

Charitable Objects of St. Catherine's School - The Objects for which the Company is established are to promote and provide for the advancement of education by providing, conducting, governing, carrying on and maintaining in the United Kingdom, or elsewhere, a boarding or day school or schools for girls in which the teaching shall be in accordance with the principles of the Church of England.

WHOLE SCHOOL FIRST AID POLICY



The Whole School refers to all staff and students in the St. Catherine's Preparatory and Senior Schools which includes: the Early Years/Foundation Stage (EYFS), Pre-Prep School (Key Stage 1), Prep. School (Key Stage 2); Middle School (Key Stage 3); Senior School (Key Stage 4) and the Sixth Form (Key Stage 5)

In line with the School's Policy Review Schedule which ensures that all policies are kept up to date, this policy has been updated in August 2018. It was first written in 2006, reviewed in June 2008 and updated in 2009 and 2010 (to include references to the newly introduced Annual Parental Medical Consent Form) and has been further updated in 2013, 2014, 2016 and 2017. It should be read in conjunction with the Medical Policy and Educational Visits Policy.

First aid can save lives and enable trained staff to treat minor injuries. The Governing Body has a duty to ensure that there are adequate and appropriate equipment and facilities for providing first aid in the School and that it is administered in a timely and competent manner. The Headmistress is responsible for putting the Board of Governors' policy into practice.

First Aid is addressed within each departmental Risk Assessment which is reviewed annually and coordinated by the Business Centre.

The appointment of Medical Centre Staff is undertaken by the Headmistress and Senior Nursing Sister in line with the School's Recruitment Policy. There is a team of nursing staff who work on a rota in the Medical Centre for 12 hours per day: on site Monday to Friday or on call at night and weekends and therefore cover the School 24 hours a day.

The **Senior Nursing Sister** is designated as the appointed person responsible for ensuring, day to day, that the first aid policy is implemented. Her role is:

- to take charge when someone is injured or becomes ill (or one of the other Nursing staff if the Senior Nursing Sister is not on duty/available)
- arrange first aid training for staff which has Health and Safety Executive accreditation or approval and ensure that all key locations on the school site (e.g. labs, sports facilities) have such trained personnel
- maintain a record of trained persons
- provide and service the first aid boxes/points including keeping up to date medication and care plans for individual girls for staff use in an emergency
- to be responsible for the staffing and equipping of the Medical Centre
- to keep the Medical Parental Consent Form and annual updates in the Medical Centre and oversee the uploading of essential medical information on to the student database, SIMs (the school data base), thereby ensuring it is up to date.

- To maintain the AEDs Automated External Defibrillators

Staff noticeboards, staff meetings and individual briefings for appropriate class teachers, tutors and boarding staff are the medium whereby staff are informed of significant illness/conditions of pupils for risk assessment purposes.

Staff must seek medical advice if they are taking medication which may affect their ability to care for children, and any staff medication must be securely stored at all times.

First Aid Training

A substantial number of members of staff are first aid trained, having completed a training course approved by the Health and Safety Executive.

- The majority of the Prep School staff are first aid trained and in the Senior School, all the Nursing staff and PE staff are qualified first aiders. There is always at least one member of EYFS staff with paediatric first aid training on the premises and accompanying the children on trips. All first aid training is renewed every three years. The list of first aiders is held by the Medical centre and displayed in the School office (Senior School) and the staffroom (Prep School). Lists of paediatric first aiders are displayed in the Pre-Prep Office and on noticeboards throughout the Prep School.
- There is also at least one, and in most cases several, first aid trained persons in other key departments e.g. Science, Design Technology, Food and Nutrition, all Boarding Housemistresses, School Office staff, Kitchen staff, Maintenance and Grounds staff and the Business Centre staff
- A rolling programme for First Aid training is in place to enable new staff to train and inviting current staff to update their training every three years
- The School has fully trained paediatric first aiders in the Pre-Prep Department and in the after school care facility
- A current list of those staff that are first aid trained is displayed in staff areas in both the Prep and Senior Schools. The Senior Nursing Sister is responsible for ensuring it is up to date. This list is held by the Medical Centre, the Senior and Prep School Offices and the Estate Manager and displayed around the School.

Administration of First Aid

At school, the main duties of a first aider are to give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school and, when necessary, ensure that an ambulance or other professional help is called. First aiders are trained in the resuscitation procedure for children in addition to adults.

In an Emergency:

In the event of a medical emergency, a serious injury or illness an ambulance should be called immediately.

In any other circumstance the agreed procedure in the event of an injury to, or illness of, a girl or a member of staff, is to:

- Contact the Medical Centre Direct on 1630 or on the mobile phone 07789 354664 (or in the case of the Prep. School via the Prep School Office on 1665 where first aid equipment is kept in the medical room)
- If they are unable to speak to one of the Nursing staff, they should send for a qualified first aider. The Prep School Office and the Senior School Office have the list of first aiders. (A copy is also kept in the Medical Centre and is displayed in each

Staff Room) in Science Prep Rooms, the Estates Office, the John Palmer Centre and the Boarding offices.

- The School Nurses will normally decide whether or not to call an ambulance. In their absence the qualified first aider would make the decision.
- If an ambulance is called, medical information and emergency contact details should be sought from the Medical Centre or the School Office who will be able to access the Annual Medical Parental Consent Form or the medical information on SIMs (the school data base).
- The medical centre keep a written record of accidents or injuries or first aid treatment.
- Parents will be informed the same day or as soon as reasonably practicable.

Defibrillators - The school has 2 AEDs (Automated External Defibrillators) located:

- by the sports entrance to the Anniversary Halls (by the PE office)
- outside the Senior School Office.

Comprehensive instructions with each AED allow them to be operated by any member of staff or visitor. However, key staff in the following areas have been trained in their use - Boarding, PE, Medical Centre and Estates. In addition all Prep School staff and some other Senior School staff have volunteered to be trained in their use. This has been part of the First Aid training since April 2014. The maintenance of the AED is the responsibility of the Medical Centre.

Emergency Medication is kept in labelled pockets in both Staff rooms for pupils with particular medical conditions eg. Asthma, Diabetes and Epilepsy together with detailed care plans. Generic adrenaline pens and salbutamol inhalers are kept in both Senior School and Prep School staffrooms.

The Senior Nursing Sister will train as many staff as possible in the administration of epipens/jext pens. The School's insurance provides full cover for claims made against the school.

The procedure for the administration of medicines is set out in the Medical policy. Medical information is kept up to date on the school's database. Parents are asked to keep the school abreast of any changes. Medical staff administer any medication which requires specialist medical or technical knowledge. If staff are required to administer this medication (on an educational visit) they will be trained by medical staff. Written permission from parents is always obtained for individual medicines to be administered. Where medicine has been administered parents will always be informed the same day or as soon as is reasonably practicable.

Hygiene procedure for dealing with bodily fluids: There is a set of equipment for staff use in an emergency including protective clothing (gloves and an apron), yellow bags to be used for clinical waste and cleaning equipment stored in the Staff room in the Senior School and the Medical Room in both the Senior and Prep. Schools. Staff are advised to use the gloves and apron and to double bag any waste. The Estates Office should be contacted for the immediate removal of the yellow bags, which should then be disposed of in the clinical waste bin located behind the maintenance shed adjacent to the John Palmer Centre, opposite the estates office.

FIRST AID BOXES

Location of First Aid Boxes

The Senior Nursing Sister will ensure that notices are displayed in each area of the school to inform staff and pupils where the first aid box is and a list of the trained first aiders who work in that area. Information on first aid is included in the Staff Induction policy.

A first aid box is located in each of the main areas of the school:

In the Preparatory School, first aid equipment is located in the Medical Room, Science Lab, Littlewood Lodge and Pre Prep Office (next to the EYFS classrooms).

In the Senior School, first aid boxes are located in:

Staff Room

School Office

Anniversary Halls: (PE Office,

Pupil entrance, wings of Auditorium stage and The Forum)

Each Boarding House

West Block Home Economics Dept

Millennium Building in Main Foyer

Music School

Art block

Speech Hall Library

Dining Room

Kitchen

Gym

Swimming Pool

Main School Boarding Office – St Rita

Venues where there is access to a first aid kit

Symes

Sixth Form Boarding Office

Business Centre

Art Dept shed

Workshop

DT Dept

Chemistry Lab Prep Room

Biology Lab Prep Room

Physics Lab Prep Rooms

Centenary Block Foyer

Outside Medical Centre

Textiles Dept

Each minibus

Out of School Activities

Adequate and appropriate First Aid provision will form part of the arrangements for all out of school activities. First aid kits are taken out on every off-site trip by the expedition leader and wherever possible there would be a first aider on the team of staff accompanying the outing. At least one paediatric First Aider will accompany off site visits with early years pupils. Please refer to the Educational Visits Policy for more information about first aid procedures during off-site activities.

Lettings

The Business Centre is to pass information on to outsiders as to where the first aid kits are to be found if they are coming into the school for a let during the holidays. For major residential commercial lets a full Risk Assessment is to be carried out by The Estates Office and a Health & Safety Plan issued to organisations.

Recording and Reporting of Accidents

Accidents are to be recorded and reported as required, giving a full name of the casualty (and RIDDOR). The medical centre will inform a girl's parents, giving advice on further management of any injury as soon as is reasonably practicable. In the case of bumps to the head or head injuries the Medical Centre will speak to the parents/guardian or BHM. Overseas Boarders parents are contacted as soon as possible by telephone or email. An information leaflet is sent home with the pupil, or given to the Boarding Housemistress advising them of any possible symptoms that may develop as a result of the injury and any actions that should be taken.

A central original record of any first aid treatment given by the Nursing staff and first aiders is kept by the Medical staff. The Estate Manager collates copies of accident reports and

holds the central record of accidents. He is also responsible for submitting RIDDOR reportable accidents and maintaining records of such reports. Records are to be held for a minimum of 3 years unless otherwise directed (i.e. in the event of a major accident). Accidents and accident statistics are to be reported to, and discussed at, termly Health and Safety Committee Meetings chaired by the Estate Manager.

Reviewing First Aid needs

The Senior Nursing Sister should review the first aid needs of the school annually and keep the Headmistress - and the Health and Safety Committee, on which a governor representative is present - informed as to the needs of the school.

The Governor on the Health and Safety Committee reports to the Estate and Buildings Governing Body Committee once a term.

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Mrs A M Phillips
Headmistress

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Miss N Bartholomew
Headmistress of Preparatory School
Date:

THIS POLICY WILL BE REVIEWED ANNUALLY