



# STREATHAM & CLAPHAM HIGH SCHOOL

## FIRST AID POLICY

<b>Person(s) responsible for this policy</b>	<b>Nurse, Second Master</b>		
<b>Last review by</b>	<b>R Hinton A Oladejo</b>	<b>Review date</b>	<b>September 2019</b>
<b>Date of next review</b>	<b>September 2020</b>		

First Aid can save lives and prevent minor injuries becoming major ones. Under Health and Safety legislation employers have to ensure that there are adequate and appropriate equipment and facilities for providing first aid in the workplace by appropriately trained staff in a timely manner.

The School has a full-time registered nurse, Anike Oledajo, to manage the provision of a first aid service across both sites. When she is not available one of the following staff with an up to date First Aid qualification will be called via the school reception. This will also include if there is a need for emergency services to be contacted

**In the Senior School** - All certificates are valid for 3 years.

<b>Name</b>	<b>Qualification</b>	<b>Valid until</b>	<b>Place of Work / Role</b>
Becky Marriott	First Aid at Work	Sept. 2020	Reception / Academic Officer
Carina Cowper	Emergency First Aid at Work	17 Jan 2022	Exam Office / Exam Officer
Peta Cox	Paediatric first aid	January 2020	Receptionist
Mary Kpobie	3 Day First Aid at Work	22 Sep 2021	Premises / Estates Bursar; H&S
David Lucas	3 Day First Aid at Work	19 Nov 2021	Premises / Caretaker
Mike Spooner	Emergency First Aid at work	21 May 2021	Physics/ House Master
Rakhshanda Kalimullah	Emergency First aid at work	21 May 2021	F4 Science Prep / Science Tech.
Kate Birtwistle	Emergency First day at work	21 May 2021	Biology/ House Mistress
Catherine Casset	Emergency First aid at work	21 May 2021	French teacher
Andrew Christie	Emergency First aid at work	21 May 2021	Director Co-curricular
Georgie Kennedy	Emergency First Aid at Work	17 Jan 2022	Geography/ House Mistress
Carole Forber	Emergency First Aid at work	21 May 2021	House Mistress
Rebecca Baker	Emergency First Aid at work	21 May 2021	Art teacher
Tai Zhang	Emergency first aid work	Jan 2022	premises
David Brown	Emergency first at work	Jan 2022	Premises
Ian King	Emergency First Aid at Work	17 Jan 2022	Premises / Driver
Wendy Powell	Emergency First Aid at Work	7 Jan 2022	Premises / Driver
Simon Smith	Emergency First Aid at Work	17 Jan 2022	Premises / Driver
Laura Osmane	Emergency First Aid at Work	7 Jan 2022	Premises / Driver
Elena Castaneda	Emergency First Aid at Work	17 Jan 2022	Premises / Cleaner
Amy Cooper	First Aid at Work	Jan 2021	Art Studio / Art, Innovation, A,G&T
Andrew Doddridge	First Aid at Work	Jan 2021	T12 Geography
Kira Bishop	Sports First Aid	24 Jan 2022	PE
Thaddeus Rivett	Sports first aid	Jan 2022	PE
Ciara Eves	Sports First Aid	Jan 2021	PE
Laura Ruffman	Sports First Aid	Jan 2022	PE
Thomas Heaton	Emergency first aid at work	17 Jan 2022	DT
Sharon Lewis-Burke	Sports First Aid	Jan 2021	PE
Peter Petchey	Emergency first aid at work	Jan 2022	PE

Deryn Esterhyse	Sports first aid	Jan 2021	PE
Charis Stubbs	Sports first aid	Jan 2022	PE
Rachel Turner	Sports First Aid	Jan 2022	PE/House Mistress

**In the Prep School - All certificates are valid for 3 years.**

Name	Qualification	Valid until	Usual Place of Work
Tom Mylne	Emergency Paediatric First Aid	02/01/2021	Headmaster
Barbara Gordon	Emergency Paediatric First Aid	24/01/2022	After school Club
Anna Tabor	Emergency Paediatric First Aid	02/01/2021	Music Teacher
Dawn Chambers	Emergency Paediatric First Aid	02/01/2021	Nursey
Agnieszka Podzerek	Emergency Paediatric First Aid	03/01/2021	PE Teacher
Yasmin Haque	Emergency Paediatric First Aid	17/01/2022	School Office
Susan Ann Jacobsen	Emergency Paediatric First Aid	02/01/2021	Supply Teacher
Karen Parker	Emergency First Aid at work	17/01/2020	TA
Ruth Lockyer	Emergency paediatric First aid	17/01/2020	Nursery teacher
Wendy Pointer	Emergency Paediatric First Aid	02/01/2021	Year 1 TA
Jackie Francis	Emergency Paediatric First Aid	24/01/2022	Head chef
Cindy Francis	Emergency Paediatric First Aid	02/01/2021	Year 2 TA
Sally Maskell	Emergency Paediatric First Aid	02/01/2021	Year 2 Teacher
Wendy Garnham	Emergency Paediatric First Aid	02/01/2021	Year 3 TA
Naomi Austin jones	Emergency Paediatric First Aid	02/01/2021	Year 3 Teacher
Kate Belshaw	Emergency paediatric first aid	17/01/2022	Year 5 teacher
Emma Baldwin	Emergency Paediatric First Aid	02/01/2021	Year 4 Teacher
Rachael Watson	Emergency Paediatric First Aid	02/01/2021	Year 5 Teacher
Emmanuelle Koeb	Emergency Paediatric First Aid	17/01/2022	Teacher
Helen Loach	Emergency Paediatric First Aid	24/01/2022	Deputy head mistress
Aline Meers	Emergency Paediatric First Aid	02/01/2021	Year 5 Teacher
Jane Hayes	Emergency Paediatric First Aid	02/01/2021	Year 6 Teacher
Shahidia Hussain	Emergency paediatric first aid	24/01/2022	Nursey TA
Marie James	Emergency paediatric first aid	24/01/2022	Nursery TA
Robyn Pressley	Emergency Paediatric First Aid	24/01/2022	Year 4 teacher
Nicky Grimmer	Emergency Paediatric First Aid	02/01/2021	Year 6 Teacher

**Procedures for obtaining First Aid treatment in school.**

Staff requiring First Aid should report to:

- The Medical Room in the Senior School, which is situated along the staff administration corridor on the ground floor. If the school nurse is not present, staff should go to reception, and seek a First Aider there.
- The Medical Room in the Prep School is next to the Deputy Head's office. If the School Nurse is not present, staff should go to the entrance office in the Prep School where a First Aider will be called to go to the medical room.

Pupils who require First Aid should be sent, if practicable and not exacerbating any injury:

- In the Senior School to the Medical Room on the staff administration corridor, with an authorisation signed in the pupil planner by a member of the staff. (Authorisation is not required in an emergency).
- In the Prep School to the entrance office.

**Duties**

**Assessing and Administering First Aid**

The School Nurse or, in her absence, the First Aider on duty:

- Will take charge when anyone is injured or becomes ill

- Will ensure that an ambulance or other professional medical help is summoned when appropriate.
- Will keep a written record of injuries, accidents and first-aid treatment administered in accordance with current guidance
- Will inform those with parental responsibility of any significant treatment in accordance with guidance.
- Will take responsibility for looking after all first-aid equipment, and restocking all first-aid containers so the medical room is ready for use.

Staff will ensure that if it has been necessary to call an ambulance, the Head Master at the Senior School (or in his absence Mr Hinton or Mrs Cross) and the Head of Prep at the Prep School (or his deputy) is informed.

### **Register of qualified personnel**

The School Nurse will ensure that an up to date register of qualified personnel and certification dates is maintained; she will arrange for First Aiders to attend refresher courses up to three months before the expiry date of their certificate.

### **Arrangements for Notification of Medical Needs**

The School Nurse will ensure that the medical forms issued to parents when a pupil enters the school are reviewed, that the relevant information is entered on SIMS, and anything requiring action is followed up. Details of medical needs such as allergies are issued to relevant staff. Where medication may be required by a pupil, in an urgent or emergency situation, the School Nurse will ensure that a Pupil Health Care Plan or a Request for Administration of Prescribed Medicines in School form has been completed by the parent/guardian, and the relevant medications supplied to be kept in the medical room, and possibly also in the pupil's bag or classroom.

### **Arrangements for off-site activities and trips.**

In accordance with the Educational Visits Policy a letter is sent to parents, prior to any school trip, requesting details of any medical needs or prescribed medication. These requirements will be discussed with the School Nurse before the trip departs. Where necessary, the School Nurse will liaise with parents to obtain any additional information. Medical confidentiality will be observed at all times.

### **First Aid notices are displayed in all buildings.**

Such notices include Register of qualified First Aiders and locations of First-Aid boxes and defibrillators.

### **Hygiene / Infection Control**

The School Nurse will ensure staff have access to single-use disposable gloves and hand washing facilities when dealing with blood or other body fluids, disposing of dressings or equipment. Plastic aprons, along with the above items, are available in the medical room. There is a yellow clinical waste bin in the medical room for the disposal of soiled items.

Anybody fluid spillages will be managed using appropriate personal protective equipment (PPE); in the medical room the School Nurse or First Aider on duty will deal with these, and elsewhere in the school, by the premises staff.

### **Clinical waste**

Clinical waste is that waste that consists wholly or partly of:

- Human tissue
- Blood or other body fluids
- Excretions
- Pharmaceutical products
- Swabs or dressings
- Syringes, needles or other sharp instruments
- Nappies
- Sanitary waste

Swabs, dressings, plasters etc. contaminated with blood / bodily fluids should be disposed of by placing in a 'biohazard' bag (yellow bag marked 'Clinical Waste'). The waste can then be transferred to a registered waste carrier for incineration. A specialist contractor will probably need to be sought as not all waste carriers are prepared to take clinical waste.

Treated waste: where bodily fluids, e.g. vomit, have been treated and rendered safe by use of a spill kit they can be double bagged and disposed with general waste via the normal 'black bag' route.

Vomit, e.g. collected in bowls, can be disposed of in a WC.

Sharps, e.g. syringes and hypodermic needles, must be placed in a 'sharps container' and disposed of by an appropriate licensed waste carrier. Local hospitals or doctor's surgeries may be able to assist with disposal. Sharps containers must be substantial enough to withstand a needle puncture, and must comply with BS 7320.

Sanitary waste collected in designated bins should be separated from other waste, collected at regular intervals, and disposed of by a specialist collection service.

### **Reporting accidents and keeping records.**

Incidents and near misses are reported using RIVO, an online Trust-wide system, which facilitates notification of incidents to Heads and Trust Office at the same time. Any serious accident, illness or injury to, or death of a child at the EYFS phase, whilst under the care of the school, must additionally be notified to Ofsted and local child protection agencies as soon as reasonably practicable, but within 14 days of the incident occurring. Certain categories of accidents and dangerous occurrences must be reported to the HSE, including those under RIDDOR. The criteria for reporting accidents differs for employees and non-employees, e.g. pupils and visitors.

All accidents, near misses or incidents that occur during any activity organised by the school, whether they are onsite or offsite, should be reported to a member of SLT and to the school nurse. The member of staff or group leader should consult with the SLT contact as to who will inform parents. Details should be logged in RIVO within 24 hours. In the case of accidents involving EYFS pupils, parents must be informed on the same day.

### **Identifying incident trends on CPOMS**

From September 2019 CPOMS will be used as the daily log book for the school nurse/first aiders to record all first aid given to pupils. In order to identify trends of minor injuries, reports will be pulled from the system. This will allow staff to recognise what the regular injuries are, and how these can be prevented if possible. These reports will be reviewed during all health and safety meetings, and procedures put into place as necessary.

Further are available on GDST Oracle's Health and Safety section.  
(<https://oracle.gdst.net/SitePages/GDSTPolicies/FirstAidPolicy.aspx>)

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Serious incidents will be discussed at the termly Health and Safety meeting to prevent or reduce the likelihood of further occurrence.

These will include:

1. Injury caused to an employee during an activity connected with work, or self-employed people while working on the premises.
2. Accidents resulting in death or major injury, including as a result of physical violence
3. Accidents which prevent the injured person from doing their normal work for more than three days, including as a result of physical violence
4. Any accident that happens to pupils or visitors that is likely to result in any long-term injury or absence from school.
5. Any accident that happens to staff, pupils or visitors that is attributable to defective premises or equipment.

The School Nurse will also keep records of any First-Aid treatment given by First Aiders and appointed persons on SIMS. This will include:

- Date, time and place of incident.
- Name and class of the injured or ill person
- Details of the injury or illness and what first aid was given
- What happened to the person immediately afterwards e.g. went home, resumed normal duties, went back to class, went to hospital
- Name and signature of the First Aider dealing with the incident.

### **Paediatric First Aid**

There is no one qualified on the Senior School site. During cross-site visits, paediatric trained staff will accompany younger pupils in accordance with Ofsted and HSE Regulations. During off-site visits involving EYFS children, a paediatric-certified First Aider will accompany them.

In the event of an accident or injury in EYFS staff will:

- deal with any minor injuries.
- write all information, including names of witness(es), in the accident book.
- ensure that parents, on picking up their child, sign the accident book and read the information regarding the incident.
- In Nursery, additionally, the information is written in the child's home-school communication book, which is sent home each day. The parent is expected to sign to acknowledge they have read the entry

In the event of an accident in the home:

- Parents must inform staff of any accident at home

If staff see evidence of injury on a child which has not occurred in the Nursery and has not been reported to any member of staff, parents will be asked for information on the incident and write it in the home school communication book.

### **First Aid kits and locations**

Such notices include Register of qualified First Aiders and locations of First-Aid boxes and defibrillators.

Location of first aid boxes are in medical rooms, reception, science classrooms, sports halls libraries. These kits are checked every 4 weeks by the school nurse and re-stocked as necessary. AED is kept at the old reception, and is checked once a week.

### **First Aid materials, equipment and First Aid facilities.**

All First-Aid materials are kept in the **medical rooms on each site**:

In both schools, Senior and Prep, adrenalin auto-injectors (e.g. Epipens) and other emergency medications are stored on the shelf in the medical room. They are in individual containers marked with the pupil's name.

The locked medicine cabinet contains individual pupils' prescribed medication, not requiring refrigeration.

There is a fridge for medication to be kept cold, and for storing icepacks

A small First Aid pack is available for teachers to take on trips and additional first aid boxes are also available in all hazardous areas. These are inspected regularly and items replaced as necessary to ensure compliance with HSE Guidelines.

The School Nurse ensures that the following items are present in each container:

- A leaflet giving general advice on First Aid.
- 20 individually wrapped sterile adhesive dressings
- 2 sterile eye pads
- 4 individually wrapped triangular bandages (preferably sterile)
- 6 safety pins
- 6 medium sized (12cm x 12cm) individually wrapped sterile un-medicated wound dressings
- 2 large sized (18cm x 18cm) individually wrapped sterile un-medicated wound dressings
- 3 pairs of disposable gloves
- 10 individually wrapped cleansing wipes
- 1 roll microporous tape
- 2 finger dressings
- 1 foil blanket
- 1 hydrogel burn dressing
- 1 disposable ice pack
- 2 conforming bandages
- 2 eye wash solutions
- 1 resuscitator mask or shield
- A notebook to record any incidents of First Aid being administered.

The School Nurse is responsible for maintaining accurate and up to date details of individual pupil health care records. Copies of these are held in the individual boxes in the medical room and in the pupils file and on SIMS.

The School Nurse also maintains the lists of pupils with:

Allergies

Asthma

Diabetes

Sickle cell disease

Other individual health needs

Close-family bereavements

These lists are also posted on the main staff room board and in the main school office. A copy is also given to the PE department or any other relevant personnel.