



First Aid Policy and Procedures

First Aid Policy Statement

King Henry VIII School recognises its duties to provide adequate and appropriate first aid provision for its staff and will ensure that these arrangements take into consideration other persons (pupils, parents, visitors, contractors, etc.). This policy is written as an extension and supports the requirements of the Foundation first aid policy.

First Aid Aims/ Objectives

- To ensure compliance with all relevant legislation- in particular RIDDOR;
- To identify and implement reasonably practicable arrangements for dealing with first aid accidents;
- To provide sufficient numbers of competent persons for carrying out first aid treatment;
- To conduct regular checks on first equipment and the availability of consumables;
- To undertake suitable and sufficient assessments of first aid needs.

First Aid Responsibilities

The Headmaster

- Works with the School's Health and Safety Co-Ordinator to ensure that appropriate Foundation policies, procedures and audit protocols are in place and reviewed from time to time;
- Ensures that a suitable and sufficient assessment of first aid needs is undertaken and that the appointment and training of staff is appropriate and provided to address identified risks;
- Ensures all staff and other persons are aware of the first aid policy and procedures;
- Ensures adequate resources are made available for the Schools first aid arrangements

Senior Leadership Team / Heads of Departments / Heads of Year

- Ensures that these policies and procedures are communicated, implemented and adhered to on a sustainable basis in their respective areas of responsibility.

School Nurse

- Responsibility in conjunction with Health and Safety co-ordinator, Facilities Manager, Deputy Head, Support Staff and Maintenance Staff to ensure that suitable and sufficient assessments are carried out to ascertain first aid needs;
- Endeavour to provide immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school;
- Responsible for providing offsite first aid cover for Saturday Rugby fixtures as directed/agreed by Staff with support of First Aid Trained staff;
- Responsible for provision of cover at the Games field for sporting events i.e. Rugby, Hockey, Cross Country as requested with support of First Aid Trained staff;
- As necessary, ensure that an ambulance or other professional medical support is contacted;
- In conjunction with Health and Safety Officer and Facilities Manager provide staff, via HoDs, with information on location of equipment, facilities and first aid Personnel (list to be distributed with contact numbers attached if available).

First Aiders

- Must have completed and keep up to date, the appropriate training course that has been approved by the HSE. The Facilities Department will maintain a register of qualified and authorised staff. Courses will be run onsite, where able, and delivered by Rob Phillips. Occasionally an outside First Aid provider will be utilised;
- Deputise for the School Nurse when engaged with another injury/illness or where they are off-site but only that which they have training for and feel competent to deliver;
- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school or whilst at sports fixtures. When necessary, ensure that an ambulance or other professional medical support is called.

LIST OF FIRST AIDERS AS FOLLOWS

LIST OF FIRST AIDERS		
NAME	QUALIFICATION	EXPIRY DATE
	FIRST AID AT WORK- 3 DAY	
SARAH CADWALLADER	199 / 07483065527	06/2019
ANN WEITZEL		05/2019
MARGOT GRIFFITHS	GEOGRAPHY	11/2019
JASON HOLMES	HEAD GROUNDSMAN	05/2019
ROB PHILLIPS	DT	05/2019
	TEACHING STAFF	
	EMERGENCY FIRST AID WORK – 1 DAY	1 DAY
JAMES CARLYLE	HEAD GEOGRAPHY	06/2018
JENNY NORTON (MORRIS)	GIRLS PE/GAMES I/C NETBALL	05/2021
LINDA HORTON	BIOLOGY	05/2019
JESS PROUDLOCK	HEAD YR 7 / ENGLISH / GEOG	05/2018 MATERNITY LEAVE
FRANCIS O'REILLY	HEAD YR 9 /HISTORY	06/2021
ALISTAIR KENNEDY	HEAD INSTRUMENTAL STUDIES	06/2018
JAYNITA MATTU	COMPUTER SCIENCE	06/2021
DEBBIE MORSE	SNR PHYSICS TECH/ ORIENTEERING	05/2021
HELEN COOPER	LIBRARY/ AFTERCARE SUP/ ARCHIVE	05/2018
CAROL SMITH		05/2021
MICHELE CUTHBERT	DEPUTY HEAD/PHYSICS	05/2021
LYNN REYNOLDS	BIOLOGY	06/2018
PHILIP BOND	HEAD PHIL/RELI/ETHICS/ HEAD HALES HOUSE	02/2021
KERRY OWENS	GIRLS PE/GAMES	05/2018
PAUL ROBBINS	MATHS	05/2019
STUART SWEETMAN	HEAD DT	02/2019
HELEN BUTTRICK	HEAD OF PHYSICS	05/2019
AL RENDLE	DT	06/2019
MATTHEW BLAKE	PHYSICS	06/2019
JON FITT	DIRECTOR OF SPORT	05/2020
AJ TRACEY	CHEMISTRY	06/2019
KULWINDER PABLA	CHEMISTRY	05/2019
VICTORIA KACZUR	MOD LANG/HEAD GERMAN /HEAD YR 8	05/2019
SALLY BURTON	PHIL/RELIG/ETHIC/HEAD SHERWYN'S HOUSE	05/2019
NAZ AMLANI	MATHS / KS3 CO-ORD	05/2019

GUY PARKER	GEOG / HEAD HOLLAND'S HOUSE	06/2019
DAVE LEES	HOCKEY COACH	06/2019
TOM ANDREWS	MATHS/ ENERGY WARDEN / RELAY RACE	05/2019
NICK JONES	HEAD CLASSICS/WHITE'S HOUSE	05/2019
DEBRA QUINN	ART	05/2019
SARAH MOULD	HEAD ART/ PUBLICITY OFFICER	05/2020
STEVE WILKES	RUGBY / CRICKET COACH	05/2020
TIM HONEYWILL	MATHS/ ASST HEAD WHITE'S HOUSE	05/2020
LYNN ROOTE	HEAD YR 7/ L.D	05/2020
MARY MCKENZIE	ENGLISH	05/2020
NICK MEYNELL	HEAD ECO/BUSINESS	05/2020
ANDY PARKER	BOYS P.E / GAMES	05/2020
CHRIS WILDE	MOD LANG/ ASST HEAD HALES HOUSE	02/2021
JOHN MILLER	HEAD CHEMISTRY	02/2021
CON ANSON-O'CONNELL	HEAD MOD FOREIGN LANGUAGES	02/2021
SALLY RIDLEY	HEAD COMP SCIENCE / BUSIN	02/2021
RACHEL MASON	HEAD GIRLS SPORT/ HOCKEY	02/2021
PHILIP DEARDEN	DEP HEAD/MOD FOREIGN LAN	02/2021
AILEEN LOCKEY	CLASSICS/PHIL/RELIG/ETHIC	05/2021
ADAM PETHERWICK	BIOLOGY	05/2021
ANNA CLEGG	MOD LANG /GERMAN	05/2021
	ADMINISTRATION /SUPPORT STAFF EMERGENCY FIRST AID AT WORK – 1 DAY	
BELINDA LESLIE	EXAMINATIONS OFFICER	02/2021
LESLIE RYAN	RECEPTION/ VI OFFICE ASST	06/2019
TRACEY PASCALL	SENIOR FINANCE OFFICER	06/2019
JAYNE MOORE	RECEPTION (PM)	05/2019
NINA VIRK	OFFICE ASSISTANT	05/2016
JULIE LOW	SCHOOL ADMINISTRATOR	06/2019
RAVINDER BHUHI	OFFICE MANAGER	05/2019
ANGELA JONES	ADMIN ASST/ STAFF COVER	02/2021
JAMES PARSONS		05/2019
AARON SKYRME	ASSISTANT GROUNDSMAN	06/2019
AMANDA SKINNER	HEAD P.A / EXAM ADMISS SEC	05/2020
JO ROLLS	OFFICE ASST/ ADMISSIONS	05/2020
DANIEL BALCAM	PERFORMING ARTS TECH	02/2021
MATTHEW WADDINGTON	SENIOR CHEMISTRY TECH	02/2021
CAROL SMITH	SNR BIOLOGY TECH	05/2021
	UPDATED 13/12/18	

LOCATION OF FIRST AID KITS – KING HENRY VIII SENIOR SCHOOL

Medical Room	IT4
Staff Room	DT3
Chemistry Prep room	DT2
Sports Hall Office (boys and Girls)	DT1
Biology Prep Room	Maintenance Office
Main Hall Foyer	Sports Centre Office
Library	Sixth Form Centre
Art Department	
Physics Office	
Music Office	
Classics Office	
History Office	

First aid kits available from Medical Room for off-site school trips only once a request via online Trip system.

First Aid Procedures

The Health and Safety (First Aid) Regulations 1981 set out the essential aspects of First Aid that employers have to address. Employers are required to:

- Carry out an assessment of first aid need appropriate to the circumstances of each workplace;
- Provide adequate numbers of qualified first aiders throughout the organisation but there are no set limits;
- Maintain levels of competence of first aiders;
- Provide adequate first aid rooms or other suitable areas for first aid treatment;
- Record first aid treatment and report as necessary to the Health and Safety Executive under RIDDOR.

Assessment of First Aid Provision

The School Nurses, Facilities Manager, Health and Safety Officer will undertake a full assessment of potential injuries / illnesses in all areas of the school, including sports fields/ astro pitches on and off site.

Departmental risk assessments should be used by HoD's as a means of identifying hazards when assessing / reviewing the need for first aid cover with the School Nurse.

Any recurrent injuries / incidents, illnesses that are reported should be investigated and reported at the Health and Safety meetings.

Assessment review should be carried out a least annually or when there are changes to staff, buildings / site, activities, off-site facilities e.g. sports field / Astro pitches

Points to consider when making the assessment for first aid needs will include the following:

- The size of the school and outlying buildings, sports pitches when making provision for number of first aid personnel, first aid boxes and means of communication;
- Holiday periods to ensure cover is maintained during this time;
- Activities undertaken by staff and pupils;
- Out of hours' provision e.g. clubs, school events, etc.;
- The location of the school in relation to the emergency services and any circumstances that may affect access to the school;
- Any hazardous substances used in science departments, dangerous tools and equipment / machinery;
- Hazards that are introduced during holiday periods when large maintenance projects are in progress;
- Staff or pupils with any special health needs or disabilities;
- Accident statistics.

Qualifications and Training

- First Aiders will hold a valid certificate of competence, issued by an organisation who training and qualifications are approved by the HSE;
- Appointed persons will undertake one-day emergency first aid training;
- Specialised training will be provided where known conditions exist and it is deemed necessary.

Medical Room/s

The Medical Room is manned during Term time only, during the School Holiday periods, support staff supervisors and line managers staff should take this into consideration when dealing with accidents, and/or emergencies in the workplace during these holiday periods.

There is currently one room per site – Senior school, Hales and Swallows.

Within the senior school one room with desk, computer and telephone.

Each room contains essential first aid equipment. Typical examples of these are:

- A sink with hot and cold running water;
- Drinking water and disposable / washable cups;
- Soap and paper towels;
- Access to toilet facilities either within the room or adjoining;
- Store for first aid materials;
- Foot operated refuse container lined with disposable yellow clinical waste bags or a container for safe disposal of clinical waste;
- A couch with waterproof protection, clean waterproof protected pillows and blankets (Senior School/ Swallows, Bench seating at Hales);
- Chairs;
- Duo- fold Stretcher –medical room (Senior School) and offsite at Highway Sports field;
- Wheelchair (Senior School).

Off-Site First Aid

A **qualified first aider**, with a first aid bag should accompany the off-site party whether on an organised school trip or sports fixture.

Staff to ensure all pupils have their own **Adrenaline Auto injectors / Inhalers** or collect the school's individual pupil bag should it be held at school or the emergency inhaler for those consented for use only.

- **Highway:** school offsite playing field. First aid bags for each pitch to be available for use by First aiders.
- A **Duo-fold Stretcher** is available for use with casualties who are mobile. This stretcher is NOT TO BE USED ON ANYONE WITH A NECK INJURY.
- **Blankets:** Emergency reusable foil blankets are available.
- **School Nurse / First aiders** are onsite for Saturday Fixtures between September and February at the Highway.
- All **accident/incidents** are recorded in the appropriate book or on an accident form and reported to the School Nurse on return. It will then be reported to David Isles (Facilities Manager).
- All pupils who sustain an **injury** should report to the School Nurse on return to school.

First Aid Materials, Equipment and Facilities

Mr John Robson, the Health and Safety Officer, must ensure that the appropriate number of first aid containers according to the assessment of first aid needs are available.

List of where the first aid boxes/ containers are situated on-site should be displayed on the Medical Room noticeboard.

HSE guidelines should be followed as a minimum standard on recommended and mandatory contents.

- All first aid containers must be marked with a white cross on a green background;
- Where possible, first aid boxes should be kept close to hand washing facilities;
- Each school minibus must contain a first aid container;
- First aid containers/ bags must accompany PE Staff off-site or be available at the venue.

Spare stock is available from the Medical Room.

Responsibility for checking and restocking the containers:

- The member of staff (first aider) who had used any item from the Kit;
- School Nurse will contact departments to remind to bring to the Medical room for restocking, Technicians to contact to report low supplies in science / DT departments as containers fixed to walls. Annual check by School Nurse to check expiry dates and contents;
- A designated member of staff will be responsible for checking School mini-buses.

Hygiene and Infection Control

- Basic Hygiene procedures must be followed by all staff;
- Single use disposable gloves should be worn when treatment involves blood or other bodily fluids;
- Care should be taken when disposing of used dressings or contaminated equipment;
- Procedures for cleaning up and disposal of contaminated dressings / equipment (See Appendix 2).

Rugby Accidents

Certain injuries have to be reported to the RFU. There are four different types of form available depending on the injury sustained. The Staff who attended the match or training session should complete the RFU form as well as completing the school accident form. RFU forms are kept by the CSF Health and Safety Officer.

RIDDOR Reporting

All accidents that require reporting to HSE/RIDDOR are listed in the Accident Book. Any accident that requires reporting to RIDDOR must be reported to the School Nurse who will follow the instructions, contact John Robson who will contact HSE. On line forms can be completed.

Record Keeping

- Any pupil, staff or visitor treated or seen by the first aider must be recorded in the Medical Room Treatment file and an accident form if appropriate;
- Any treatment or advice given to pupils, staff or visitors must be reported in the first instance in the Medical Room treatment file or reported to the School Nurse;
- If pupils are being dealt with then a corresponding entry will be documented in their paper notes held in year groups in the locked filing cabinet in the medical room. SIMS can also be used to upload medical information prudent to the individual;
- A record of medication will be documented on the pupil's paper held health records;
- All Accidents however minor must be fully recorded on an accident form at the time of the administered treatment or as soon as possible;
- Accident forms are available from the School Nurse, Sports Centre/Swimming pool, Common Room, First Aid bags – sports/Highway kits and should also be available in School trip kits.

Monitoring

The School Nurse keeps daily records of attendance to the Medical room- these records would be made available to the School Governors as requested and are also used to evaluate and adjust policy and procedures.

Regular meetings with both School Nurse, Mr Slack and Dr Cuthbert take place.

Review

An annual review takes place of the School First Aid and Procedures Policy.

Revised January 2019

Mrs S Cadwallader (School Nurse)

Appendix 1: Action at the scene of an injury

In cases of obvious serious injury, the first aider will be expected to

- Assess the situation;
- Make the area safe;
- Give emergency aid according to guidelines set by First Aid Training agencies in conjunction with Resuscitations Council (UK) – general rules of treatment are set out below;
- Get help – Use the nearest available telephone and send for the Ambulance (**Dial 999/112**) Direct the ambulance to the nearest convenient point (site of injury if possible) Give information re appropriate entrance. Send pupil/staff to meet the ambulance at the gate;
- **Inform the School Nurse (dial 07483 065527 or 199).**

In the event of the casualty being transferred to hospital is a pupil, and parents are unable to accompany then a member of staff should accompany the ambulance.

The School Nurse/Reception/Staff will contact parents/guardians giving relevant details, ambulance and destination.

In other cases of injury:

- Have the casualty taken / escorted to Medical room;
- The injured pupil should report for treatment and assessment by the School Nurse;
- The School Nurse may wish to refer the pupil, depending on the severity of the condition, to A&E department.

The Pupil must remain under the care of the School Nurse until transport/escort arrives.

No pupil should be permitted to drive accompany another pupil to hospital.

A record of any injury will be entered into the pupil's medical notes and an Accident form completed.

TREATMENT

GENERAL RULES OF TREATMENT

- Give the minimum necessary;
- Rest;
- Warmth;
- Support injuries;
- Reassurance;
- Move as little as possible;
- Move the casualty to the Medical room or contact the School Nurse for advice.

DO NOT MOVE AN UNCONSCIOUS CASUALTY

INSTEAD:

- Call 999 immediately;
- Clear the airway, check the breathing;
- If breathing place casualty in Recovery position;
- If not breathing attempt CPR until emergency services arrive according to Resuscitation Council guidelines;
- Summon AED device and trained user;
- Notify School Nurse if available as soon as possible.

DO NOT MOVE A FRACTURE OF POSSIBLE FRACTURE OF:

- Neck, spine, pelvis or leg
- Dislocation of hip / knee/ ankle
- Call 999 immediately
- Inform School Nurse

ANKLE INJURIES/ SPRAINS

- Support injured limb and escort casualty to Medical Room for assessment. A Wheelchair is available from the Medical office – Senior School

HEAD INJURIES

As per head injury policy

CONCUSSION

- Apply dressings to any wounds;
- Remove to the Medical Room.

IN ALL CASES OF INJURY

- All casualties on the sports fields should be assessed by the School Nurse (medical Room) is available;
- If a pupil requires treatment for their injury and does not want to play on, they should be allowed to leave the pitch and attend the Medical Room for treatment;
- All pupils who have been concussed or shocked or have difficulty walking should be escorted and if possible transported to the Medical room as soon as possible, not left sitting on the side line while the match continues.

CONTACT DETAILS

In the event of an injury the following numbers should be used

- **999** – in the case of serious injury an ambulance should be requested and the call should remain with the casualty until the ambulance arrives;
- The **School Nurse: 199, Mobile number 07483 065527** – this is for minor injuries or to report a serious injury when an ambulance has been called;
- Also please use **Reception** to locate the School Nurse: **411**.

APPENDIX 2: Dealing with Bodily Fluids

PURPOSE

To reduce the risk to staff, student and visitors being exposed to potentially harmful body fluids on the King Henry VIII Senior and Preparatory School

- To comply with the requirements of the Health and Safety at Work Act 1974, ensuring employees are not put at risk;
- To comply with the Control of Substances Hazardous to Health Regulations (COSHH).

DEFINITION OF BODILY FLUIDS

Body fluids include: Blood, Urine, Faeces, Vomit, Saliva, Sputum.

PROCEDURE

When dealing with Blood and Bodily Fluid spillage all staff must wear personal protective clothing (gloves and aprons) at all times.

All Protective clothing must be disposed of into Clinical waste bags/bins. Bags are available from the Biology Prep Room.

If there is a risk of extensive splashing of blood or bodily fluids, extra protection must be worn such as goggles, face visor and fluid repellent footwear.

BLOOD, FAECES, VOMIT

- NaDCC granules (Sodium dichloroisocyanurate e.g. Presept, Antichlor) or liquid bleach should be used to clean and disinfect after these spillages.
- **DO Not use on urine, see below.**

The dilution of the bleach depends on the product being used. Chlorine content varies from brand to brand and also depends on product storage.

Solutions should be made up fresh as required.

All products should be cleared through the Health and Safety Control System procedure.

If possible the diluted bleach or granules should be poured gently over the spill, covered with disposable towels and cleaned up after 2 minutes with more disposable towels. The towels should be disposed as clinical waste. Remember to wash your hands after removing

your gloves. In general, the task is more unpleasant than risky. It is important, however to follow the manufacturer's instructions when using the products.

Should contact with the skin occur, they must be washed off immediately with plenty of water.

URINE

Spillages of urine should be cleared up using paper towels before washing the area with a detergent solution.

Do not use NaDCC granules, as a chemical reaction could take place, which would give of a potentially harmful gas.

CLINICAL WASTE

Clinical waste such as disposable items contaminated with bodily fluids, should be placed in yellow bags for incineration. A flushed toilet is ideal for disposing of faeces, urine and vomit and should be used whenever possible.

Do not attempt to clean up Bodily Fluid spillages unless you have been trained to do so, contact the Caretaker, who will attend with the appropriate chemicals to enable cleaning.