expiry Date
Asgha	Emily	06/09/2023	05/09/2026
Bagnall	Julia	06/09/2023	05/09/2026
Behan	Brigitta	06/09/2023	05/09/2026
Coyle	Naomi	06/09/2023	05/09/2026
Ellis	Katrina	06/09/2023	05/09/2026
Harraway	Deborah	06/09/2023	05/09/2026
Hetherington	Rachel	06/09/2023	05/09/2026
Kellett	Dario	06/09/2023	05/09/2026
Lindsay	Gwen	06/09/2023	05/09/2026
MacDonald	Louise	06/09/2023	05/09/2026
Smith	Sarah	06/09/2023	05/09/2026

LEVEL 3 EMERGENCY FIRST AID AT WORK (1 DAY) – Nuco Training, HLC

Surname	Forename	Completed Training	Expiry Date
Campbell	Sadie	06/09/2023	05/09/2026
Campbell	Sheryl	06/09/2023	05/09/2026
Skinner	Sue	06/09/2023	05/09/2026
Fairfoot	Sarah	06/09/2023	05/09/2026
Freer	Pip	06/09/2023	05/09/2026
Godwin	Clem	06/09/2023	05/09/2026
Gray	Clare	06/09/2023	05/09/2026
Litherland	Sam	06/09/2023	05/09/2026
Reed	Vicky	06/09/2023	05/09/2026
Richardson	Dawn	06/09/2023	05/09/2026
Taylor	Sarah	06/09/2023	05/09/2026

Tierney Simon 06/09/2023 05/09/2026

LEVEL 3 EMERGENCY FIRST AID at WORK (1 Day) - First Aid Doncaster

Surname	Forename	Completed Training	Expiry Date
Kirby	Davina	01/10/2021	30/09/2024

NATIONAL POOL LIFEGUARD QUALIFICATION

Surname	Forename	Completed Training	Expiry Date
Priestley	Hannah	09/09/2022	08/09/2024
Anderson	Beth	22/06/2023	21/06/2025

FIRST AID SEPT 2023 – July 2024

Name	Emergency First Aid at work (1 day)	Paediatric (2 day)	PASSED
Sarah Fairfoot	06/09/2023		YES
Sadie Campbell	06/09/2023		YES
Simon Tierney	06/09/2023		YES
Samantha Litherland	06/09/2023		YES
Vicki Reed	06/09/2023		YES
Sheryl Campbell	06/09/2023		YES
Clementine Godwin	06/09/2023		YES

Philippa Freer	06/09/2023	YES
Sarah Taylot	06/09/2023	YES
Susan Skinner	06/09/2023	YES
Clare Gray	06/09/2023	YES
Emma King	11/12/2023	YES
Joanne Frampton	11/12/2023	YES
Leah O'Neill	11/12/2023	YES
Suleiha Mohamed-Ali	11/12/2023	YES
Quentin Sands	11/12/2023	YES
Stewart Stanley	11/12/2023	YES
John Hinchcliffe	11/12/2023	YES
Adele Mitchell	12/04/2024	YES
John Hunt	12/04/2024	YES
Vanessa Sanchez	12/04/2024	YES
John Liley	12/04/2024	YES
Catherine Kirouani	12/04/2024	YES
Laura Singleton	12/04/2024	YES
Deborah Harraway	04/9/23 - 05/09/23	YES
Katrina Ellis	04/9/23 - 05/09/23	YES
Sarah Smith	04/9/23 - 05/09/23	YES
Naomi Coyle	04/9/23 - 05/09/23	YES
Julia Bagnall	04/9/23 - 05/09/23	YES
Dario Luke Kellett	04/9/23 - 05/09/23	YES
Brigitta Behan	04/9/23 - 05/09/23	YES



Rachel Hetherington	04/9/23 - 05/09/23	YES
Gwen Lindsey	04/9/23 - 05/09/23	YES
Emily Asgha	04/9/23 - 05/09/23	YES
Stephanie Cargill	08/12/2023	YES
Clare Cantwell	08/12/2023	YES
Joanna Fox	08/12/2023	YES
Kelly Masri	31/01/24 - 07/02/2024	YES

Appendix 4: Location of First Aid Kits

First aid boxes are provided by the Wellness Centre. The first Aid boxes are checked once every 6 weeks by a member of the Wellness Centre team. The contents of the boxes are in line with the health and safety requirements. Where there is no special risk identified, a minimum provision of first aid items would be:

1. A leaflet giving general advice on first aid
2. Individually wrapped sterile dressings (assorted sizes)
3. Sterile eye pads
4. Triangular bandages
- 5.
6. Disposable gloves

Further First Aid Boxes are kept in the following locations:

1. Kitchen
2. Sports Hall
3. Highfield
4. Science Block
5. Music House, Office
6. Swimming Pool
7. Highfield Pre-School
8. Gym
9. Art Room
10. Textiles
11. Maintenance and Domestic office
12. All boarding houses
13. All school vehicles.

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 and as the main driver.

Science Department: Due to specific potential dangers within the Science department, there is also a specialist eye wash station in the department for irrigation.

Appendix 5 Medical Consent form for Educational Visits

1 - I/We give consent for my/our child to take part in the Educational Visits listed above:-

Yes No

2 - I/we have completed the school medical form and the annual update form, informing the school of any relevant medical issues. If my/our child's medical condition changes, I/we will keep the school up to date by contacting the Wellness Centre outside of the annual update window.

Yes No

3 - I/we give consent for my child to be given first aid during any Educational Visit.

Yes No

4 - I/we give consent for appropriately qualified members of school staff to administer prescription medicines and treatment previously notified by me/us via the parent portal Administration of Medication Consent Form on Educational Visits.

Yes No

5 - Unless I/we have informed the school otherwise in the medical information form or by contacting the Wellness Centre, I/we give consent for my/our child to receive Paracetamol, antihistamine tablets, travel sickness tablets and throat lozenges under school protocols.

Yes No

6 - I/we give consent for School staff to act on my/our behalf to authorise emergency medical treatment as necessary for my/our child's welfare in the event I / We or a second emergency contact cannot be contacted in time.