



ST PAUL'S SCHOOL
Est. 1509

First Aid Policy

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This policy is available on the Handbook page of the School Intranet and policies page of the School website and can be made available in large print or other accessible format if required; such requests can be made by email to policyquery@stpaulsschool.org.uk

ADVICE FOR PARENTS

Nothing in this Policy should affect the ability of any person to contact the emergency services in the event of a medical emergency. If in doubt, ring for assistance on 999.

The School has a Medical Room staffed by three Nurses. Dr Owen Evans is the School's Medical Advisor who is at school part time.

There is a qualified nurse on duty in the Medical Room from 8.00am to 4.15pm five days a week who is available to administer first aid, to deal with any accidents or emergencies, or to help if someone is taken ill. The School has a number of members of staff who are trained and qualified as First Aiders, who are capable of giving first aid if, for example, a pupil is injured during sport. There is a qualified aider at school whenever children are present on site, and this is coordinated by the Head Nurse.

The School has a Nurse on site during the autumn term when rugby fixtures take place during the week and two ambulances and a doctor on the occasion of multiple games at the weekends.

The School has six automated external defibrillators: one is located in the lobby outside the SPS Medical Room, one in the main lobby of SPJ, one in the foyer of the Wathen Hall, one in the Sports Hall under the stairs, one in the Squash/Fitness Centre by the stairs and one in the Drama Centre. Members of staff will receive regular familiarisations on the use of the defib and can ask, at any time, to be shown how to use them on the school's training defibrillator.

First aid boxes are placed in all the areas of the school where an accident is considered possible or likely (such as the Sports Hall). The School takes first aid boxes when groups of pupils go out of school on organised trips or to participate in sporting events.

All new pupils (and staff) are given information on where to go for help in the event of an accident as part of their induction into the school. There are first aid notices around the school.

The School keeps records of all accidents and injuries, and has a procedure in place for ensuring that they are reviewed regularly in order, where possible, to minimise the likelihood of recurrence.

The School will always contact you if your son suffers anything more than a trivial injury, or if he becomes unwell, or if we have any worries or concerns about his health. Please do not hesitate to contact your son's Tutor or the Medical Room (Direct line 0208 746 5422) at any time if you wish to discuss any concern that you may have relating to your child's health.

FIRST AID

First Aid notices are displayed throughout the School premises to indicate the location of the nearest first aid box and the names and telephone numbers of nominated First Aiders and Emergency First Aiders. There must be a First Aider on site whenever children are present, and this is coordinated by the Head Nurse.

The first aid boxes are clean, have lids, are marked with a white cross on a green background and are stocked to the minimum prescribed in the approved contents list given below. Generally, only those items which appear on the list are permissible, however, where specific risks have been identified appropriate additions are made. Contents are checked annually and restocked if necessary by the School Nurses.

Positions for eye wash stations are identified, and sealed bottles of eye wash solutions (at least 900ml) or rubber tubes on suitably located taps are provided.

At least one First Aider is always present during the normal school day and an Emergency First Aider is present as far as is practicable when teaching, other activities or work are taking place. A First Aider will always be on site during the school holidays.

The appropriate number of First Aiders and Emergency First Aiders are identified after all the relevant factors have been taken into account, including layout of premises, foreseeable absences of first aid personnel and the numbers taking part in these activities. The HR/Ops Assistant maintains a list of First Aiders and Emergency First Aiders. These are also identified on the electronic Staff Handbook.

First Aiders are trained in accordance with the standards laid down by the Health and Safety Executive and are all certificated. First Aid certificates are issued for a three-year period only and at the end of this three year period further re qualification and certification is necessary. The REC course (Remote Emergency Care) certificates are issued for a two-year period.

First Aid Containers

Each container adheres to British Standard 8599. Sufficient quantities of each item are available in every container. In most cases the listed items will suffice.

- 1.1 one guidance leaflet
- 1.2 forty individually wrapped sterile adhesive dressings (assorted sizes) appropriate to the type of work carried out eg of a detectable type for food handlers
- 1.3 two sterile eye pads
- 1.4 one burn dressing
- 1.5 two finger dressings
- 1.6 four medium dressings
- 1.7 one large dressing
- 1.8 one conform bandage
- 1.9 one micropore tape
- 1.10 two individually wrapped triangular bandages
- 1.11 six safety pins
- 1.12 one foil survival blanket
- 1.13 six pairs of nitrile disposable gloves
- 1.14 one resuscitation face shield
- 1.15 one pair of scissors.

Travelling First aid Kits

The contents of travelling first aid kits are appropriate to the circumstances in which they are likely to be used. In most cases the listed items will suffice.

- 1.1 one guidance leaflet
- 1.2 six individually wrapped sterile adhesive dressings
- 1.3 one large sterile unmedicated dressing approximately 18cm x 18cm
- 1.4 two triangular bandages
- 1.5 two safety pins
- 1.6 individually wrapped moist cleansing wipes
- 1.7 six pairs of disposable gloves.

Minibuses

The School's minibuses each have a prominently marked First Aid box on board which is stocked in accordance with Part 2 of Schedule 7 of the Road Vehicles (Construction and Use) Regulations 1986 and includes:

- 1.1 Ten antiseptic wipes, foil packed
- 1.2 One conforming disposable bandage (not less than 7.5 cm wide)
- 1.3 Two triangular bandages
- 1.4 One packet of 24 assorted adhesive dressings
- 1.5 Three large sterile unmedicated ambulance dressings (not less than 15.0 cm × 20.0 cm)
- 1.6 Two sterile eye pads, with attachments
- 1.7 Twelve assorted safety pins
- 1.8 One pair of rustless blunt-ended scissors

Maintenance of First Aid Kits

The Head Nurse undertakes an inspection of all the First Aid Boxes annually and maintains a register for these.

Procedures for pupils with medical conditions such as asthma, epilepsy, diabetes, ADHD, allergies and anaphylaxis etc.

There is a separate policy on managing allergies and anaphylaxis, see Managing Allergies and Anaphylaxis.

The information held by the School includes a record of pupils who need to have access to asthma inhalers, epipens, injections or similar and this information is circulated to First Aiders and other staff on a need to know basis.

Where appropriate, individual pupils will be given responsibility for administering and storing their own equipment, but only if they have been assessed as sufficiently competent and responsible to do so. In other cases, the equipment will be kept, suitably labelled in the Medical Room. Emergency auto injectors (colloquially known as epipens) are located in sealed boxes in the Porters Lodge, the Catering Office, the Music School Office, the Sports Office, SPJ School Office and School House. The Head Nurse will be responsible for checking expiry dates and replacing autoinjectors when needed.

PROCEDURE IN THE EVENT OF AN ACCIDENT OR INJURY

If the member of staff taking charge of the incident judges that an ambulance should be called, he or she should do so immediately, without hesitation and without waiting for a First Aider or Nurse to arrive at the scene. If necessary, the School Nurse or a First Aider should be summoned. If the Nurse is in attendance, she/he will make the decision as to whether to call the emergency services.

If the Nurse or First Aider present considers that he/she can deal adequately with the presenting condition he/she should arrange for the injured person to access appropriate medical treatment without delay.

Ambulances

To call an ambulance from a School telephone dial '9' for an outside line followed by '999' for the emergency services.

If an ambulance is called, then the First Aider or Emergency First Aider should make arrangements for the ambulance to have access to the location of the injured person. For the avoidance of doubt, the First Aider should provide the address and/or location and should arrange for the ambulance to be met. If time permits, the First Aider should notify SPS Reception and the appropriate Medical Room, if not already done so.

Arrangements should be then made to ensure that any pupil is accompanied in the ambulance, or followed to hospital, by a member of staff if it is not possible to contact the parents in time.

Staff should always call an ambulance in the following circumstances:

1. In the event of a serious injury or illness
2. In the event of any significant head injury
3. In the event of a period of unconsciousness
4. Whenever there is the possibility of a serious fracture or dislocation
5. In the event that the Nurse or First Aider considers that he/she cannot deal adequately with the presenting condition by the administration of First Aid or if he/she is unsure of the correct treatment.

Administration of Medicine

Medicine brought in by the parents will be initially taken in by the office or the nurses. This will be kept in the fridges in the Medical Rooms or Boarding House (if appropriate).

The medicine administered must be recorded on the appropriate form stating the amount, time and date given and signed by the member of staff, usually the nurses or a member of the boarding staff (if appropriate).

Inhalers: children are encouraged to notify staff before each games session or match and inhalers will then be kept by the member of staff taking that session. Spare inhalers are held in the SPJ School Office and SPS Reception and both Medical Rooms.

Procedure in the event of contact with blood or other bodily fluids

The First Aider should take the following precautions to avoid risk of infection when providing first aid:

- 1.1 cover any cuts and grazes on their own skin with a waterproof dressing
- 1.2 use devices such as face shields, where appropriate, when giving mouth to mouth resuscitation
- 1.3 wash their hands after every procedure.

If the First Aider suspects that they or any other person may have been contaminated with blood and/or other bodily fluids which are not their own, the following actions should be taken without delay:

- 1.1 wash splashes off skin with soap and running water
- 1.2 wash splashes out of eyes with tap water or an eye wash bottle
- 1.3 wash splashes out of nose or mouth with tap water, taking care not to swallow the water
- 1.4 record details of the contamination
- 1.5 report the incident to the School Nurse and take medical advice if appropriate.

Hygiene procedures for dealing with the spillage of body fluids

The Housekeeping Supervisors are trained in how to mop spillages of body fluids. This training is regularly updated. The procedure is as follows:

The member of staff taking charge of the incident should telephone the Housekeeping Department. A Housekeeping Supervisor will then be called to deal with the matter. The product used is stored in a locked cupboard. COSHH assessments and product safety sheets are kept by the Housekeeping Department.

Recording

The School has a legal responsibility to ensure that all accidents occurring on the School's site, or to pupils and staff involved in school activities outside the School, are recorded.

Accidents should be reported online using the form at <http://intranet.stpaulsschool.org.uk/handbook/accidental-injury-to-pupil-report-form> which can be accessed from the staff Handbook pages of both SPS and SPJ. For those without online access, forms (the statutory version from 6 April 2012 is ISBN 9780717664580) are available for recording the details of all accidents. The forms are available from the Porters' Lodge. An entry must be completed as soon as possible after any accident occurs and given to the School Nurses.

NB. Accidents to pupils and members of the public which are attributable in some way to work organised by the school (e.g. an accident during a chemistry experiment), or the defective condition of premises, equipment or plant, or lack of or defective supervision, where injury is suffered, must be recorded as an accident 'at work'. Playground injuries and similar therefore do not usually need recording as accidents 'at work' but if first aid is administered a first aid record is required. Numbers of accidents are reviewed at the termly Health and Safety Committees and the Operations Director comments on any trends which might be apparent from the accidents reported.

Accidents that occur to pupils off site must be recorded in the same way, although the School's medical staff is unlikely to treat the pupil. All completed forms are to be forward without delay to the Compliance Officer.

The School should have a record of all accidents in order to provide insurance cover to the injured party and, where applicable, to the member of the staff acting 'in loco parentis'.

Notification to the Health and Safety Executive

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 the school must notify the Health and Safety Executive as soon as possible by submission of form F2508.

The nominated reporting officer for St Paul's School is the Compliance Officer. (S)he has the responsibility of notifying the HSE of reportable accidents by submission of form F2508.

Contained within the office of the Compliance Officer is a file marked Reporting Accidents etc. which contains the appropriate form and full guidance notes. If the Compliance Officer is unavailable, the Head Porter or the Duty Porter should be contacted. Please note that the Duty Porter is available 24 hours a day via the Porter's Lodge or on the School telephone number (020 8748 9162).

Record Keeping

The school keeps records, for at least three years, of:

- 1.1 any reportable death, specified injury, disease or dangerous occurrence that requires reporting under RIDDOR;
- 1.2 all occupational injuries where a worker is away from work or incapacitated for more than three consecutive days.

From 6 April 2012, the school has not been required to report over-three-day injuries, just keep a record of them.

DIFFERENT REPORTING REQUIREMENTS

Injuries and ill health to people at work

The Operations Director will report the following work-related accidents¹, including those caused by physical violence, if an employee is injured, wherever they are working:

- 1.1 accidents which result in death or a specified injury must be reported without delay (see 'Reportable specified injuries');
- 1.2 accidents which prevent the injured person from continuing their normal work for more than seven days (not counting the day of the accident, but including weekends and other rest days) must be reported within 15 days of the accident.

The Compliance Officer will also report any case of a work-related disease, specified under RIDDOR, that affects an employee and that a doctor confirms in writing. The school is also required to report any work-related deaths and certain injuries to self-employed people that take place while they are working at the premises.

Reportable specified injuries include:

- 1.1 fractures, other than to fingers, thumbs and toes;
- 1.2 amputations;
- 1.3 any injury likely to lead to permanent loss of sight or reduction in sight;

¹ In relation to RIDDOR, an accident is a discrete, identifiable, unintended incident which causes physical injury. Stress-related conditions usually result from a prolonged period of pressure, often from many factors, not just one distinct event.

- 1.4 any crush injury to the head or torso causing damage to the brain or internal organs;
- 1.5 serious burns (including scalding), which: cover more than 10% of the body; or
- 1.6 cause significant damage to the eyes, respiratory system or other vital organs;
- 1.7 any scalping requiring hospital treatment;
- 1.8 any loss of consciousness caused by head injury or asphyxia;
- 1.9 any other injury arising from working in an enclosed space which: leads to hypothermia or heat
- 1.10 induced illness; or
- 1.11 requires resuscitation or admittance to hospital for more than 24 hours.

Reportable specified diseases include:

The following are reportable, if they arise 'out of or in connection with work':

- 1.1 the death of any person, whether or not they are at work;
- 1.2 accidents which result in an employee or a self-employed person dying, suffering a specified injury, being absent from work or unable to do their normal duties for more than seven days;
- 1.3 accidents which result in a person not at work (eg a patient, service user, visitor) suffering an injury and being taken directly to a hospital for treatment, or if the accident happens at a hospital, if they suffer a specified injury;
- 1.4 an employee or self-employed person has one of the specified occupational diseases or is exposed to carcinogens, mutagens and biological agents;
- 1.5 specified dangerous occurrences, which may not result in a reportable injury, but have the potential to do significant harm.

Physical violence

Some acts of non-consensual physical violence to a person at work, which result in death, a specified injury or a person being incapacitated for over seven days, are reportable. In the case of an over-seven-day injury, the incapacity must arise from a physical injury, not a psychological reaction to the act of violence. Examples of reportable injuries from violence include an incident where a teacher sustains a specified injury because a pupil, colleague or member of the public assaults them while on school premises. This is reportable, because it arises out of or in connection with work.

Reportable occupational diseases

The school will report occupational diseases when they receive a written diagnosis from a doctor that their employee has a reportable disease linked to occupational exposure. (See www.hse.gov.uk/riddor for details of the reporting arrangements for self-employed people.)

These include:

- 1.1 carpal tunnel syndrome;
- 1.2 severe cramp of the hand or forearm;
- 1.3 occupational dermatitis, eg from work involving strong acids or alkalis, including domestic bleach;
- 1.4 hand-arm vibration syndrome;
- 1.5 occupational asthma, eg from wood dust and soldering using rosin flux;
- 1.6 tendonitis or tenosynovitis of the hand or forearm;
- 1.7 any occupational cancer;
- 1.8 any disease attributed to an occupational exposure to a biological agent.

Incidents to pupils and other people who are not at work

Injuries to pupils and visitors who are involved in an accident at school or on an activity organised by the school are only reportable under RIDDOR if the accident results in:

- 1.1 the death of the person, and arose out of or in connection with a work activity; or
- 1.2 an injury that arose out of or in connection with a work activity **and** the person is taken directly from the scene of the accident to hospital for treatment (examinations and diagnostic tests do not constitute treatment).

The lists of specified injuries and diseases described in Section 1 only apply to employees. If a pupil injured in an incident remains at school, is taken home or is simply absent from school for a number of days, the incident is **not reportable**. The Operations Director will consider whether the incident was caused by:

- 1.1 a failure in the way a work activity was organised (eg inadequate supervision of a field trip);
- 1.2 the way equipment or substances were used (eg lifts, machinery, experiments etc); and/or
- 1.3 the condition of the premises (eg poorly maintained or slippery floors).

Not all sports injuries to pupils are reportable under RIDDOR, as organised sports activities can lead to sports injuries that are not connected with how schools manage the risks from the activity. The essential test is whether the accident was caused by the condition, design or maintenance of the premises or equipment, or because of inadequate arrangements for supervision of an activity.

Dangerous occurrences

These are specified near-miss events, which are only reportable if listed under RIDDOR. Reportable dangerous occurrences in schools typically include:

- 1.1 the collapse or failure of load-bearing parts of lifts and lifting equipment;
- 1.2 the accidental release of a biological agent likely to cause severe human illness;
- 1.3 the accidental release or escape of any substance that may cause a serious injury or damage to health;
- 1.4 an electrical short circuit or overload causing a fire or explosion.

Notification

Details of serious incidents will (where it has not already been done) automatically be passed on, using the [Incident Report](#), to the following staff by the Head Porter or the Duty Porter:

High Master and/or Head
Operations Director Compliance Officer
Surmaster and/or Deputy Head
Housemaster or Tutor
Parents (where possible notification will be by a member of the medical or teaching Staff)
Chairman of the Health & Safety Committee
Head of department (if applicable)
The School's Insurance Company (if appropriate)

Investigation

As soon as reasonably practicable after a reportable incident has occurred, the Chairman of the Health & Safety Committee will be notified by the High Master, Operations Director and/or the Head where appropriate.

Where required, the Chairman of the Health and Safety Committee will also investigate the accident or incident. Such an investigation may be required to discover the root causes of an accident to prevent a recurrence, to discipline employees or pupils or to brief lawyers for the purpose of obtaining legal advice or in relation to litigation which is current or in prospect.

Where appropriate, the School will seek legal advice from the School's solicitors before commencing an internal investigation.

If an investigation is required this should precede the submission of Form F2508 to the HSE, where possible.

Enclosures:

1. Accidental Injury to Pupil Report Form.
2. List of locations of First Aid Kits

ACCIDENTAL INJURY TO PUPIL REPORT FORM

<i>To be completed immediately by the member of staff responsible for the activity or discovering the injury and returned to the school's medical representative</i>			
THE INJURED PERSON			
Full Name		Age	
Form		Tutor	
Parent's Name:			Day Boy/Border <i>(Delete as appropriate)</i>
Address:			
Telephone No.:			
THE ACCIDENT			
Time		Date	
Location			
Activity			
How did it happen?			
Initial First Aid and transfer			
Staff Member in charge or discovering			
Signature		Date	
Notes and Remarks <i>(in particular action required to prevent recurrence)</i>			
MEDICAL ASSISTANCE			
Details of medical aid			
Nature of injury			
The Final Confirmed Diagnosis			
Medical Representative	(Name)		
Signature		Date	
Compliance Officer		Date	Insurance Report
Reportable: Yes/No <i>(Delete as appropriate)</i>		Category:	Reference:

FIRST AID KIT LOCATIONS

Listed below are the locations of all the First Aid Kits.

Location	Quantity	St Paul's Juniors	Quantity
Art Dept	4	Art depart (upstairs in classroom)	1
Biology Prep room	1	Music school (Administrator's office)	1
Catering Dept office	4	Front office reception	1
Chemistry Lab	1	Pavilion	1
Chief Lab Techs office	1	Science Dept	2
Common room	1	Staff room	1
IT Dept (store cupboard)	1	School Transport	Quantity
Engineering Dept	2	Mini Bus 1	1
Events office	1	Mini Bus 2	1
Geography dept (2 nd flr, faculty room)	1	Mini Bus 3	1
Library (front desk)	1	Mini Bus 4	1
Music school (staff room, 1 st flr wc)	1	Mini Bus 5	1
Physics Lab	1	Mini Bus 6	1
Porters' lodge (SPS reception_	2	Pavilions	Quantity
Theatre (1 st floor office, ground behind stage)	2	Groundmen's Mess Room (behind east pavilion)	1
Theatre workshop (by engineering)	1	River block (Common Room)	1
West House (to the left of front entry door)	1	Boarding House	Quantity
Estates office (opp SPS medical centre)	1	Matron's office	1
Housekeeping office	1	School House (Bottom of stair well in wall cupboard)	1
Sports dept	Quantity		
PE office	1		
Swimming pool	1		
Squash court (by defib)	1		
Pavilion West (cricket field)			
Pavilion East	1		
Launches (in each boat)	5		
Boat house + gym	1		
Boat house workshop	1		
Sports centre reception (rackets court desk)	1		

