

## **First Aid policy**

### **Introduction**

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 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.

### **The Receptionist**

- acts as the Primary First Aider and first point of contact for illness/injury.
- will ensure fully stocked First-Aid kits are available and suitably located in conjunction with Health and Safety guidelines.
- will provide information relating to students with specific Medical Need and details of their medications held in the office

### **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 students published by the Receptionist.
- 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.

### **The First Aiders (as defined on page 4)**

- 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.
- will look after the First Aid equipment e.g. to request restocking of the First Aid boxes when items have been used.

In selecting First Aiders, the Principal 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 available at Reception in the Senior School.

### **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, off-site facilities, etc.
- The Bursar and Receptionist will monitor the number of trained First Aiders.

- The Receptionist alerts First Aiders to the need for refresher courses and organises their training sessions.

### **Providing information**

- The Principal will ensure that members of staff are informed about the Schools' First-Aid arrangements.
- The Receptionist will provide information on the location of equipment and First-Aid personnel. This will be included in the staff handbook and on a First-Aid noticeboard in the staffroom.
- The Receptionist will provide details, including photographs, of students who have specific Medical Need (e.g. Diabetes, Severe Allergies) and for whom we hold emergency medications at the office. This information will be displayed on the First-Aid noticeboard in the staffroom and will be emailed to all staff at the start of the school year and updates issued as appropriate. Details are also recorded on Integris.
- The Registrar will have a file of up to date medical records on Integris for every student in each year and ensure that the records are readily available for staff responsible for school trips/outings.
- The Head of Sixth Form is responsible for ensuring medical details are provided to Elizabeth College, of all students of The Ladies' College who are taught offsite on Elizabeth College premises. They are also responsible for liaising with their counterpart at Elizabeth College to update the Receptionist at The Ladies' College and subject teachers with medical information for all Elizabeth College students who are taught lesson on our site.

### **Provision**

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

- If a student (Ladies' College or other student), member of staff or a visitor feels unwell, is injured or requires First Aid treatment they should report to Reception. If the casualty is unable to go to Reception or their deterioration is causing concern call ext. 200 and request a First Aider to attend.
- Do **not** send injured/unwell students to Reception unaccompanied.
- Minor Injuries (small cuts/grazes) may be treated using the First Aid kits located around the school site. Please inform the office staff promptly if a kit has been used to request that supplies are replenished.
- 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 student (male or female) but must ensure that another member of staff is available to chaperone should the student need to remove an item of clothing or if the First Aider or student feels uncomfortable in the situation. In the case of a female or male student where the treatment required is deemed to be of a sensitive nature, a female or male 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 9 – 999.
- AED devices are available in College, with basic training given annually to colleagues and students in the Senior School and Sixth Form in their use.
- 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. An Accident Record book is provided in each First Aid Kit, a record sheet must be completed for any treatment given and sent to the office as soon as possible.
- If a visiting student receives First Aid treatment or is sent home unwell the relevant school office is to be contacted with the details.
- Where an injury has been sustained by a visiting student at The Ladies' College a report of the incident should be sent to the relevant school office.
- Parents should be informed of a student who has received First Aid treatment for anything more than a very 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.
- Liaison should occur with the teacher in charge of cover to ensure that lessons are covered in the event of an absent teacher.

### **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 student does not exhibit any signs of concussion, colleagues must contact the office staff who will ensure parents are notified of the injury. Where appropriate, teachers should be alerted to monitor any student who has suffered a head injury and has remained in school.
- Parents will also be made aware of the signs to look out for concussion if their daughter has had a head injury
- Parents (and if appropriate teachers) will be advised that they must seek **medical advice if they have any concerns.**

- A record will be made of the conversation about the head injury (with whom, date and time) on the medical form which is held at Reception.

### **Students 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.

### **Students Reporting to Reception Feeling Generally Unwell**

If a student feels unwell they should report to Reception. A student who is unwell should **not** be sent to Reception unaccompanied.

Office Staff will:

- Contact a parent/guardian to discuss whether it is appropriate for the student to go home. If there is a concern about a particular student they will first contact the Year Co-ordinator or Deputy Principal to discuss.
- NOT administer medications unless it is prescribed medication and the administration has been authorised and explained by the student's parent or guardian. When phoning home to discuss an unwell student a parent may request painkillers be administered to give relief to a student suffering from a minor headache, stomach cramps etc. and who wishes to remain in school – in this circumstance confirm details of any other medications already taken that day and obtain the parent's exact instructions i.e. whether the student is to be given paracetamol or ibuprofen and the exact dosage to be administered. Any pain relief given is to be logged on the Ad-hoc Meds form in the Medical Register held at Reception.
- Pain relief (standard strength paracetamol or ibuprofen only) may be given to a student over the age of 18 without seeking parental consent. Any pain relief given must be logged on the Ad-hoc Meds form in the Medical Register held at Reception.

### **Provision for Students with Known Medical Needs**

A number of students 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 students have potentially serious medical needs that must be correctly managed. Most students 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 students 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 or, for sensitive issues, directly to the Principal. In the latter case the Principal will confirm with parents what information can

be passed on to College staff about their child's health. The school nurse may also be able to provide additional background information for College staff about certain medical issues.

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**

With the exception of Asthma inhalers, Adrenaline auto-injector pens and medications for the control of Type 1 Diabetes, students are not permitted to carry any medication with them at College. Permission must be sought from the Principal if a parent considers it essential that medication is held by the student rather than at the office.

All other medicines must be handed in at the office for supervised self-administration. **These medicines will only be accessible during normal College opening hours, Monday to Friday 08:00 – 16:00, they will not be available during weekend or after-school activities.**

If a parent wishes a supply of medicine to be held at the office so that students can self-administer under supervision they must request this facility in writing providing exact details about the medicine and dosage required. Parents are responsible for ensuring that sufficient in-date quantities of the medicines are provided. No teacher or member of support staff will administer medicines without parental consent.

Medicines for self-administration will be held in a secure cabinet in the school office and will be issued by the office staff to the students on request at the appropriate time. If in doubt about any of the medicines being issued to the student, the member of staff must check with a parent before taking further action. Medicines held in the school office will be clearly labelled with the student's name and exact details about the medicine and dosage instructions are kept in the Medical Register file at Reception.

The student is required to take their medication at Reception under the supervision of a member of the office staff. When a student self-administers their medication, the date, time and dosage will be recorded on the student's individual log sheet in the Medical Register file.

**If a student has been authorised to carry their medication with them, it is the student's responsibility to ensure they have this medication with them at all times.** If necessary, the medication can be handed to the member of staff supervising an activity for safekeeping. Medication must not be left in changing rooms or lockers.

**It is the parent's responsibility to record the expiry date of any medications carried by the student or medications handed in to the office and to ensure that new supplies are provided upon expiry.** Medications should be collected from the office at the end of each term and returned at the start of the next one.

### **Students with Adrenaline Auto-Injector Pens (EpiPen, Jext etc) for Anaphylaxis**

A student who has been prescribed an Adrenaline Auto-injector Pen **should carry at least one Pen with them on their person at all times**. The Adrenaline Auto-injector Pen must be carried in the inside pocket of the student's blazer rather than in a bag which may inadvertently be left behind in a locker or classroom. The outer case of the Adrenaline Auto-injector Pen should be clearly labelled with the student's name. **It is the student's responsibility to ensure they have their Adrenaline Auto-injector Pen with them if they are offsite for sports or extra-curricular activities**. At least one additional Adrenaline Auto-injector Pen must also be held in the College office.

### **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**

The Receptionist must ensure that the appropriate number of First-Aid kits, according to the risk assessment of the site, are available.

All First-Aid kits must be marked with a white cross on a green background.

At a minimum, the following locations must have First-Aid kits:

- The College Main Office
- All Science Laboratories
- Gymnasium
- Swimming Pool
- Art, Music and Design Technology Studios
- The Leaf Centre
- The Catering Team
- The Premises team
- The Staff room.



In addition:

- there must be a kit available on each floor of the building not covered by the specific locations listed.
- there must be a portable kit available for the PE department to use for fixtures or during lessons out on the field.

**Travel First Aid kits** must be taken with teachers for off-site activities. These are issued upon request from Reception. Pre-booking is required.

### **Responsibility for checking and restocking the First-Aid kits**

The Receptionist is responsible for checking and replenishing the contents of the on-site First-Aid kits annually and additionally replenishes supplies in the interim upon request by First-Aiders who have used them.

The Receptionist will ensure travel First Aid kits are available for off-site activities. First Aid kits for off-site travel should be returned to Reception as soon as possible after an off-site visit when they will be checked and replenished.

Minimum First Aid Kit Contents:

- Contents Checklist Card
- First Aid Basic Advice Sheet & Dental Trauma Advice Sheet
- Assorted Plasters
- Small, Medium and Large size Adhesive dressings
- Eye pad, Assorted Dressing Pads
- Saline solution for Eye and Wound Wash
- Gauze Swabs
- Disposable Gloves
- Instant Cool Packs
- Burnshield Dressing (Office, DT, Science & travel kits only)
- Vent Aid or Face Shield
- Scissors, Tape & Safety Pins
- Vomit Bags
- Triangular Bandage
- Antibacterial Hand Cleaning Wipes
- Hazard Bag for disposal of any items used
- Plastic forceps
- Accident Record Book

Spare First Aid supplies are kept in the College office.

### **Accommodation**

The Principal must ensure a suitable space is available for medical treatment and care of children during school hours. This should be close to a lavatory and contain a washbasin.

### **RECORDING AND REPORTING OF INJURIES AND ACCIDENTS**

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

The Principal must ensure that a record is kept of any 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 Principal must have in place procedures for ensuring that parents are informed of significant incidents involving their child. The Receptionist during the working day or adult who is aware of the First Aid emergency out of College time, will make contact with parents or arrange for another responsible adult to speak to a parent as quickly as possible.

### **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 Reception. The Student Injury Accident Form is at Appendix A. The student should read the form and sign the form to indicate that they agree with what has been written. The completed form is to be given to the Principal for signing. If the student is a Scholar a copy of the form must be sent to the Education Department. If the student 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 Record log held at reception. 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 students 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. Student Injury Accident Form
- B. RIDDOR Form

**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 (eg 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)

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



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

## 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      Specified major injury or condition  2      "Over three day" injury  3      Dangerous occurrence  4      Disease  5      No time off work

### 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 -

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

Name and telephone no. of person to contact -

Name of person advised:

Date: \_\_\_\_\_ Time: \_\_\_\_\_ am/pm

### C Date, time and place of accident, dangerous occurrence

Date -     
day month year

Time -

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   
M or F

Status (tick box) - Employee

Self - Employed

Trainee

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

**E Kind of Accident**

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

Contact with moving machinery or material being machined	<input type="checkbox"/>	1	Injured whilst handling lifting or carrying	<input type="checkbox"/>	5	Trapped by something collapsing or overturning	<input type="checkbox"/>	8	Exposure to an explosion	<input type="checkbox"/>	12
Struck by moving including flying or falling object	<input type="checkbox"/>	2	Slip, trip or fall on same level	<input type="checkbox"/>	6	Drowning or asphyxiation	<input type="checkbox"/>	9	Contact with electricity or an electrical discharge	<input type="checkbox"/>	13
Struck by moving vehicle	<input type="checkbox"/>	3	Fall from height*	<input type="checkbox"/>	7	Exposure to or contact with a harmful substance	<input type="checkbox"/>	10	Injured by an animal	<input type="checkbox"/>	14
Struck against something fixed or stationary	<input type="checkbox"/>	4	*Distance through which person fell metres	<input type="checkbox"/>		Exposure to fire	<input type="checkbox"/>	11	Other kind of accident (give details in Section G)	<input type="checkbox"/>	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 for lifting and conveying	<input type="checkbox"/>	1	Process plant, pipework or bulk storage	<input type="checkbox"/>	5	Live animal	<input type="checkbox"/>	9	Ladder or scaffolding	<input type="checkbox"/>	13
Portable power or hand tools	<input type="checkbox"/>	2	Any material, substance or product being handled, used or stored	<input type="checkbox"/>	6	Movable container or package of any kind	<input type="checkbox"/>	10	Construction formwork, shuttering & falsework	<input type="checkbox"/>	14
Any vehicle or associated equipment /	<input type="checkbox"/>	3	Gas, vapour, dust, fume or oxygen deficient atmosphere	<input type="checkbox"/>	7	Floor, ground, stairs or any working surface	<input type="checkbox"/>	11	Electricity supply cable, wiring, apparatus or equipment	<input type="checkbox"/>	15
Other machinery	<input type="checkbox"/>	4	Pathogen or Infected material	<input type="checkbox"/>	8	Building, engineering structure or excavation/	<input type="checkbox"/>	12	Entertainment or sporting facilities or equipment	<input type="checkbox"/>	16
									Any other agent	<input type="checkbox"/>	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](http://www.hse.gg).

Signature of person making report

Date

**Office Use Only**

Recorded on the Civica Database

Number: