



DAUNTSEY'S SCHOOL

FIRST AID POLICY

STATEMENT

1. Dauntsey's School believes that First Aid facilities and knowledge are very important to the welfare of the pupils, staff and visitors to the School. We aim to ensure that staff are up to date with current first aid procedures.
2. All staff should be aware of the first aid arrangements for the School. Everyone should read and follow the procedures outlined. A copy of this policy is available on the intranet.
3. During term time first aid can be obtained 24 hours per day at the Medical Centre.
4. The School has a number of qualified First Aiders to act as the first responders in any situation where first aid is required.

FIRST AID PROVISION

5. The Medical Centre is responsible for the first aid provision in the School and is the immediate treatment centre for medical and first aid emergencies. Twenty-four-hour cover in the Medical Centre ensures a swift and efficient service at all times.

FIRST AID BOXES

6. First aid boxes are situated around the School site where an accident is considered possible or likely. Groups leaving the School carry with them a first aid kit to ensure that adequate medical provision is made for the health and welfare of all pupils and staff. First aid boxes are situated in the Library, Kitchen, Memorial Hall, Evans House, Fitzmaurice House, Jeanne House, Hemens House, Farmer House, Mercers House, History, DT, Drama, Sports Hall, Swimming Pool, Dance Studio, Lower School Centre, Art School, Maintenance, Squash Court, School Shop, The Manor, Chemistry (4), Biology, Physics, Olive Building, Pavilion Kitchen and Pavilion Office. They must be:

Maintained in good condition.

Suitable for the purpose of keeping the contents in good condition.

Readily available for use.

Prominently marked as a first aid container with a white cross on a green background.

Containers should be checked and restocked in the Medical Centre on a regular basis.

Heads of Departments are responsible for ensuring the maintenance of these kits and informing the Medical centre when supplies have been used to enable them to be restocked.

7. The Medical Centre Assistant will check and sign the contents of each First Aid Kit on a monthly basis and will obtain supplies if so required. The departmental first aid boxes contain:

Guidance leaflet

Assorted plasters

Assorted wound and eye dressings

Saline pods

Alcohol wipes

Triangular bandage

Safety pins

Gloves

Additional items may be added following department request.

8. Eye wash facilities are available in the Medical Centre/Science Labs/DT departments and kitchen.

DEFIBRILLATOR

9. The School has 6 Automated External Defibrillators (AEDs) on site located in the glass house, Medical Centre, Awdry Sports Centre, the Pavilion, the Manor and a portable AED for Sports staff. Members of staff and the public follow the guidance given in the AEDs should they encounter an individual undergoing cardiac arrest. AEDs are easy to use, compact, portable and very effective. They are designed to be used by lay persons; the machine guides the operator through the process by verbal instructions and visual prompts. They are safe and will not allow a shock to be given unless the heart's rhythm requires it.

WHAT TO DO IN AN EMERGENCY SITUATION

10. All staff should take precautions to avoid infection and follow basic hygiene procedures. Staff should use disposable gloves, (which are provided in all first aid kits), and should take care when dealing with blood or other body fluids and dressings or equipment. No sponge must be used for injuries on the rugby field.

11. **In the case of a severe accident or incident at the School:**

The Medical Centre Sister should be called on 576.

a. Term Time

- i. An ambulance will be called if it is deemed necessary by the Medical Centre Sister or a member of staff.
- ii. The casualty will be accompanied to hospital by the parent if present or a member of house staff or Medical Centre Assistant or the duty matron. All staff act in loco parentis.
- iii. The Head Master/Second Master or Medical Centre Sister are responsible for contacting the parents as soon as possible and if at all possible relieving the member of staff at the hospital.
- iv. The Medical Centre Sister will ensure that the Head Master is informed of any serious accident /incident.
- v. There are policies on Asthma/Epilepsy/Diabetes and Anaphylaxis. All staff should make themselves aware of these. Pupils with these and other conditions are also listed, with specific care instructions where necessary.

b. School holidays – phone the Assistant Bursar 513 or School Office 516 and you will be directed to a First Aider.

- i. An ambulance will be called by the Duty First Aider or a responsible member of staff.

THE ACCIDENT BOOK

12. All accidents resulting in personal injury will be recorded in Dauntsey's School's accident book. This is located in the Medical Centre and contains information that must be recorded under law.
13. The accident book will be reviewed regularly by senior management to ascertain the nature of incidents that have occurred in the School and this will be reported to the Health and Safety Committee and upwards to Governors. This review will be in addition to an individual investigation of the circumstances surrounding each incident.

RECORD KEEPING

14. The nursing staff keep records of **all** visits to the Medical Centre. The Accident Book is kept in the Medical Centre during term time and in the Clerk of Works office during the School holidays. Staff present at the accident are expected to complete the Accident Book entry.
15. The Bursar/Assistant Bursar/Senior Sister report significant accidents to the HSE under RIDDOR regulations. A copy of the Dauntsey's School RIDDOR Policy is at Annex A.

ACCIDENT REPORTING PROCEDURE – VISITORS/CONTRACTORS

16. Any non-employee who is involved in an accident or near-miss incident whilst on Dauntsey's School premises must report the incident immediately to the person responsible for his or her presence on site. If the person responsible is not available, the visitor/contractor must obtain the assistance of a responsible person to ensure that Dauntsey's School procedure is adhered to.
17. All injuries must be reported in the accident book, however minor. Visitors and contractors who are unable to enter their own account into the book must arrange for another person to make an entry on their behalf. Visitors and contractors should also notify their own employer where applicable.

ACCIDENT REPORTING PROCEDURE – MEMBERS OF THE PUBLIC

18. If an injury occurs to a member of the public on Dauntsey's School premises that results in their removal from site for hospital treatment, this is immediately notifiable to the local enforcing authority

USEFUL NUMBERS

Medical Emergency	999
Medical Centre	01380 814576 Mobile: 07977 221297
School Office	814516
Salisbury Hospital	01722 336262 – 24-hour A & E Department
NHS Direct	111

This policy will be reviewed annually and, particularly after any incident, to ensure that First Aid provision is adequate.

Carol Wilkinson
Senior Sister
Medical Centre

Annex A -- Dauntsey's School RIDDOR Policy

Reviewed: October 2021
Next Review: October 2022

DAUNTSEY'S SCHOOL

RIDDOR POLICY

1.0 POLICY STATEMENT

- 1.1 Dauntsey's School recognises its' responsibility under Section 2(1) of the Health and Safety at Work Act 1974 to "ensure so far as is reasonably practicable, the health safety and welfare at work of employees".
- 1.2 Dauntsey's School will ensure, in compliance with Sections 3(1) and 3(2) of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations of 1995, that all incidents considered reportable will, within 10 days of the accident, be reported to the relevant enforcing body on a form approved for the purposes of this regulation, unless within that period the person responsible makes a report to the Executive by some other means so approved.
- 1.3 This policy sets out Dauntsey's School's Policy regarding the reportable RIDDOR related incidents.
- 1.4 This policy intends to cover the reporting of incidents of injury over a three – day period, serious illness, death or any dangerous occurrence compliant with Section 7(1) of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations of 1995.

2.0 DEFINITION OF RIDDOR

- 2.1 HSE Definition – "The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR), places a legal duty on: employers, self-employed people and people in control of premises to report work-related deaths, major injuries or over-three-day injuries, work related diseases, and dangerous occurrences (near miss accidents)."
- 2.2 A minor injury (any injury with duration of less than three days) is not considered RIDDOR reportable unless involving a serious breach of health and safety protocols. In this case a report is issues as a dangerous occurrence.

3.0 LEGAL FRAMEWORK

- 3.1 Employers are made generally responsible by Sections 3, 4, 5 and 6 of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 for the health and safety of all of their employees and others who may be affected by their work activities. Dauntsey's School must supply HSE of written notification, within 10 days of the event, of any incident covered in the Regulations (1995), inclusive of (but not limited to) occupational diseases, hazardous operation of machinery and injuries sustained whilst undertaking manual handling.
- 3.2 It is the responsibility of all staff to report incidents to the Medical Centre within the timeframe specified in Section 3(2) of RIDDOR. It is then the responsibility of the Medical Centre Sister to send final reports to HSE.

4.0 ORGANISATIONAL OBJECTIVES

- 4.1 Dauntsey's School seeks to ensure that all incidents considered RIDDOR reportable are reported in the proper manner and within the boundaries of the terms described in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.
- 4.2 Staff are required to take reasonable care of their own health and safety and that of others and should not act in a way that puts themselves or others at risk.
- 4.3 The objective of this policy is to:
- Ensure the correct action is taken in regards to RIDDOR reportable incidents.
 - Ensure staff and management are aware of the process by which incidents are reported.
 - Promote knowledge of the incidents that are covered under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.
 - Promote to staff the necessity of reporting to the Divisional Risk Manager within 3 days of the incident, not inclusive of the day of injury.

5.0 ORGANISATIONAL STRUCTURES AND ACCOUNTABILITY

- 5.1 The Head Master has overall responsibility for the reporting of RIDDOR incidents to the Health and Safety Executive (HSE) and adhering to guidelines issued by the HSE in regards to RIDDOR 1995.

6.0 RIDDOR PROCEDURE

- 6.1 Examples of RIDDOR Reportable Incidents are as follows:
- Deaths

- Major Injuries, including:
 - Dislocation
 - Fractures other than to fingers, thumbs or toes
 - Loss of Sight
 - Chemical or Metal Burns to the Eye
 - Electric Shocks or Burns
 - Hypothermia or Heat Induced Illnesses
 - Exposure to Harmful Substances or Biological Agents
 - Acute Illness requiring Medical treatment

- Reportable Over 3 Day Injury:
 - An over 3 Day Injury is one which is not major but results in the injured party being away from work or unable to do their full range of normal duties for more than 3 Days.

- Diseases, including:
 - Certain Poisonings
 - Some Skin Diseases including Skin Cancer, Occupational Dermatitis, Chrome Ulcer, Oil Folliculitis/Acne
 - Lung Diseases including Occupational Asthma, Farmers Lung, Asbestosis, Mesothelioma and Pneumoconiosis
 - Infections such as Leptospirosis, Hepatitis, Anthrax, Tetnus, Tuberculosis and Legionellosis
 - Other Conditions such as Decompression Illness, Hand-arm Vibration Syndrom, Occupational Cancer and certain Muscoskeletal Disorders.

- Reportable Dangerous Occurrences, including:
 - Electrical Short Circuit or Overload causing Fire or Explosion
 - Dangerous Substance being conveyed by road is involved in a fire or released
 - Explosion or Fire causing Suspension of Work for over 24 hours
 - Sudden uncontrolled release in a building of 10kg or more of Flammable Gas
 - Accidental release of any Substance which may Damage Health

- Reportable Gas Incidents, including:
 - Accidental Leakage of Gas

6.2 All RIDDOR Reportable Incidents should be recorded on the Dauntsey's School Accident Report Form and sent to the Medical Centre within 24 hours.

6.3 Where possible Over 3 Day Injuries should be annotated in the 'estimated duration of absence' box. If this is unknown at the time it is the Employees and their Managers Responsibility to inform the Risk Management Department within 10 working days to enable compliance with RIDDOR Regulations 1995.

7.0 CONTROL MEASURES

7.1 It is the responsibility of all staff to ensure that correct and accurate details are given regarding any RIDDOR reportable incidences.

7.2 Following any incident it is essential that the lessons learned from the experience are used and that feedback is given. This is for the future prevention of any reoccurrence of a given hazard as much as is possible.

8.0 MONITORING AND REVIEW

8.1 The HSE RIDDOR website will be used by the Medical Centre to report incidents directly.

9.0 TRAINING

9.1 Dauntsey's School recognised the importance of Training and Education in increasing awareness of risk and safety issues. All staff will receive information, instruction and supervision in relation to Health and Safety, Risk Management and RIDDOR Incident Handling.