

## **First Aid policy**

### **Introduction**

This policy outlines the College's responsibility to provide adequate and appropriate First Aid to pupils, colleagues, and visitors and the procedures in place to meet that responsibility. The policy is reviewed annually as part of the Health and Safety review and should be read in conjunction with the Health & Safety Policy and The Ladies' College Offsite Visits Policy.

### **Aims**

- To identify the First Aid needs of the College in line with the Management of Health and Safety at Work Regulations 1999. (In Guernsey it is the "Workplace health and safety law, enforced by the Health and Safety at Work Ordinance 1987(amended 2020)).  
(<https://www.legislation.gov.uk/uksi/1999/3242/contents/made>)
- 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 promote consistency in the practice of First Aid across the College.
- To provide sufficient and appropriate resources and facilities.
- To inform colleagues 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.  
( <https://www.gov.gg/CHttpHandler.ashx?id=104079&p=0>)

### **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 colleagues acting within the scope of their employ.
- supported by the Bursar and Head Teacher of Melrose (as appropriate) 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.

### **Within Senior School and Sixth Form**

The Receptionist acts as the Lead First Aider and first point of contact for illness/injury within the Senior School and Sixth Form. They:

- 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

### **Within Melrose and the Pre-Preparatory Department**

First Aid is administered by the Class Teacher or member of the Pre-Preparatory Department team.

Class Teachers and the Head of the Pre-Preparatory and Wraparound Care will manage the First Aid equipment situated in their classrooms (in the case of Melrose colleagues only).

### **Teachers and other colleagues**

- are expected to do all they can to secure the welfare of the pupils/students.
- 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 Lead First Aiders at Senior School and Melrose.
- 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.

### **Trained First Aiders**

- must have completed and keep updated a training course appropriate to their role/responsibilities in College.
  - For the majority of colleagues this is a one-day Emergency First Aid at Work course (attended every 3 years).
  - Lead First Aiders attend a 3-day course (every 3 years), with refresher courses in-between as believed to be appropriate to the College's needs.
  - Within Melrose, training in Forest Aid for Forest School (Level 3) should be updated annually.

- 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 College.
- 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.

The role of Trained First Aider is a voluntary post, however in identifying First Aiders, the College 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 trained First-Aiders 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/students/adults and they will be supported by a number of colleagues trained in basic Emergency First Aid (EFAW).

For out-of-hours activities a risk assessment will determine whether a certified First Aider is required.

A list of colleagues who have undertaken training in First Aid is available at Reception in the Senior School (detailing Senior School trained colleagues) and in the Melrose Staff Room (detailing Melrose and Pre-Preparatory Department trained colleagues).

### **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/Head Teacher of Melrose, assisted by the Bursar, will review the College's First-Aid needs to ensure adequate provision following any changes to colleagues, building/site, activities, off-site facilities, etc.
- The Bursar (via the Senior School Lead First Aider) and Head Teacher of Melrose (via the appointed Melrose Lead First Aider) will monitor the number of trained First Aiders within the Senior School and Melrose and Pre-Preparatory Department respectively.
- The Senior School Lead First Aider /Melrose Lead First Aider alerts First Aiders to the need for refresher courses and organises their training sessions.

## **Providing information**

- The Principal/Head Teacher of Melrose will ensure that colleagues are informed about the Schools' First-Aid arrangements.
- The Senior School Lead First Aider/Melrose Lead First Aider will maintain and update First Aid information (including location of equipment and First-Aid personnel). General information on protocols will be included in the staff handbook, with a list of trained colleagues displayed on a First-Aid noticeboard in the Senior School and Melrose Staff Room
- The Senior School Lead First Aider/Melrose Lead First Aider will provide Individual Health Care Plans, including photographs, of students who have specific severe Medical Needs (e.g. Diabetes, Severe Allergies or severe asthma) and for whom we hold emergency medications at Senior School and Melrose Receptions. Colleagues are directed to updated information via email at the start of each academic year, with medical information displayed on the First-Aid noticeboard in the staff room. Updates are issued throughout the year as appropriate, with details also recorded on Integris.
- The Registrar and Melrose Secretary will have a file of up-to-date medical records on Integris for every student/pupil in each year and ensure that the records are readily available for colleagues 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), colleague or a visitor feels unwell, is injured or requires First Aid treatment they should report to Senior School or Melrose Reception. If the casualty is unable to go to Reception or their deterioration is causing

concern call ext. 2200 (Senior School) or 2222 (Melrose) and request a First Aider to attend.

- Do **not** send injured/unwell students/pupils to either Reception unaccompanied.
- Minor Injuries (small cuts/grazes) may be treated using the First Aid kits located around the school site. Please inform the office 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/pupil (male or female) but must ensure that another member of colleagues is available to chaperone should the student need to remove an item of clothing or if the First Aider or student/pupil 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 colleagues may start Emergency Aid until a First Aider arrives at the scene.
- First Aiders and Office colleagues 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 for colleagues and students offered as part of formal First Aid training.
- All colleagues 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.
- All First Aid treatment in Melrose or the Pre-Preparatory Department must be recorded on a Pupils Injury Accident Form (Appendix B) and be given to the Head Teacher of Melrose who will store these securely.
- 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/guardians should be informed of a student/pupil who has received First Aid treatment for anything more than a very minor injury but has remained at school
- Liaison should occur with the teacher in charge of cover to ensure that lessons are covered in the event of an absent teacher.
- Medical kits around the site (outside of classrooms) will be checked annually and restocked by the Senior School and Melrose Lead First Aider respectively.

- Medical kits in Senior School classrooms will be checked and stocked by the Senior School Lead First Aider.
- Medical kits in Melrose and the Pre-Preparatory Department classrooms will be checked and stocked by the class teacher and Head of Pre-Preparatory.

### **Waste Disposal**

- Offensive waste; non-clinical and/or non-infectious, must be disposed of in a tightly sealed bag before disposing of the bag in a bin. This includes all contaminated and/or used items.
- Clinical waste is defined as any waste which unless rendered safe, may prove hazardous, or may cause infection to any person coming into contact with it. HSC Estates are responsible for the disposal of Clinical Waste through the incinerator at the PEH. Contact: 01481 725241 ext. 4207.
- Any blood or other bodily fluids on surfaces and/or the ground must be cleaned away thoroughly by a member of the College Premises Team.

### **Head Injuries (Senior School & Sixth Form):**

- Any Student who has sustained a head injury (no matter how minor) must go to Reception where they will be assessed by a trained first aider.
- For apparently **minor head injuries** where a student/pupil, is not exhibiting any signs of concussion or shock, and returns to class. Office colleagues will notify colleagues scheduled to teach that student for the remainder of the day, by email, and instructing them to monitor the student who has suffered a head injury. The parents/guardians of the student are also made aware of the situation by email as a precaution.
- In the case of Melrose and Pre-Preparatory pupils, observed behaviour must be recorded in the relevant section of the Pupil Injury Accident form before submitting to the Head Teacher.
- For a student who has sustained a significant head injury, A Pupils Injury Accident form is completed by colleague present or a member of the office (after a conversation with the injured student) if no colleagues were present. Parents/guardians are called (telephoned)\_ to notify them of the injury. A record will be made of the conversation about the head injury (with whom, date and time) on the accident form.
- 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

### **Head Injuries (Melrose and the Pre-Preparatory Department)**

- 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/guardians to pick up their child to take them to hospital

- For apparently minor head injuries where a pupil does not have a mark, exhibit any signs of concussion or shock, a Pupils Injury Accident form should be completed and parents/guardians notified of the injury.
- Where appropriate, teachers should be alerted to monitor any pupil who has suffered a minor head injury and has remained in College. Observed behaviour must be recorded in the relevant section of the Pupil Injury Accident form before submitting to the Head Teacher.

### **Parent/guardian notification (Melrose and the Pre-Preparatory Department)**

Parents/guardians should be contacted by **telephone** if the pupil:

- has a clear mark on their head at the injury site (not caused by hand pressure that may have occurred by the pupil pressing down on the site).
- displays confused behaviour or enters a state of shock.
- shows changes in their normal behaviour, observed through monitoring, following a head injury.

Conversation details to be recorded on CPOMS.

Should a telephone call not be required, an incident note should be sent home with the pupil in addition to a parent/ guardian email of standardised wording. This communication, and any response, must be recorded on CPOMS (for Senior School and Sixth Form students) and on the Accident Form (for Melrose and Pre-Preparatory pupils).

### **Students sent to Hospital by Ambulance should be:**

- accompanied in the ambulance at the request of paramedics OR
- followed to the hospital by a colleague to act in loco parentis if a parent/guardian cannot be contacted. The First Aider need not be colleague 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 Senior School or Melrose Reception. A student who is unwell should **not** be sent to Reception unaccompanied.

Senior School Office 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 (Pastoral) 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.

In the case of Melrose or Pre-Preparatory Department pupils who are feeling unwell:

- Pupils who are not well enough to be in College should report to the Melrose Secretary on the ground floor with a note signed by the Head Teacher or member of SLT. A parent/guardian are phoned to come and collect their child.
- A parent/guardian collecting their child(ren) should report to the Melrose Secretary, class 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 Co-Ordinator who will inform the senior teacher in Melrose and take action to complete an accident report, inform the class teacher and contact the parent/guardian. All parents/guardians must provide an emergency contact number and an additional alternative emergency contact number.

### **Provision for pupils/students with Known Medical Needs**

A number of pupils/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 individual 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, colleagues may need to take additional care in supervising some activities to ensure that these individuals 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 colleagues about their child's health. The school nurse may also be able to provide additional background information for colleagues about certain medical issues.

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

- Severe asthma
- Diabetes
- Anaphylactic shock due to severe allergies
- Epilepsy

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

Children with severe conditions as listed above, will have an individual Health Care Plan (HCP), approved and signed by their parents. Plans are provided either by a States of Guernsey

Community Nurse (for newly diagnosed conditions), or by The Ladies' College Lead First Aider for existing conditions. HCP's provide a parentally endorsed, clear action plan for first aiders to follow in an emergency.

## **Administration of medicine**

### **Senior School & Sixth Form**

With the exception of Asthma inhalers, Adrenaline auto-injector pens for severe allergic reactions and medication 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 colleagues will administer medicines without parental consent. Any medication administered must be logged on the Ad-hoc Meds form in the Medical Register held at Reception.

Medicines for self-administration will be held in a secure cabinet in the school office and will be issued by the office to the students on request at the appropriate time. If in doubt about any of the medicines being issued to the student, the colleague 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. 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 colleague 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.

### **Melrose and the Preparatory Department**

Medication will not be administered to pupils except in special circumstances when requested by a parent/guardian. These requests must be made in writing and be agreed by the Head Teacher. Medication must be clearly labelled with the pupil'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 colleague administering. Parents/guardians will be informed by email.

A list of children keeping asthma inhalers at Melrose is kept in the Melrose Office and also in the Melrose Staff Room. Parental permission, or that of a legal guardian, must be given for children to bring asthma inhalers to College. Asthma inhalers kept in the pupil's classroom must be labelled with full instructions for use and a note made of the date and time of use. Those diagnosed with severe asthma should have their inhaler with them at all times accompanied by their Health Care Plan.

Pupils diagnosed as anaphylactic will have their prescribed EpiPen(s) (or equivalent) will be kept in a clearly named red belted bag. This should include associated medication (e.g. antihistamine), their personal Health Care Plan with details for administration and a pen and paper to note down time given. Children requiring an EpiPen (or equivalent) should keep two packs in College, both of which should be stored in their red bag.

Anaphylactic pupils in the Junior Department must take their medication bag with them for lessons outside of the classroom and pass to the teacher or appropriate supporting adult. The class teacher is responsible for ensuring that the pupil has their medication with them. Pupils who are anaphylactic and eat their lunch in The Core must take their medication bags with them. For those in the Preparatory Department the class teacher is responsible for ensuring the medication bags are passed to a Lunchtime Supervisor and ensure they have been returned to the classroom by the end of the lunchtime break.

If an EpiPen (or equivalent) is administered an ambulance must be called and parents/guardians informed. Administration times must be noted and passed to a paramedic in attendance. Administration times and used EpiPens (or equivalent) should be passed to a paramedic for safe disposal. Colleagues receive annual EpiPen Training.

It is the parent/guardian's responsibility to check expiry dates of all medications.

### **Exclusion after Illness or Contagious Conditions**

Pupils must not attend College if they are unwell. In cases of accident or illness during College hours a parent/guardian will be contacted and asked to take their child home or to a seek medical advice.

Anyone who has recently developed respiratory/flu-like symptoms (cough, sore throat, running or blocked nose, muscle pain, headache, fatigue or a fever, loss of taste/smell or shortness of breath), no matter how mild, should not attend College. This applies to all colleagues and all students. All symptoms must have cleared before returning to College.

Pupils should not attend College 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 colleagues can provide without compromising the health and safety of other children.
- Diarrhoea and Vomiting for at least 48 hours after cessation of symptoms.
- If a pupil is presenting with any COVID-19 symptoms they must remain at home and follow the advice of a GP or the advice available from Public Health. Should a pupil present with any of the symptoms during the College day, we will call a parent/guardian to request that they are collected immediately and follow Public Health advice.

### **Hygiene/Infection Control**

- Basic hygiene procedures must be followed by colleagues.
- 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 colleague 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 at College**

The Senior School and Melrose Lead First Aiders must ensure that the appropriate number of First-Aid kits, according to the risk assessment of the site, are available. They are 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.

In Melrose and the Pre-Preparatory Department: First Aid kits are checked and replenished every half-term.

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

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

**Travel First Aid kits** must be taken with teachers for off-site activities. These are issued upon request from Senior School, with Melrose Class Teachers using the First Aid kit situated in their classroom for any offsite visits. Within Senior School, pre-booking of kits is required and those borrowed should be returned to either Reception as soon as possible after an off-site visit when they will be checked and replenished.

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

In Senior School, as a minimum, the following locations must have First-Aid kits:

|   |                                      |    |  |    |  |
|---|--------------------------------------|----|--|----|--|
| 1 | The Core                             | 10 | English Office, Wessex Wing (next to Rm23) | 19 | Drama Classroom (Art & Drama Building)     |
| 2 | Reception Office                     | 11 | Science Lab                                | 20 | P.E. Portable Bag (P.E. colleagues use)    |
| 3 | Fire Drill Box - Main Reception      | 12 | Science Biology Lab                        | 21 | P.E. Swimming Pool                         |
| 4 | Fire Drill Box - The Leaf Centre     | 13 | Science Chemistry Lab                      | 22 | Leaf Centre - Main Student Area            |
| 5 | Medical Room                         | 14 | Science Darwin Lab                         | 23 | Premises Office                            |
| 6 | P.E. Gymnasium                       | 15 | Science Physics Lab                        | 24 | Groundsman's Store                         |
| 7 | Staff Room                           | 16 | Art Classroom Art1 (Art & Drama Building)  | 25 | Food Technology Classroom                  |
| 8 | Coordinators' Office (next to Rm 10) | 17 | Art Classroom Art3 (Sixth Form Art Room)   | 26 | P.E. Portable Bag II (P.E. colleagues use) |
| 9 | Rm 15 - Music Classroom, Wessex Wing | 18 | D & T Classroom                            |    |  |

In addition there must be a portable kit available for the PE department to use for fixtures or during lessons out on the field.

In Melrose First Aid kits are located in the Staff Room, the Pre-Preparatory Department, the Melrose kitchen, the Melrose 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 each Form’s classroom. There is also a first aid cabinet in the reception area at the Senior School.

Spare First Aid supplies are kept in the College office at Senior School and in the Staff Room at Melrose.

### **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.

### **Defibrillator**

Two defibrillators are kept on site at College as below:

- One at the bottom of the main Melrose staircase for use by anyone.

- One next to the Senior School main entrance doors.

## **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/Head Teacher of Melrose 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/Head Teacher of Melrose 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/Pupil Injury Accident Form' available from Reception/Melrose Staff Room. The Student Injury Accident Form is at Appendix A. In Senior School., 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/Head Teacher of Melrose 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. Completed Student/Pupil Injury Accident forms are filed securely for 3 years.

- For any minor injuries within Senior School 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 Senior School Reception. Within Melrose and Pre-Preparatory a record is made using a Pupil Accident Form. 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/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 College 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. Pupil Injury Accident Form
- C. RIDDOR Form
- D. Employee Accident Form
- E. Visitor Accident 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)

|  |
|--|
|  |
|--|

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



**Pupils Injury Accident form (Melrose and Pre-Preparatory Department)**

To be completed for all pupils injuries occurring on College premises or during a College activity.

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

**PUPIL INFORMATION**

|      |      |
|------|------|
| Name | Form |
|------|------|

**ACCIDENT INFORMATION**

|  |          |
|--|----------|
| Date & Time  | Location |
| Describe what the pupils was doing when the injury occurred (e.g. skipping) 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 College? | YES/NO | Details |  | By whom? |  |
| Parent/carer notified?      | YES/NO | Details |  | By whom? |  |

|                          |        |          |  |
|--------------------------|--------|----------|--|
| Child taken to Doctor?   | YES/NO | By whom? |  |
| Child taken to Hospital? | YES/NO | By whom? |  |

|                                  |       |
|----------------------------------|-------|
| Member of staff completing form: | Date: |
| Head Teacher's signature:        | Date: |



**MONITORING**

| Time | Observed behaviour |
|------|--------------------|
|      |                    |
|      |                    |
|      |                    |
|      |                    |
|      |                    |
|      |                    |



**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 | <input style="width: 300px; height: 30px;" type="text"/> | Date | <input style="width: 150px; height: 30px;" type="text"/> |
|-----------------------------------|--|------|--|

*Office Use Only*

Recorded on the Civica Database      Number:

### Employee Accident Form

This form must be completed for all accidents/injuries to employees which are likely to require medical treatment or to cause absence from work.

|                         |            |
|-------------------------|------------|
| <b>Personal Details</b> | Full Name: |
|                         | Job Title: |

|  |  |                     |
|--|--|---------------------|
| <b>Accident Details</b>                  | Description of work being carried out: |                     |
|  | Injuries:                              |                     |
|  | Date of accident:                      |                     |
|  | Time:                                  | Place of accident:  |
|  | Description of accident:               |                     |
|  | Names of witnesses:                    |                     |
|  | Doctor's name:                         | Date of visit:      |
| <b>Accident reported to line manager</b> | Yes / No (please circle)               | Date/Time reported: |

|                          |   |
|--------------------------|---|
| <b>Absence from work</b> | <b>Tick or delete where appropriate -</b>                   |
|                          | Did you continue working after the accident? Yes [ ] No [ ] |
|                          | If you stopped work, when did you restart:                  |
|                          | Were you absent from work? Yes [ ] No [ ]                   |
|                          | <b>If absent, please complete -</b>                         |
|                          | My first day off work was:                                  |
|                          | I expect to be off work for:                                |
|                          | or, I returned to work on:                                  |

|                             |                                  |
|-----------------------------|----------------------------------|
| <b>Colleague signature:</b> | <b>Date:</b>                     |
| <b>Bursar comments:</b>     | <b>Date:</b>                     |
| <b>Reported to HSE</b>      | <b>Yes / N/A (please circle)</b> |
| <b>Bursar signature:</b>    | <b>Date:</b>                     |

### Visitor Accident Form

This form must be completed for all accidents/injuries to visitors, incurred on College grounds, which are likely to require medical treatment.

|                         |                              |
|-------------------------|------------------------------|
| <b>Personal Details</b> | Full Name:                   |
|                         | Address                      |
|                         | Mobile:<br>Email:            |
|                         | Reason for visit to College: |

|   |  |                     |
|---|--|---------------------|
| <b>Accident Details</b>                               | Description of how accident/injury occurred: |                     |
|   | Injuries:                                    |                     |
|   | Date of accident:                            |                     |
|   | Time:  | Place of accident:  |
|   | Description of accident:                     |                     |
|   | Names of witnesses:                          |                     |
|   | Doctor's name:                               | Date of visit:      |
| <b>Accident reported to a member of College staff</b> | Yes / No (please circle)                     |                     |
|   | Name of employee spoken with:                | Date/Time reported: |

|                           |                                  |
|---------------------------|----------------------------------|
| <b>Visitor signature:</b> | <b>Date:</b>                     |
| <b>Bursar comments:</b>   | <b>Date:</b>                     |
| <b>Reported to HSE</b>    | <b>Yes / N/A (please circle)</b> |
| <b>Bursar signature:</b>  | <b>Date:</b>                     |