



# Policy

## First Aid Policy

### Policy Statement

- This policy outlines the methods in which Oakham School and Oakham School Enterprises (OSEL) intend to make provision for First Aid. Unless specifically stated, both elements are referred to as 'The School' throughout all documentation.
- The School acknowledges and satisfies the requirements of The Health and Safety (First-Aid) Regulations (1981) which require them to provide adequate and appropriate equipment, facilities and personnel to ensure all in their care receive immediate attention if they are injured or taken ill on School premises.
- All pupils, staff and visitors will receive First Aid and health care as necessary when needed, will be adequately supervised and looked after when ill or injured and will be adequately accommodated for the duration of their examination or treatment. The School provides medical accommodation (in accordance with the Education – School premises – regulations 1996) for the medical examination and treatment of sick or injured pupils and staff throughout the school day, at weekends and, when necessary, during the night.
- The School will ensure that there is adequate First Aid provision for any persons who may become ill or injured while on school premises. The School is committed to providing sufficient numbers of First Aid personnel to deal with accidents and injuries occurring at the School and providing sufficient equipment at designated locations throughout Houses, Departments and the general campus to ensure that First Aid personnel are able to carry out their duties competently.
- It is the responsibility of the Director of Operations and Strategic Planning in conjunction with the Health and Safety Officer and Medical Centre Manager to assess the nature of activities within particular areas of The School when determining the numbers of First Aid personnel to appoint.
- Sports activities are closely monitored by thorough risk assessments. Matches are supported by The Medical Centre duty staff with additional support from external medical contractors provided pitch side during all rugby fixtures. First Aid kits are located pitch side at all matches, training and general games activities.
- The School will provide First Aid personnel with relevant, accredited information and training in First Aid to ensure competency. Training will be monitored and refreshed at relevant intervals and a training record held and updated by the Health and Safety Officer.
- The School have a duty of care to ensure that pupils and staff are fit and healthy to carry out their duties and perform well at School. The School will contact parents in the event that their child is unwell or injured and arrange for their collection from school if necessary. Parents should keep pupils at home if unwell.
- The First Aid policy and procedure are subject to reviews at periodic intervals by the Trustees of Oakham School which includes the Directors of OSEL. The Health and Safety Officer will continually monitor the effectiveness of the implementation of the policy.

# FIRST AID PROCEDURE

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## **Section 1 - Organisational responsibilities for the provision of First Aid**

### **1. The Trustees of Oakham School (including the Directors of OSEL)**

The Trustees accept full responsibility for Health & Safety within the School. This includes provision of First Aid. They will constantly monitor the effectiveness of the implementation of the policy and will revise the policy when necessary.

The Trustees will ensure that all changes in policy are drawn to the attention of all concerned.

### **2. The Health and Safety Officer**

The Health and Safety Officer is responsible to the Director of Operations and Strategic Planning and the Trustees for the implementation of this policy. The Health and Safety Officer is to continually monitor the effectiveness of this policy and its implementation at all levels and will bring to the attention of the Trustees any relevant changes in legislation.

The Health and Safety Officer has responsibility for ensuring that suitable and sufficient arrangements are in place to implement the policy including:

- Assessing the nature of activities within particular areas of the School to determine the number of first aiders to appoint.
- Ensuring sufficient training is provided for all appointed first aiders, and that refresher courses are organised within three years of their original certification.
- Monitoring all first aiders to ensure they are fulfilling their duties, for example, replenishing first aid kits within their departments if items have been used.
- Encouraging as many teaching staff as possible to have some basic first aid training.

The Health and Safety Officer's responsibilities will also include:

- Keeping a current and up-to-date list of appointed First Aiders along with the date of their qualification and a copy of their certificate.
- Regularly assessing the School's/Department's first aid requirements and identifying any suitable volunteers for first aid training.
- Regularly checking that the appropriate lists and signs showing the location of first aid equipment, facilities and first aid personnel are updated and displayed in conspicuous places.
- Arranging training for appointed personnel, both initial and refresher training courses. Also, to be available to provide advice in between formal training.
- Collating accident report forms.
- Ensuring that accidents that fall under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995) are reported to the HSE. For the School's full procedure on reporting accidents please refer to appendix 4.

### **3. First Aid Personnel (First Aiders)**

First Aiders are qualified personnel who have received accredited training from recognised training providers. Refresher training will be carried out at regular intervals (currently every three years) including an examination to ensure that their skills are maintained. They are identified at Oakham School by a blue First Aiders lanyard.

The School has arrangements in place to guard against the unlikely possibility of legal action following First Aid intervention by providing, through its insurance policies, indemnification for any member of staff who assists a person who becomes ill/injured either on or off the School premises but in association with School business.

For the full responsibilities of a First Aider please refer to Appendix 1.

For guidance on medical emergencies please refer to Appendix 2.

#### 4. The Medical Centre

The School has designated nurses and a regularly attending Doctor who provide First Aid treatment to pupils and staff attending the Medical Centre. Medical Centre Staff are also responsible for the following:

- Keeping up-to-date all information regarding the location of first aid boxes.
- Ordering replacement provisions when requests are made from First Aiders.
- Arranging for an audit of First Aid supplies by an external contractor
- Logging any treatment of an injury to a pupil or member of staff through the Oakham School Information System (OSIS)

### Section 2 - Arrangements and Guidance

#### 1. First Aid Boxes

First Aid boxes are provided by The School in each building. However, the policing and up-keep is the responsibility of the nearest First Aider.

If a person requires the use of any provisions held within a first aid box, then they should contact their nearest First Aider, who, once administered, should then contact The Medical Centre for items to be replaced.

The majority of first aid boxes will contain the minimum supplies that are recommended by the *Health And Safety (First Aid) Regulations 1981*:

1-10 Persons		11-50 Persons	
6	medium dressings	8	
2	large dressings	4	
3	extra large dressings	4	
2	eye pads	4	
6	triangular bandages	6	
20	plasters	40	
6	safety pins	12	
10	alcohol free wipes	10	

Only specified first aid supplies will be kept; no creams, lotions or drugs, however seemingly mild, will be kept in these boxes. With the exception of Matrons (on instructions from The Medical Centre) no first aiders should administer drugs, creams or lotions to members of staff, pupils or members of the public. All Matrons have lockable cupboards in which they keep medication for pupils in their care. As part of their agreement with the School, parents agree to the administration of drugs to pupils, both those prescribed and taken on a regular basis, and also non-prescription drugs such as paracetamol, Calpol, cough medicine etc.

#### 2. Requirements for Educational Visits

There are First Aid kits located in all school-owned minibuses. Any member of staff leading an excursion should ensure that First Aid bags are ordered within two weeks of the trip and collected from the Medical Centre prior to departure. For lower risk activities, such as visits to the theatre, smaller first aid kits may be taken with the group. These will be supplied and approved by The Medical Centre.

If attending the premises of a third party, i.e. external premises to Oakham School, where first aid arrangements have been assessed to be suitable and the third party can cover the School's needs, then persons in attendance should be provided with relevant information of the first aid arrangements prior to attending and then made familiar of the arrangements again on their arrival to the third party premises. However, if the excursion organiser does not feel confident that first aid arrangements have been met by the third party they should make their own arrangements, i.e. take a sufficiently stocked first aid kit and ensure a first aid trained (at least to a basic level) member of staff attends the excursion. If they are not happy with arrangements provided by the third party and do not feel in a position to make their own arrangements that would cover them to an adequate level, then the excursion should be cancelled. All first aid provisions for excursions are covered in the risk assessments completed by staff prior to the excursion. These are checked by the Deputy Head to ensure all arrangements, including those for first aid, are sufficient. Please refer to the Oakham School Educational Visits Policy on the intranet for further information.

### **3. Requirements for Sports Matches**

An ambulance and paramedics are present at the pitch during all block rugby fixtures. For all other matches there is someone on duty at The Medical Centre. All sports teaching staff have their own first aid kits, and should take these with them to both home and away matches. Not all away matches have first aid cover and it is therefore important that teaching staff who teach a sport should have at least basic first aid training. The School also provides a 'Pitch-side 1<sup>st</sup> aid course' for sports staff.

### **4. Recording of Accidents**

All accidents, however minor, must be recorded in line with the Oakham School Accident Reporting Policy, Appendix 4.

Accident Books are provided and made available in each House and Department. It is the responsibility of employees, pupils and visitors to complete an entry in the accident book as soon as possible after an incident has occurred. Where the injured person is unable to complete their own details of the accident, then the First Aider in attendance and/or witness (where relevant) should enter details on the injured person's behalf. All completed entries should be torn from the accident book and given to the Health and Safety Officer. The Data Protection Act requires all entries in accident books to be confidential and to be locked away by the record holding person.

Where an accident results in a person being taken to hospital, or inability to continue to attend or subsequently becomes absent from work or lessons as a result of the accident then the Health and Safety Officer should be notified **immediately**.

For the purpose of maintaining first aid supplies, First Aiders should keep a record of those supplies that are used for treatment purposes and re-order from The Medical Centre as soon as possible.

Any person who suffers an injury as a result of an accident that occurred off the School site whilst undertaking their role for Oakham School should also report in accordance with the aforementioned procedure. In addition, accidents occurring on a third party's site should be reported with the arrangements applying at that site.

In addition to accident reporting the School also has policies on "Medical Arrangements" (Appendix 3) and "Medical Procedures" (Appendix 5).

### **5. Safe Systems of Work**

The following arrangements should be followed in order to ensure that suitable and sufficient provision of first aid personnel and equipment is available throughout the Oakham School:

1. Heads of Department must ensure that persons are familiar with the identity and location of their nearest First Aider and first aid box.
2. The names and locations of First Aiders and equipment must be displayed adequately throughout the School. The Health and Safety Officer ensures that this information is updated to reflect any changes that may take place.
3. The Medical Centre ensures that First Aid boxes are maintained across the School and ensures that the contents have not expired.
4. The Health and Safety Officer ensures that all persons are familiar with requirements of this Policy through information, instruction and training.

### **Section 3 - Review of Policy and Procedure**

The Trustees will review this policy annually to ensure the continued health, safety and welfare of its staff, pupils, and visitors, or in the light of legislative changes.

Reviewed by the Health and Safety Officer August 2019  
Next review: August 2021

## **APPENDIX 1**

### **Responsibilities of First Aiders**

All appointed First Aiders at Oakham School have the following responsibilities to:-

#### **1. First Aid Practice**

- Be readily available.
- Follow the principles and practices as laid down by the first aid course they attended and any associated manuals.
- Comply with the aims of first aid:-
  - To preserve life.
  - To prevent the condition worsening.
  - To promote recovery.
- Quickly and accurately assess the situation.
- Identify the disease or condition from which the casualty is suffering; but not to treat any illness or injury which is beyond your capability.
- Give immediate, appropriate and adequate treatment, bearing in mind that a casualty may have more than one injury and that some casualties will require more urgent attention than others.
- Arrange, without delay, for the transfer of a casualty (should it be required) to their GP, Hospital Accident and Emergency Unit or home, according to the seriousness of the condition.
- Stay with the casualty until they are handed over to the care of a Doctor, Paramedic, the Hospital Accident Emergency Unit or other appropriate person.
- Not to ignore accidents or illness under any circumstances, or to refuse to give treatment and assistance if required to do so.
- Not to undress any patient unnecessarily.
- Safeguard the patient's clothing and possessions.
- Respect the patient's confidentiality at all times, and not to discuss the patient's condition with anyone other than the Bursar and/or Health and Safety Officer and/or the Emergency Services.
- Maintain the highest practicable level of cleanliness whenever treating a patient.
- Complete an accident form on OSIS

#### **Own Work Area**

- Know your own work area intimately, paying special attention to potential hazards in that area and to know the correct treatment for injuries common to your area.
- Promote accident prevention and safe working practice.

#### **First Aid Box**

- Keep your first aid box clean and adequately stocked.
- Ensure that your first aid box contains the approved first aid materials and nothing else and that any damaged, open or expired materials are disposed of in the appropriate manner.
- Obtain further first aid items from The Medical Centre Manager, should they be absent from your first aid kit. When dealing with a casualty, make note of any items you use and request replacements from The Medical Centre Manager as soon as it is possible to do so.
- Ensure that your first aid box is accessible at all times.
- Clean and maintain in a good state of repair all ancillary equipment within your area.

#### **Personal**

- Be physically fit enough to move a patient.
- Attend refresher courses as necessary.

- Inform the Health and Safety Officer of any change in your circumstances, e.g. location of office, extension number, name, etc.
- Readily produce your certificate of competence when requested to do so by an authorised person.



## APPENDIX 2 – Medical Emergencies

### Anaphylaxis (Severe Allergy)

#### **Signs and Symptoms**

Some initial signs and symptoms of anaphylaxis are: Tingling lips and mouth, flushing of face and body, itchy eyes, nose and face, eyes and face swelling, vomiting, hives, diarrhoea, wheezing.

#### **Symptoms of anaphylaxis rapidly progress to:**

Weakness and dizziness, throat swelling, inability to breathe, loss of consciousness.

You may be required to give the child adrenaline through an Epipen, which is a pre-packaged automatic injector containing adrenaline. This injection is given into the outer thigh, giving the full volume in the syringe. The child will have their own Epipen or a spare is kept in the staff room Medical Centre Sister pigeonhole, or in reception. See list of trained staff. Only trained staff should administer the Epipen.

#### **Immediate treatment required:**

- Stay calm – get help – **contact a trained member of staff**
- **Give antihistamines immediately** (1 Piriton tablet)
- If signs of reaction worsen then:
- Place child on floor in a sitting position to help relieve any breathing difficulties
- Call an ambulance – tel. 999 - stating “child having an anaphylactic reaction”

#### **Requires Adrenalin Injection (Epipen)**

#### **Storage, Administration and Disposal of Epipen**

Parents to ensure supplies are maintained for day pupils and within expiry dates.

Store in a place known to all staff (child is to carry an Epipen at all times.)

Dosage as specified by G.P. Epipen is pre-set.

Send syringe with ambulance with written details of time of Epipen administration

Record date, time and action taken for school record (accident report).

### Diabetic

#### **Hypoglycaemia**

When blood sugar levels fall below normal, brain function is affected. If the attack is severe, casualties can lose consciousness. Hypoglycaemia happens fairly quickly and is possibly caused by the casualty missing a meal.

#### **Signs and Symptoms of hypoglycaemia:**

Rapid heart rate, weak, dizzy, pale, sleepy, usually are aware when going hypoglycaemic.

Needs to eat glucose tablets or chocolate bar or drink fizzy pop, kept with pupil or in reception. Call Matron if pupil unable to swallow food or drink who can then administer glucose gel or injection.

#### **Hyperglycaemia**

High blood sugar over a long period of time can result in unconsciousness. Usually the casualty drifts into this state over several days. They need urgent medical help.

#### **Signs and symptoms of hyperglycaemia:**

Warm and dry skin, rapid pulse and breathing, “pear drops” taste/smell in their mouth, drowsy, look for medic-alert bracelet.

### WARNING

**Children with life-threatening anaphylactic reactions may require medication if a reaction occurs at school. You will NOT have time to wait for the parent or for the ambulance. The child may be unable to self-administer the medication due to the severity of the symptoms**

## **Asthma**

### **What to do if a child has an asthma attack**

#### **1. Ensure that the reliever inhaler is taken immediately**

*This is usually blue and opens up the narrowed air passages.*

#### **2. Stay calm and reassure the child**

*Attacks can be frightening so stay calm. Listen carefully to what the child is saying. It is very comforting to have a hand to hold but do not put your arm around the child's shoulder, as this is restrictive.*

#### **3. Help the child to breathe**

*Encourage the child to breathe slowly and deeply. Most children find it easier to sit upright or lean forward slightly. Lying flat on the back is not recommended. Ensure tight clothing is loosened and offer the child a drink of water.*

### **After the attack**

Minor attacks should not interrupt a child's involvement in school. As soon as they feel better they can return to normal school activities.

The pupil's matron and The Medical Centre Sister should be informed about the attack and will then inform parents if necessary.

### **Emergency situation**

Call an ambulance urgently if:

- The reliever has no effect after five to ten minutes
- The child is either distressed or unable to talk
- The child is getting exhausted
- Lips or fingernails turn blue
- You have any doubts at all about the child's condition

Continue to give reliever medication every few minutes until help arrives

A child should always be taken to hospital in an ambulance. School staff should not take them in their car as the child's condition may deteriorate very quickly.

### **APPENDIX 3: Oakham School Policy on Medical Arrangements following Accidents/Injuries**

Paramedics and an ambulance should be on pitchside for all block rugby fixtures played at school. For other matches The Medical Centre should be open and a doctor on call.

During this time all Matrons will need to be immediately available, either by phone or at the pitch side to accompany pupils to hospital or back to the house as necessary.

Any Oakham School pupil requiring admission to hospital (from school) by ambulance is to be accompanied by a Matron or designate in the ambulance if permitted, if not she/he should follow by car. Arrangements can be made to return matron and/or pupil to school at a later time.

In the event of a visiting team member requiring hospital treatment, their coach or teacher will make the decision to take the injured pupil to hospital or accompany him/her in the ambulance. (It may be possible, depending on circumstances, for a Matron to transport the pupil to Hospital) It is the responsibility of the visiting member of staff to inform parents and their school.

For away matches the member of staff will always take a first aid kit, which he/she is responsible for checking and stocking up as necessary.

For school supervised trips the member of staff will need to take a first aid kit if the trip involves physical activity (e.g. CCF, DofE.)

First Aid boxes and supplies are available from Medical Centre Sister

It is the responsibility of the member of staff accompanying the team or school trip to ensure any pupil who may require emergency medication (e.g. epipen, rescue inhalers for asthma, diabetic supplies) has the appropriate medication with them. Pupils with medical problems will be highlighted on the sport risk assessment.

In the case of an Oakham School pupil requiring hospital treatment while at an away match, he/she is to be accompanied by a member of Oakham School staff who is then responsible for phoning the Housemaster or Matron.

Arrangements to return to School can be made with the Housemaster and/or parents.

For any pupil, visitor or member of staff requiring a visit to hospital due to an accident at school or on any school outing, an accident report must be completed as soon as possible by the accompanying member of staff and The Medical Centre Sister must be informed.

Any First Aid administered at school or on a school outing e.g. away matches, must be recorded in the 'Accident Book' and Matron informed as soon as possible.

## **APPENDIX 4 – Oakham School Policy on Accidents – Internal Reporting**

### **Accidents that Occur on the School Premises**

Any accident/incident occurring on the school premises which requires first aid treatment by a first aider, appointed person or member of staff must, by law, be recorded on an Accident Form. Accident books are kept in all Houses and Departments. Completed forms should be sent to the Health and Safety Officer as soon as possible for collation, remedial action and/or accident investigation if necessary.

*Those accidents/incidents that require hospital or specialist medical treatment, or for employees result in absence from work for three days or more, require the completion of an accident form but this must be given to the Health and Safety Officer immediately as these are reportable under RIDDOR.*

### **Accidents that Occur away from the School Premises**

Any accident/incident occurring away from the school premises involving a pupil or member of staff which requires first aid treatment must also be recorded on an Accident Form. These are purely for the school's recording and monitoring purposes and even if hospitalisation occurs are not reportable under RIDDOR. However, should a legal case be brought against the school at a later date evidence such as an accident form is likely to be required.

### **Content**

It is important to remember that accidents resulting in injury can lead to a legal claim for compensation if the School is deemed negligent. For those injuries that involve persons under the age of 18 the claim can be made any time before their 21st birthday, so for younger pupils this is not unfeasible to be ten years or more after the accident occurred. It is therefore vital that all paperwork is thoroughly completed, including the details of the injury and how it was treated. If there is insufficient space on the form then continue on to the back of the pre-printed form. On some occasions the Health and Safety Officer may request further information or a full account of the event, including lesson plans and details of the health and safety advice given as part of an accident investigation.

### **External Reporting of School Accidents**

Some accidents that happen in schools to either the pupils or staff must be reported to the Health and Safety Executive (HSE) under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations). Please contact the Health and Safety Officer who is responsible for following these legislative procedures.

## **APPENDIX 5 – Pupil Guidelines**

All boarders are registered with the School Doctor at Oakham Surgery. Any appointments during the holidays should be made on a temporary basis with the home G.P.

All pupils will have a medical questionnaire completed, and signed parental permission for medical advice or treatment as deemed necessary by the medical staff.

Medical information about pupils will remain confidential. However, in providing medical care for a pupil it is recognised that on occasions the medical staff may liaise with the Headmaster and other teaching staff, house staff and parents or guardians, and information, ideally with the pupils' prior consent, will be passed on as necessary.

### **Appointments**

- 1) All pupils that have required an urgent Doctor's appointment or a visit to casualty should have their name submitted to The Medical Centre Sister on their return. This does not include routine checks or physiotherapy appointments.
- 2) To minimise long periods of time spent away from the School, The Medical Centre Sister will request that the other matrons take any necessary trips to the Rutland Memorial Hospital.

### **Medication**

- 1) Pupils are not permitted to keep any medication in their rooms unless the matron deems them sufficiently responsible to do so. The matron must administer all other medications.
- 2) Each matron must hand over any necessary medication to the covering responsible person before her day off.
- 3) There is a list and written protocol, following advice from the school medical staff, for administration of non-prescription 'household' medications by matrons.

Return to games after long-term injury e.g. fracture, dislocation or surgery, will require a letter from the doctor or physiotherapist (not parents), stating that the pupil is fit for games/PE.

### **Miscellaneous**

- 1) Each matron will be responsible for the health of the pupils in her house and the maintenance of all first aid and medical supplies.
- 2) The Medical Centre Sister, will be available for any advice and assistance on medical matters as required.
- 3) The matron keeps a written record for each individual pupil in her house of all treatments, medications and related matters.