

# First Aid Policy

This policy outlines the procedures that are to be adopted when any employee, student, visitor or contractor experiences an accident, near miss or dangerous occurrence on the school site or on school trips. It is the policy of Channing to identify and investigate any accidents, near misses or dangerous occurrences.

The Health and Safety (First-Aid) Regulations 1981 require employers to provide adequate and appropriate equipment, facilities and personnel to ensure their employees receive immediate attention if they are injured or taken ill at work.

## Responsibilities

The School Nurse is responsible for ensuring:

- There are sufficient numbers of suitably qualified First Aiders
- Identifying First Aid training needs and arranging attendance on external courses
- Maintaining a record of all first aid training undertaken by school staff
- Providing first aid support during school hours
- Liaising with the Health and Safety Committee on first aid issues
- Organising provision and regular replenishment of first aid supplies
- Providing first aid advice / training to staff as required
- RIDDOR reporting and informing the Bursar
- Completing report for any near misses and liaising with the Bursar
- Liaising with Bursar with regards to training, funding, assessments and any concerns.

The Bursar is responsible for:

- Ensuring the requirements for RIDDOR are met.
- Investigating, where necessary, any contributing factors / reasons for accidents, near misses and dangerous occurrences. This must be recorded in the Incident Investigation book, kept with Assistant to Bursar.
- Discussing any contributing factors with department Heads.
- Ensure, so far as reasonably practicable that proper action is taken to help prevent the accident being repeated.
- If necessary, instigate any disciplinary proceedings.

Qualified first aiders are responsible for:

- Responding promptly to calls for assistance
- Providing first aid support within their level of competence
- Summoning medical help as necessary
- Recording details of treatment given in Accident Books
- Requesting annual refresher training if they feel they need it

Teachers of PE on each school site are responsible for:

- Ensuring appropriate first aid cover is available at all sports activities.
- Ensuring first aid kits are stocked and taken to all lessons, practice sessions and matches.
- Assessing and treating minor injuries, with further advice being sought where necessary
- Liaising with School Nurses to ensure their sports first aid training is kept updated.

Junior school staff are responsible for:

- Assessing and treating minor injuries
- Liaising with the nurse for advice when necessary
- Completing Blue 'Reception Minor Injury Form' for all reception children who have sustained any minor injury requiring attention. This form must be given to the Reception teacher, who is responsible for ensuring it is given to parents.
- Completing the Schoolbase Accident Book for all accidents / injuries.

All staff are responsible for:

- Acting in capacity of responsible adult in the event of an emergency
- Accurately recording all accidents in the Schoolbase Accident Book
- Carrying out risks assessments for any off-site trips and ensuring; a) adequate first aid supplies are taken (First Aid Kits are available from the school nurse.) b) relevant emergency drugs are taken, c) they have all relevant medical information on the consent forms of the girls they are taking, and d) have established available first aid provisions at the place they are visiting.
- Checking Schoolbase for girls' updated medical information
- Liaising with the Nurses regarding any specific emergency medication which needs to be taken on the trip

### **First Aid Risks**

The School Nurse and Bursar carry out a continuous assessment of first aid needs. The assessment takes account of:

- Special needs
- Current legislation
- How many first aiders are needed during the school day.
- Out of hours and off site arrangements
- Liaising with Cover Manger to make arrangements to cover absence of first aiders
- High risk areas
- First aid equipment needed
- Location of first aid equipment and signs
- Good practice in record keeping
- Numbers of pupils, staff and visitors on site.
- Layout and location of buildings and grounds
- Specific hazards

Accident statistics indicate the most common times, locations and activities at which accidents occur at school highlighting areas where pupils and staff may be at greater risk of injury. Injuries and accidents are most likely to occur during games lessons and matches, during science and art lessons, at break times. Out-of-hours and off-site activities may present particular risks depending on the location and nature of the activity and the numbers of pupils and staff involved.

- Special needs

There are a number of pupils who have specific health needs. The Nurses will give advice and information to staff as appropriate.

- Out-of-hours and off-site activities

Many school activities take place outside of normal school hours and off -site. First aid provision must be available at all times while people are on the school premises and when on school trips or visits. Pupils who take part in activities where they are required to work for significant periods of time out of immediate contact with a member of staff, e.g. during Duke

of Edinburgh expeditions or on fieldwork assessments, should receive basic first aid and personal safety training prior to the event.

### **First Aid Personnel and Training**

The School has a well-equipped Medical Room staffed by 2 part-time Registered Nurses. It is open throughout the school day to deal with everyday accidents and injuries. The School Nurses carry a mobile phone to enable contact at any time during the day.

The DfEE do not provide any recommendations on numbers of first aiders within Independent Schools. HSE requirements only cover first aid for employees and not pupils. They recommend a minimum of 1 First Aider per 50 employees in high risk areas. However, the DfEE suggests that 'schools normally include staff, pupils and visitors when carrying out risk assessments for first-aid needs'. As Channing is on 2 sites and has science labs, kitchens and an art department, we will classify it as high risk.

Senior school - 145 staff and 607 students (requires minimum of 15 first aiders)

Junior school 52 staff and 305 students (requires minimum of 7 first aiders)

At Channing the PE staff will receive specific Sports First Aid or Outdoors First Aid training in order to deal with a whole range of sporting injuries. Key staff involved with D of E expeditions will be offered Outdoors First Aid training. In line with EYFS guidelines, all the teaching assistants in the Junior school have received Paediatric First Aid training.

We currently have 17 key members of staff who have various first aid qualifications in the senior school and 18 in the junior school. (Please see Appendix 1 for details.) This far exceeds the recommended amounts.

In addition to this, a half day Schools First Aid Course is offered to all other staff. This will be done on a rolling programme, and will enable all staff to deal with emergency situations typical to school environments, for both adults and children.

The Nurses provide additional regular training to staff throughout the year, on a range of medical subjects.

With this level of training throughout the school, it is anticipated that any first aid situations at school will be dealt with safely and efficiently.

### **First Aid Supplies**

The School Nurses will ensure adequate and accessible first aid supplies throughout the school.

First aid boxes are located in key areas of the school and are clearly labelled with a white cross on a green background in accordance with Health and Safety regulations.

The contents of first aid boxes may vary depending on particular needs in each location (for example, blue detectable plasters in food areas and hand-cleansing gel where there is no easy access to hand-washing.)

Each member of the PE staff is allocated a named first aid kit to be taken to all lessons, games practices and matches. It is the responsibility of the PE staff to ensure kits are returned to the School Nurse for checking and restocking at least once a term.

Each First Aid Kit will be allocated its own numbered Accident Book, which must be kept with it at all times.

First aid kits should be taken to all off-site activities and visits. Kits suitable for use on day trips and those involving overnight stays are available from the Nurses and should be checked by both parties.

The Nurses are responsible for the checking and restocking of First aid kits/ boxes. The School Nurses should be notified when items have been used so they can be replaced without delay. Spare supplies for the junior school playground first aid bags will be kept in the medical room, which can be accessed by all staff, however a named member of junior school staff will be given the responsibility to ensure all bags / kits are kept stocked.

The school has 4 AED's. One is located in both of the reception areas of the Senior and Junior schools, one is in the entrance foyer of the Sixth Form Centre / New Sports Hall and one is kept near the junior school top playground and is accessible when the school is otherwise locked. The AEDs in the Junior school have paediatric keys to be used for children aged between 1-8 years.

### **Information**

It is essential that there is accurate, accessible information about how to obtain emergency aid.

All new staff and pupils should be provided with information about how to obtain first aid assistance. This should include:

- Location of Medical Room
- How to contact the School Nurses in an emergency
- Procedure for dealing with an accident in the Nurse's absence
- Names of qualified First Aid at Work staff
- Location of first aid kits
- How to call an ambulance in an emergency

New staff/ pupils will be informed of First Aid procedures in their induction.

First aid notices are posted in key areas throughout the school. Notices should be easily recognisable through the use of the standard first aid symbol (white cross on green background) and include information on:

- Location of first aid boxes
- Emergency telephone numbers within the school (nurses' mobile, office number, caretakers' mobile)
- How to call an ambulance

Rooms where first aid kits are located are clearly signed. All first aid notices are checked regularly by the School Nurse for accuracy and amended as necessary.

### **Calling an Ambulance**

**If there is any doubt about the severity of an illness or injury then an ambulance must be called.**

### **Dial 8 999**

Whenever possible someone should remain with the casualty until help arrives.

If an ambulance is called, the school secretary and caretaker should be informed as soon as possible and one of them should go to the front of the school to give directions to the ambulance crew.

Parents /next of kin of the casualty must be notified and a responsible adult (who has details of the incident and any treatment/drugs given) should accompany the casualty to hospital.

### **Reporting and Record keeping**

All accidents, however minor, for staff, visitors and pupils should be recorded in Schoolbase at the time of the incident. It is the responsibility of the staff member who witnessed the incident or who first responded to the incident to complete the Accident Book on Schoolbase.

All First Aid Kits sent out on trips will include an Accident Book, which should be completed at the time of any injury.

Minor accident / injuries which are dealt with by staff other than the nurse, i.e. minor cuts and grazes, still need to be recorded.

It is the nurses' responsibility to review the Schoolbase accident book weekly to ascertain the nature of incidents and report any trends, regular occurrences or need for risk assessments to the Head/ Bursar.

All near misses must be recorded and reported to the Bursar as soon as possible so that action can be taken to investigate the causes and to prevent recurrence.

Some accidents must be reported to the Health and Safety Executive within 3 working days under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995, and this will be done by the Nurse (after discussing it with the Bursar) during term-time, and by the Bursar in school holidays.

Any accident resulting in the injured person being sent home or taken to hospital must also be reported to the Head by the nurse or member of staff dealing with the incident.

All Accident Books must be kept securely for the minimum legal period of 3 years.

### **Monitoring and Review of the Policy**

First aid arrangements are continually monitored by the School Nurses/Bursar and are formally reviewed annually to ensure the provision is adequate and effective. Annual reviews will be carried out by the School Nurses, the Health and Safety Committee and SMT, with additional reviews following any significant changes in structure, such as new buildings, relocation or changes in staffing and/or student numbers.

Any concerns regarding first aid should be reported without delay to the School Nurse or the Bursar.

*Tas Franklin  
Senior Nurse  
June 2018*

## Appendix 1 - First Aiders

### Staff with First Aid qualifications in Senior School

#### **First Aid at Work**

Name	Department	Responsible for-	Valid from	Expiry
Alan McCarthy	Caretaker	Senior School	24.5.18	23.5.21
Roy Hill (EFAW)	Bursar	Senior School	8/9/17	7/9/20
Sandra Whitehouse	Science	Senior School	6/02/18	6/02/21
Teresa McCarthy	Art / Resource Dept	Senior School	7.9.18	6.9.21
Suge Prospere	Caretaker	Senior School	8.6.16	5.6.19
Tasnim Franklin	Nurse	Both Schools	12.5.16	11.5.19
Chantal Cooper	Nurse	Both Schools	12.5.16	11.5.19
Caron Hesketh	Facilities Manager	Senior School	9.3.16	8.3.19
Rebecca White	Bursar's Assistant	Senior School	11.5.16	10.5.19
Simon Gray	PAB manager	Senior School	9.1.17	8.1.20
Ronnie McCarthy	Caretaker	Senior School	18/4/18	17/4/2021

#### **Sports First Aid**

NAME	EXPIRY	NAME	EXPIRY
Suzanne Della Porta	13/1/21	Elaine Smith-Modu	13/1/21
Natasha Zekan	13/1/21	Elisa Wijmeersch	13/1/21

#### **Outdoor First Aid**

Name	Expiry	Name	Expiry
Roy Hill	7/9/20	Monica Sharma-Yun	30/08/19
		Leisha Zarnardo	30/08/19

## Staff with First Aid qualifications in Junior School

### First Aid at Work

Name	Department	Responsible for-	Valid from	Expiry
Marisa Pepper	Music	Junior School	2/5/2018	1/5/2021

### Early Years First Aid

Name	Position	Course	Valid from	Expiry
Marcelle Holmes	T.A.	Paediatric First Aid	5.9.18	4.9.21
Kalli Hadjipateras	T.A.	Paediatric First Aid	5.9.18	4.9.21
Shahina Ahmed	T.A.	Paediatric First Aid	5.9.18	4.9.21
Sanela Ibrekic	T.A.	Paediatric First Aid	5.9.18	4.9.21
Chantal Cooper	Nurse	Paediatric First Aid	5.9.18	4.9.21
Tasnim Franklin	Nurse	Paediatric First Aid	5.9.18	4.9.21
Simona Litiu	T.A.	Paediatric First Aid	5.9.18	4.9.21
Ruth McEwen	T.A.	Paediatric First Aid	5.9.18	4.9.21
Monica O'Hara	T.A.	Paediatric First Aid	5.9.18	4.9.21
Victoria Houry	T.A.	Paediatric First Aid	5.9.18	4.9.21
Blanca Drayton	T.A.	Paediatric First Aid	29.9.17	28.9.20
Danielle Galli	T.A.	Paediatric First Aid	29.9.17	28.9.20
Katherine Johnson	T.A.	Paediatric First Aid	29.9.17	28.9.20
Ratiba Maloumi	T.A.	Paediatric First Aid	29.9.17	28.9.20
Lavinia Nelson	T.A.	Paediatric First Aid	29.9.17	28.9.20
Rebecca Pieri	T.A.	Paediatric First Aid	29.9.17	28.9.20

## Staff with Sports First Aid qualification

NAME	EXPIRY	NAME	EXPIRY
Caroline Bolton	13/1/21	Rona Corkindale	13/1/21

### Forest School First Aid

Name	Expiry	Name	Expiry
Amelia Done	08/09/20	Clare Constant	08/09/20

**Staff with School First Aid training (both sites)**

NAME	EXPIRY	NAME	EXPIRY
Theresa Luxford	03.01.19	Peter Williamson	03.01.19
Mandy Phipps	03.01.19	Duane Riggs-Long	03.01.19
Katie Miller (née Goldstein)	03.01.19	Rachel Williams	03.01.19
Maria Toomey	03.01.19	Anya Szreter	03.01.19
Chrissy Rand	03.01.19	Tressan MacCarthy	03.01.19
Isobel Ramsden	03.01.19	Nicky Devlin	03.01.19
Charles Murphy	03.01.19	Caron Hesketh	03.01.19
Jenny Bacon	03.01.19	Giles Heady	03.01.19
Anne-Marie Conway	03.01.19	Caroline Jupp	03.01.19
Helen Daniels	03.01.19	Martin Holmes	03.01.19
Seetle Kaur	03.01.19	Jacqui Newman	03.01.19
Lucy Hudson (née Panton)	03.01.19	Gurvinder Bhamra-Burgess	03.01.19
Claire Garrill	03.01.19	Louise Hunter	03.01.19
Peter Phillips	03.01.19	Gillian Lush	03.01.19
Justine Matthews	03.01.19	Christopher Rich	03.01.19

NAME	EXPIRY	NAME	EXPIRY
B. Elliott	6/1/20	H. Appignanesi	18.4.20
D. Underwood	6/1/20	M. Elwin	18.4.20
K. Thonemann	6/1/20	C. Bolton	18.4.20
A. Boardman	6/1/20	C. Rand	18.4.20
W. Devine	6/1/20	S. Lawrence	18.4.20
S. Elliot	6/1/20	E Wijmeersch	6/1/20
A. Kennedy	6/1/20	R. McGinnety	18.4.20

M. Parker	18.4.20	C. Simon	6/1/20
E. McBarek	6/1/20	G. Cousins	6/1/20
C. Clancy	18.4.20	M. Bokhari	6/1/20
N. Anderson	6/1/20	L. Nelson	18.4.20
E. Brew-Addo	6/1/20	C. Arnold	6/1/20
R. Marmar	6/1/20	J. Allen	6/1/20
K. Collins	18.4.20	L. Bellingham	6/1/20
A. Frost	18.4.20	L. Ip	18.4.20
R. Maloumi	18.4.20	G. Gerstein	18.4.20
R. Corkindale	18.4.20	B. Drayton	18.4.20

NAME	EXPIRY	NAME	EXPIRY
Piero Daurat	5.1.21	Annegret Stockmann	5.1.21
Bea Hernandez	5.1.21	Caroline Dodsworth	5.1.21
Delphine Zuluaga de la Cruz	5.1.21	Polly Evernden	5.1.21
Martha Bremser	5.1.21	Shu Lei Fung	5.1.21
Helen Kanmwaa	5.1.21	Sheila Mahmood	5.1.21
Steve Frank	5.1.21	Elaine Ingram	5.1.21
Robin Jacobs	5.1.21	Jagruti Shah	5.1.21
Sas Mackie	5.1.21	Peter Boxall	5.1.21
Deborah Shoham	5.1.21	Claire Spinks	5.1.21
Dharshini Gunasekera	5.1.21	Joanne Tomback	5.1.21
Sophie Blake	5.1.21	Pete Gittins	5.1.21
Andrew Haworth	5.1.21	Hannah Archer	5.1.21
Anna Romero-Wiltshire	5.1.21	Azz Hosseini	5.1.21
Olivia Watts	5.1.21	Antonio Carvalho	5.1.21
Imogen Taylor	5.1.21	Anne Rozieres	5.1.21

Ragi Marmar	5.1.21	Dan Grossman	5.1.21
Karin Hurst	5.1.21	Catrina Kyle	5.1.21
Fidelis Ebhodaghe	5.1.21	Ellen Brew-Addo	5.1.21
Claire Leigh	5.1.21	Victoria Houry	5.1.21
Mohibur Rahman	5.1.21		
Sue Beenstock	5.1.21		
Robert Fellows	5.1.21		
Florine Bury	5.1.21		

## Appendix 2 – Location and Contents of First Aid Boxes

### Location Of First Aid Boxes/Bags in School

- Kitchens – Senior and Junior schools
- Science labs x 7
- Staff Rooms – Senior and Junior schools
- Brunner House (ground floor)
- Office
- Art Dept. x 3
- Ceramic Studio
- Fairseat DT Room
- Caretakers' Room
- PE Dept. x 4 (bags)
- Fairseat Playground x 2 (bags)
- Fairseat Trips (bag)
- Music Dept. (senior school)
- New Building Senior School – ground floor

### FIRST AID KITS / BOXES LISTS OF CONTENTS

#### **General boxes / bags kept in school**

First Aid leaflet

Pen

Hypoallergenic plasters, assorted sizes

Sterile non-adhesive dressing

Sterile gauze

Hypoallergenic microporous tape

Disposable gloves

Bandages

Ice pack (Fairseat has cool packs in the staff room fridge)

Sling with safety pin

Alcohol free cleansing wipes

#### **Science labs**

In addition to general kits;

Sterile eye pads

(tubing for eye wash-out kept separately)

#### **Kitchen**

In addition to general kits;

Blue detectable plasters

#### **PE kits (for each member of staff)**

In addition to general kits;

Extra ice packs

Arnica cream

Anthisan cream

Deep Heat cream

Ibuleve gel

Sanitizing hand gel

**Kits for school trips**

In addition to general kits;

Sore throat lozenges as required

Anthisan cream

Vomit bags

Arnica Cream

Sanitary towels/tampons

Tissues

Sanitizing hand gel

(Kits for residential and D of E trips to be arranged as per requirements)

**Appendix 3 - Reception Minor Injury Form**

Reception Minor Injury Form

Child's Name.....

Details of injury /  
incident.....

.....

Action taken / First  
Aid.....

.....

Name.....

Date.....