

# Woodbridge School

## FIRST AID POLICY

### 1 Policy Statement

The policy outlines the School's responsibility to provide effective and appropriate first aid to pupils, staff, parents and visitors and the procedures in place to meet that responsibility.

#### Aims

- To identify the first aid needs of the School in line with the Management of Health and Safety at Work Regulations 1992 and 1999
- To ensure that first aid provision is available at all times while people are on the school premises, and also off the premises whilst on school visits

#### Objectives

- To appoint the appropriate number of suitably trained people as Appointed Person and First Aiders to meet the needs of the school
- To provide relevant training and monitor training needs
- To provide sufficient and appropriate resources and facilities
- To inform staff and parents of the School's First Aid Arrangements
- To keep accident records and to report to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995

### 2 Procedure

#### Personnel

**The Bursar and Headmaster** are jointly responsible for the health and safety of employees and anyone else on the premises.

They must ensure that a risk assessment of the School is undertaken and that the appointments, training and resources for first aid arrangements are in place.

They must ensure that the insurance provides full cover for claims arising from actions of staff acting within the scope of their employ.

**The Headmaster** is responsible for putting the policy into practice and developing detailed procedures

He should ensure that the policy and information on the School's arrangements for first aid are made available to parents.

**Teachers** and other staff are expected to do all they can to secure the welfare of pupils

**Appointed Person** takes charge when someone is injured or becomes ill, looks after first-aid equipment and ensures that an ambulance or other professional medical help is summoned when appropriate.

Appointed Persons are not necessarily first aiders but should have emergency first aid training/refresher training. These courses do not require HSE approval.

In term time the **Appointed Person** role is undertaken by designated Matrons at Senior School, The Abbey, Queen's House and School House (Boarding House) who have undertaken emergency first aid training. They will:

- be on duty to cover the timetabled school day and to some extent before and after those times. Senior School/Abbey Matron between 8.30 and 5pm
- be located in respective surgeries/sickbay and can be contacted by mobile phone or via Reception/ Abbey School Office/ Queens House
- carry a school mobile phone during school hours
- take charge when someone is injured or becomes ill
- look after the first aid equipment e.g. replenishing first aid supplies
- ensure that an ambulance or other professional medical help is summoned when appropriate
- liaise with and inform parents/ guardians/significant others
- liaise with tutors/HsMs/SMT/teaching staff as appropriate
- complete Injury Report Forms and inform Health and Safety Officer of RIDDOR accidents or occurrences
- hold medical information about every child on their respective sites (Matrons only)
- hold pupils' own emergency medication e.g. Epipen, inhaler, insulin/sugar etc (Matrons only)

**School Holiday/Provision** - The Health and Safety Officer will act as the 'Appointed Person' or nominate another suitable person in his place.

**Off Site School Visits** – The trip leader will act as the 'Appointed Person' for the duration of the trip.

**The First Aider** must have completed a training course approved by the HSE and hold a valid certificate. This must be updated every three years (See Appendix D for list of first aiders or contact reception)

He/she will:

- take charge when someone is injured or becomes ill
- inform School Matron immediately or in her absence Reception/Abbey School Office/Queen's House and the Headmaster if emergency services are needed
- ensure that an ambulance or other professional medical help is summoned when appropriate
- ensure Injury Report Form is completed and Health and Safety Officer informed
- look after the first aid equipment and ensure first aid kit is restocked
- be able to leave normal duties to attend an emergency

### **Procedures**

Reviews are required annually and when circumstances alter by the Health and Safety officer and Heads of Departments e.g. Games/Science/ EVC etc.

Recommendations on measures needed to prevent or control identified risks are forwarded to the Bursar and Headmaster.

### **Re-assessment of first aid provision**

As part of the School's annual monitoring and evaluation cycle:

- Headmaster to review of the School's first aid needs following changes to staff, building/site, activities, off-site facilities
- Assistant Bursar (Estates) monitors the number of first aiders, alerts them to the need for a refresher courses and organises training sessions
- The School Matrons will check and replenish First Aid Boxes and Bags across their designated sites at least once a term.

### **Providing Information**

The Headmaster will ensure that staff are informed about School's first aid arrangements

Matrons will:

- provide information packs for new staff as part of their induction programme
- maintain a notice board displaying information about first aid / allergies, asthma, diabetes, epilepsy and other relevant medical conditions (in mezzanine area of Senior School, in the staff room at the Abbey and in the surgery at Queen's House)
- at the start of each academic year, provide designated staff (e.g. HsMs / SMT / Heads of Depts / Head of CCF / Catering Manager / Reception / School Office) with a list of pupils who are known to be asthmatic, anaphylactic, diabetic, epileptic or have other serious medical conditions
- give all staff information on the location of equipment, facilities and first aid personnel

### **Provision**

The Headmaster/Bursar will decide on the number of first aid personnel required. Schools are low risk environments but specific times, places and activities need to be considered, in particular:

- **Off-site P.E.** – Games staff act as 'Appointed Person' and are supplied with First Aid Bags. They are responsible for making sure they are re-stocked (supplies from Matron)
- **Senior School Sport** – First Aider must be available at every session of rugby, hockey, football and any other contact sports. For Senior School rugby matches at home a person not involved in the conduct of the match must be available to provide first aid, and for 1<sup>st</sup> and 2<sup>nd</sup> XV home matches this person must be present at the touchline. At weekends cover will be provided by Woodbridge Medical Services
- **School Trips** – Trip leaders will act as the 'Appointed Person', have a good working knowledge of first aid and ensure that an adequate first aid box is taken (obtained from Matron). They will carry a mobile phone, emergency contact details and have up to date medical information for

pupils on the trip (available from respective Matrons). For adventurous activities, visits abroad or residential visits at least one of the group's teachers will be a trained first aider and all staff will know how to contact the emergency services. All trips/activities will have the level of risk assessed and the appropriate first aid provision made

- **Science Labs**
- **DT/Art room**
- **Adequate provision in case of absence** When any of the Matrons are absent, arrangements for cover will be made. A list of current first aiders is held at Senior Reception/The Abbey Office/Queens House (See Appendix D)
- **Out of hours provision** – Outside of normal hours if a qualified first aider cannot be found on site, the emergency services should be called in the event of a serious injury.

### **Number of First aiders**

- **For employees** - The recommended number of first aiders in a low risk environment, such as a school, is one per fifty to one hundred employees. These first aiders must have completed a HSE approved 'First Aid at Work' course and hold a valid certificate.
- **For Pupils** – There are no rules on exact numbers and provision will be based on the Headmaster and Bursar's risk assessment of particular circumstances/situations. For pupils aged 8 years and over a one or two day first aid course delivered by an HSE approved organisation is valid

### **Qualifications and Training**

- First aiders will hold a valid certificate of competence, issued by an organisation approved by HSE
- First Aiders will undertake one to two day training and refresher courses
- Matrons will undertake an HSE approved 'First Aid at Work' training course and refresher courses. (From Oct 2009 this will be an initial 3 day course with a requirement for an annual refresher)
- Matron and first aiders working with children up to seven years (Queen's House) will also undertake an Early Years First Aid Course as recommended by the Independent Schools Inspectorate
- Specialist training in first aid for children and other first aid qualifications will be arranged in a three year cycle with refresher courses as required

### **First aid materials, equipment and facilities**

- The Headmaster must ensure that the appropriate number of first aid containers according to the risk assessment of the site are available
- Each school minibus must carry a first aid kit
- PE staff must take first aid kits to off site trips
- First aid kits where practical should be kept near hand washing facilities

- Matrons are responsible for checking and restocking first aid containers at least once a term. Games staff with their own bags are responsible for bringing bags to be replenished to Matrons' surgery
- Anyone using items from first aid kits must advise Matrons when stock is low
- All first aid containers must be marked with a white cross on a green background and contain the following:

**Basic Minimum Contents** (in accordance with HSE guidelines)

A leaflet giving general guidance on first aid and emergency contact numbers

20 individually wrapped sterile adhesive dressings (assorted sizes)

4 individually wrapped triangular bandages (preferably sterile)

2 sterile eye pads

6 safety pins

Six medium-sized (12cm x 12cm) individually wrapped sterile unmedicated wound dressings

Two large (18cm x 18 cm) sterile unmedicated wound dressings

One pair of sterile gloves

N.B. Some first aid kits will have extra items included depending on the specific needs of the area.

**Accommodation**

There is a designated surgery/sick bay at the Senior School, The Abbey, Queen's House and in School House

**Hygiene/Infection Control**

- Basic hygiene procedures must be followed by staff e.g. use of hand washing or a gel rub before attending to a pupil and between treating each pupil
- Single use disposable gloves (and aprons if available) must be worn when treatment involves blood or body fluids.
- Any blood or body fluids on the ground must be washed away thoroughly or cleaned up by the caretakers (Abbey and Queen's House) / janitor (Senior School). These people have access to body fluid disposal equipment and may be contacted via Reception or School Office. No contaminated items should be left lying around
- Dressings or equipment must be disposed of in a yellow clinical waste bag (or if not available be double-bagged) and sealed tightly before placing in the bin

**Reporting Accidents**

Statutory requirements: under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) some accidents must be reported to the HSE (see RIDDOR definitions of major injuries, dangerous occurrences and diseases). A record must be kept of any reportable injury, disease or dangerous occurrence. This must include: the date and method of reporting; the date, the

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.

### **Reporting of Injuries to Pupils**

- Injury report forms will be completed by Matron or Teaching Staff
- Injury report forms should be passed to Matron immediately or before the end of the school day
- During School day Matron will inform HM and Health and Safety Officer of serious injuries, notifiable diseases or dangerous occurrences (RIDDOR reportable injuries). After school, at weekends and off site the teacher in charge of the injured pupil takes on this responsibility
- Senior School Only - Education Visit Co-ordinator (EVC) will make formal report of injury to RIDDOR without delay

### **Reporting of Injuries to Employees and Visitors**

- Injury Report form to be completed by person themselves or the first aider present. Forms kept in School Offices and with Matrons
- Injury Report forms should be passed to Health and Safety Officer via School Office
- Health and Safety Officer / HM / SMT /Bursar should be advised immediately in the case of serious injury, notifiable disease or dangerous occurrence
- Health and Safety Officer will arrange for a formal report to be made to RIDDOR without delay
- The Line Manager of the injured employee should be informed of the person's absence from duty as soon as possible

The Head is responsible for ensuring this happens but may delegate the duty to the Health and Safety Officer (HSO). The Head / HSO must and notify the enforcing authority without delay and send the completed accident report form within 10 days of the accident or occurrence.

Author(s):	PKW in liaison with MRS, EVC, CLT
Date:	June 2009 , updated Sept 2009, Jan 2011
Review Frequency:	Annual
Review Date:	January 2012
References:	D.f.E.E. Guidance on First Aid In Schools (1998): Health and Safety (First Aid) Regulations 1981 Approved Code of Practice and Guidance: Health and Safety of Pupils on Educational Visits (DfES)

Checked by CLT 21/01/11, updated 1<sup>st</sup> Aid Box List 31/01/11

## Appendix A

### Woodbridge School and Sixth Form Location of First Aid Kits

<b>Location of First Aid Kits</b>	<b>Number of Kits</b>	<b>Extra Information</b>
Chemistry	FAK 1	Prep Room
Biology	FAK 1	Prep Room
Physics	FAK 1	Prep Room
Art Department	FAK 1	
	FAK 2	
	FAK 3	
Technology Department	FAK 1	DT.1
	FAK 1	DT.2
	FAK 1	DT.3
	FAK 1	DT.5
Music School	FAK 1	staff room
Belstead Centre	FAK 1	staff room floor 3
Marryott House	FAK 1	Staff Kitchen in cupboard
	FAK 1	Common Room Kitchen
	FAK 1	Reception
Catering Department	FAK 1	Behind Serving Units on right hand wall
Mini Buses	HV53 SDX	
	GV10 BXF	
	W452 RJT	
	GV09 UJW	
Cricket Pavillion	FAK 1	Kitchen
Groundsmen's Shed	FAK 1	
Caretaker's Workshop	FAK 1	
Cleaning Supervisors Office	FAK 1	
Cleaners Cupboards	FAK 1	
	FAK 2	
CCF Headquarters	FAK 1	
	FAK 2	
	FAK 3	
	FAK 4	
Swimming pool	FAK 1	In emergency phone box
Tallents House	FAK 1	Kitchen
Seckford Theatre	FAK 1	Green Room

Seckford Theatre	FAK 1	Technical Office
	FAK 1	Reception
	FAK 1	Stage Bag
	FAK 1	Stage Box
	FAK 1	Dock
	FAK 1	Chorus Dressing Room
Day Matron's Surgery	Yellow Bag	Surgery
School House Surgery	FAK 1	Kitchen
Dome	FAK 1	Gym
P E Department (Boys)		Games Staff Personal bags
P E Department ( Girls)		Games Staff Personal bags
Chapel	FAK 1	Vestry
Sailing Club	FAK 1 FAK 2 FAK 3 FAK 4	

Total Number of First Aid Kits around the School is 50  
N.B. First Aid Kits are routinely restocked at least once a term but if extra supplies are needed please contact the School Nurse on extn. 1223

**2) FIRST AID BOX LOCATIONS –  
WOODBIDGE SCHOOL (QUEEN’S HOUSE)**

<b>Location</b>	<b>Number of Boxes</b>
Matron’s surgery	First aid supplies in surgery + First Aid Kits for school trips

**3) FIRST AID BOX LOCATIONS –  
WOODBIDGE SCHOOL (THE ABBEY)**

<b>Location</b>	<b>Number of Boxes</b>
School Office	1
Catering Department	1
Abbey Hall (storeroom)	1
Boys Sport Office	1
Food Tech Room	1
Matron’s Surgery	1

## Appendix B

### EYE WASH STATIONS – WOODBRIDGE SCHOOL

<b>Location</b>	<b>No.</b>	<b>Size</b>	<b>Expiry Date</b>
Caretakers Workshop Sink	1	500ml	Feb 2011
Art Department Front Sink	2	500ml	Feb 2011
Art Department Rear Sink	2	500ml	Feb 2011
Tech Department Woodwork Front	2	500ml	Feb 2011
Tech Department Woodwork Rear	2	500ml	Feb 2011
Science Department Room B2	2	500ml	Feb 2011
Science Department Room B1	2	500ml	Feb 2011
Science Department Room C3	2	500ml	Feb 2011
Science Department Prep Room	2	500ml	Feb 2011
Science Department Chem Prep Room	2	500ml	Feb 2011
Science Department Room C1	2	500ml	Feb 2011
Science Department Room C2	2	500ml	Feb 2011
Science Department Phy Prep Room	2	500ml	Feb 2011
Science Department Room P1	2	500ml	Feb 2011
Science Department Room P2	2	500ml	Feb 2011
Science Department Room P3	2	500ml	Feb 2011
Science Department Room B3	2	500ml	Feb 2011
New Kitchens Sink near Store Room	2	500ml	Feb 2011
Queen's House Surgery	2	500ml	Feb 2011
Groundsmans Building Toilet	2	500ml	Feb 2011
Pavilion Front Door	2	500ml	Feb 2011
School House Surgery	2	500ml	Feb 2011
Old Teaching Block Darkroom	2	500ml	Feb 2011
Changing Rooms Boys Office	2	500ml	Feb 2011
Changing Rooms Girls Office	2	500ml	Feb 2011
The Abbey Old Building Tank Room	2	500ml	Feb 2011
The Abbey Old Building Food Tech Dept	2	500ml	Feb 2011
The Abbey Groundsmans Building	2	500ml	Feb 2011
The Abbey 89 Block Kitchens	2	500ml	Feb 2011
The Abbey 79 Block Art & Tech Dept	2	500ml	Feb 2011
The Abbey Caretakers Workshop	2	500ml	Feb 2011
Theatre Dock Area	2	500ml	Feb 2011
Theatre Chorus Dressing Room	2	500ml	Feb 2011
Swimming Pool Boiler Room	2	500ml	Feb 2011

## Appendix C

### **LOCATION OF EPIPENS - WOODBRIDGE SCHOOL**

Dining Hall (top drawer in office)	1 Adult 1 Junior
Marryott House (upstairs kitchen)	1 Adult
Day Matron's Surgery (Senior School)	2 Adult 1 Junior
School House Surgery	2 Adult
Minibuses x 3	1 Adult
Head of Boys P.E.	1 Adult
Head of Girls P.E.	1 Adult
Head of CCF	1 Adult
Matron's Surgery (The Abbey)	1 Junior
Matron's Surgery (Queen's House)	1 Junior

## Appendix D

### **WBS – LIST OF HSE APPROVED ‘FIRST AT WORK’ CERTIFICATED FIRST AIDERS (4 day training course / 2 day refresher every three years)**

Senior School Matron	Patricia Wilson	HSE First Aid at Work
Senior School Relief Matron	Susannah Roberts	HSE First Aid at Work
School House Matron	Cara Lubbock	HSE First Aid at Work
School House Relief Matron	Gill Harrison	HSE First Aid at Work
Catering	Chris Smith	HSE First Aid at Work
Teaching Staff	Natalie Ingold	HSE First Aid at Work
Queens House Matron	Jean Wilson	HSE First Aid at Work ; Early Years First Aid
Queens House Teaching Assistant	C Saxby	HSE First Aid at Work ; Early Years First Aid
Queens House Teaching Assistant	E Richardson	HSE First Aid at Work ; Early Years First Aid
Queens House Teaching Assistant	M Kininmonth	HSE First Aid at Work ; Early Years First Aid

## Appendix E: Practical Management of Illness/Injury on School Site

### Unconscious Casualty –

**1. Place on side** - in the recovery position and ensure airway is open and person is breathing (except if back or neck injury suspected). Administer first aid if competent to do so. **Do not leave the casualty alone.**

**2. Call for help** - during School Hours phone respective site **Matron**

Senior School 07900 058410

The Abbey 07900 058422

Queen's House 01394 615070

(Out of hours First Aider or phone emergency services directly)

Complete entry in Accident Sheet/Book

**3. Phone the emergency services 999/112** (use mobile phone or send someone else to make the call)

You will need the following information

- Address
  - Senior School: Woodbridge School, Burkitt Road, Woodbridge, IP12 4JH;
  - The Abbey: specify whether Cumberland Street IP12 4AD or Church Street IP12 1DS entrance is best for the ambulance;
  - Queen's House: Bredfield Street IP12 4NH
- Sex and approximate age of casualty
- Details of what happened injury/illness
- Condition: conscious/unconscious, breathing/not breathing, bleeding, injury
- Time of injury/onset of symptoms

**4 Arrange for ambulance to be met** at school entrance by an adult or responsible pupil and directed to the casualty

**5 Contact Reception (Queen's, Abbey or Senior School as appropriate)** or School Office 01394 615000 and ask them contact pupil's parents, or, if the casualty is a staff member, the next of kin.

**6 Inform HM, Master of the Abbey, Head of Queen's House as appropriate** or member of Senior Management Team once casualty is safe

**7 After incident** complete an Incident Report Form and inform Health & Safety Officer to assess for RIDDOR report.

### Conscious Casualty -

**1 Administer emergency first aid** if competent to do so.

- **Minor injuries/illness** – cover any wounds and if the casualty is able walk, escort to Medical Centre
- **All other injuries/illness or if you are unsure** - do not move casualty

AND

**2 Call for help** – during School Hours phone respective site Matron for assistance

Senior School 07900 058410

The Abbey 07900 058422

Queen's House 01394 615070  
(Out of hours Phone emergency services directly if necessary and follow steps 3 to 7 above)

**Severe Allergic Reaction (Anaphylaxis)** - caused by exposure to an allergen, for example an insect sting or food substance

If person is experiencing **ANY** of the following symptoms after exposure to allergen

- Difficulty in breathing or swallowing
- Weakness or floppiness
- Steady deterioration
- Collapse or unconsciousness

**ACTION**

- Then USE EPIPEN/ANAPEN immediately (if prescribed)
- Call Emergency Services 999/112
- Call Site Matron

**Asthma Attack**

If person is experiencing the following symptoms

- Coughing
- Shortness of breath
- Wheezing feeling tight in the chest
- Being unusually quiet
- Difficulty speaking in sentences

**ACTION**

- Keep calm
- Encourage person to sit up and slightly forward
- Encourage two puffs of their reliever inhaler (usually blue) immediately- preferably through a spacer
- Loosen tight clothing
- Reassure
- Call site Matron

**Call Emergency Services 999/112 if**

- There's no improvement in 5-10 minutes
- Person is too breathless or exhausted to talk
- Has blue lips
- If you are in any doubt

**DIABETES (Type 1 Insulin Dependent)**

**A) Signs of Hypoglycaemia – low blood glucose**

- Hunger
- Trembling or shakiness
- Sweating, Pallor
- Anxiety or irritability
- Mood change
- Lack of concentration or vagueness

- Drowsiness

#### **ACTION**

- Immediately give something sugary, coke, lucozade or other non-diet drink, 3 or more glucose tablets, 5 sweets (jelly babies etc) or GlucoGel

#### **FOLLOWED BY**

- Cereal bar or two biscuits
- Roll/Sandwich
- Portion of Fruit
- Or meal if it is due
- Call site Matron

#### **Call Emergency Services 999/112**

- If person becomes unconscious (do not give food or drink if unconscious)

#### **B) Signs of Hyperglycaemia (high blood glucose, over 10mmol/l)**

- Sweet smelling breath (pear drops)
- Thirst
- Frequent urination
- Tiredness dry skin
- Nausea
- Blurred vision

#### **ACTION**

- Call site Matron who will arrange blood glucose test, contact parents and extra insulin if required

#### **Call Emergency Services 999/112**

- When there is deep and rapid breathing
- Vomiting
- Breath smells of nail polish remover

### **EPILEPSY**

#### **Signs of seizure**

- Loss of consciousness, body stiffens and falls to the ground
- Jerking movements for a minute or two
- Blue tinge around the mouth
- Loss of bladder/bowel control
- Consciousness slowly returns

#### **ACTION**

- Protect the person from injury (remove harmful objects from nearby)
- Cushion the head
- Once seizure has finished place in recovery position and check breathing
- Keep calm, reassure the person and stay until recovery is complete
- Call site Matron

#### **Call Emergency Services 999/112 if**

- It's the first seizure
- It lasts for more than 5 minutes
- One seizure immediately follows another
- The person is injured or you think may need urgent medical attention

Appendix E Author: PKW/CLT

Review annually

Last reviewed: 21/01/11.

## Appendix F:

### **Queen's House Specific additions to First Aid Policy and Procedures**

#### **Provision**

There is a Classroom Assistant assigned to each year, who has taken First Aid at Work and Paediatric First Aid training, and can be expected to do all they can in the absence of the Matron, or as a back-up in emergency. They are also responsible for their year in "off-site" visits.

In term time the **Queen's House Matron**, who has undertaken emergency first aid training and paediatric first aid training will:

- look after the first aid equipment e.g. replenishing of surgery and first aid supplies
- hold pupils' own emergency medication e.g. Epipen, inhaler, insulin/sugar etc **and** give all staff information on the location of equipment

#### **Off-site Visits**

Qualified classroom assistants are responsible for their respective year for any off-site visit relating to that year. Matron only travels off-site if the whole of Queen's House is on a visit. They will have a full first-aid kit, plus the biohazard kits for sickness. The first aid kit will contain items listed under **Basic Minimum**

**Contents** (in accordance with HSE guidelines) as above. In addition:

- Extra items depending on the specific needs of individual pupils (e.g. personally prescribed medication such as Ventolins, Epipens etc.)
- Contact numbers and copy of medical forms

#### **Hygiene/Infection Control**

- Any blood or body fluids on the ground must be washed away thoroughly or cleaned up by Matron or Classroom Assistants, who have access to body fluid disposal equipment. No contaminated items should be left lying around

#### **Reporting of Injuries to Pupils**

- Injury report forms will be completed by Matron, (Classroom Assistants or Teaching Staff in Matron's absence).
- Injury report forms should be passed to Matron immediately or before the end of the school day
- During School day Matron will inform HM and Health and Safety Officer of serious injuries, notifiable diseases or dangerous occurrences (RIDDOR reportable injuries).

Author : JW/CLT

Date: January 2011

Review Frequency: Annually

Checked by CLT 21/01/11