

FIRST AID POLICY

This policy includes current First Aid provision at the point of need, incident management, reporting of injuries, first aid assessment, boys with special medical conditions, areas of responsibility, and current personnel.

FIRST AID PROVISION AT THE POINT OF NEED

Location of First Aid Boxes

The School provides First Aid equipment in boxes which are located in the following locations:

- Porters' Lodge
- Boarding Houses, c/o the Matron
- Estates Dept in Lansdowne Road
- Day Houses, c/o the Housemaster
- Grounds Department
- Minibuses, c/o the School Marshal
- Science Departments (3)
- Catering Department (several)
- Art and Technology Departments
- Medical Centre
- Theatre
- Tonbridge School Centre for Sports & Media

Each of these is maintained by the relevant Head of Department and they report annually to the Headmaster's Health and Safety Advisor that the boxes are complete.

The Defibrillators

A defibrillator is kept in the Medical Centre in term and outside Reception during school holidays, in the white box placed beside the fire alarm system, accessible with a Common Room key. Instructions for its use are also kept there. A second Defibrillator is kept at the Sports and Media Centre and the staff there are trained in its use.

Who to Contact

Medical Centre: ext 4272
 Science Appointed Person: ext 4243 (Biology)
 ext 4239 (Chemistry)
 ext 4207 (Physics)
 First Aiders: Call School Reception (ext 0 or 01732 365555)
 Call Sports Centre Reception (ext 4111 or 01732 304111)
 Warders Medical Centre: 01732 770088

For those staff members (and pupils and visitors) who become ill or suffer injury whilst at work, if they are able to get to the Medical Centre, then medical assistance is provided there throughout the term of each school year by the Registered Nurses employed as the Medical Centre Sisters. The School Medical Centre is provisioned and manned 24 hours a day during term-time and short exeat. The Medical Centre Sister and her Deputies are Registered General Nurses and are thus qualified to administer first aid under the Regulations. They are not specifically first aid trained.

For more serious injuries and illnesses, several other members of the support staff are appointed by the School to be the 'First Aiders' as required by the Health and Safety at Work Act. They act for those who cannot get to the Medical Centre and when the Medical Centre is closed during the school holidays and half terms. The current names are provided below but are also available from Reception:

Mark Organ:	Assistant Bursar	ext 4275
Andrew Penfold:	School Marshal	ext 4329
Carrie Russell:	Reception	dial 0
Pam Gregory:	Reception	dial 0
Jacqui Critchley:	Reception	dial 0
Barbara Pring:	Asst Matron at School House	ext 4257
Vicki Rushton:	Bursary	ext 4280
Debbie Williams:	Catering	ext 4230
Martin Brennan:	CCF Adjutant	07889 799824

Additionally, some 30+ support staff who normally work at identified key locations are trained as Appointed Persons, as defined within the Regulations, to manage an incident, to call for help as appropriate, and to assist the First Aiders and Medical Centre Sisters, as required. Appointed Persons include:

- A technician in each of the technology and the three science departments;
- One Matron in each boarding House;
- One cook in each kitchen;
- At least one individual in each of the Porters, Grounds and Estates Departments;
- Catering Managers;
- CCF Adjutant;
- Support staff in the Medical Centre.

If available and free to do so, the Sisters from the Medical Centre may attend and assist at any significant incident but their specific priority is to boys that might already be admitted to the Medical Centre. Thus, the first response to any incident should be through the Appointed Persons and the designated First Aiders. Sporting injuries to both boys and staff will continue to be dealt with by the teachers in charge of the activity at the time. Additional arrangements are also made on match days.

Regular Medical Training of Staff

All teachers in charge of games and activities are to ensure that members of staff who help them are adequately trained in First Aid, appropriate to the game or activity. This is especially important for off-site activities. All teaching staff taking games and activities at whatever level in School will have attended a 2 hour 'Keep Alive' First Aid course on joining the School and an annual refresher thereafter. ***Having attended a course, they will be given small First Aid kits which they should take to their games and activities.*** All members of staff are encouraged to undertake further First Aid training, on a voluntary basis, where this is above the schools' minimum requirements; the School provides:

- **A 2 hour 'Keep Alive' course:** a "keep the casualty alive until help arrives" session (this is mandatory for all new members of the teaching staff).
- **A short refresher course** for all members of the teaching staff in September or January of each academic year, covering cardio-pulmonary resuscitation and usually one or more other aspects of First Aid relevant at the time.
- **Appointed Persons course** (First Aid at Work Regulations): a 4 hour course held every three years for appointed staff, house matrons, technicians and others in the workplace who may require First Aid training and skills.
- **Various courses for boys:** all 2nd year boys complete a two hour basic course as part of their Afternoon Activities programme; further training is offered to those within the Duke of Edinburgh's Award and Life Saving groups.

Lists of staff attending courses and current qualifications are kept and updated by the Headmaster's Health and Safety Advisor, with copies held by the Assistant Bursar and the Personnel Department. The Appointed Persons courses are held every three years.

INCIDENT MANAGEMENT

For Accidents, Injuries And Dangerous Occurrences Anywhere In The School And Also For Pupils And Staff During Games And Trips Etc.

Life Threatening

- Summon an ambulance immediately and arrange for someone to meet and direct it to the incident
- Summon an appointed School first aider, by calling Reception (0) or the Medical Centre (4272)
- In cases of suspected spinal injury, do not attempt to move the casualty
- Immediate first aid, keep the injured person warm, insulating from below as well as above, unless a suspected neck or spinal injury
- Reassure and keep the casualty calm

Serious, But Not Life Threatening

- Immediate first aid, keep the injured person warm, insulating from below as well as above, reassure and keep the casualty calm
- In cases of suspected spinal injury, do not attempt to move the casualty
- Summon an ambulance if necessary, summon a first aider or otherwise take to the Medical Centre

All Other Injuries

- Immediate first aid
- Send or take the injured person to the Medical Centre (term-time) or summon help from a first aider

Dealing With the Spillage Of Bodily Fluids

- **Staff precautions.** In general, if staff giving physical care to children have cuts and abrasions, these should be covered with waterproof or other suitable dressings. Whenever and wherever possible, staff should wear disposable gloves when dealing with body fluids. These are included in all issued first aid kits and boxes within the School.
- **Accidents involving external bleeding.** Normal first aid procedures should be followed, which should include the use of disposable gloves where possible. Wash the wound immediately and copiously with soap and water. Apply a suitable dressing and pressure pad if needed. As soon as possible seek medical advice.
- **Splashes of blood.** Splashes of blood on the skin should be washed off immediately with soap and water. Splashes of blood into the eyes or mouth should be washed out immediately with copious amounts of water. After accidents resulting in bleeding, contaminated surfaces, e.g. tables or furniture, should be cleaned liberally with detergent and hot water, and the accident reported in the usual manner.
- **General hygiene.** Spillages of blood and vomit should be cleared up as quickly as possible with hot water and detergent. If practical the diluted bleach should be left for 30 minutes before being wiped up with disposable paper towels before cleaning liberally, as above. Disposable gloves and apron should be worn. Individual paper towels may be discarded down the toilet. However, if many are used, it is preferable to treat them as infected waste. Gloves and aprons should be discarded as infected waste. (See paragraph below) Clothes and linen that are stained with blood or semen should be washed in a washing machine at 60 degrees centigrade for 10 minutes or boiled before hand-washing. Crockery and cutlery can be cleaned by hand-washing with hot soapy

water or in a dishwasher or dish steriliser and then allowed to air-dry. In general, normal cleaning methods should be used - no special disinfectants are necessary for either the bath or toilet, use disposable cloths, and use separate cloths for kitchen, for bathroom and for toilet.

- **Waste disposal.** Soiled waste should be placed in a sealed plastic bag and taken to the Medical Centre where it will be disposed of appropriately. If this cannot be done in the School, the rubbish including protective disposable gloves or aprons should be "double bagged" in a plastic bag, effectively secured and disposed of in a dustbin. When work is completed, wash and dry your hands.

Staff should always remember:

- **Never send a boy, no matter how slight his injury, back to his House but always to the Medical Centre**
- **Never send an injured boy to the Medical Centre alone – always provide an escort – and check afterwards that the injured person did report**
- **Any boy who had any form of head injury should always be sent to the Medical Centre**

REPORTING OF INJURIES AND ‘NEAR MISSES’, ETC.

Accident Report Books are kept in the Common Room, the Medical Centre, Porters’ Lodge, all Houses, all Science and Vere Hodge Departments, all Non-Teaching Departments.

- **Injuries to Boys.** In all cases, the member of staff is to report an injury to a boy to the Departmental Head and must also complete an Accident Report Form. The yellow top copy goes to the Housemaster, the pink copy to the Headmaster’s H&S Advisor. Staff must always inform the Housemaster, after having dealt with the boy, at the earliest opportunity if this will be quicker than filing the report form. ***It is the responsibility of the Housemaster to inform parents of any accident or injury to a boy. In his absence this duty may be delegated to the assistant housemaster or matron.***
- **Injuries to Teaching and Support Staff, Visitors and Others.** Either the member of staff or a colleague should inform the Departmental Head and must also complete an Accident Report Form. The yellow top copy goes to the Assistant Bursar, the pink copy to the Headmaster’s H&S Advisor. In addition, all injuries taken to the Medical Centre will be recorded there in the usual manner.

The procedure for recording details of accidents, injuries and dangerous occurrences is outlined in (RIDDOR) of the Health and Safety Policy.

THE FIRST AID ASSESSMENT

The School has several areas which require consideration. Though separate, they do overlap in terms of resolution and current provision and the following areas have been identified:

- As an Employer, the School must meet the statutory Health and Safety (First Aid) Regulations 1981 for its many staff - typically about 500, both full and part-time. It also has a duty towards others at the workplace who are not staff members but who are nevertheless affected by how the organisation is run. This includes pupils, parents and other visitors to the workplace.
- As a School (with almost 60% boarding), it must provide appropriate care for its pupils both in School and during school activities, in term and holiday periods.
- The School is also obliged, under these regulations, to provide cover for those staff and students involved in the Holiday Courses, whilst on the School premises.

Requirements for first aid cover vary during the year:

During Term-time	Pupils are present; most staff are available
During Holiday Time	No pupils; some teachers might be present but secretarial, Bursarial, Porters, Grounds, Estates, some Catering, Cleaning and Technical staff are present
During Recreate Courses	Outside pupils and outside staff are present

BOYS WITH SPECIAL MEDICAL CONDITIONS

Boys who have particular medical conditions (such as asthma, diabetes, dietary intolerances / allergies or epilepsy) have their conditions registered on the Disabilities List. Colleagues are made aware of the needs of such boys through staff meetings and through identification on the database. All staff receive training in how to administer an epipen for those boys who require it. The Medical Centre (and Housemaster) holds all the relevant medical information on such boys. All boys with special medical needs are identified before going on school trips so that staff accompanying are aware of both the issue and any possible intervention or action that might be required on their part.

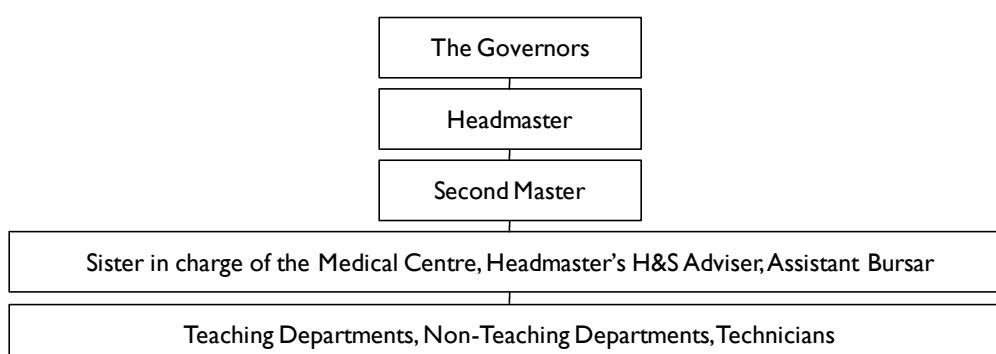
AREAS OF RESPONSIBILITY

Term-time

Responsibility for First Aid lies with the School Governors, but is delegated through the Headmaster to the nominated and trained First Aiders who, together with the Medical Centre Sisters, are the 'Suitable Persons' as defined in the Regulations and ensure that, together with the Appointed Persons, the School provides the required number of trained personnel as stipulated in the Regulations. The Regulations also identify other Duties of the Employer to his staff, including:

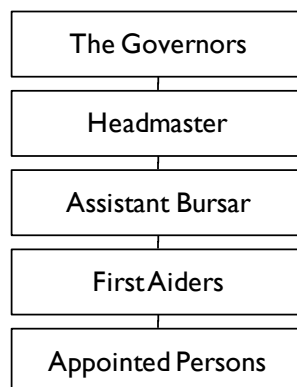
- The provision of First Aid equipment (including first aid kits);
- The provision of First Aid facilities, i.e. a room suitable for first aid and treatment (the Medical Centre and the Sports and Media Centre);
- Notification of the above provisions to all staff;
- Ensuring that Heads of Departments holding the notified First Aid equipment maintain their upkeep and stock;
- Record-keeping of all actual and potential incidents and their evaluation;
- Recording of all staff training and the need for refresher courses; and
- Identification of areas of 'Specific Hazard' and ensuring that adequate training and facilities are available for these.

The above duties are carried out by the Headmaster's Health and Safety Advisor and the Assistant Bursar. Areas of "Specific Hazard" will be in liaison with the appropriate Head of Department. Thus, the lines of responsibility are as follows:



Holiday Time

As for term-time, but the Medical Centre is closed. The official 'First Aiders' for this 'place of employment' during school holidays and half terms will be those designated as trained First Aiders and the Appointed Persons. Suitable facilities will be provided in the Lowry complex as it can afford privacy, access to necessary facilities and it is close to Reception and the Porters' Lodge. Two of these 'First Aiders' will always be on site during working hours and, together with any of the 'Appointed Persons', will ensure adequate provision as in the Regulations. The name of the duty First Aiders will be available from Reception. Records will be kept by the Assistant Bursar and shared with the Headmaster's Health and Safety Advisor at the beginning of each term, as appropriate. The lines of responsibility are as follows:



Special Hazards and Risk Assessments

The Head of each teaching and non-teaching Department maintains a current Assessment of Risk for all activities and First Aid requirements, if any. Copies of these are kept with the Health and Safety Advisor for the Houses and teaching departments, and the Assistant Bursar for the administrative and support departments.

Evaluation

Evaluation of incidents will be by the Health and Safety Advisor and / or the Assistant Bursar in liaison with the Medical Centre Sister, as events dictate or annually if otherwise. Specific areas of responsibilities for these two officers are outlined in the main Health and Safety Policy.

Evaluation of this document and updating of the School's provision and procedures will take place towards the end of each academic year, unless events dictate otherwise.

CURRENT PERSONNEL

School Doctors	Dr R Claxton Dr J Moore
Medical Centre Sister-in-Charge	Helen Burnop
Medical Centre Sisters	Theresa Cast Clare Moore Heather Palin Helen Watts
Assistant Bursar	Mark Organ
Headmaster's Health & Safety Advisor	Peter Belbin