



The Dean Close Foundation

**Independent, Co-educational, Day and Boarding
Foundation Schools**

Foundation First Aid Policy (W017)

Registered Charity No: 1086829

DEAN CLOSE FOUNDATION SCHOOLS FIRST AID POLICY

Introduction

1. This policy has been authorised by the Trustees of Dean Close Foundation (the **"Charity"**) for all of its schools, (the "School")
2. This policy will be reviewed periodically by the Bursar (or the Finance and General Purpose Committee) on behalf of the Board of Trustees.
3. This policy outlines the responsibility of the Dean Close Foundation to provide adequate and appropriate First Aid to pupils, staff, parents and visitors, and explains the procedures in place to fulfil that responsibility.
4. First Aid is emergency care given to an unwell or injured person before professional medical care is available, with the aim of minimising injury and future disability. All members of staff are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of pupils and other persons. In general, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency. Members of staff that hold a valid First Aid Certificate are listed on Cascade, the HR database.

Responsibilities

5. The responsibility for Health and Safety, which includes First Aid, rests with the Board of Trustees. The Headmaster/mistress of each school is responsible for ensuring the policy is in place and that staff, pupils and parents are informed.
6. All members of staff, including those who are part-time or volunteers, should be aware of available First Aid personnel, facilities including the Health Centre and other treatment areas, and the location of First Aid boxes and information.
7. Adequate First Aid cover should be provided at all times there are pupils, staff or parents on School premises; this includes cover in each building and School premise. There should also be adequate provision on school trips and visits of any duration.
8. The qualified nurse or physiotherapist on duty in the Health Centre is the Appointed Person for First Aid and is responsible for maintaining First Aid equipment and ensuring that an ambulance is summoned when appropriate. In their absence one of the other members of the health team will fulfil this responsibility. However, any member of staff is expected to call for an ambulance in an emergency.
9. Named First Aiders must have attended a recognised First Aid course and attend a refresher course every 3 years.

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10. The HSE states that First Aid does not include the administration of medicines although there is no legal bar to doing so. Those who dispense medicines should have a reasonable understanding of what is involved, and should have carried out a recognised training course such as Safe Administration of Medicines on Educare. First Aiders can use adrenaline auto-injectors if trained to do so.
11. The Headmaster/mistress is responsible for ensuring that that good First Aid practice is carried out within the School and at events and activities organised by the School.
12. It is good practice to ensure many staff as possible, teaching and non-teaching, have up-to-date First Aid training.
13. First Aid boxes are situated throughout the school and are accessible at all times to pupils and other people on the premises. The Health Centre is responsible for ensuring that the contents of First Aid boxes First Aid kits are complete and up-to-date.
14. There are 5 stationary defibrillators sited around the School. Publicly-accessible defibrillators are in locked cupboards. The access codes are held by the Health Centre, Estates, and Domestic Services teams; all defibrillators are also registered with The Circuit (the national defibrillator network linked with the ambulance service).

The defibrillators are located in the following areas:

- a. Exterior wall of the Health Centre (DCS)
 - b. Inside the Sports Hall
 - c. Exterior wall of the Treatment Room (DCPS)
 - d. Inside the dining hall (DCPS)
 - e. Inside the kitchenette in Centenary Hall (DCPS)
15. Portable defibrillators are carried by the Health Centre staff when providing pitchside First Aid cover where available.

Procedures in the event of illness or injury

16. All staff should:
- a. Familiarise themselves with First Aid procedures and ensure that they know who are the current First Aiders that work in their vicinity and the location of First Aid boxes or bags
 - b. Be aware of the specific medical details of individual pupils as publicised in the Medical Concerns List on Microsoft OneDrive, particularly those that they teach or plan to take on a school trip or visit
 - c. Be aware of the needs and appropriate approaches for particular conditions, including asthma, diabetes, epilepsy and anaphylaxis. The information is made available through periodic staff INSET or can be obtained by contacting the Health Centre. Information is also kept in the red medical folders in each Boarding House
 - d. Be aware of any safety hazards in their own teaching or operational areas and report any concerns to the Operations Bursar via Evolve
 - e. Always have regard to personal safety

- f. Administer Paracetamol or other medication to pupils within the guideline published by the Health Centre. All must be recorded on the appropriate sheet or on iSAMS.

17. When attending an ill or injured person:

- a. Assess the area to ensure the safety of the First Aider and helpers
- b. Do not move a seriously injured casualty until they have been assessed by a qualified First Aider or medical professional or unless the casualty is in immediate danger. This is always applicable when there is a neck, back or head injury or if the casualty is unconscious
- c. In cases of serious injury/unconsciousness an ambulance should be summoned before any other help is sought
- d. Phone or send for help to the Health Centre. If Health Centre staff are unavailable call for the nearest qualified First Aider. During sports matches this may be an externally-organised paramedic or physiotherapist
- e. Reassure the casualty and try to make them comfortable
- f. Only treat the casualty if in possession of a valid First Aid qualification or know the correct procedures
- g. Basic hygiene procedures should be followed by all staff when attending a sick or injured pupil. Single-use disposable gloves must be worn when treatment involves blood or other body fluids. Follow government guidance related to personal protective equipment (e.g. face masks, aprons)
- h. Once the casualty has been treated, the First Aider or member of staff at the scene should ensure that all used items are cleared away; used gloves, dressings etc. should be sealed in a plastic bag and then double sealed in another bag for disposal. Any blood or body fluid stains on the ground must be washed away thoroughly. No contaminated or used items should be left. In the event of significant contamination, assistance should be requested from Estates or Domestic Services
- i. Pupils with minor injuries or ailments should be sent to the Health Centre in the company of another pupil if necessary
- j. When qualified medical staff are not on duty, an ill or injured pupil should report to the Health Centre, their Housemaster, Housemistress, Matron or Duty Tutor in the first instance
- k. An ambulance should usually be called without delay if there is suspected concussion, spinal injury, broken leg, very high temperature or prolonged unconsciousness.

Reporting and recording of accidents

18. The School has a duty to report incidents to the HSE that:

- a. Result in death or major injury (including as a result of physical violence)
- b. Prevent the injured person from doing their normal work for more than seven consecutive days
- c. Results in the person being taken directly from the site of the accident to hospital for treatment

19. In the case of serious accident a RIDDOR form must be completed and the HSE informed by the Operations Bursar.

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20. A record must be kept of any First Aid treatment given and submitted to the Health Centre as soon as practicably possible. Ideally, this will be recorded by the First Aider via Evolve Accidentbook or Podium Analytics at the time of care. Records must include:
- a. The date, place and time of the incident
 - b. The name (and age if a pupil) of the injured or ill person
 - c. Details of their illness/injury and what First Aid was given
 - d. Any other appropriate information
21. The Housemaster/Housemistress of an ill or injured pupil and/or the parent/guardian should be informed of any accident or injury as soon as is practicably possible. If parents/guardians cannot be contacted in an emergency, the School can act in loco parentis and give permission for medical procedures to take place. Consent for this will have been provided on the pupil's Health Form at the time of admission.
22. The Health Centre is open 0730-2000 Monday through Saturday throughout term time. Qualified medical staff (nurses and physiotherapist) are available generally between 8am and 6pm, Monday through Saturday. Trained Health Care Assistants are available out-of-hours for non-clinical advice and to escort injured or unwell pupils to hospital.
23. Where possible, all injuries and illnesses should be reported to the Health Centre without delay, and the ill or injured person delivered into the care of the qualified medical staff.
24. The First Aider attending the injured or ill person should consult the Health Centre Duty Phone to determine the best course of action. When non-qualified Health Centre staff are on duty, clinical questions will be referred to 111, or 999 in case of emergency.

Appendix: Contents of First Aid Kits

70 Piece first aid kits

conforming bandage 5cm x 4.5m
conforming bandage 7.5 cm x 4.5m
steropax eyepad-sterile
ice pack
non-woven triangular bandage
alcohol free cleansing wipes
washproof hypoallergenic sterile plasters
pairs medium gloves
bag safety pins
roll of micropore tape
low adherent dressing-sterile
steropore 5cm x 7.5cm
pair of scissors
tweezers
foil first aid blanket

Appendix A

Emergency contact numbers for Dean Close Kingham Hill

In an emergency, all staff and pupils are instructed to telephone 999 for assistance.

Other contact details are as follows:

- NHS 111 service. This is a fast, easy and free service where all advisors are supported by healthcare professional.
- Drive to a hospital or clinic. There are four choices of hospital in the local vicinity:
 - o Witney Minor Injury Unit, Welch Way, Witney, OX28 6JJ. Tel: 01865 903841
 - o North Cotswold Hospital (minor injury unit), Stow Road, Moreton-in-Marsh, GL56 0DS. Tel: 0300 421 8770
 - o Horton General Hospital (A&E), Hightown Road, Banbury, OX16 9AL Tel: 01295 275500
 - o John Radcliffe Hospital (A&E), Headley Way, Headington, Oxford, OX3 9DU. Tel: 01865 741166
 - o Emergency Eye Treatment at John Radcliffe Hospital. Tel: 01865 234800
 - o Emergency Dental Treatment can be sought at Kidlington (0845 345 8995), Banbury (01295 819171), Witney (01993 209474) or Chipping Norton (01608 646620).

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Appendix A Cont.

Location of First Aid Boxes.

- Top School - Staff Room, Library, Greens
- Middle School - Day House office, Staff work room
- Animal Club
- Veritas - Staff work room, Chem Prep room
- Admin Building - Reception, Catering, Art, DT, Clothing store, Housekeeping store
- Maintenance and Grounds shed
- Leisure - Pool Area, Gym area, Sports Hall
- Each boarding house

- Each school vehicle
- Leisure Centre
- Sports Centre
- Durham House (outside)

In addition, to first aid boxes and defibrators, there is an epipen station and asthma station located behind Reception.