



## Northbourne Park School

### First Aid Policy

Author	Issue date	Review date	Purpose	Scope	Version	Agreed by
Matron	May 2010	May 2012	H and S	Medical and 2st Aid Staff	1	SMT
Matron	June 2015	June 2017	H and S	Medical and 1 <sup>st</sup> Aid Staff	1	SMT
Matron	June 2019	June 2021	H and S	Medical and 1 <sup>st</sup> Aid Staff	1	SMT
Matron	JAN 2020	January 2022	H and S	Medical and 1 <sup>st</sup> Aid Staff	2	SMT

The School recognises that it has a duty to provide appropriate First Aid facilities, equipment and training both as an employer under normal Health and Safety regulations and as a provider of education for pupils. In addition to statutory or other requirements, the School recognises that it has a responsibility to ensure the safety of staff and pupils at all times, especially bearing in mind the obligation to enact 'reasonable care' for boarding pupils, and to provide adequately for visitors on the premises.

#### **PROVISION OF TRAINED/QUALIFIED STAFF**

The Health and Safety Executive (HSE) advises that an employer should provide minimum of one First Aider per 50 employees. The Education Service Advisory Committee recommends that there should be one First Aider for every 150 pupils but that a higher level of provision may be required in hazardous areas such as laboratories and workshops as identified by risk assessments.

#### **STAFF TRAINING AT NORTHBOURNE PARK**

The School Matron will ensure a good combination of teaching/non-teaching staff are trained. Amongst teachers, the priority will be those involved in adventurous training, field trips, the sciences, and sport. For non-teaching staff the priorities will be catering/domestic and maintenance & grounds staff.

The School Matron maintains a register of all staff who are First Aid trained and a copy of all current First Aid certificates.

#### **Paediatric First Aid Qualification**

The School Matrons, House Parents and an appropriate number of staff across both the Prep and Pre- Prep will be qualified to this level. With all staff having been trained in Emergency First Aid.

#### **Training**

The School Matron organises refresher training to maintain cover at this level as staff leave and are replaced. Qualifications last for 3 years, The Bursar keeps records of all training on the school's Health and Safety database, *Target 100* and the School Matron passes copies of training certificates to the Headmaster to be stored on the employees' personnel files.

## **FACILITIES AND EQUIPMENT**

### **DISPENSARY AND OFFICE**

The School Matron staffs the Office and Dispensary during term time (8am - 5pm) and for the Northbourne Park International Language Centre (9-5pm).

### **FIRST AID BOXES**

The School Matron supplies First Aid boxes and contents and checks them every month. The School Matron will check and document each First Aid Box with a signature and the School Matron keeps a central register of all checks in the her Office.

**At the pre-Prep, the Secretary checks the First Aid Boxes every month and keeps a central register of the checks in the First Aid cupboard.**

The Outdoor Education Village also has a First Aid burns kit, tailored for environments where the risk of a burn injury is significant. It meets the guidelines given by the Health and Safety Executive and provides fast and effective treatment for burns, scalds and sunburn.

#### **Please note:**

**The contents of First Aid boxes are used solely for the purpose of First Aid and not further treatment. They ensure that the patient is protected, prior to receiving assessment and appropriate treatment from qualified staff and, if appropriate, the emergency services and/or the School doctor.**

### **FIRST AIDER PROTECTION**

Having considered the added risk of possible transmission of diseases other than those normally found in this country, including diseases spread via bodily fluids (e.g. Hepatitis B and Aids), all First Aid boxes are supplied containing at least:

*Three pairs disposable gloves*

*One personal shield*

*One clinical waste bag (yellow) – all clinical waste is sent to the Dispensary for disposal, where a comprehensive body fluid disposal kit is housed.*

### **SPECIALIST REQUIREMENTS**

The School Matrons will remind Heads of Department annually about their responsible for notifying the School Matron and / or School Safety Officer of any special First Aid requirements that they may need for their particular department.

## **PROCEDURES**

Should an accident or injury occur the member of staff should arrange for someone to collect a First Aider.

### **ACCIDENTS REQUIRING HOSPITAL TREATMENT**

If a child requires hospital treatment but is not seriously injured to need an ambulance, the following procedures should take place:

#### **During Working Hours of the School Matron.**

The School Matron

1. Informs the parents immediately of their child's accident and ask them to pick their child up from School and take them to the hospital or offers to meet parents at the hospital and takes the pupil there.
2. Updates the Headmaster's Office and completes the Log Book in the Dispensary.

If no parent is available, the School Matron will,

3. Ensure that remaining pupils in School have appropriate First Aid cover.
4. Ensure the child is dressed warmly
5. Collect the child's *NPS Medical Health Record* and parental contact numbers.
6. Take the child to hospital.

*The NPS Medical Health Records are confidential, and the School Matron will update them and return them to School on return to School.*

7. If meeting the parents at the hospital, the child is released back into parental care and the School Matron will return to School to resume her duties.
8. If parents are unavailable, the School Matron will stay with the pupil until their parents are able to attend or other arrangements can be made. Where both parents are unable to be contacted, the School Matron will seek further advice from the Headmaster.

On her return to School, the School Matron will

9. Brief the Headmaster
10. Remind the staff member first on the scene of the accident to fill in an *Accident Report Form* which is kept in her Office, passing one copy of this form on to the Bursar, as Health and Safety Officer and one copy to the Headmaster.

11. Consider whether completing a *Notifiable Incident Form* is appropriate.

### **Outside Working Hours of the School Matron.**

#### The Houseparent

1. Informs the parents immediately of their child's accident and either asks them to pick their child up from School and take them to the hospital or offers to meet parents at the hospital.
2. Updates the Headmaster's Office and the Log Book in the Dispensary.

If no parent is available, (as likely with an overseas pupil), the Houseparent will

3. Inform the other Houseparent
4. Ensure that remaining pupils in School have appropriate First Aid cover.
5. Ensure the child is dressed warmly
6. Collect the child's *NPS Medical Health Record* and parental contact numbers.
7. Take the child to hospital.

*The NPS Medical Health Records are confidential, and the Houseparent will update them and return them to School on return to School.*

8. If meeting the parents at the hospital, the child is released back into parental care and the Houseparent will return to School to resume her duties.
9. If parents are unavailable, the Houseparent will stay with the pupil until their parents are able to attend or other arrangements can be made. Where both parents are unable to be contacted, the Houseparent will seek advice from the School Matron and the Headmaster.

On her return to School, the Houseparent will

10. Brief the Headmaster and the School Matron

#### The School Matron will

11. Remind the staff member first on the scene of the accident to fill in an *Accident Report Form* which is kept in the Matron's Office, passing one copy of this form on to the Bursar, as Health and Safety Officer and one copy to the Headmaster.
12. Consider whether completing a *Notifiable Incident Form* is appropriate.

## **Parental Consent**

Every effort must be made to contact the parents to seek parental consent. Parental consent is required for an anaesthetic / surgery, although in the case of not being able to contact the parents regarding an emergency operation, the Headmaster, as the appointed representative of the family, can provide this permission.

## **Accidents and injuries to other personal/third parties on the School site.**

NPS staff have a duty of care to provide First Aid and Emergency Aid to all persons on the School site. Visiting pupils who become unwell or sustain an injury will be treated by the School Matron and their needs assessed. The School Matron will endeavour to contact the parents of the child and the Northbourne Park staff member involved in the activity for follow up care.

If the child needs to go to hospital, the visiting School provides their own staff to manage the accident or injury.

The School Matron will ensure that the Northbourne Park member of staff first on the scene forwards an *Accident Report Form* relating to the injury to the child's School.

The School Matron will ensure that every accident involving a member of staff, pupil, or any third party, parent or visitor which results in an injury will be reported on an *Accident Report Form*.

## **NPS pupils injured off site whilst taking part in away matches or educational visits.**

NPS staff and those qualified in First Aid will treat the child.

NPS staff accompanies any pupil requiring hospital treatment and remains with the child until a parent or replacement member of staff arrives. The member of staff should inform the School Matron and the School Matron will inform the parents accordingly. The School Matron will ensure that the host venue supplies an *Accident Report Form* for the event and forwards this to her.

## **REQUESTING AN AMBULANCE**

If the pupil's condition is considered serious, staff should not hesitate to call an ambulance by ringing **9 999**

Please speak clearly and slowly and be ready to repeat any information if asked.

Please provide the emergency services with

1. The School telephone number 01304 611215

2. Your location using the exact words below:

Northbourne Park School,  
Betteshanger,  
Deal  
Kent,  
CT14 ONW

**OS Reference: 310526**

3. Your Name,

4. A brief and precise description of the casualty's symptoms / injury and any treatment given.

If unconscious and not breathing, say so.

5. Inform the Emergency Services that you will send someone to the main entrance of the school to direct the ambulance and that there will be other people to direct the ambulance in.

Ensure the ambulance can be guided directly to the incident involved, by an adult or responsible child to indicate the best route of approach.

#### **AIR AMBULANCE ON SITE.**

The Air Ambulance may be requested by the Ambulance Control Centre, if the signs and symptoms of a casualty indicate a rapid response and evacuation is required. The request for the Air Ambulance, therefore, does not come from the incident co-ordinator or any other member staff or a parent on site.

#### **Preparation for the arrival / departure of the Air Ambulance.**

Select the most suitable place to land the helicopter on a large expanse of level land.

For the Prep School, the Top pitch is ideal.

For the Pre-Prep, the adjoining arable field is ideal.

Evacuate everyone except all essential medical team members to a safe area, inside a NPS building.

Clear Top Pitch of all obstructions, people, match flags and markers, loose clothing and personal belongings.

All bystanders / on-lookers must be kept inside School buildings.

Staff should stop extra people approaching the scene via the pathways, driveways or across the fields.

Personnel alongside the casualty should indicate to the helicopter the site of the incident, by waving both hands up and down over their head. (International Distress Signal)

**NO ONE IS TO APPROACH THE HELICOPTER, (even when the blades have stopped rotating)**

**WAIT UNTIL THE CREW COME OUT AND APPROACH THE SCENE OF THE INCIDENT.**

Provide an escort from the landing site, to the scene of the accident / incident.

There will be a Doctor and Paramedic on-board the helicopter. The doctor will take over management of the casualty following a verbal handover from the School's incident co-ordinator. (School Matron or First Aider on duty).

## **INSURANCE**

The schools comprehensive insurance cover protects the interest of the school and any member of staff giving First Aid in whatever circumstances, provided that the First Aid given is reasonable.

## **REPORTING**

The School Matron or **Pre-prep Secretary** will ensure that any accident involving a member of staff, pupil, or any third party (parent, visitor etc.) that results in an injury must be reported to the Bursar using the *NPS Accident Report Form*. The School Safety Officer (The Bursar) will report serious accidents, as defined by the HSE, to the HSE under RIDDOR procedures.

Any accident which resulted in an injury or might do so if repeated in the future should also be reported and recorded.

## **PUPILS WITH SPECIAL CIRCUMSTANCES**

Parents provide medical details to the School Matron on their admission to the school, The School Matron keeps these records in the Dispensary. **At the Pre-Prep, the secretary will file in the pupil record file.**

The School Matron or **Head of Pre-Prep** briefs all staff at the beginning of every School year as to the medical and dietary needs of every pupil.

The School Matron will also inform all staff of any pupils joining the School who have significant medical or dietary needs.

The school Matron is responsible to ensuring that those pupils who require an asthma inhaler have their inhaler with them at all.

Health and Safety Committee.

The School Matron and a Houseparent are representatives on the Health and Safety Committee, which meets at least termly.