



King's College School, Cambridge

First Aid Policy

(Policy updated 4 May 2018 – purely to reflect staff changes in clauses 2.12, 2.13 and 5.7 by the Compliance Officer.)-

1. Authority and Circulation

- 1.1. This policy has been authorised by the Governors of King's College School ("the School"). It is available to parents and pupils and to all members of School Staff.
- 1.2. The arrangements within this policy (for example the number of First Aiders and First Aid boxes and contents of First Aid boxes) are based on the results of a suitable and sufficient risk assessment carried out by the School in regards to all Staff, pupils and visitors.
- 1.3. This policy complies with regulation 13 of the Education (Independent School Standards) (England) Regulations 2014(SI 2014/3283), the Health and Safety at Work etc Act 1974 and subsequent regulations and guidance including the Health and Safety (First Aid) Regulations 1981 (SI 1981/917) and the First Aid at work: Health and Safety (First Aid) Regulations 1981 approved code of practice and guidance.
- 1.4. This policy can be made available in large print or other accessible format if required.
- 1.5. In addition to this policy the School also has an Administration of Medication Policy and the Guidance on the Care of Ill or Injured Pupils or Staff.

2. Definitions

- 2.1. **Appointed Persons:** are members of staff who are not qualified First Aiders but who are responsible for looking after the First Aid equipment and facilities and calling the emergency services if required.
- 2.2. **EFAW:** means Emergency First Aid at Work.
- 2.3. **FAW:** means First Aid at Work.
- 2.4. **"First Aid"** means the treatment of minor injuries which do not need treatment by a medical practitioner or nurse as well as treatment of more serious injuries prior to assistance from a medical practitioner or nurse for the purpose of preserving life and minimising the consequences of injury or illness. For the avoidance of doubt, First Aid does not include giving any tablets or medicines, the only exception being giving aspirin in accordance with accepted First Aid practice to treat a suspected heart attack. A First Aider can assist an individual to take aspirin when an ambulance is on route.

- 2.5. **First Aiders:** are members of staff who have completed an approved First Aid course and hold a valid certificate of competency in FAW or EFAW or an approved alternative qualification which has been identified in place of FAW or EFAW which meets the requirements of the First Aid Guidance.
- 2.6. **First Aid Guidance:** is the First Aid at work: Health and Safety (First Aid) Regulations 1981: approved code of practice and guidance (Health and Safety Executive, L74, 3rd Edition, 2013).
- 2.7. **First Aid Personnel:** means First Aiders or Appointed Persons or both.
- 2.8. **Inhalers Guidance:** means the Guidance on the use of emergency salbutamol inhalers in schools (Department of Health, March 2015).
- 2.9. **"Staff"** means any person employed by the School, volunteers at the School and self employed people working on the premises.
- 2.10. **School Accident and Illness Book:** has the meaning given in **Error! Reference source not found.** below.
- 2.11. **Day Nurses:** are Alison Gelling and Melissa Nelson who are primarily located in the School's Day Surgery. Alison Gelling is registered with the Nursing and Midwifery Council and the School will verify this registration annually.
- 2.12. **Senior Matron :** is Lisa Wilkinson who is primarily located in the School's Boarding House. .
- 2.13. **School Matrons:** are the Senior Matron and Miss Alice Etheridge.
- 2.14. **Day Surgery:** is located on the ground floor of the Main School Building, just outside the Dining Hall, and is clearly signposted and identifiable with a white cross or white writing on a green background. It is used for the provision of medical or dental treatment, including First Aid, when required. The Day Surgery has essential First Aid facilities and equipment. As far as is possible, the School reserves this room exclusively for giving medical or dental treatment.

3. **Aims of this Policy**

- 3.1. To ensure that the School has adequate, safe and effective First Aid provision in order for every pupil, member of staff and visitor to be well looked after in the event of any illness, accident or injury, no matter how major or minor.
- 3.2. To ensure that all staff and pupils are aware of the procedures in the event of any illness, accident or injury.
- 3.3. To ensure that First Aid provision is available at all times while people are on School premises and while on School visits.

Nothing in this policy should affect the ability of any person to contact the emergency services in the event of a medical emergency. For the avoidance of doubt, Staff should dial 999 for the emergency services in the event of a medical emergency before implementing the terms of this Policy and make clear arrangements for liaison with ambulance services on the School site including the Chapel.

4. **Medical Emergencies**

- 4.1. **Ambulances:** If an ambulance is called then the Day Nurses, Senior Matron or First Aider in charge should make arrangements for the ambulance to have access to the site. For the avoidance of doubt, the address should be provided (King's College School, West Road, Cambridge, CB3 9DN) and arrangements should be made for the ambulance to be met.

4.2. Staff should always call an ambulance when there is a medical emergency and/or serious injury.

4.3. Examples of medical emergencies include:

- a significant head injury;
- fitting, unconsciousness, or concussion;
- difficulty in breathing and / or chest pains;
 - exhaustion, collapse and/ or other signs of an asthma attack
- a severe allergic reaction;
- a severe loss of blood;
- severe burns or scalds;
 - Drowning;
 - Diabetic emergency;
 - Choking;
 - the possibility of a case of testicular torsion;
- the possibility of a serious fracture

HOWEVER if in doubt as to whether something is a medical emergency or serious injury, then it should be treated as such.

4.4. Arrangements should also be 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 or legal guardian(s) in time.

5. **Who is Responsible**

5.1. The Provost and Scholars of the King's College of Our Lady and St Nicholas in Cambridge, as employer, have ultimate responsibility for health and safety at the School.

5.2. In order to help them discharge their duties, the Provost and Scholars have appointed the School Governors' Council Committee ("the School Governors") to oversee and supervise the health and safety at the School on their behalf and delegate full authority to the School Governors to do so.

5.3. The School Governors in turn delegate the day to day management of health and safety, including first aid arrangements, to the Headmaster who is assisted by the Day Nurses, Senior Matron and Bursar in his duties.

5.4. These duties include ensuring that:

- there is adequate and appropriate First Aid equipment, facilities and qualified First-Aid Personnel on the School site(s) and for ensuring that the correct First Aid procedures are followed.
- suitable and sufficient risk assessments of the employees, pupils and visitors to the School are regularly carried out.

- 5.5. **The Headmaster** delegates to the Day Nurses the day to day responsibility for ensuring that there is adequate and appropriate First Aid equipment, facilities and qualified First Aid Personnel.

The Headmaster is responsible for ensuring that all staff and pupils (including those with reading and language difficulties) are aware of, and have access to, this policy.

The Headmaster will ensure that there is at least one First Aider (see 5.7 below) present at the School when children are present.

In the Pre-Prep Department there will be at least one person who has a current paediatric First Aid certificate on the premises at all time when children are present. On outings including children from the Early Years Foundation Setting (EYFS) there must be at least one person who has a current paediatric First Aid certificate.

The Headmaster delegates to the Day Nurses responsibility for collating medical consent forms and important medical information for each pupil and ensuring the forms and information are accessible to staff as necessary.

The Headmaster is responsible for ensuring that staff have the appropriate and necessary First Aid training as required and that they have sufficient understanding, confidence and expertise in relation to First Aid.

- 5.6. **The Day Nurse**, in consultation with the School Bursar, will regularly (at least annually) carry out a First Aid risk assessment and review the School's First Aid needs and arrangements to ensure that the School's First Aid provision is adequate. The risk assessment shall include an assessment of the School's insurance arrangements.

- 5.7. **First Aiders:** The following individuals are listed as First Aiders on the School website and are listed below:-

Alison Gelling (Day Nurse including paediatric first aid); Melissa Nelson (Day Nurse including paediatric first aid); C Greenlaw (Deputy Head Pastoral including paediatric First Aid within the EYFS statutory framework); Lisa Wilkinson (Senior Matron); Michael Stevenson (Director of Music); Pippa Graddage (Headmaster of Housekeeping); Alan Robinson (Clerk of Works); Josef Grznar (Assistant Caretaker); Jill Etheridge (Boarding Housemaster); Ian Barker (Resident Tutor); Catriona Turner (paediatric First Aid within the EYFS statutory framework); Donna Bramwell (paediatric First Aid within the EYFS statutory framework); Alex Collier (paediatric First Aid within the EYFS statutory framework); Tracey Worsfold (paediatric First Aid within the EYFS statutory framework); Kathryn Richardson (paediatric First Aid within the EYFS statutory framework); Sophie Wilson (paediatric First Aid within the EYFS statutory framework); Claire Cooke (paediatric First Aid within the EYFS statutory framework); Richard Roberts-Jones (Director of Sport); Pippa Hall (Head of Girls Games); Jack Baird (Head of Rugby); Nick Batcheler (Head of Cricket); Amanda Smart (Sports Coach) and Nicky Parsons (Break and Lunchtime Supervisor); Gary Spindler (History Dep't, 1 day EFAW level 2); Herve Sanchez (French Dep't, 1 day EFAW level 2).

The main duties of First Aiders are to give immediate First Aid to pupils, staff or visitors when needed and to ensure that an ambulance or other professional medical help is called when necessary. First Aiders are to ensure that their First Aid certificates are kept up to date through liaison with the Day Nurses.

Also in the Pre-Prep department the staff who have paediatric First Aid within the EYFS statutory framework are listed as Paediatric First Aiders on the School website and also listed above.

The Paediatric First Aiders hold valid and current Certificates for Paediatric First Aid.

The First Aiders will undergo appropriate EFAW or FAW update training within every three year period to maintain their qualification.

- 5.8. **The Day Nurses** provides First Aid and nursing care to pupils and staff during the school day in the Day Surgery and for the boarders a School Matron is on duty 24 hours a day. The Day Nurse is the Appointed Person responsible for the Day Surgery, the First Aid boxes, updating staff in regards to pupils illness' as necessary and for the reporting as described in s15 below.
- 5.9. **All staff** are to be aware of the First Aid procedure and know who to contact in the event of any illness, accident or injury. All staff will use their best endeavours, at all times, to secure the well- being and welfare of the pupils.
- 5.10. **Anyone on School premises:** Anyone on the School premises is expected to take reasonable care for their own and others' safety.

6. **First Aid Boxes**

- 6.1. First Aid boxes are marked with a white cross on a green background. The content of the First Aid boxes will usually be stocked by the Day Nurse in accordance with Workplace first aid kits. Specification for the content of the workplace first aid kits is BS 8599-1:2011, June 2011. First Aid boxes are to be inspected by the Day Nurses at least at the start of every term; they are located at these positions around the School site and are as near to hand washing facilities as is practicable:

The Surgery

School kitchen

Pre-Prep department*

Junior department*

Science prep room*

Design & Technology classroom

Art room*

Head of Housekeeping's area

Clerk of Works' workshop

Sports Department

School minibuses

Teachers' staff room

The First Aid boxes marked * are only to be used in an emergency when unable to get to the Matrons' Surgery. If First Aid boxes are used, they should be taken to the Day Surgery to be properly re-stocked.

6.2. **First Aid boxes** for any off-site activities are kept in the Day Surgery.

6.3. **School Vehicles:** The School minibuses should have a prominently marked First Aid box on board which is readily available for use and which is maintained in a good condition. The First Aid box should be stocked in accordance with part 2 of schedule 7 of the Road Vehicles (Construction and Use) Regulations 1986 (SI 1986/1078). The minimum stock for travelling first aid boxes is:

- Ten antiseptic wipes, foil packed
- One conforming disposable bandage (not less than 7.5 cm wide)
- Two triangular bandages
- One packet of 24 assorted adhesive dressings
- Three large sterile un-medicated ambulance dressings (not less than 15.0 cm × 20.0 cm)
- Two sterile eye pads, with attachments
- Twelve assorted safety pins
- One pair of rustless blunt-ended scissors.

7. **Medical Room**

7.1. **The Day Surgery and Sick Bay** is used for medical or dental treatment, including First Aid, when required and can be used for the care of pupils during school hours.

The Day Surgery is located centrally on the ground floor of the main school building and the Day Nurse is contactable there on extension 238 or 01223 803998. The School Matrons are contactable on extensions 227 and/or 248. The direct line is 01223 803999.

The Surgery also has essential First Aid facilities and equipment. As far as is possible, the School reserves this room exclusively for giving medical or dental treatment.

8. **Information on Pupils**

8.1. Parents are requested to provide written consent for the administration of First Aid, medical treatment and medication. This requirement will not prevent a child of sufficient understanding and intelligence to understand fully what is proposed, from giving or withholding consent to medical treatment or from seeking advice or

treatment in confidence. Parents are requested to update the Day Nurse of any changes in a child's medical information that occur throughout the School year.

- 8.2. The Day Nurses will be responsible for reviewing pupils' confidential medical records and providing essential medical information regarding allergies, recent accidents or illnesses, or other medical conditions which may affect a pupil's functioning at the School to the Headmaster, class teachers and First Aiders on a "need to know" basis. This information should be kept confidential but may be disclosed to the relevant professionals if it is necessary to safeguard or promote the welfare of a pupil or other members of the School community.

9. **Procedures for pupils with medical conditions such as asthma, epilepsy, diabetes etc.**

- 9.1. The information held by the School will include details of pupils who need to have access to asthma inhalers, Epipens, injections or similar and this information should be circulated to teachers and First Aiders.
- 9.2. Where appropriate, and when parents have signed a consent to carry own medication form, individual pupils will be given responsibility for keeping such equipment with them and this will be reviewed on a regular basis. In other cases, the equipment will be kept, suitably labelled, in the Day Surgery.
- 9.3. The School has guidance and protocols in place to deal with common medical conditions such as anaphylaxis, asthma, epilepsy and diabetes. Copies of the guidance and protocols are available from the Day Nurses.
- 9.4. **Asthma:** the School adopts the Inhalers Guidance in respect of the use of emergency salbutamol inhalers and holds stock salbutamol inhalers which can be used when a pupil is not able to access his or her own inhaler. The pupil must have either a known asthma diagnosis or a signed asthma care plan.

10. **Procedure in the event of illness**

- 10.1. **Pupils** may visit the Day Nurse in the Surgery at any time during the day. If a pupil is unwell during lessons then they should consult the member of staff in charge who will assess the situation and decide on the next course of action. The pupil will, accompanied as necessary, be told to go to see the Day Nurse in the Surgery. The Day Nurse will decide on the next course of action and provide the First Aid as required.
- 10.2. **Staff** may visit the Day Nurse or Surgery as and when necessary, but appropriate cover must be arranged.
- 10.3. The School will discuss with parents the procedures for children who may become ill or infectious and take necessary steps to prevent the spread of infection and illnesses.

11. **Procedure in the event of an accident or injury**

- 11.1. If an accident occurs, the member of Staff in charge will assess the situation and decide on the next course of action, which may involve calling immediately for an ambulance. One of the Day Nurses or School Matrons should be called for as soon as possible, if deemed necessary by the member of staff in charge. Appointed Persons or First Aiders are to be called for if necessary and should be called if the Day Nurses are not available immediately. However minor the injury, the Day Nurse should always be informed, even if not called for at the time.
- 11.2. In the event that the First Aider, the Day Nurses or School Matrons do not consider that he/she can adequately deal with the presenting condition by the administration of First Aid, then he/she should arrange for the injured person to access appropriate medical treatment without delay. This may involve calling for an ambulance or making arrangements to transport the injured person to A&E or access other appropriate medical services.

12. **Hygiene and infection control**

- 12.1. If a spillage of blood or other bodily fluids occurs, the Day Nurse must be informed. The person who discovered the spillage will then arrange for the proper containment, clear up and cleansing of the spillage site.
- 12.2. All Staff should take precautions to avoid infection and to follow basic hygiene procedures (such as regular hand washing).
- 12.3. The First Aider should take the following precautions to avoid risk of infection:
 - 12.3.1. cover any cuts and grazes on their own skin with a waterproof dressing;
 - 12.3.2. wear suitable single use disposable gloves when dealing with blood or other bodily fluids;
 - 12.3.3. use suitable eye protection and a disposable apron where splashing may occur;
 - 12.3.4. use devices such as face shields, where appropriate, when giving mouth to mouth resuscitation;
 - 12.3.5. wash hands after every procedure.
- 12.4. If the First Aider suspects that they or any other person may have been contaminated with blood and other bodily fluids which are not their own, the following actions should be taken without delay:
 - 12.4.1. wash splashes off skin with soap and running water;
 - 12.4.2. wash splashes out of eyes with tap water or an eye wash bottle;
 - 12.4.3. wash splashes out of nose or mouth with tap water, taking care not to swallow the water;
 - 12.4.4. record details of the contamination;

- 12.4.5. report the incident to the Day Nurse and take medical advice if appropriate.

13. **Automated External Defibrillators (AEDs)**

- 13.1. The School's AED (s) is /are located outside the Day Surgery.
- 13.2. The AED should only be used where a person is in cardiac arrest. It should not be used where a person is conscious , breathing and / or his or her heart is still beating.
- 13.3. If a person is suffering from a cardiac arrest, the first person on the scene should immediately call the emergency services and commence CPR. If possible, a First Aider who is trained in the use of AEDs should be called for. However, AEDs are designed to be used by any person by following the step by step instructions on the AED.
- 13.4. The person administering the AED should ensure that the area around the casualty is clear before administering the AED. He or she should then stay with the casualty until the emergency services arrive.

14. **First Aid in the physical education department**

- 14.1. Location of first aid equipment: The Day Nurse is responsible for providing First Aid boxes and bags for the relevant sporting areas within the School.

There are 8 bags which can be used by Staff and team managers for home and away fixtures and these are kept in the Day Surgery.

An emergency blanket is available in the Day Surgery.

Away fixtures: A medical bag should be taken with the travelling team. If an incident occurs medical treatment should be sought from the visiting school First Aid Personnel. If necessary, the pupil should be taken to the nearest casualty by a member of Staff. Treatment and after-care should then be followed up by the Day Nurse. Any incident of treatment must be reported to the Day Nurse on return to School.

15. **Reporting**

- 15.1. In the event of an accident, injury or illness requiring First Aid the relevant First Aider should complete an Accident Report Form and/or a [Record of First Aid provision]. These records [including medical records] will be regularly monitored by the Headmaster or a senior member of staff to identify whether review or change in practice is needed.
- 15.2. All injuries, accidents and illnesses, however minor, must be reported to the Day Nurse and she is responsible for ensuring that the accident report forms and books are filled in correctly and that parents [or guardian(s)] and HSE are kept informed as necessary.
- 15.3. **Reporting to Parents:** parents [or guardian(s)] will be informed of all serious or significant injuries, accidents or illness involving their child as soon as is possible and

(when considered appropriate) will be given additional information as to risks and possible complications arising from their condition and or any treatment or medication.

- 15.4. Parents will also be informed each time their child receive a bump to the head or a possible groin injury respectively by receiving a head bump form or a groin injury form on the same day that the injury is reported to the Day Nurse.
- 15.5. The School will inform parents of any accidents or injury or First Aid treatment that is given to pupils in the EYFS setting on the same day or as soon as is reasonably practicable.
- 15.6. **Reporting to Day Nurses:** Should a member of staff discover that a child has been taken to A&E outside of school hours they should inform the Day Nurses, who should then record as much information as possible regarding the visit in the Emergency and Accident Record.
- 15.7. **Reporting to HSE:** The School is legally required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (SI 2013/1471) (RIDDOR) to report relevant injuries, work-related diseases, incidents and dangerous occurrences to the HSE.
- 15.8. Fatal and specified injuries to staff only should be reported by calling the Incident Contact Centre (ICC) on **0845 300 99 23**.
- 15.9. All other reportable matters involving staff, pupils and visitors should be reported online at <http://www.hse.gov.uk/riddor.report.htm> within 10 days.

Reportable Matters

15.9.1. **Accidents involving Staff**

- **work related accidents resulting in death or a specified injury** (including as a result of physical violence) must be reported immediately.

Specified injuries are:

- fractures, other than to fingers, thumbs and toes;
- amputations;
- any injury likely to lead to permanent loss of sight or reduction in sight;
- any crush injury to the head or torso causing damage to the brain or internal organs;
- serious burns (including scalding) which covers more than 10% of the body or which causes significant damage to the eyes, respiratory system or other vital organs;
- any scalping requiring hospital treatment;
- any loss of consciousness caused by head injury or asphyxia;
- any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness or requires resuscitation or admittance to hospital for more than 24 hours.

- **work related accidents which prevent the injured person from continuing with his/her normal work for more than 7 days** must be reported within 15 days.

- **cases of work related diseases that a doctor notifies the School of** (for example: certain poisonings; lung diseases; infections such as tuberculosis or hepatitis; occupational cancer)

- **certain dangerous occurrences** (near misses - reportable examples: bursting of closed pipes; electrical short circuit causing fire; accidental release of any substance that may cause injury to health)

15.9.2. **Accidents involving pupils or visitors**

- accidents where the **person is killed** or is **taken from the site of the accident to hospital for treatment** and where the accident arises out of or in connection with:

-any School activity (on or off the premises);

-the way a school activity has been organised or managed (e.g. the supervision of a field trip);

- equipment, machinery or substances;

- the design or condition of the premises;

If anyone at the School is known or suspected to be suffering from a disease which is classified as a notifiable disease, and/or in the opinion of a registered medical practitioner has an infection and/or is contaminated in a manner which could present significant harm to human health (as set out in the Health Protection (Notification) Regulations 2010), the School should ensure that a report is made by the proper officer at the relevant local authority. More information can be found at <http://www.hpa.org.uk>.

15.10. EYFS: The School will notify local child protection agencies, as appropriate, of any serious accident or injury to, or the death of, any child whilst in their care and act on any advice given.

15.11. The School will also notify Ofsted of any serious accident, illness or injury to, or death of, any child whilst in their care, and of the action taken in respect of it. Notification must be made as soon as is reasonably practicable, but in any event within 14 days of the incident occurring.

16. **Records**

- 16.1. **School Accident and Illness Book:** all injuries, accidents, illnesses and dangerous occurrences (unless very minor in the view of the Day Nurses) must be recorded in the school accident book known as the School Accident and Illness Book. The date, time and place of the event or illness must be noted with the personal details of those involved with a brief description of the nature of the event or illness. Any First Aid treatment given should also be noted, with the name and signature of the First Aider or person dealing with the accident. What happened to the injured or ill person immediately afterwards should also be recorded. Records should be stored for at least three years or if the person injured is a minor (under 18), until they are 21.
- 16.2. **Accident Report Form:** The Day Nurses will fill in an Accident Report Form for every serious or significant accident that occurs on or off the school site if in connection with the School. This will be kept by the Day Nurse. Records should be stored for at least three years or if the person injured is a minor (under 18), until they are 21.
- 16.3. **Accident to staff causing personal injury:** The Day Nurse will fill in an Accident Report Form in respect of any accident causing personal injury to Staff and provide a copy of this Accident Report Form to the Headmaster]. The [Headmaster will take reasonable steps to investigate the circumstances of such accidents once (s)he receives notice of it. If it is found that there are discrepancies between the information reported and the Headmaster's findings these should also be recorded on the form. These records will be kept by the Day Nurse for at least three years or if the person injured is a minor (under 18), until they are 21.

17. **Monitoring**

- 17.1. The Headmaster will organise a termly review of the School's systems and management of medical welfare including the Accident and Illness Book in order to take note of trends in accidents, injuries and illnesses at the School in order to identify whether a review or change in welfare practice is needed. The information may help identify training or other needs and be useful for investigative or insurance purposes.

Professor Robert A Foley

King's College Cambridge

Chair of Governors

Friday 3 March 2017

Policy updated 4 May 2018 – purely to reflect staff changes in clauses 2.12, 2.13 and 5.7 by the Compliance Officer.