DAUNTSEY'S SCHOOL

FIRST AID POLICY

1. STATEMENT OF INTENT

1.1 All staff must be familiar with the school's first aid arrangements and ensure they understand and follow the procedures outlined in this policy.

1.2 The school is committed to ensuring that appropriate first aid provision is available at all times and that staff are kept up to date with relevant first aid procedures and training.

1.3 During term time, first aid assistance is available 24 hours a day through the Medical Centre.

1.4 The school has a number of qualified First Aiders who act as first responders in situations where immediate first aid is required.

2. FIRST AID PROVISION

2.1 The Medical Centre is responsible for coordinating first aid provision throughout the school and acts as the primary treatment centre for medical and first aid emergencies.

2.2 The Medical Centre is located next to Evans House and provides 24-hour cover during term time.

2.3 The nursing team can be contacted by landline, mobile phone or email. Staff and pupils may also attend the Medical Centre in person.

3. FIRST AID BOXES

3.1 First aid boxes conform to BS 8599 (British Standard for Workplace First Aid Kits) and are located throughout the school in areas where accidents are considered possible or likely.

3.2 Groups leaving the school site must take an appropriate first aid kit to ensure adequate medical provision for the health, safety and welfare of pupils and staff.

3.3 First aid boxes are located in the following areas:

- Kitchen
- Memorial Hall
- Evans House
- Fitzmaurice House
- Jeanne House
- Hemens House
- Forbes House
- Rendell House
- Scott House
- Farmer House
- Lambert House
- King-Reynolds House
- Mercers House
- Design Technology
- Drama
- Sports Hall
- Swimming Pool
- Dance Studio
- Lower School Centre
- Art School
- Maintenance
- The Manor
- Chemistry (four locations)
- Biology
- Physics
- Olive Building
- Pavilion Kitchen
- Pavilion Office
- Cricket Pavilion
- IT Department
- Grounds Department
- Tuck Shop

3.4 All first aid boxes must:

a. Be maintained in good condition.
b. Be suitable for storing their contents and keeping them in good condition.
c. Be readily accessible for use when required.
d. Be clearly identified with a white cross on a green background.

e. Be checked regularly to ensure that contents are complete and in date.
f. Be restocked promptly following use.

3.5 Heads of Department are responsible for ensuring that first aid kits within their departments are maintained appropriately and for informing the Medical Centre when supplies have been used or require replacement.

3.6 The Medical Centre Assistant will check and sign off the contents of each first aid kit on a termly basis and arrange for replacement supplies where necessary.

3.7 Eyewash Facilities

Eyewash facilities are available in the following areas:

- Medical Centre
- Science laboratories
- Design Technology departments
- Kitchen

4. AUTOMATED EXTERNAL DEFIBRILLATORS (AEDs)

4.1 The school has five Automated External Defibrillators (AEDs) located at:

- Outside the Glass House
- Medical Centre
- Awdry Sports Centre
- Pavilion
- The Manor

4.2 AEDs are designed to be used by trained and untrained individuals. They provide clear verbal instructions and visual prompts to guide the user through the process.

4.3 AEDs are safe and will only deliver a shock if the machine identifies that one is required.

4.4 Any member of staff or member of the public who encounters someone experiencing a suspected cardiac arrest should follow the AED instructions, call 999 and begin CPR where appropriate.

4.5 All AEDs are checked monthly to ensure they are operational and ready for use. Batteries and electrode pads will be replaced when required.

5. ADRENALINE AUTO-INJECTORS (EPIPENS)

5.1 Emergency EpiPens are located at the following locations:

- 17 Club
- Dining Hall
- Farmer House
- Hemens House
- Jeanne House
- Evans House
- Lower School Centre
- Medical Centre
- Mercers House
- The Manor
- Pavilion
- Tuck Shop
- Emergency grab bag

5.2 Where adrenaline has been prescribed for a named individual, for example through an EpiPen or other auto-injector, it may be administered by a person who is competent to do so. The prescribed auto-injector must only be administered to the individual for whom it was prescribed.

5.3 Online adrenaline auto-injector training is mandatory for all members of staff. Staff must ensure that they are familiar with the signs and symptoms of anaphylaxis and understand the emergency procedures for administering an auto-injector.

6. WHAT TO DO IN AN EMERGENCY

6.1 During Term Time

In the event of a serious accident, injury or medical emergency on the school site during term time:

a. Contact the Medical Centre nursing team immediately on extension 576.
b. An ambulance should be called if deemed necessary by the Medical Centre Nurse or a member of staff. In a life-threatening emergency, staff must call 999 without delay.
c. Where hospital treatment is required, the casualty will be accompanied to hospital by their parent, if present, or by a member of House staff, Medical Centre Assistant or Duty Matron. All staff act in loco parentis.
d. The Head Master, Deputy Head (Upper School and Operations) or Medical Centre Nurse is responsible for contacting parents as soon as possible. Where

possible, arrangements should be made to relieve the member of staff accompanying the casualty at hospital.

e. The Medical Centre Nurse will ensure that the Head Master is informed of any serious accident or incident.

f. The school has separate policies covering Asthma, Epilepsy, Diabetes and Anaphylaxis. All staff must familiarise themselves with these policies. Pupils with these and other medical conditions are also listed, with specific care instructions where necessary.

g. All staff must take appropriate precautions to prevent infection and follow basic hygiene procedures. Disposable gloves, provided in all first aid kits, must be worn when dealing with blood, other bodily fluids, dressings or contaminated equipment.

6.2 During School Holidays

In the event of a serious accident, injury or medical emergency on the school site during school holidays:

a. Contact the Director of Operations on extension 513 or her nominated on-site deputy, who will direct staff to an appropriate First Aider.

b. An ambulance will be called by the Duty First Aider or another responsible member of staff where necessary.

6.3 On School Trips

a. A first aid kit must be taken on every school trip. These can be requested from the Medical Centre.

b. First aid provision must form part of the trip risk assessment, together with a list of pupils' medical information, which is provided by the Medical Centre.

c. A qualified First Aider must accompany any school trip involving an overnight stay or a visit to a high-risk location.

d. Where a pupil with anaphylaxis attends a school trip, they must take their own two EpiPens. An additional spare EpiPen must also be obtained from the Medical Centre.

7. ARRANGEMENTS FOR PUPILS WITH MEDICAL NEEDS

7.1 Any pupil with a specific medical need requiring information to be shared with school staff for their health and welfare will be assessed by a Medical Centre Nurse on admission.

7.2 An Individual Healthcare Plan (IHCP) will be produced where required, outlining the care and support needed while the pupil is on the school site and during school trips.

7.3 Healthcare plans will be updated as necessary, including when parents notify the Medical Centre of changes to a pupil's medical history or needs.

7.4 Where a pupil has a serious medical condition, a Medical Alert will be added to their iSAMS file. A copy of their IHCP will also be stored in their individual iSAMS documentation area.

7.5 The school has separate policies covering the management and treatment of pupils with chronic medical conditions, including diabetes, asthma and epilepsy.

7.6 The aim of the school is to provide a safe and supportive environment that enables pupils with medical conditions to participate fully in school life.

7.7 Pupils will be assessed individually to determine their suitability for boarding. The school may request written reports from the pupil's consultant before admission where appropriate.

7.8 These policies outline the procedures to follow should a pupil with a chronic medical condition become unwell.

7.9 All teaching and House staff must familiarise themselves with the medical needs of the pupils in their care.

8. ACCIDENT BOOK AND REPORTING

8.1 All accidents resulting in personal injury must be recorded in the accident book, located in the Medical Centre, and reported through the school's online Smartlog Health and Safety accident reporting system.

8.2 Records must include all relevant information required for accident reporting and comply with applicable legal requirements.

8.3 Accident and incident reports submitted through Smartlog will be reviewed regularly by Senior Management to identify trends and establish the nature and frequency of incidents occurring within the school.

8.4 Findings will be reported to the Health and Safety Committee and escalated to Governors as appropriate.

8.5 This review will be in addition to any individual investigation undertaken into the circumstances surrounding an accident or incident.

9. RECORD KEEPING

9.1 Accidents and incidents can be reported by any member of staff with access to Smartlog.

9.2 Staff who are unsure how to complete an accident report or do not have access to Smartlog should seek assistance from the Medical Centre.

9.3 The Bursar, Assistant Bursar (Estates) or Senior Nurse will notify the Health and Safety Executive (HSE) of any accidents or incidents that are reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

10. ACCIDENT REPORTING PROCEDURE – VISITORS AND CONTRACTORS

10.1 Any visitor or contractor involved in an accident or near-miss incident while on school premises must report it immediately to the person responsible for their presence on site.

10.2 If the person responsible is unavailable, the visitor or contractor must seek assistance from another responsible member of staff to ensure that the school's reporting procedures are followed.

10.3 All injuries must be recorded in the accident book or reported through the online Smartlog system, regardless of how minor they may appear.

10.4 Visitors and contractors who do not have access to Smartlog must arrange for a member of staff or another appropriate person to complete the report on their behalf.

10.5 Visitors and contractors should also notify their own employer, where applicable.

10.6 Any injury involving a member of the public on school premises that results in their removal from the site for hospital treatment must be assessed to determine whether it is reportable to the relevant enforcing authority under RIDDOR.

11. USEFUL CONTACT NUMBERS

Emergency Services: 999

Medical Centre: 01380 814576 / 07977 221297

Salisbury Hospital A&E Department: 01722 336262

NHS 111: 111

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