

FIRST AID POLICY

PURPOSE

Downe House 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 pupil or member of staff (while they are in School or engaged on a School activity out of School) or by visitors to the School.

PROCEDURE

1.0 FACILITIES

Main School Site: The main School is situated on the Hermitage Road and there is a well-equipped and professionally staffed Health Centre on the site. The playing fields are on the opposite side of the road approximately 5 minutes' walk from the Health Centre.

France: The School also owns a satellite property in France. The French property must abide by French legislation but is run on similar lines to the main School in UK.

2. SPECIFIC HAZARDS

Specific hazards include higher risk activities carried out by departments such as PE, Extra Curricular, Science, Technology, Housekeeping, Catering and Maintenance as well as out-of-school trips, special events and road safety. Risk assessments are available for all areas of the School, and, in addition, specific risk assessments are carried out routinely for all potentially hazardous activities or special events, including trips off the School site and major events on the site. This includes consideration of whether a qualified first-aider's attendance is needed.

3.0 SPECIFIC NEEDS

There are a small number of pupils with specific disabilities or health needs such as asthma, severe allergies, diabetes, epilepsy etc. Lists of such pupils as well as a photograph are compiled by the Health Centre at the beginning of each year and are accessible in confidence to staff. This information is also available on Merlin, the School's management information system. Such information is updated during the course of the year as necessary.

- Lists of pupils with specific needs who are going off site are given to the member of staff in charge of the trip prior to departure together with any trip/site specific actions that might be necessary. Members of staff who wish similar information to be known about themselves are invited to advise the Health Centre and/or any other individuals in person. The HR Officer also gathers similar essential information from newly recruited staff during their HR Induction at the start of their employment and encourages any such immediate health issues to be notified to their line manager where appropriate.

4.0 ACCIDENTS/INCIDENTS

Reports on all accidents/incidents are completed using the form contained within the <https://businesssafe.peninsula-online.com/AccidentReports> and, are submitted to the Director of Estates and Services (DES), Health Centre, HR and Administration. Where necessary, incidents are investigated by the DES and First Aid provision is reviewed in the light of any resulting concerns about particular activities or departments.

Review Date: December 2024

The DES is responsible for any RIDDOR reporting that may be required and the Nursing Team from the Health Centre are responsibly for notifying parents should any pupil be involved in an accident where the Health Centre staff are called to assist. In the event of an accident being reportable, this will be completed in line with HSE guidance which can be found: <https://www.hse.gov.uk/riddor/>

In the case of minor cuts and grazes to pupils, these are dealt with in-house by Pastoral Staff who then inform the parents. Information in the reports should be as detailed as possible. It is important to have a clear documentation of what happened and the actions that were needed as a result of the incident.

5.0 STAFFING & TRAINING

The Health Centre is staffed at all times by a qualified nurse (during term time), who is also a first-aider. The relevant teaching and House staff undertake basic training in First Aid during INSET which is provided for the School by a recognised qualified trainer and arranged by HR.

The schools first aid provision is based upon the ISI guidance https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/800615/Independent_School_Standards- Guidance_070519.pdf and considers the schools overall Risk Assessment and Health and Safety Policy.

The Health Centre also provides training in the use of an Auto-injector adrenaline pen to all staff on an annual basis. There is an NHS GP present in the Health Centre four mornings a week, and the students are registered with them. Additionally, we have physiotherapists, psychologists, counsellors and chiropodists who are available for the students to use.

Selected members of staff in specific departments undertaking higher risk activities are encouraged to gain an appropriate First Aid qualification i.e. Sports First Aid, First Aid at Work, Defibrillator. A list of currently qualified first-aiders is listed on the HR Module of SchoolBase. Staff need to request any training via the HR Department who will then book and record the training. This list is reviewed and updated by the DES and HR on an annual basis. Training is refreshed every 3 years.

6.0 FIRST AID EQUIPMENT

The Health Centre is fully equipped for First Aid. In addition, all Houses have a locked medical cupboard with appropriate First Aid materials, and First Aid bags are provided for off-site trips. First Aid boxes are available throughout the School, and their locations are illustrated on the map at Appendix A.

FIRST AID BOX CONTENTS

Each box should contain the following items

- 1 x Large First Aid Dressing
- 1 x Eye Pad with Bandage
- 2 x Triangular Bandage Non Woven
- 2 x Low Adherent Dressing 7.5cm x 7.5cm
- 3 x Low Adherent Dressing 5cm x 5cm
- 2 x Hypo allergenic Adhesive Dressing 10 × 9cm
- 20 x Waterproof Assorted Plasters
- 6 x Non Alcohol Wipes
- 1 x Crepe Bandage 5cm
- 1 x Crepe Bandage 7.5cm
- 1 x Waterproof Strapping 2.5cm x 5m
- 2 x Sterile Eyewash 20ml
- 1 x Vinyl Gloves Non Sterile Powder Free (Pair)
- 1 x Blue Dot Resuscitation Face Shield
- 1 x Guidance on First Aid Leaflet
- 1 x Instant Cold Pack – Single Use

Defibrillator equipment (coloured yellow and blue so as to be immediately visible) is located at Reception in Wakefield House behind the Reception desk and at the Health Centre. A list of defibrillator trained staff is attached at the end of this policy. This equipment has simple, straightforward, audible instructions to follow, but should never be used instead of calling the Emergency Services on 999; instead, it should be used once the Emergency Services have been called, whilst awaiting their arrival.

Any member of staff who uses First Aid supplies must ensure that the Health Centre is informed so that they can be replenished. Housemistresses/Housemasters are responsible for the state of their House cupboards, and Health Centre staff are responsible for reminding Heads of Departments on a termly basis to check their cupboards and advise as to whether or not re-stocking is necessary.

In the case of spillage of bodily fluids, Housekeeping supply Chemsorb powder that is used to sprinkle on such spillages which must then be cleared up using the gloves and scraper supplied.

7.0 CLEANING UP OF BODILY FLUIDS

The aim is to reduce exposure to an acceptable level. The school must comply with the Control of Substances Hazardous to Health Regulations 2012 (COSHH), to protect workers' health. In the event of an accidental contamination both the Head of Service (Housekeeping) and the Health Center should be informed, in line with the schools Health and Safety Policy.

Bodily fluids are a source of infectious micro-organisms (bacteria, viruses, and fungi) which are therefore hazardous. The main risk is infection following hand to mouth/nose/eye contact in addition to infection via broken skin (cuts or scratches).

Care must be taken when using cleaning products as they may contain hazardous substances such as biocides and surfactants and may cause irritation, dermatitis and breathing problems.

All boarding houses should have the following –

- Bucket (for use with bodily fluids only)
- Gloves
- Dustpan and brush
- Chemsorb Crystals – or similar chlorine-releasing disinfectant e.g. hypochlorite solution
- Clinical waste bags – for any contaminated material that needs laundry/disposal
- A disposable plastic apron
- Store cleaning products and materials in a designated area

There should be a good standard of general ventilation prior to cleaning. The Chemsorb crystals should be liberally sprinkled over the complete spillage and left for 2-3 minutes, add further crystals if necessary. The residues should then be scraped up into the closable container for safe disposal. Surfaces should be washed with detergent before disinfecting, If there is heavily fouled soft furnishings, they may need bagging for disposal as clinical waste.

Hands should be washed thoroughly before eating or drinking, and after touching any surface or object that might be contaminated.

7.0 PROCEDURE FOR REACTING TO ILLNESS OR INJURY

In an extreme emergency, an ambulance should be called immediately, followed by the Health Centre and any other first-aiders available. When calling an ambulance the following information should be provided –

- Name of individual needing attention

Review Date: December 2024

- Their date of birth (if you have this information)
- Address of where you are and a precise location
- A summary of the condition of the person needing attention including any help you have given them.

It is an advantage to give as much information as possible.

Normally, however, the procedure will be as follows:

- If a member of staff, regardless of whether or not they are a qualified first-aider, needs assistance or advice in dealing with a person who is injured or ill, the first point of contact is the Health Centre – the Emergency Contact No. is Extension 4657.
- There are a number of staff qualified in First Aid who will deal with an emergency whenever possible. However, because of variations in daily and weekly routine, they should not be relied on as the first point of contact in an emergency in School.
- If a member of staff is in charge of a group of pupils when such a situation arises, they should normally stay with the patient, and send one pupil to the nearest phone to call the Health Centre, and another to the nearest member of staff (normally in the next classroom) for assistance.

9.0 ROLES AND RESPONSIBILITIES

The organisation of Health and Safety in the School is established to ensure that each individual is able to contribute to the safety of others. Responsibility is delegated, as a means of reminding everyone of their responsibility to others. It also allows expertise, where this is restricted to a specific department, to be fully utilised in that particular area of potential risk.

The Health and Safety Committee is the primary mechanism for discussing and communicating Health and Safety issues throughout the school. Its Terms of Reference are at Appendix A of the Health and Safety Policy

The Director of Estates and Services is responsible for the overall compliance of Health and Safety and reports termly to the Governors who complete an annual audit of the school's policy and procedures.

In line with ISSR 2014: <https://www.legislation.gov.uk/ukxi/2014/3283/schedule/made> it is the responsibility of all First Aiders to ensure that first aid is administered in a timely and competent manner.

The Governing Board

The Health Centre are responsible for providing First Aid when required. All first aid bags are held within the Health Centre, where they are restocked and checked. The Health Centre will provide trip leaders with first aid bags as needed. First Aid kits that are located around the school are checked termly, the Health Centre contact the person(s) responsible for each kit and confirm they have been checked. Emergency equipment including Defibrillators and Oxygen are checked termly by the Health Centre and any action completed by them.

The Health Centre will communicate with parents regarding treatment provided to their daughter as a result of an accident or serious incident. Furthermore, they will discuss care given for a medical condition.

Appendix:

- A. Location of First Aid Boxes
- B. List of current holders of “First Aid at Work” and “Defibrillator Training” qualification (whose qualification is refreshed every 3 years)
- C. Examples of Care plans which include triggers, symptoms and management of Anaphylaxis, Asthma and Epilepsy.

Revision History:

Revision	Date	Description of changes	Requested By
	02.01.15	Reviewed	Alasdair Heath
	10.11.15	Updated Defibrillator Information	Genevieve Ford
	15.01.16	Reviewed	Alison Ryan
	03.01.17	Amendments highlighted	Alison Ryan
	04.01.18	Reviewed	Alasdair Heath
	January 2019	Reviewed	Alasdair Heath
	30.04.19	Updated first aid box locations and qualifications	Alasdair Heath
	September 2020	Review	Alasdair Heath
	September 2021	Reviewed (First Aiders under constant review)	Alasdair Heath
	September 2022	Review	Alasdair Heath
	December 2022	Review and amendments as suggested by the Safeguarding Consultant and Safeguarding Governor.	Alasdair Heath
	December 2023	Review	DES

This policy makes reference to the following School policy, a copy of which can be located on Merlin in the ‘My Policies’ section:

Cleaning up of Bodily Fluids
Health and Safety Policy

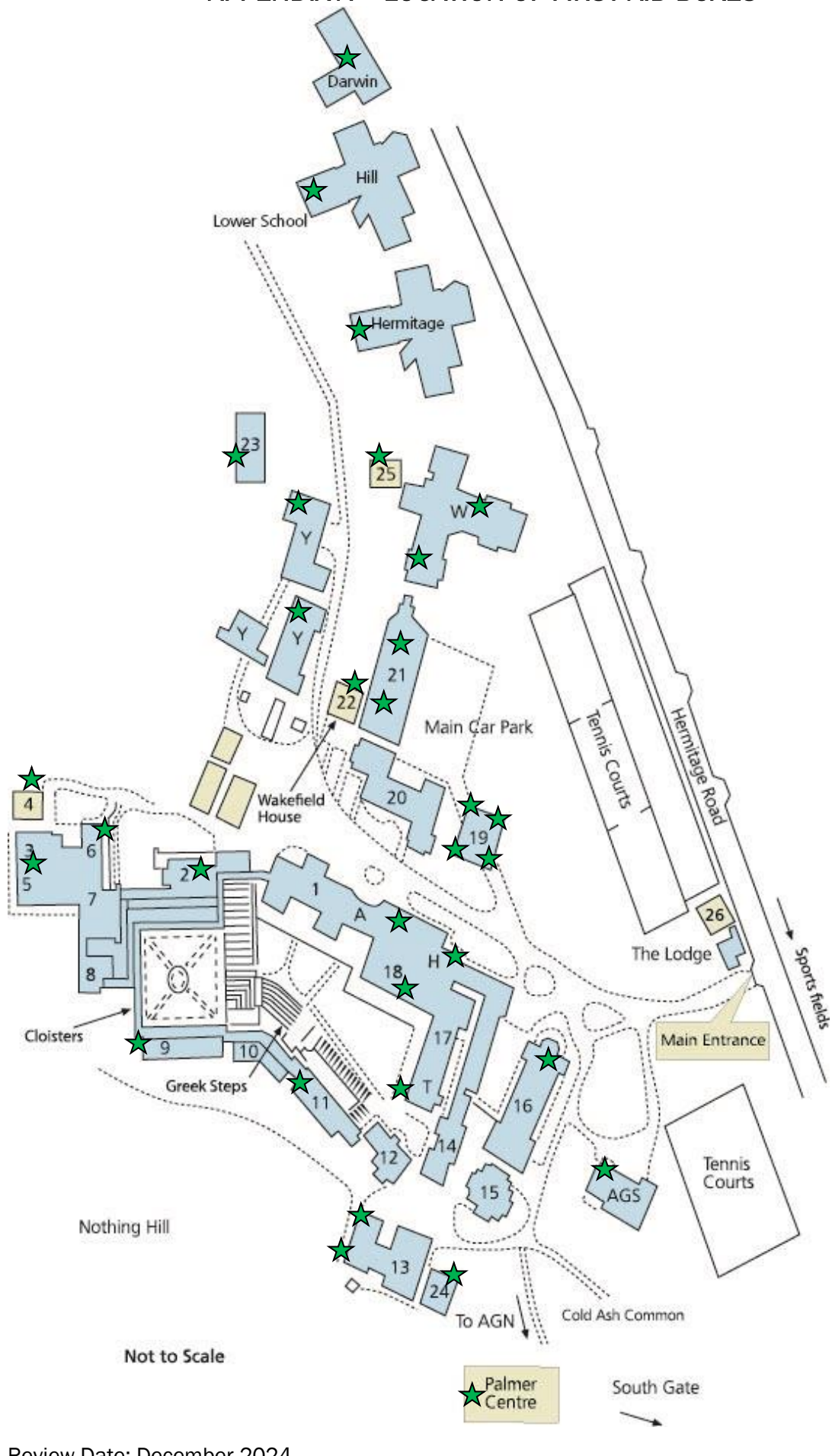
Review Leader: Director of Estates and Services

Reviewed: December 2023

Next Review: December 2024

Review Date: December 2024

APPENDIX A – LOCATION OF FIRST AID BOXES



Map Key		Room
2	Classics, Chapel	E
3	Business and Economics, ICT teaching	CM1/X/Y
4	Finance	
5	Geography Department, Barn Library, Ridler Room	G/H/F/Z /L
6	Staff Common Room	Nickel Room
8	History Department, History of Art, Sports Science	J1/J2/J3/J4/J6
9	English, Classics (share S)	P/Q/R/S
10	Classics, Maths (N and O)	L/N/O
11	Concert Room	CR
12	Music School (and Office)	V & 17
13	Mathematics, D & T (Materials, Graphics, Textiles, 3D Design); Photography; IT Support Department	M1/M2/M3/M5/T1/T2/TX/ Porta Cabins
14	Art and Pottery	AR1/AR2/AR3/PY
15	Music Practice Rooms	1 – 16
16	Performing Arts Centre	PAC
18	Main Dining Room, Admissions Office, Foundation/Marketing Office	Gallery above MDR
19	Science School	B1/B2/C1/C2/P1/P2/SC1/SC2
20	Garden House - Modern Languages	G1/G2/G3/G4/G7
21	Swimming Pool, Squash Courts	Pool, Squash Courts 1,2,3
22	Headmistress, Deputy Headmaster, Deputy Head (A), Deputy Head (P), Reception, Administration	Wakefield House
23	Farr Centre (Sports Hall, Dance Studio, Fitness Room, PE Office)	FC
24	D & T (Food) and Leiths	CK
25	Co-Curricular, HR Department	Log Cabin
26	Sports Field - Pavilion	Pavilion
A	Aisholt (Upper School House)	Aisholt
AGN	Ancren Gate North (Upper School House)	AGN
AGS	Ancren Gate South (Upper School House)	AGS
Darwin	Lower School House	Darwin

Hermitage	Lower School House	Hermitage
Hill	Lower School House	Hill
H	Holcombe (Upper School House)	Holcombe
T & 17	Tedworth (Upper School House)	Tedworth
W	Willis (Sixth Form House), Lovelock, Warnock Room	Willis, LL, WSR
Y	York (Sixth Form House)	York
25	Sports Field Pavilion	Sports Fields
	Estates Department	Estates Dept

FIRST AID AT WORK QUALIFICATION (REFRESHED EVERY 3 YEARS)

Poppy Gardiner	Catering	September 2024
Kevin Griffin	Estates	January 2025
Paul Hardy	Estates	May 2026
Ann Hutchins	Housekeeping	April 2026
Ross MacTaggart	Catering	October 2026
Mary Ann Reynolds	Catering	April 2026
Christopher Sloggett	Catering	July 2024
Tanya Turner	Housekeeping	April 2026
Charlotte Williams	PE	July 2024

NURSING AND MIDWIFERY COUNCIL (QUALIFICATION REFRESHED EVERY YEAR)

Jessica Arrow-Cumbe	Medical	July 2024
Katherine Broadbent	Medical	September 2024
Louise Callaway	Medical	December 2024
Gemma Palmer	Medical	February 2024
Helen Pirouet	Medical	December 2024
Katy Rivers	Medical	September 2024
Sarie Weeks	Medical	June 2024
Nicola Wilbraham	Medical	September 2024
Eva Winch	Medical	January 2025

DEFIBRILLATOR

The following people have received training on Defibrillator use. There are three Defibrillators on site, these are located under the Reception Desk in Wakefield House, in the Pavilion and in the Health Centre.

Jessica Arrow-Cumbe	Medical	September 2024
Katherine Broadbent	Medical	September 2024
Louise Callaway	Medical	September 2024
Joanne Gale	Medical	September 2024
Gemma Palmer	Medical	September 2024
Helen Pirouet	Medical	September 2024
Katy Rivers	Medical	September 2024
Sarie Weeks	Medical	September 2024
Nicola Wilbraham	Medical	September 2024
Eva Winch	Medical	September 2024