

# First Aid Policy

Independent Boarding and Day School for Boys and Girls

Royal Hospital School

**May 2019**

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<b>Key author</b>	Health Centre Sister
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<b>Related Policies</b>	Data Protection Policies Online Safety Policy Safeguarding and Child Protection Policy Staff Code of Conduct Taking, Using and Sharing Images Policy

## **1. Introduction**

- 1.1 The Health and Safety (First Aid) Regulations 1981 require all employers, regardless of size, 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. In the context of the Royal Hospital School, 'employees' covers all staff, students and visitors.
- 1.2 The Regulations do not place a legal obligation on employers to make First Aid provision for non-employees such as members of the public; however, the Health and Safety Executive (HSE) strongly recommends that employers consider members of the public when making First Aid provision.
- 1.3 The Governors of the Royal Hospital School (RHS) are responsible for the provision of First Aid at the School. In turn they have charged the School's Health and Safety Committee with providing advice and guidance about First Aid, and with reviewing the policy regularly, particularly in light of any reported accidents.

## **2. Delegation and Responsibilities**

- 2.1 The School Governors are responsible for ensuring that the School has made suitable arrangements for First Aid.
- 2.2 The School Governors delegate responsibility for this Policy and associated procedures to the Headmaster.
- 2.3 The Headmaster is responsible for:
  - ensuring that all staff, pupils and parents (including those with reading and language difficulties) are aware of, and have access to, this policy;
  - 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.
- 2.4 The Health Centre Sister is responsible for:
  - collating medical consent forms and important medical information for each pupil; and
  - ensuring that any relevant information is made available to staff as necessary.
- 2.5 The Director of Finance and Operations (Bursar) is responsible for:
  - regularly reviewing the entries in the School's electronic accident book;
  - co-ordinating the investigation of any accident, incident or near miss where personal injury could have arisen, work-related ill-health absence, and responsibility for taking appropriate corrective action.

- 2.6 With the exception of the School's matrons, the formal conditions of employment of teaching and support staff do not include giving First Aid; however, any member of staff may volunteer to undertake this duty.
- 2.7 Whether trained or not, all staff are expected to do their best at all times, particularly during an emergency, in order to ensure that the welfare of pupils is maintained as it would be at home.

### **3. Risk Assessment and Numbers of First Aiders and Appointed Persons**

- 3.1 Employers are required to carry out an assessment of First Aid needs. This involves consideration of workplace hazards and risks, the size of the organisation and other relevant factors, to determine what First Aid equipment, facilities and personnel should be provided. HSE guidelines recommend that a lower risk place of work, such as schools, should have at least one First Aider for every 50-100 employees.
- 3.2 The School's risk assessment takes account of the fact that there are parts of the School (e.g. sports facilities, laboratories, design centre) where the risk is marginally higher. Consideration has also been given to the geography of the School (e.g. the number of separate buildings across the campus) and the distance from emergency services.
- 3.3 The risk assessment also takes account of the extensive term time cover provided by the Health Centre. This cover is so comprehensive, the School considers it necessary only to support, rather than complement, it.
- 3.4 The RHS minimum term-time First Aid cover, therefore, is assessed as being the Health Centre plus at least 30 Appointed Persons.
- 3.5 Lists of members of staff who have completed an approved First Aid course and hold a valid certificate of competence in First Aid at Work (FAW), Schools' First Aid (SFA) or Emergency First Aid at Work (EFAW) are posted in all boarding houses and other strategic areas around the School (e.g. laboratories, kitchens, DT workshop).
- 3.6 Out of term time, it should be assumed that the Health Centre is closed. It is assessed that there are sufficient Appointed Persons and First Aiders to cover the support staff that work during the holidays; however, 'Lets' customers are contractually obliged to provide their own independent First Aid provision.

### **4. First Aiders and Appointed Persons**

- 4.1 A First Aider is someone who has completed specific training as set out by the HSE and holds a valid certificate of competence issued by an organisation whose training and qualifications are approved by the HSE. The duties of a First Aider are:
- give immediate First Aid to pupils, staff or visitors when needed;
  - ensure that an ambulance or other professional medical help is called when necessary;

- ensure that their First Aid certificates are to be kept up to date through liaison with the Deputy Headmaster (teaching staff) or Director of Finance and Operations (Bursar) (support staff).
- 4.2 An Appointed Person is a trained **person** whose duties include looking after the **First Aid** equipment and facilities and calling the emergency services when required. They can also provide emergency cover, within their role and competence, where a **First Aider** is absent due to unforeseen circumstances. An Appointed Person is not necessarily a First Aider and therefore should not give first aid treatment for which they have not been trained. However, in general, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.
- 4.3 First Aiders and Appointed Persons will attend appropriate requalification training every three years.

## 5. Selection of First Aid personnel

- 5.1 Some posts (e.g. Health Centre Staff and Matrons) have First Aid cover as a part of their conditions of employment. However, for most staff it is a voluntary arrangement.
- 5.2 If a perceived shortfall of volunteer First Aiders or Appointed Persons became apparent, appropriate staff in key locations or departments would be encouraged to volunteer.

## 6. First Aid materials

- 6.1 **First Aid Kits** the School provides fully stocked First Aid kits that are sited in key locations around the estate. Signage indicates the location of First Aid boxes and provides the names and telephone extension numbers of suitably qualified staff.
- 6.2 **Spills Kits Owing** to the increase of blood borne viruses in the community, all bodily fluids should be regarded as hazardous and precautions should be taken when handling them or close to them. Fully-stocked spills kits are sited at strategic points around the School site. Individual departments are responsible for checking their own spills kits at regular intervals. If items (e.g. gloves) are used, the person who used them must notify the Health Centre so they can be replaced immediately.
- 6.3 **Away fixtures** Travelling teams will take a First Aid box with them; however, if an incident occurs, medical treatment should be sought from the host school's First Aid staff. If required or there is any doubt, the injured pupil is to be taken to nearest casualty department by a member of RHS staff. On returning to RHS, any treatment or after-care required will be administered by the School Health Centre. Any injury or treatment that occurs away from School is to be reported to the Health Centre on return.
- 6.4 **Home fixtures** The School uses the services of an outside provider for all inter-school rugby fixtures in the Michaelmas Term. On most other occasions, sporting fixtures are covered by appropriately trained staff and the Health Centre; however, other arrangements are made for larger events, such as Sports Day, Cross Country etc.
- 6.5 **Off-site activities** First Aid boxes for any off-site activities are kept in the Health Centre and are available at 7 days' notice.

6.6 **School Vehicles** School vehicles that regularly operate off site (e.g. minibuses) all carry a First Aid kit in accordance with the Road Vehicles (Construction and Use) Regulations 1986, as follows:

- 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 x 20.0 cm)
- Two sterile eye pads, with attachments
- Twelve assorted safety pins
- One pair of clean blunt-ended scissors.

## 7. Information on pupils

7.1 The Health Centre Sister is responsible for reviewing pupils' confidential medical records and providing essential medical information regarding allergies, recent accidents or illnesses, or other medical conditions. Medical information that may affect a pupil's ability at School is to be reported to the Headmaster, class teachers, house staff and the Catering Manager on a "need to know" basis. This information is 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.

## 8. Pupils Using Asthma Inhalers, EpiPens, Injections etc

8.1 The Health Centre keeps a record of all pupils who need to have access to asthma inhalers, EpiPens, injections or similar. This information is circulated to teachers and house staff on a "need to know" basis.

8.2 Individual pupils are given responsibility for keeping their equipment with them and this is reviewed on a regular basis.

8.3 In other cases, the equipment will be kept, suitably labelled, in the Health Centre and/or boarding houses.

## 9. Procedure in the Event of Illness

9.1 **Pupils:** If required, pupils should visit Health Centre between 08:00 and 09:00 in the morning having first consulted their house matron or a member of the house staff. If a pupil is unwell during lessons, and their teacher deems it appropriate, the pupil may be sent accompanied/unaccompanied to the Health Centre. On such occasions the member of staff sending the pupil to the Health Centre should either write a note to, or telephone, the Health Centre Sister.

9.2

9.3 **Staff:** For First Aid issues, staff may visit the Health Centre as and when necessary, but appropriate cover must be arranged.

## 10. Guidance on when to call an ambulance.

An ambulance should be called for any medical Emergency. Call 999 when a pupil, staff or visitor is seriously ill or injured and their life is at risk.

Medical Emergencies include:

- Loss of Consciousness
- Breathing difficulties or not breathing
- Severe allergic reactions
- Fits that aren't stopping
- An acute confused state
- Chest pain
- Severe bleeding that can't be stopped
- Serious Head injury
- Severe burns
- If you think someone is having a heart attack or a stroke

The Health Centre should be informed on Ext 6230 when an ambulance is called. If in doubt always call the ambulance, The Health centre staff can cancel the ambulance if deemed necessary.

## 11. School Recording and Reporting of Accidents and Near-Misses

11.1 All accidents and near-misses are to be reported on the online 'Evolve Accidentbook' by the adult responsible for the injured person at the time of the accident. *Evolve Accidentbook* is very intuitive; however, a guide to its use is at **Annex A**.

11.2 In the event of accident or injury parents must be informed as soon as practicable. The member of staff in charge at the time will decide how and when this information should be communicated, in consultation with the Health Centre and with the Headmaster if necessary.

11.3 Records should be stored for at least three years or, if the person injured is a minor (under 18), until they are 25.

## 12. Accidents, Incidents and Diseases Reportable to the HSE

12.1 Regulation for the reporting of accidents and incidents in schools, or during education activities out of school, is contained in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). The Director of Finance and Operations (Bursar) is responsible for ensuring the reporting of occurrences regarding staff, pupils and visitors to the HSE through the RIDDOR reporting procedure, and for reports to other relevant authorities as appropriate.

12.2 Whilst RIDDOR reporting is the responsibility of the Director of Finance and Operations (Bursar), it will be completed by the Deputy Bursar (Operations) in conjunction with the Health Centre Sister. Information on RIDDOR reporting is at: [www.riddor.gov.uk](http://www.riddor.gov.uk).

### 12.3 Reportable accidents involving pupils or visitors

Accidents that result in death, or a person being taken to hospital, must be reported when the accident arises out of or in connection with:

- any School activity (on or off the premises).
- the way a School activity has been organized, managed or supervised.
- School equipment, machinery or substances.
- the design or condition of the premises.

### 12.4 Reportable accidents involving staff

The following accidents or incidents are reportable:

- work related accidents resulting in death or major injury (including as a result of physical violence) must be reported immediately. Reportable major injuries include dislocation of hip, knee or shoulder; amputation; loss of sight and fracture other than to fingers, toes or thumbs.
- work related accidents which prevent the injured person from continuing with his/her normal work for more than 7 consecutive days (not including the day of the accident) must be reported within 10 days.
- work related diseases that are notified by a doctor; including: certain poisonings; lung diseases; infections such as tuberculosis or hepatitis and occupational cancer.
- dangerous occurrences (near misses) including bursting of closed pipes; electrical short circuit causing fire; accidental release of any substance that may cause injury to health.

12.5 The Director of Finance and Operations (Bursar) should be contacted as soon as possible in the event of a reportable accident occurring in the context of the School's operation, whether on or off-site, in order that he can arrange for the accident to be reported to outside agencies if necessary and for appropriate investigations to be conducted.

12.6 All serious accidents will be investigated using the HSE Investigating Accidents and Incidents Guidance and a formal report of the occurrence completed.

12.7 Where an employee involved in a reportable accident is a member of a Trade Union, their representative at RHS should also be informed to enable further support if required. The School should look to working in partnership with all agencies seeking to assist and help staff.

## 13. Monitoring

13.1 The use of *Evolve Accidentbook* allows for detailed analysis of accidents and near-misses to be conducted. This work will be primarily be done by the Deputy Bursar (Operations), who will highlight any significant findings or trends as they arrive to the Director of Finance and Operations (Bursar). The Deputy Bursar (Operations) will also write reports as required by the Director of Finance and Operations (Bursar), the Headmaster or Governors.

# *EVOLVE*accidentbook

## Staff Quick Start Guide

## **What is *EVOLVEaccidentbook*?**

*EVOLVEaccidentbook* is an electronic incident book designed specifically to help schools streamline their recording, managing and monitoring of accidents and incidents.

*EVOLVEaccidentbook* seamlessly integrates with your existing EVOLVE systems, and its familiar design and work flow processes enable you to quickly and easily adopt this powerful system and improve this important aspect of health and safety management.

### **With *EVOLVEaccidentbook* you can:**

- Record new incidents/accidents by answering a series of contextually adaptive simple questions
- View key student medical details from your MIS as you record an incident
- Centrally manage student Care Plans
- Automatically generate 'Parent Letters' (e.g. bump letters) for paper or email distribution
- Add notes to incident forms to record new/updated information when it becomes available
- Update incident form information to reflect any subsequent changes/information
- Append attachments to incident forms (e.g. photos of the scene, copies of follow-up letters etc.)
- List, view and search all incident forms that you have created
- List, view and search all incident forms relating to students

# 1. How do I access EVOLVEaccidentbook?

1.1 EVOLVEaccidentbook fully integrates with your existing EVOLVE systems and therefore you can access it by logging onto EVOLVE with your current

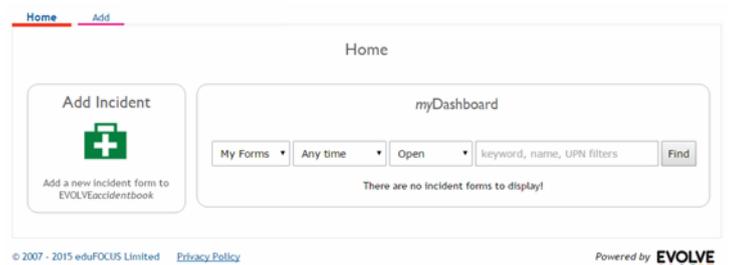


1.2 Once logged onto EVOLVE simply click the [EVOLVEaccidentbook] link at the top right of the screen or the EVOLVEaccidentbook button to the right below the "Welcome to EVOLVE". EVOLVE username and password



## 2. How do I record an incident?

2.1. From the home page either click on the [Add] option in the menu at the top of the screen or click on the [Add Incident] button on the left of the screen.



2.2 Choose who was involved in the incident.

2.3 If Student is selected, then clicking the icon will display their key medical and parent/carer contact information as well as any Care Plans related to the student. e who was involved in the incident.

2.4 As you complete all of the questions in a section the next section will automatically appear and easily guide you through the recording process.

Answer the questions in each of the sections:

- Who was injured?
- When did it happen?
- Where did it happen?
- What happened?
- Action Taken

Once you have answered all of the questions, click the [Save Report] button at the bottom of the form to submit it to

### Add Incident Form

Please answer the following questions about the incident using the best information & knowledge that you have at this current time. You can add supplementary notes, add attachments and make changes to the form after it has been submitted.

Who was injured?

When did it happen?  
 Date:   
 Time:  :   
 Period:

Where did it happen?  
 Location:   
 Location Details:   
 Subject:   
 Activity:

What happened?  
 Incident Type:   
 Incident Severity:   
 Incident Description:   
 Did the person sustain any physical injuries? Yes  No   
 Is the injury likely to cause absence? Yes  No

Action Taken  
 Staff Member in charge of Incident:   
 How was the incident managed?  
 First Aid: Yes  No   
 Advices to see GP: Yes  No   
 Sent Home: Yes  No   
 Referred to Hospital: Yes  No   
 Describe in detail how the incident was managed:  
  
 Action taken to prevent recurrence:  
 Provide details of action taken to prevent recurrence:

2.5 Once the form has been submitted you will see a copy of the form.

You can add additional information to the form using the “Additional Notes” section.

You can attach also upload documents/images to the form (e.g. photos from the incident, copies of letters sent etc.) using the “Attachments” section.

You can print out a hard copy of the incident form by clicking on the icon. You will be prompted to decide whether you want to include the “Additional Notes” in the printout.

The screenshot shows a mobile application interface for an "Incident Form". At the top, there is a back arrow and the title "Incident Form". Below the title, the incident details are displayed: "Incident ID: 75" and "Added by: eduFOCUS Admin @ 27/08/2015 18:02:50". To the right of these details are three icons: a person, a document, and a printer. The form is divided into several sections, each with a title and a list of fields:

- Who was injured?**
  - Type: Student
  - Name: Baker Alzaidawi
- When did it happen?**
  - Date: 27/08/2015
  - Time: 04:35
  - Period: Period 1
- Where did it happen?**
  - Location: IT8
  - Location Details: sdfsdf
  - Subject: Art & Design
  - Activity: Classroom Lesson
- What happened?**
  - Incident Type: Behaviour
  - Incident Severity: Minor
  - Incident Description: dsf
  - Injury Summary: Forehead
  - Injury Description: dfsdfs
  - Will the injury cause absence?: No
- Action Taken**
  - Who managed the incident?: eduFOCUS Admin
  - How was the incident managed?: No action taken
  - Incident Management Details:
    - Action taken to prevent recurrence
    - Incident Status: Open
- Attachments**
  - Attachment 2 (Added by 160 @ 29/08/2015 16:41:52)
  - Attachment 3 (Added by 160 @ 29/08/2015 16:51:02)
- Additional Notes**

- 2.6 You can click on the  icon at the top right of the incident form to view template “Parent Letter” (bump letter).

Click the print icon to print a copy of the “Parent Letter”.

If the student has a contact email address on the system then you have the option to email a copy of the Parent Letter to the contact email addresses.

Dear Parent/Carer,

I am very sorry to inform you that Darryl Johnson has had an accident at school today (05/08/2015).

They received a bump to the head at 14:10 and have been well for the rest of school day. However, it is important that you watch for any signs or symptoms in your child which might indicate a more serious injury.

**PLEASE WATCH FOR:**

- \* Drowsiness that is unexpected.
- \* Vomiting more than once.
- \* Any signs of blood or watery fluid coming from the nose or ears.
- \* Any complaint of a headache.
- \* Any complaint of 'seeing double' or 'blurred eye sight'.

If any of these signs develop, then you should contact your doctor for further advice.

Yours sincerely

School Nurse

### 3. How do I add additional information to an incident form?

3.1 Click on the [Home] option in the menu at the top of the screen.

The “myDashboard” shows all of the forms that you have added.

You can use the menus at the top of the dashboard to search and filter the list of forms.



Selecting “All Forms” from the first menu will allow you to view all of the incident forms added for Students.

Note: you cannot view incident forms created by other users for Staff, Visitors or Contractors unless you are an EVOLVEaccidentbook Manager and have access to the [Manage] option in the menu at the top of the screen.

Click on a record to view the form.

3.2 If you created the form (or are an EVOLVEaccidentbook Manager) then you can edit any section of the form by clicking on it. Any changes that are made to the form are automatically recorded in the “Additional Notes” section at the bottom of the form.

If the incident relates to a Student, then you can click on the person icon to view their MIS details (medical, contacts etc.), and click on the icon to view/print/email a “Parent Letter” (bump letter) for the incident.

The screenshot shows a mobile application interface for an 'Incident Form'. At the top, there is a navigation bar with tabs: Home, Add, Manage, Monitor, and Settings. Below the navigation bar, the form is titled 'Incident Form' and includes the following sections:

- Incident ID:** 75  
**Added by:** eduFOCUS Admin @ 27/08/2015 18:02:50
- Who was injured?**
  - Type: Student
  - Name: Baker Alzaidawi
- When did it happen?**
  - Date: 27/08/2015
  - Time: 04:35
  - Period: Period 1
- Where did it happen?**
  - Location: IT8
  - Location Details: sdsdfsdf
  - Subject: Art & Design
  - Activity: Classroom Lesson
- What happened?**
  - Incident Type: Behaviour
  - Incident Severity: Minor
  - Incident Description: dsf
  - Injury Summary: Forehead
  - Injury Description: dsfsdf
  - Will the injury cause absence?: No
- Action Taken**
  - Who managed the incident?: eduFOCUS Admin
  - How was the incident managed?: No action taken
  - Incident Management Details
  - Action taken to prevent recurrence
  - Incident Status: Open
- Attachments**
  - [Attachment 2](#) (Added by 160 @ 29/08/2015 16:41:52)
  - [Attachment 3](#) (Added by 160 @ 29/08/2015 16:51:02)
- Additional Notes**