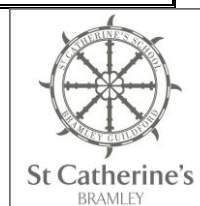


**Charitable Objects of St. Catherine's School** - The Objects for which the Company is established are to promote and provide for the advancement of education by providing, conducting, governing, carrying on and maintaining in the United Kingdom, or elsewhere, a boarding or day school or schools for 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)**

This policy was first written in 2006, and, in line with the School's Policy Review Schedule which ensures that all policies are kept up to date, it was reviewed in June 2008, 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, 2017, 2018, 2019, 2020, 2021 and December 2022. 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 or Director of Staff and the 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)
- to 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
- to maintain a record of trained persons and circulate that to the staff for reference in case of need
- to 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, thereby ensuring it is up to date.
- To provide medical information needed by staff taking students on day or residential trips

- To maintain the Automated External Defibrillators (AEDs) and ensure they are always ready for use.

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.

### **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. A member of the School's Nursing Team is qualified to deliver First Aid Training in School.

- 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 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 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 unable to speak to one of the Nursing staff, you 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 medical information on SIMs.

**A Note on 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 adrenaline pens. The School's insurance provides full cover for claims made against the school.

**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 Estate 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 a 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.

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

Staff Room	Business Centre
School Office	Workshop
Anniversary Halls: (PE Office,	DT Dept
Pupil entrance, wings of Auditorium stage, Drama	Art Room
Studio and The Forum Cafe)	Ceramics Room
Each Boarding House	Culinary Arts Room
Millennium Building in Main Foyer	Chemistry Lab Prep Room x3
Music School	Biology Lab Prep Room and labs x3
Speech Hall Library	Physics Lab Prep Rooms and labs x3
Dining Room	Centenary Block Foyer
Kitchen	Outside Medical Centre
Gym	Textiles Dept
Swimming Pool	Flower Room
Main School Boarding Office – St Rita (Bronte boarding	Netball Courts
house)	Each minibus x 5
Keller boarding house	Boarding bus
Centenary Building boarding office	
Symes	
The Six (Boarding Office, foyer, Snug level 1 and Snug	
level 2	
Pavilion (lax pitch)	

**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**

All lettings of school premises are taken and administered by the Facilities and Lettings Manager who will 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 both in termtime and during the holidays. For major residential commercial lets a full Risk Assessment will be carried out by the Facilities and Lettings Manager 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 staff will inform a girl’s parents, giving advice on further management of any injury. 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. In the case of any serious ongoing concern about a head injury, the girl would be admitted to the Medical Centre overnight.

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/she 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 and are subsequently reported to the Governors’ Estate and Buildings Committee.

**Reviewing First Aid needs**

The Senior Nursing Sister should review the first aid needs of the school annually and keep the Headmistresses 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.

.....  
Mrs A M Phillips  
Headmistress

.....  
Miss N Bartholomew  
Headmistress of Preparatory School

Date: .....

**THIS POLICY WILL BE REVIEWED ANNUALLY**