



South Hampstead

High School

GDST

First Aid Policy

UPDATED BY

Prado Leon

LAST REVIEWED

September 2018

NEXT REVIEW DATE

September 2019

This policy should be read in conjunction with the Administration of Medicine protocol (see Appendix 3). This policy is to be found on the school S: drive. It should be read in conjunction with the Girls' Day School Trust First Aid policy.

First-aid provision must be available at all times on school premises and also when attending activities off site.

AIMS

The school aims to provide a level of first aid cover and expertise that ensures a swift and competent response to any accident or illness suffered by a girl, member of staff (while they are in school or engaged on a school activity out of school) or by visitors (parents, contractors and others).

'First-aid' means:

- cases where a person will need help from a medical practitioner or nurse, treatment for the purpose of preserving life and minimizing the consequences of injury and illness until such help is obtained, and
- treatment of minor injuries which would otherwise receive no treatment or which do not need treatment by a medical practitioner or nurse;

H&S (First Aid) Regulations 1981

THE SCHOOL SITE

The school is situated at 3 Maresfield Gardens. The Junior School is situated at 5 and 12 Netherhall Gardens which is a 6-minute walk from the Senior School. There is a well-equipped and professionally staffed Medical room on the main site at Maresfield. The Royal Free hospital is 10 minutes away by taxi. The school has a sports site on Lymington Road and the girls travel by coach or walk to get there.

SPECIFIC HAZARDS

Specific hazards include high-risk activities such as PE; outdoor education; science and technology experiments and events; catering and works departments; out-of-school trips; special events and road safety. Risk assessments are made routinely for all potentially hazardous activities or special events, including trips out of school, building work or major public occasions.

SPECIFIC NEEDS

There are a small number of girls with specific health needs such as asthma, severe allergies, diabetes, and emotional health needs etc. A list of such girls is compiled by the school nurse at the beginning of each academic year and the S: drive link is emailed to staff each term. It is also to be found in Reception at both Senior and Junior schools.

Members of staff who wish similar information to be known about them, are invited to advise the school nurse and/or any other individuals in person.

ACCIDENT STATISTICS

A record is kept of all injuries to staff and pupils occurring both on and off the school premises as a result of school activities. Detailed guidance on how and where to do this is given in the Accident Recording and Reporting section on H&S Oracle. Records will be kept in accordance with the Trust's policy on the retention of documents which can be found on Oracle. In practice this means that records relating to pupils should be kept until pupils attain the age of 25, and records for all other categories of people should be kept for a minimum for 6 years. All serious injuries are reported to the Headmistress and in addition, for Year 6 and below, to the Head of the Junior School.

The HSE is informed of injuries that are reportable under RIDDOR without delay. Detailed guidance on how and when to do this is given in the Accident Recording and Reporting section on H&S Oracle.

Dangerous occurrences and significant near misses are recorded. Detailed guidance on how and where to do this is given in the Accident Recording and Reporting section on H&S Oracle.

Any serious accident or serious injury to, or death of, any child within EYFS will be notified to Ofsted/Children's Services and Social Care agencies as soon as possible and certainly within 14 days. The criteria for reporting to the Health and Safety Executive (www.hse.gov.uk) should be followed at all times. The nurse will normally report these but in her absence the Senior Leadership member of staff responsible for First Aid will ensure these are reported.

Accident statistics are considered by the school Health and Safety Committee every term and first aid provision will be reviewed in the light of any resulting concerns about particular activities or departments. Any major incident is reviewed immediately by the Health & Safety Co-ordinators, the Director of Finance and Operations, Deputy Head responsible for First Aid; and the GDST Health and Safety advisor.

All First aiders should be aware of and implement the guidance on infection control at school and minimum exclusion periods. This can be found on H&S Oracle pupil Health section or www.gov.uk/phe

A First Aider's Main Duties

- First aiders must complete a training course approved by the Health and Safety Executive (HSE).
- First aiders must be aware of and check, where necessary, the list of girls with specific medical issues and those requiring emergency medication.
- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school. Where possible, it is good practice to manage first aid in the

medical room; this has the equipment that is needed, and is a clean, safe, private area. Apart from first aid containers, all equipment should be stored in the medical room.

- However, it may be necessary to carry out first aid where the pupil is located.
- When necessary, ensure that an ambulance or other professional medical help is called and that the medics are given all relevant information about the incident or accident. All staff must make themselves aware of how to contact Ambulance Services (see below).
- The First Aider will gather the facts of the incident or accident from the pupil at the time of assessment. If more facts are required the First Aider will ask a colleague to find out any further relevant background. This could be speaking to a teacher in charge of a lesson or a staff member or pupil who was at the scene of the incident or accident.
- Call the School Nurse and a member of SLT where appropriate.
- If a pupil needs to go to Accident and Emergency, staff should not drive pupils in their own car. An ambulance should be called to transport the pupil, or advice taken from the Senior Leadership Team or School Nurse.

The School Nurse has specific responsibility for

- Taking charge at the earliest opportunity when someone is ill or injured.
- Ensuring that an ambulance or other professional medical help is summoned when appropriate and that the medics are given all relevant information about the incident or accident.
- Carrying out a risk assessment to ascertain the needs of the school and the level of provision of first aiders required.
- To appoint the appropriate number of suitably trained people as Appointed Persons and First Aiders to meet the assessed needs of the School.
- To provide sufficient and appropriate resources and facilities. This included monitoring and restocking first aid equipment as needed. Information about any equipment used should be communicated to the school nurse so that areas can be fully stocked.
- To provide relevant training and ensure monitoring of training needs.
- To inform staff and parents of the School's First Aid arrangements and ensure this is part of the induction for new staff.
- To report serious accidents to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.
- To ensure all significant accidents or near misses are recorded on the RIVO reporting software in accordance with GDST guideline. Records will be kept in accordance with trust policy and, in any event for a minimum of 3 years.
- To keep a record of all first aid administered.

The School Nurse can be contacted at all times on the mobile number 07792 925747 or by walkie-talkie via Reception if necessary. Landline is 32233 (internal) and 020 7309 6233 from outside. The school nurse works from 8.00am to 4.00pm, Monday to Friday.

If non-emergency transportation to hospital is required, the authorised taxi service will be used and the School Nurse or qualified First Aider will remain with the pupil until their parent/guardian is available.

If a child needs to go home due to illness or injury, permission has to be given by the School Nurse or her designated first aider or one of the staff members below. Girls up to and including Year 11 must not leave school unaccompanied, unless express consent is given by the parent at the time of the dismissal.

Senior School

Vicky Bingham (Head teacher), Zoë Brass (Deputy Head Pastoral), Stuart Foster, (Deputy Head Academic), Jamie Waller (Head of 6th Form). Leann Cripps (PA to the Head teacher).

Junior School

Mrs Gabrielle Solti (Head teacher), Miss Lucy Szemerényi (Deputy Head teacher).

The School Nurse or Reception will contact the parents to inform them their daughter is ill and needs to be collected or has had an injury and needs to be collected or needs to see a doctor or be taken to hospital.

PRACTICAL ARRANGEMENTS WHEN A GIRL BECOMES UNWELL IN A LESSON

Senior School

The member of staff will make an assessment and where necessary send the girl to the School Nurse. A girl seeking treatment during a lesson should be sent to the school nurse and she should be accompanied by one other girl if there is any concern about her ability to get to the nurse safely.

Junior School

If a child complains that she feels unwell, the member of staff involved will make an initial assessment depending on the child's symptoms. If the teacher considers it necessary she may do any of the following things:

- Ask a first aider to come and see the child and make an initial assessment
- Ask the School Nurse for further advice
- Continue to monitor the child

The First Aider or School Nurse may make the decision that the child needs to go home and their parent will be contacted.

If a pupil is taken from no. 12 to no. 5 for any medical reason then any emergency medication she might require should go with her.

HEAD INJURIES

Senior School

The girl will see the nurse who will contact parents as necessary.

Junior School

The nurse should be informed if any pupil has a head injury. Parents should also be informed by the first aider who dealt with the incident or by the school nurse. If the pupil is well enough to stay in school then she will be given a head injury sticker and a head injury form will be sent home with her. This informs parents of further symptoms to be aware of. The class teacher will also inform the carer who collects the child. For children within Early Years Foundation Stage, this form must be given to the adult who collects the child.

SPORT

Senior School

A pupil should be sent to the nurse accompanied by a friend. For any off-site head injuries, then the member of sports staff should accompany the pupil to the nurse.

Junior School

A pupil sustaining any head injury in a lesson will sit out during the lesson and be given ice if the first aider deems it is necessary. On returning to her class, the PE staff will inform the class teacher and the school nurse. The class teacher will deal with the incident as documented above.

INSTRUCTIONS FOR CALLING AMBULANCES SERVICES

In an emergency, an ambulance should be called immediately and the school nurse should be informed. First-aid qualified staff on the site should be contacted to help.

If an ambulance needs to be called, it is likely that the following information will be needed:

- Name of school – South Hampstead High School
- School telephone number
 - Senior: 020 7435 2899
 - Junior: 020 7794 7198
- School address including postcode
 - Senior: 3 Maresfield Gardens, NW3 5SS
 - Junior: 5 or 12 Netherhall Gardens, NW3 5RN
- Location of the casualty

- Name of the member of staff present
- Brief description of student's symptoms/injuries. Ensure they know that this is a child and it is an emergency.
- Which school access the ambulance should use
- A member of staff should stay with the casualty and as far as possible the area should be cleared of other students. Another member of staff should wait to meet the ambulance. Parents need to be contacted.
- If the student is taken to hospital a member of staff or the nurse should remain with her until a parent or carer arrives.

GUIDANCE ON WHEN TO CALL AN AMBULANCE

- Members of staff who are qualified in first aid will respond to injury or illness in accordance with their training.
- If a member of staff who is not first-aid qualified requires assistance or advice in dealing with a person who is injured or ill, the first point of contact is the school nurse on 07792 925747. She can also be contact on 020 7309 6233 or internal calls 32233. Senior School reception (020 7435 2899) (32899) can summon the School Nurse or, if she is unavailable, a First Aider.
- If a member of staff is in charge of a group of girls when such a situation arises, s/he should normally stay with the patient. S/he should send one girl to the nearest phone to call school nurse, and another to the nearest member of staff (normally the next classroom) for assistance.
- There are a number of staff qualified in first aid who will deal with an emergency whenever possible if the School Nurse is not available.

As stated above the School Nurse or if not available, the First Aider on the scene will make the judgment. Anaphylaxis, severe asthma, suspected broken bones, heavy blood loss are obvious conditions which require an ambulance. Any head injury should be considered carefully. It will depend on the situation what action needs to be taken. If in doubt call an ambulance. See guidelines below for treatment of specific conditions.

First Aiders

RESPONSIBILITIES OF FIRST AIDERS AND APPOINTED PERSONS

There is a difference between first aiders and appointed persons. First aiders directly carry out first aid, and first aiders must always be present in the school when there are children or adults present. There does not necessarily need to be an appointed person in the school at any given time, but it is necessary that all employees are clear who the appointed persons are.

NUMBER OF FIRST AID STAFF REQUIRED

Schools are deemed as low risk environments, so the recommended number of certified first aiders is one per 100 pupils/staff. The GDST require a 3 day qualified first aider to be in each separate school site when pupils are present. In EYFS it is a requirement that there is a trained paediatric first aider on site at all times.

The School Nurse is responsible for establishing the number of first aiders required in certain situations, with agreement from the head. Risk assessments should be used to agree this.

In particular the following situations should be considered:

- Off-site PE
- School trips
- Science labs
- DT/Art rooms
- Playground
- Adequate provision in case of absence, including trips
- Out-of-hours provision e.g. clubs, events
- Medical room

QUALIFICATIONS AND TRAINING

The School Nurse is responsible for identifying and planning staff training for first aid.

The School invites staff to volunteer to become first aiders/emergency first aiders, and will provide the necessary training when appropriate.

From 1st October 2009, a first aider:

- must complete a 3-day First Aid at Work HSE-approved course and hold a valid certificate of competence. The certificate is valid for 3 years and the School will organise refresher training before its expiry. First aiders are qualified to give immediate help to casualties with common injuries and illnesses and those arising from specific hazards in school.

A 1 day Emergency First Aider in the Workplace person:

- is not a first aider but, in the absence of the first aider, can take charge of an injured person until a first aider arrives and take responsibility for first aid equipment.

All 3 day First Aid at Work and Emergency First Aider in the Workplace persons are covered by the Trust's insurance against claims for negligence provided that they are suitably trained, are carrying out their duties for the Trust and act within the School's guidelines for the administration of first aid. All first aid certificates are valid for 3 years and staff will be re-trained when necessary. The School Nurse keeps a record of all certificates and books training courses.

A Risk Assessment determines the number of first aiders and their training requirements for the School. This will take into account before and after-school events, number of staff/students on the site, location of sites and any high risk areas and off-site activities. The requirement for the school is one 3 day first aider to be present on each school site when pupils are in the school. This is a requirement before and after usual school hours.

A list of trained staff is available for both Senior and Junior Schools. See Appendix 1 for the list of trained first aiders in both the Senior and Junior schools.

This list is also found in the Reception/School office and staff rooms of both Senior and Junior schools. In the Senior School it is also found in the PE office, the kitchen, the science department and the list is located next to most first aid kits and is attached to this policy. (See Appendix 1.)

At the beginning of the new school year, all new staff, as part of their induction, will have a brief talk from the school nurse. This will include an explanation of school emergency procedures; advice on precautions to avoid infection; basic hygiene procedures; use of adrenaline auto-injectors, etc as appropriate.

PAEDIATRIC FIRST AID

In line with the Ofsted Early Years Foundation Stage requirements, a nominated member of staff in the Junior School will have a paediatric first aid certificate which is updated every three years. At least one person on the school premises and at least one person on EYFS outings will have a paediatric first aid certificate. The course must involve a minimum of twelve hours training. As a general principle, the first aid training should be appropriate to the age of the children in question.

Senior School

FIRST AID AREAS

The nurse's office is situated in room 408, just behind reception.

It has a sink in the office, drinking water, and locked medicine cabinet and all necessary first aid equipment. The room is locked when the nurse is not there. If access is needed when the nurse is not present then the key is with Hannah Jolley in Reception, or the site manager has a master key.

Emergency medication – Spare medication for girls with allergies and asthma and other diagnosed conditions is kept with a care plan in an unlocked cupboard in Reception so is easily accessible for all.

AED machine – This is situated in the main lobby by Reception and at the Cumberland Sports ground.

Junior School

FIRST AID AREAS

No. 12 – The medical room has facilities for lying down, a sink, drinking water and first aid equipment. Emergency medication and supplies for first aid equipment is kept in a locked cupboard. Ice packs are in the kitchen next to the medical room.

No. 5 – The Office has a locked medicine cupboard and first aid provision and is a place where girls can be seen. Ice-packs and first aid supplies are in the staff room and medication that requires refrigeration is kept in a labelled container in the fridge.

The playground shed has first aid provisions and an area for doing first aid.

EMERGENCY MEDICATION

No. 12 – Spare medication for pupils with diagnosed conditions is kept in the locked cupboard with the key hanging behind the door.

No. 5 – Spare medication is on shelves in the staff room.

AED machine – This is located on the wall in the staff room of no. 5.

ADMINISTRATION OF MEDICATION

Medication will be administered according to the Administration of medication protocol. (See appendix 3.)

PARACETAMOL ADMINISTRATION

Paracetamol is not to be given in the Junior School. Junior liquid paracetamol can be administered following written consent from a parent. This consent should be recorded and a note sent home informing the parent of the dose and time the medication was given. The School nurse or a designated first aider can administer medication to a pupil.

In the Senior School the School Nurse (or in her absence a designated first aider) can administer paracetamol to pupils who have written consent from their parents. They should check she has not received paracetamol in the previous 6 hours.

Emergency Medication

Girls who require auto-adrenaline pens or asthma inhalers are encouraged to be responsible for their own medication. Spare emergency medication is available in an unlocked cupboard for staff to give to girls. Sometimes a first aider may be required to administer this medication to a girl if there is a life threatening situation.

Emergency Asthma inhalers

The school also possess three Emergency Asthma inhalers, one situated in Reception in the Senior School, one in the office at the Junior School and one at Cumberland Sports Ground. The Sports staff also have an emergency inhaler in the cross-country backpack. Staff are allowed to administer these in an emergency to girls whose names are held on a list. Parents will be informed following any use of the emergency inhaler.

First aid kits

LOCATION OF KITS

A number of first aid boxes are sited in key locations around the school and specific staff have been delegated to check the contents regularly. Lists of the locations of the kits are in the senior and junior staffrooms and at both Receptions and by most kits.

The school nurse will supply first aid kits for out of school activities on request and will ensure that their contents are appropriate to the risks and the items are in date.

Any member of staff who uses first aid supplies must ensure that the school nurse is informed so that they can be replenished. The school nurse is responsible for checking boxes on a termly basis and re-stocking when necessary. She will record the dates of checks inside the lid of each box.

Sports staff and the Cumberland site

All PE staff have their own first aid bag which accompanies them to all off-site fixtures. There are first aid kits at all teaching sites. These are restocked as needed.

First aid kit locations in Senior School

FLOOR	ROOM	ROOM NUMBER
Oakwood	Outside Head of Sixth form office	47
	Caretaker's office	Locked basement
	6th form kitchen	
	Reprographics	Basement
School Kitchen		
Theatre	Lighting office	
Floor 1	Sports' hall	
Floor 3	Music office	
	Science lab	325
Floor 4	Reception	
	Nurse's room	408
	D.T. workshop	420
Floor 5	Landing	
	Staff room	508
	D.T. workshop	518
	Art rooms	618, 620
	D.T. computing room	519
	D.T. and Art workshop	520
Floor 6	Landing	
	Art office	621
	Art rooms	618, 619, 620
Floor 7	Landing by 701	
Science building	All laboratories and Prep rooms	90, 92, 94, 95, 98, 99, 101,102
Minibus and van		

First aid kit locations in Junior School

NO. 5 NETHERHALL GARDENS

Reception	Ground floor
Staff room	Ground floor
Art and D.T. room	First floor
Kitchen	Basement
Playground	Shed

NO. 12 NETHERHALL GARDENS

Medical room	Ground floor
Science room	Top floor
Caretaker's room	Ground floor
Art Room	Top floor
Minibus	

First Aid Containers should be kept near hand washing facilities where possible and are housed in green containers with white crosses on them.

There is no mandatory list of items to be contained in a first aid container though within the school the first aid boxes adhere to the guidelines set by the GDST.

EACH FIRST AID BOX SHOULD CONTAIN

- A leaflet giving general advice on first aid
- 20 individually wrapped sterile adhesive dressings
- (assorted sizes)
- 2 sterile eye pads
- 2 triangular bandages
- 6 safety pins
- 6 medium sized (approx 12cm x 12cm) sterile unmedicated wound dressings
- 2 large (approx 18cm x 18cm) sterile unmedicated wound dressings
- Three pairs of disposable gloves.
- 1 pair rust-less, blunt ended scissors
- 1 life-aid resuscitator

Equivalent or additional items are acceptable

- Eye wash
- Foil blanket
- Burn gel and conforming bandage
- Tape
- Cleansing wipes

TRAVELLING FIRST AID CONTAINERS

The HSE guidelines state that the minimum stock of first aid items for travel first aid containers are:

- general advice leaflet on first aid.
- 6 individually wrapped adhesive dressings.
- 1 large sterile unmedicated wound dressing.
- 2 triangular bandages.
- 2 safety pins.
- 1 pair of disposable gloves.

The school nurse will provide travel first aid containers as requested. The nurse requires 3 days' notice with pupil and teacher numbers for the activity.

ARRANGEMENTS FOR MANAGEMENT OF SPILLAGE OF BODY FLUIDS

In this event, call for the nurse, a caretaker or cleaner who have special cleaning agents.

Senior School

Bodily fluid spillage kits are also available at Reception, in the Nurse's room and in the Staff room.

Junior School

Spillage kits are under the sink in the staff room at no. 5 and in the staff room in no. 12. See Biohazard Spill Policy for further details.

INFECTION CONTROL

In the event of the increase of an infectious disease, the School Nurse will liaise with cleaning staff to ensure that the possibility of cross infection is minimised. This may mean extra cleaning of door handles, taps etc. The nurse stocks antibacterial wipes and sprays for this purpose.

RECORDING SCHOOL ACCIDENTS

All incidents whether an accident, illness or giving medication must be recorded.

Senior School

The School Nurse records all accidents and injuries on a medical platform called Medical Tracker. More serious injuries are also recorded on the RIVO reporting system.

There is an accident book with the first aid kit in Reception for recording any accidents when the nurse is not present.

Anyone else administering first aid should use their department log-book or inform the nurse of what they have done so she can record it. PE staff should refer any girl onto the nurse after giving them first aid.

Junior School

There are accident books in the following places:

- Medical room at no. 12.
- Office at no. 5.
- Reception classroom (specifically for Early Years)
- All PE staff have books and use them for recording any first aid given. They will pass the white sheet to the teacher on returning the girls to the Junior School and inform the nurse of any serious injuries.

The accident books are in triplicate and have space to write

- the date, time and place
- the girl's name and class

- details of the injury/condition and the first aid given
- what happened immediately afterwards (went home, went back to class, went to hospital).
- Initials and signature of the first aider or the person who dealt with the incident.

The top white sheet goes home with the girl. The green sheet should be passed onto the office for filing in the girl's records. The blue sheet remains in the book and is retained by the nurse.

Reportable accidents

The School Nurse will report relevant accidents on the school RIVO system and to the HSE and report all RIDDOR accidents when necessary. (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, 1995), under which schools are required to report to the Health and Safety Executive (telephone 0845 300 99 23).

GDST require ALL staff accidents to be reported and certain types of accident or incident – the School Nurse does this. All such injuries are reported to the Headmistress and in addition, for Year 6 and below, to the Head of the Junior School.

Reference to RIDDOR

- The Headmistress 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.
- Records are kept for a minimum of 3 years.
- HSE must be notified of fatal and major injuries and dangerous occurrences without delay.
- The Head is responsible for ensuring this happens, but may delegate the duty to the Health and Safety Officer or the School Nurse.

ACCIDENT STATISTICS

Any serious accident or serious injury to, or death of, any child within EYFS will be notified to Ofsted/ Child Protection agencies as soon as possible and certainly within 14 days. The criteria for reporting to the Health and Safety Executive can be found in Appendix 2.

Accident statistics are considered by the school Health and Safety Committee every term and first aid provision will be reviewed in the light of any resulting concerns about particular activities or departments. Any major incident will be reviewed immediately by the Director of Finance and Operations.

STAFF WHO ARE UNWELL IN SCHOOL

The school nurse is not employed to see staff that are unwell in school. If unable to continue at school then they must see their line manager who will arrange cover.