

Introduction

The purpose of this policy document is to define the principles, aims and organisation of First Aid within Melrose and The Ladies' College Pre-Preparatory Department and to provide a framework which;

- Promotes consistency in school planning and school practice.
- Facilitates development and change.
- Informs new staff, pupils, parents, governors and the wider community.

This policy should be read in conjunction with the Health & Safety Policy and The Ladies' College Offsite Visits Policy.

Principles

This policy outlines the College's responsibility to provide adequate and appropriate First Aid to pupils, staff, and visitors and the procedures in place to meet that responsibility. The policy is reviewed annually as part of the Health and Safety review.

Aims

- To identify the First Aid needs of the College in line with the Management of Health and Safety at Work Regulations 1992 and 1999.
- To ensure that First Aid provision is available at all times while people are on College premises, and off the premises whilst on College visits.

Objectives

- To appoint the appropriate number of suitably trained people as First Aiders to meet the needs of the College.
- To provide relevant training and ensure monitoring of training needs.
- To provide sufficient and appropriate resources and facilities.
- To inform staff and parents of the College's First Aid arrangements.
- To keep accident records and to report to the HSE as required under the Health & Safety at Work (General) (Guernsey) Ordinance 1987.

Personnel

The Principal:

- is responsible for the health and safety of College employees and anyone else on the premises including contractors.
- must ensure that a risk assessment of the College is undertaken and that the appointments, training and resources for First Aid arrangements are appropriate and in place.
- must ensure that the insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employ.
- supported by the Bursar and Melrose Head Teacher are responsible for putting the policy into practice and for developing detailed procedures. The Principal should ensure that the policy and information on the College's arrangements for First Aid are made available to parents.

Teachers and Other Staff Members:

- are expected to do all they can to secure the welfare of the pupils.
- must familiarise themselves with the First Aid procedures in operation and ensure that they know who the current First Aiders are.
- should be aware of specific medical details of individual
- should ensure that their students/tutees are aware of the procedures in operation.
- must never move a seriously injured casualty until they have been assessed by a qualified First Aider, unless the casualty is in immediate danger.
- will look after the First Aid equipment e.g. to request restocking of the First Aid boxes when items have been used.

The First Aider:

- must have completed and keep updated a training course approved by the HSE. This is a voluntary post.
- will take charge when someone is injured or becomes ill.
- will give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school.
- will ensure that an ambulance or other professional medical help is summoned when appropriate.

In selecting First Aiders, the Principal / Head Teacher should consider the person's:

- Reliability and communication skills.
- Aptitude and ability to absorb new knowledge and learn new skills.
- Ability to cope with stressful and physically demanding emergency procedures.
- Normal duties. A First Aider must be able to leave to go immediately to an emergency.

How many First-Aid personnel are required?

The Principal and the Bursar will consider the findings of their risk assessments in deciding on the number of First-Aid personnel required. The College is a low risk environment but the needs of specific times, places and activities will need to be considered, in particular:

- PE both on and off-site

- Science labs, DT and Art classrooms
- Premises and Catering departments
- School trips
- Adequate provision in case of absence, including trips
- Out-of-hours provision e.g. clubs, events

Arrangements should be made to ensure that the required level of cover of First Aiders is available at all times when people are on College premises. There must always be a certified First Aider on-site when students are present and during the College working day.

The recommended number of certified First Aiders (FAW) is one per 100 pupils/staff and they will be supported by a number of staff trained in basic Emergency First Aid (EFAW). For out-of-hours activities a risk assessment will determine whether a certified First Aider is required.

The list of staff members who have undertaken training in First Aid is displayed in the Melrose staff room.

Qualifications and Training

First Aiders will hold a valid certificate of competence, issued by an organisation approved by the HSE. Specialist training in First-Aid should be arranged in a three year cycle.

Procedures Risk assessment

Reviews are required to be carried out at least annually, and when circumstances alter.

Re-assessment of First-Aid Provision

As part of the College's annual monitoring and evaluation cycle:

- The Principal, assisted by the Bursar, will review the College's First-Aid needs to ensure adequate provision following any changes to staff, building/site, activities, offsite facilities, etc.
- The Bursar and Head Teacher at Melrose will monitor the number of trained First Aiders.
- The Head Teacher at Melrose alerts First Aiders to the need for refresher courses and organises their training sessions.

Providing information

- The Head Teacher will ensure that members of Melrose staff are informed about the Schools' First Aid arrangements.
- Information on the location of equipment and First-Aid personnel will be included in the staff handbook and displayed in the staffroom.
- Details, including photographs, of pupils who have specific Medical Need (eg Diabetes, Severe Allergies) and for whom we hold emergency medications at the office are displayed in the staffroom. Details are also recorded on Integris.
- The Melrose Secretary will have a file of up to date medical records on Integris for every pupil in each year and ensure that the records are readily available for staff responsible for school trips/outings.

Provision Action to be taken in the event of a First Aid Situation

- If a pupil, member of staff or a visitor feels unwell, is injured or requires First Aid treatment they should alert a member of staff, ideally a first aider and, if necessary a member of the SLT Team..
- Minor Injuries (small cuts/grazes) may be treated using the First Aid kits located around the school site. Please inform the appropriate person promptly if a kit has been used to request that supplies are replenished. and ask them to record the treatment details in the Minor Injuries Log Books. There are Log Books near the first aid kit in Middle Prep and one in the Melrose Staff Room and one in the Pre-preparatory Department.
- First Aiders should obtain the history relating to a student feeling unwell, particularly in the cases of headaches, to ensure that no injury has caused the student to feel unwell
- Any First Aider (male or female) may administer First Aid treatment to any pupil but must ensure that another member of staff is available to pupil feels uncomfortable in the situation. In the case of a female pupil where the treatment required is deemed to be of a sensitive nature, a female First Aider will be requested
- In an emergency situation untrained staff may start Emergency Aid until a First Aider arrives at the scene.
- First Aiders and Office Staff will call for an ambulance and/or contact relatives in an emergency.
- In the event of an emergency situation, when using the College telephone system dial 824 -999.
- All Personnel should have regard to their own personal safety during a First Aid or emergency situation.
- All First Aid treatment must be recorded using the appropriate forms.
- Parents should be informed of a pupil who has received First Aid treatment for anything more than a minor injury but has remained at school
- All items used during First Aid treatment (dressings, swabs, gloves etc.) must be disposed of in a tightly sealed bag before disposing of the bag in a bin. No contaminated or used items should be left lying around.
- Any blood or other bodily fluids on surfaces and/or the ground must be cleaned away thoroughly.

Head Injuries:

- Any casualty who has sustained a significant head injury should be assessed by professionals at the hospital, either by sending the casualty directly to hospital or by asking parents to pick up their child to take them to hospital
- For apparently minor head injuries where a pupil does not exhibit any signs of concussion, pupil injury forms should be completed and parents notified of the injury. Where appropriate, teachers should be alerted to monitor any pupil who has suffered a head injury and has remained in school.

Pupils sent to Hospital by Ambulance should be:

- accompanied in the ambulance at the request of paramedics OR
- followed to the hospital by a member of staff to act in loco parentis if a parent/guardian cannot be contacted. The First Aider need not be the member of staff to accompany the casualty to hospital, however, an appropriate person should be sent OR
- met at hospital by a parent/guardian.

Pupils Feeling Generally Unwell

Sick pupils in Melrose who are not well enough to be at school, report to the school secretary (KA) on the ground floor with a note, signed by the Head Teacher or member of SLT. Parents are phoned to come and collect their child.

Parents collecting children should report to KA or the teacher or lunchtime supervisor on duty before taking their daughter home with them, so that the register can be adjusted.

If there is an accident or sudden illness at lunchtime it will be reported to the Lunchtime Supervisor who will inform the Senior teacher in the school and then take action to complete an accident report, inform the class teacher and contact parents. All parents must provide an alternative contact number.

Exclusion after Illness or Contagious Conditions.

Parents are requested not to send their daughter to school or Pre-Preparatory Department if she is unwell. In cases of accident or illness during school hours parents will be contacted and asked to take their daughter home or to a doctor.

Girls should not attend school with:

- A reportable illness or condition that is contagious and a physician determines the child has not had sufficient treatment to reduce the health risk to others.
- A bacterial infection such as impetigo if they have not completed 24 hours of antimicrobial therapy.
- Lice, ringworm or scabies that is untreated and contagious to others.
- Any condition which requires more care than staff can provide without compromising the health and safety of other children.
- Diarrhoea and Vomiting for at least 48 hours after cessation of symptoms.

Provision for Pupils with Known Medical Needs

Some pupils will at some time have a medical need that could limit participation in some school activities. For many this will be a short-term situation, perhaps requiring the student to finish off a course of prescribed medication.

Other pupils have potentially serious medical needs that must be correctly managed. Most pupils with such medical needs are able to attend school regularly and, with some support from the school, can take part in the majority of school activities. However, College staff may need to take additional care in supervising some activities to ensure that these pupils are not put at risk.

Parents must keep College up-to-date with information about their child's medical need. Medical information should be forwarded to the school office.

Medical needs which might give rise to the need for emergency support include:

- Asthma
- Diabetes
- Anaphylactic shock due to severe allergies
- Epilepsy

College staff should be aware of the likelihood of an emergency arising and know what action to take if one occurs.

Administration of medicine

Medication will not be administered to pupils in school except in special circumstances when requested by a parent. These requests must be made in writing and be agreed by the Head Teacher. Medication must be clearly labelled with the student's name and exact details about the medicine and dosage instructions and be stored in the medicine cabinet in the staff room.

When medicines are issued to pupils, the date, time and dosage will be recorded in the Medical Book on the medicine cabinet and initialled by the member of staff administering. Parents will be informed.

A list of children keeping asthma inhalers at school is kept in the office and also in the staff room. Parental permission must be given for children to bring asthma inhalers to school. Asthma inhalers kept in the teacher's desk must be labelled with full instructions for use and a note made of the date and time of use. It is the parents' responsibility to check expiry dates of all medications.

Epipens will be kept in a named wallet labelled on the outside with the child's name, photograph and instructions for use. Children requiring epipens should keep two packs in school, one will be kept in the marked cupboard in the staff room and the second will be kept in the Melrose staff room (Lower Prep) and Senior School Reception.

Hygiene/Infection Control

- Basic hygiene procedures must be followed by staff.
- Single-use disposable gloves must be worn when treatment involves blood or other body fluids.
- All dressings and equipment used must be disposed of safely in a tightly sealed bag.

Spillage of Body Fluids

When a spillage occurs the staff member must assess the following:

- The content of the spillage – does it contain blood, urine, vomit or faeces?
- The size of the spillage
- The material on which the spillage has occurred – i.e. fabric, vinyl, metal.

Contact Reception to inform what has occurred and they will advise a member of the Premises Team who is trained to deal with such matters.

First Aid Materials, Equipment and Facilities

First Aid boxes should be constructed so as to ensure that the contents are kept clean and dry and labelled with a cross on a green background so as to be easily identifiable.

First Aid Boxes

These are made up and issued by two Learning Support Assistants.(Named on First Aid List). The permitted contents of First Aid boxes are restricted to those items that can be used by an untrained person to treat themselves or others without risk of exacerbating injuries.

- a) Printed card listing the contents.
- b) Gloves
- c) Plasters/ Assorted Adhesive dressings (Mepore)
- d) First Aid dressings and eye pad
- e) Triangular bandage
- f) Tweezers
- g) Safety pins
- h) Vent Aid / face shield (not for use by untrained staff)
- i) Eye wash (sterile single tubes)
- j) Saline wound cleansing wipes.
- k) Vomit bags.
- l) Scissors.
- m) Hazard disposal bag.
- n) Antibacterial hand wipes.
- o) Tissues
- p) Ice packs are available from the freezers in the Melrose Staff Room and Pre-Preparatory Department.

First Aid boxes are located in the Melrose Staff Room, the Pre-Preparatory Department, the Melrose kitchen, the top floor photocopier room, the Senior School Gym, Swimming Pool and the bottom of the main Melrose staircase. 'Bum Bag' first aid kits are kept in the Melrose Staff Room and Middle Prep outer area to be taken outside at break times. There is also a first aid cabinet in the reception area at the Senior School.

NOTE: It is the responsibility of the member of staff using items from the First Aid kit to notify those responsible for replenishing the kits promptly if replacements are required. First Aid boxes are checked every half term and the contents updated as necessary.

Kits must be taken on all out-of-school visits. 'Travelling First Aid Kits' must be collected from the Staff Room or the Middle Preparatory classroom and returned after the event.

Defibrillator

A defibrillator is kept at the bottom of the main Melrose staircase for use by anyone.

Accommodation

The Principal must ensure a suitable space is available for medical treatment and care of children during school hours.

Recording and reporting of injuries and accidents

Statutory accidents records: The Head Teacher must ensure that readily accessible accident records for Melrose, written or electronic, are kept for a minimum of seven years. (see DSS The Accident Book B1 510)

The Head Teacher must ensure that a record is kept of any significant incident and resulting First Aid treatment given by First Aiders. This should include:

- The date, time and place of incident
- The name and date of birth of the injured or ill person
- Details of their injury/illness and whether First Aid was given
- What happened to the person immediately afterwards
- Name and signature of the First Aider or person dealing with the incident

The Head Teacher must have in place procedures for ensuring that parents are informed of significant incidents involving their child.

Recording of Student Injuries and First Aid Treatment

- If a student is injured during a lesson, the teacher of that lesson must complete a 'Student Injury Accident Form' available from the staff room. The Student Injury Accident Form is at Appendix B. The completed form is to be given to the Head Teacher for signing. If the pupil is sent to hospital as a result of the injury a copy of the form must be given immediately to the Bursar.
- For any minor injuries e.g. small cuts/grazes, minor burns etc. a record must be made of each student attended to, the nature of the injury and any treatment given. Treatment of minor injuries is to be logged in the Minor Injury Log books situated in Middle Prep and the Melrose Staff Room. Parents should be contacted if there are concerns.

Statutory requirements: under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) some accidents must be reported to the HSE.

The Principal must keep a record of any reportable injury, disease or dangerous occurrence. This must include: the date and method of reporting; the date, time and place of the event; personal details of those involved and a brief description of the nature of the event or disease. This record can be combined with other accident records.

The following accidents must be reported to the HSE:

Involving employees or self-employed people working on the premises:

- Accidents resulting in death or major injury (including as a result of physical violence).
- Accidents which prevent the injured person from doing their normal work for more than three days.

For definitions, see Annex A to the HSC/E guidance on RIDDOR 1995, and information on Reporting School Accidents.

Involving pupils and visitors:

- Accidents resulting in the person being killed or being taken from the site of the accident to hospital and the accident arises out of or in connection with College i.e. if it relates to:
- Any school activity, both on or off the premises
- The way the school activity has been organised and managed
- Equipment, machinery or substances
- The design or condition of the premises

HSE must be notified of fatal and major injuries and dangerous occurrences without delay. Any student taken to hospital whether admitted or not in these circumstances is the subject of a RIDDOR report to be raised within 7 days.

The Principal is responsible for ensuring this happens, but may delegate the duty to the Bursar

The Principal must complete the RIDDOR form attached to this policy and send/fax it to Raymond Falla House, PO Box 459, Longue Rue, St Martins, GY1 6AF, Fax No. 235015.

APPENDICES

- A. List of Staff who have undertaken First Aid training (provided for colleagues only)
- B. Student Injury Accident Form
- C. RIDDOR Form



The Ladies' College Appendix B

Student Injury Accident form (copy must be sent to Education Dept for Scholars)

To be completed for all student injuries occurring on School premises or during a School activity.

If the injury involves a trip to A and E, then a copy must go to the Bursar immediately.

STUDENT INFORMATION

Name	Date of Birth
Address	Contact No
	Scholar YES / NO

ACCIDENT INFORMATION

Date & Time	Location
Describe what the student was doing when the injury occurred (eg playing football) and state what went wrong (e.g. slipped)	
What part of the body has been injured and what injury occurred?	

ACTION TAKEN

First Aid given at School?	YES / NO	By whom?	
Parents notified?	YES / NO	By whom?	
Child taken to Doctor?	YES / NO	By whom?	
Child taken to Hospital?	YES / NO	By whom?	

ACTION TAKEN TO PREVENT ANY FUTURE OCCURRENCE (continue as necessary)

Member of staff completing form:	Date:
Student's signature:	Date:
Principal's signature:	Date:



States of Guernsey
Health and Safety Executive

Updated June 2016
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*The Health and Safety at Work etc. (Guernsey) Law, 1979; and
The Health and Safety at Work (General) (Guernsey) Ordinance 1987.*

hse@gov.gg
www.hse.gg

REPORT OF AN INJURY, DISEASE OR DANGEROUS OCCURRENCE

- All sections of the form must be completed.
- This form to be used to make a report to the Health and Safety Executive under Section 9 of the Ordinance.
- Details of this incident should also be kept as required by Section 10 of the Ordinance.
- Completing and signing this form does not constitute an admission of liability of any kind, either by the person making the report or any other person.
- If more than one person was injured as a result of an accident, please complete a separate form for each person.

A Subject of Report (tick appropriate box or boxes)

Fatality 1 condition 2	<input type="checkbox"/>	Specified major injury or	<input type="checkbox"/>	"Over three day" injury	<input type="checkbox"/>	Dangerous occurrence	<input type="checkbox"/>	Disease	<input type="checkbox"/>	No time off work	<input type="checkbox"/>
	1		3		4		5				

B This form must be completed IN FULL by the Employer or Responsible Person (as is required by Law)

Name and Address -

Nature of trade, business or undertaking -

Total number of your employees -

Name and telephone no. of person to contact -

Immediate notification to HSE (not applicable to "over three day" injuries) -

Name of person advised:				
Date:	Time:			am/pm

C Date, time and place of accident, dangerous occurrence

Date - Time -

day month year

Give the name and address if different from above -

Normal activity carried on there -

IF YOU ARE REPORTING A DANGEROUS OCCURRENCE PLEASE CONTINUE AT SECTION G

D The person injured or affected by the disease

Full name and address -

Age Sex Status (tick box) - Employee Self - Employed Trainee M or F Any other person

Trade, occupation or job title -

Nature of injury or condition and the part of the body affected. In the case of a disease the name or schedule number of the disease -

Doctor's name and date of diagnosis

Doctor: Date:

IF YOU ARE REPORTING A DISEASE PLEASE CONTINUE AT SECTION G

continued overleaf

E Kind of Accident

Indicate what kind of accident led to the injury or condition (tick one box) -

Contact with moving machinery or material explosion	<input type="checkbox"/>	Injured whilst handling lifting or carrying	<input type="checkbox"/>	Trapped by something collapsing or overturning	<input type="checkbox"/>	Exposure to an	<input type="checkbox"/>
being machined	1	5		8		12	
Struck by moving same level falling object	<input type="checkbox"/>	Slip, trip or fall on asphyxiation	<input type="checkbox"/>	Drowning or electricity or an	<input type="checkbox"/>	Contact with including flying or	<input type="checkbox"/>
13	2		9	7	electrical	6	14
	<input type="checkbox"/>	3		7	harmful substance	10	
						discharge	

Struck by moving or contact with a	Fall from height*	Exposure to animal	Injured by an vehicle	
Struck against fire	*Distance through accident (give details in Section G)	Exposure to or stationary	Other kind of 4	something fixed which person fell metres
11	15			

F Agent(s) involved


Indicate which, if any, of the categories of agent or factor below were involved (tick one or more of the boxes) –

Machinery / equipment or bulk	<input type="checkbox"/>	Process plant, pipework storage	Live	<input type="checkbox"/>	animal	<input type="checkbox"/>	Ladder or scaffolding	for lifting	<input type="checkbox"/>	
Portable power or hand tools and conveying	Any	material, substance or product being handled,	Movable or package	<input type="checkbox"/>	container of		Construction formwork,		13	
	1			5			9			
shuttering & falsework	14	2 <input type="checkbox"/> <input type="checkbox"/>	used or stored	6 <input type="checkbox"/>	any kind	<input type="checkbox"/>	<input type="checkbox"/>	10	<input type="checkbox"/> <input type="checkbox"/>	
		3	deficient atmosphere	7		11	apparatus or equipment		15	
Any vehicle or associated equipment / Other machinery		<input type="checkbox"/>	Gas, vapour, dust, fume or oxygen Pathogen or	Floor, ground, structure or excavation/	<input type="checkbox"/>	stairs or any working surface Building, engineering	Electricity	<input type="checkbox"/>	supply cable, wiring, Entertainment or sporting facilities or equipment	<input type="checkbox"/> <input type="checkbox"/>
		4	Infected material	8		12		16		
							Any other agent		17	

Describe briefly the agents or factors you have indicated -

G Account of accident, dangerous occurrence or flammable gas incident

Describe what happened and how. In the case of an accident state what the injured person was doing at the time. In the case of a disease describe any work of the affected person which might be relevant to the onset of the disease.

 **How we collect and use information**

The States of Guernsey Health and Safety Executive processes personal information for health and safety purposes in order to carry out functions relating to the relevant health and safety and associated legislation that it administers. Information collected will depend on your business with us, but will be no more than is required for that purpose. We may get information about you from others for any of our purposes if the law allows us to do so. We may also share information with certain other organisations if the law allows us to. Any personal information you give to us will be processed in accordance with the Data Protection (Bailiwick of Guernsey) Law, 2001. If you wish to know more about the information we have about you, or about the way we use it, you can check our website www.hse.gg.

Signature of person making report	<input type="text"/>	Date	<input type="text"/>
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Office Use Only

Recorded on the Civica Database

Number:

Please return this form to: **THE HEALTH & SAFETY EXECUTIVE, RAYMOND FALLA HOUSE, PO BOX 459, ST MARTIN, GUERNSEY, GY1 6AF**