

This policy is applicable to all College pupils, including those in EYFS

FIRST AID POLICY

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TO BE READ IN CONJUNCTION WITH ALL SLC ASSOCIATED POLICES AND SUPPORTING DOCUMENTS.

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INTRODUCTION

St Lawrence College is committed to providing a safe work place for all staff, students and visitors and fulfilling our obligations under The Health and Safety (First Aid) Regulations 1981 by:

- Providing training for staff in administering first aid according to the risks identified.
- Having First Aid provisions readily available.
- Having a competent “appointed person” available at all times.
- Identifying and reducing risks to acceptable levels through written and dynamic risk assessments which are reviewed regularly.
- Ensuring policies and procedures are in place to safeguard staff and students.
- Recording and reviewing all accidents, incidents and or near miss events

St Lawrence College provides a Medical Centre for boarding students, which is situated on the first floor of the Junior School Main Building.

During term time there is a qualified nurse available 24 hours a day, 7 days a week, and if possible students should go to the Medical Centre or the Medical Centre staff be contacted.

Unless otherwise authorised by the Senior Nurse, all medications are stored securely in, and administered from, the Medical Centre. All visits to the Medical Centre are recorded in the Day Book, which is kept in the Medical Centre.

Specific arrangements are in place for pupils with particular pre-notified medical conditions (e.g. Asthma, Epilepsy and Diabetes) and these pupils are known to the Medical Centre staff.

Coronavirus (Covid-19) Addendum Guidance

The principles as set out in this policy remain unchanged.

The Coronavirus Health and Safety Policy sets out the expectations for St Lawrence College, its pupils, staff and all relevant persons, in light of (Covid-19), during a global pandemic.

Employers must protect workers from injury or harm to health which could happen as a result of work-related activity. This includes taking reasonable steps to protect SLC staff and others from Coronavirus (Covid-19) and following guidance as provided by the NHS or Department of Education

ARRANGEMENTS FOR STUDENTS & STAFF OBTAINING FIRST AID TREATMENT.

- 1.1 In the event of a pupil or staff member feeling unwell or sustaining an injury, a dynamic assessment of the person by a suitably trained person should be immediately carried out and treatment provided to stabilise the patient.
- 1.2 If the injury is non-life-threatening, then the injury should be stabilised using supplies from the nearest First Aid Kit (see Appendix C for locations) before escorting the student to the Medical Centre.
- 1.3 If student/s are required to be escorted to the Medical Centre they are to be accompanied by a member of staff or a responsible pupil.
- 1.4 The school doctors will offer consultations as required by the School. If a pupil needs a consultation this may be offered by video link or in person at the Medical Centre or surgery. If the situation is considered urgent and it is deemed necessary, the pupil will be taken to hospital.
- 1.5 During holiday times the Medical Centre is not staffed. Therefore it is important that there are sufficient members of staff trained in First Aid in each department, to cover any emergency that may arise.
- 1.6 If a member of staff is feeling unwell or sustains an injury they should contact the nearest first aider who will administer first aid treatment as required. Line Managers are required to be notified for all injuries to staff.

INFORMING PARENTS / STAFF EMERGENCY CONTACT

- 1.7 Parents will always be contacted if a pupil suffers anything more than a trivial injury, or is unwell and admitted to the Medical Centre, or there are any concerns about their health.
- 1.8 In the event a staff member becomes unwell or is injured whilst at work and is unable to continue working, the Line Manager or designated person will decide if the emergency contact is required to be notified. Arrangements for the safe transportation of the staff member to their place of residence will be discussed with the staff member where required.

PUPIL AND STAFF RECORDS

- 1.9 All boarders' medical records are kept securely in the Medical Centre. Information regarding pupils with medical conditions that all staff should be aware of is circulated to staff at the start of each year. A list detailing all the information is retained in the Medical Centre and is also available in the Staff Common Rooms.
- 2.0 All staff medical records are held with the HR Department

RECORDING OF ACCIDENTS

- 2.1 All accidents, no matter how trivial, must be recorded in full on the accident report form by the adult or staff member present, or first aider.

Accident forms must be submitted to the Medical Centre and Health and Safety Department within 24 hours.

Any incident or accident that requires a person to go to A&E for any treatment, the Health and Safety department should be notified as soon as practically possible.

Accident forms are available from the Bursary in the senior school building and on Sharepoint.

For pupils who sustain an injury which requires medical attention the completed accident report form should be made available to the Medical Centre when presenting for treatment where the detail will be concluded. Copies must then be given to the Deputy Head, Pastoral, and the relevant Housemaster/Housemistress, the member of staff present with the pupil at time of the injury and the Health and Safety Department.

- 2.2 In the Junior School, parents will be informed in writing of any accidents or injuries sustained by a child in line with specific EYFS requirements and of any first aid treatment given. Acknowledgement must be sought by the parent signing and returning the said letter.
- 2.3 The Health and Safety Manager will take all the necessary steps to comply with the Reporting of Injury, Diseases and Dangerous Occurrence Regulations 2013 (RIDDOR) informing the Health and Safety Executive (HSE) as necessary.
- 2.4 RIDDOR report forms are submitted electronically to the Health and Safety Executive by the Health and Safety Manager upon receipt of a reportable; Injury Disease, Dangerous Occurrences. RIDDOR acknowledgements together with a copy report are retained by the Health and Safety Department. The detail of all incidents/accidents are retained by the Health and Safety Department, reviewed and investigated. Statistical detail as a result of accidents/incidents/diseases/dangerous occurrences is collated and submitted to the (SLC) Health and Safety Committee when it meets quarterly, by way of the Health and Safety Scorecard.

EMERGENCY PROCEDURES

- 1.15 Upon being summoned in the event of an accident, the medical practitioner/first aider is to take charge of the emergency treatment/first aid treatment commensurate with their training. Following their triage/assessment of the injured person, they are to administer appropriate treatment/first aid and make a balanced judgement as to whether there is a requirement to call an ambulance

The medical practitioner/first aider is to always call an ambulance on the following occasions:

CALLING FOR AN AMBULANCE

1.15.1 An ambulance should always be called:

- If the patient has stopped breathing
- In the event of a serious injury;
- Any significant head injury;
- Any period of unconsciousness;
- In the event of a serious asthma attack or allergic reaction
- Wherever there is a possibility of a fracture or where this is suspected
- If you suspect a cardiac arrest or stroke.
- Whenever the first aider is unsure of the severity of the injuries and/or unsure of the correct treatment in the absence of SLC medically trained staff
- If the patient has stopped breathing.

TRIPS OUT OF SCHOOL

1.10 The Medical Centre should be made aware of all pupils attending an educational visit, to enable them to discuss any particular medical needs with the member of staff in charge of the trip. It is also the responsibility of the member of staff in charge to provide the Medical Centre with a list of all pupils participating and to be aware of any particular medical conditions (for example, asthma, epilepsy, diabetes) affecting pupils. The member of staff should also ensure they have a fully stocked first aid kit available for the trip.

See Educational Visits Policy.

SPORTING ACTIVITIES

SPORTS FIELD

- 1.11 The person responsible for taking games must have a first aid kit with them at all times. All first aid kits must be returned to Medical Centre after the last games session of the term, to allow for a complete audit and the replenishment as necessary. Any item used should be replaced as soon as possible after use.
- 1.12 It is also advisable for a least one member of staff to have a mobile phone with them to enable them to call for help/ambulance if the injury is too serious for the patient to be moved.
- 1.13 All pupils sustaining injuries on the sports field will be taken to the Medical Centre (if deemed safe to do so) for assessment unless an ambulance or paramedics have been called.

RUGBY MATCHES

1.14 A member of the Medical Centre staff will be at pitch side for home rugby matches whenever possible.

Suspected Concussion

1.15.2. Concussion is a temporary injury to the brain caused by a bump, blow or jolt to the head. It usually only lasts up to a few days or weeks, although it sometimes needs emergency treatment and some people can have longer-lasting problems. Procedures as laid down in this policy as at 1.14 and 1.15 must be followed as all times.

Please note: helpful advice when dealing with concussion can be found on the link NHS link below:

<https://www.nhs.uk/conditions/Concussion/>

U19 and Below Concussion Management Guidelines - Helpful information

1.15.3 <https://www.englandrugby.com/dxdam/7d/7d75aa70-012f-4369-8899-6fe10e952e2d/HEADCASEU%2019Concussion%20Management%20Guidelines.pdf>

Grids References to be used for direction to the following locations:

1.16 GRID REFERENCE FOR *NORTHGATE, COLLEGE ROAD, RAMSGATE*

TR 379659

GRID REFERENCE, *JUNIOR SCHOOL, COLLEGE ROAD, ACCESS TO MEDICAL CENTRE/THE OWEN*

TR 38491 64868

GRID REFERENCE, *NEWLANDS PLAYING FIELDS*

TR 39095 69823

PROCEDURE FOR DEALING WITH THE SPILLAGE OF BODILY FLUIDS

Personal Protective Equipment (PPE)

1.17 Disposable gloves (Non Latex) and all relevant PPE, as detailed in the relevant Risk Assessment, must be worn where there is the potential/likelihood of contamination from body fluids, to ensure safe systems of work. The appropriate Spill Kits are in place across the SLC site and managed by the Medical Centre and the Domestic Services Manager.

1.17.1 During the period of the Coronavirus Pandemic Covid-19, three isolation rooms have been specifically identified across the college site, where symptomatic pupils will be taken in order to control exposure. The isolation rooms are equipped with the required PPE, to include overalls/over shoe covers/visors/facemask/disposable gloves/aprons/disinfectant wipes and spray/bodily fluid spill kits. A member of the medical staff will be alerted and will attend the isolation room.

1.17.2 Boarding House isolation rooms have been identified in order to accommodate pupils returning from countries outside the UK that require a period of isolation. Full PPE equipment as at 1.17.1 is also in place.

1.18 Resuscitation Council UK position on COVID-19 guidance in September 2020

Resuscitation Council UK Statement on Covid-19 in relation to CPR and resuscitation in First Aid and Community settings:

Please refer to video by opening the link below:

<https://www.resus.org.uk/covid-19-resources/covid-19-resources-general-public/resuscitation-council-uk-statement-covid-19>

1.18.1 Guidance for First Aiders

Try to assist at a safe distance from the casualty as much as you can and minimise the time you share a breathing zone.

If they are capable, tell them to do things for you, but treating the casualty properly should be your first concern.

Remember the 3P model – Preserve life, Prevent worsening, Promote recovery.

Preserve life: CPR

- Call 999 immediately – tell the call handler if the patient has any COVID-19 symptoms
- Ask for help. If a portable defibrillator is available, **ask for it**
- Before starting CPR, to minimise transmission risk, *use a cloth or towel* to cover the patient's mouth and nose, while still permitting breathing to restart following successful resuscitation

If available, use:

- a fluid-repellent surgical mask
- disposable gloves
- eye protection
- apron or other suitable covering
- ***Only deliver CPR by chest compressions and use a defibrillator (if available) – do not attempt rescue breaths***

Prevent Worsening and Promote Recovery: all other injuries or illnesses

- If you suspect a serious illness or injury, call 999 immediately – tell the call handler if the patient has any *COVID-19 symptoms*
- If giving first aid to someone, you should use the recommended equipment listed above if it is available

- You should minimise the time you share a breathing zone with the casualty and direct them to do things for you where possible
- **After delivering any first aid**
- *Ensure you safely discard disposable items and clean reusable ones thoroughly.*
- *Wash your hands thoroughly with soap and water or an alcohol-based hand sanitizer as soon as possible.*

Contact the Domestic Services Manager who will arrange for a full clean of the location where Covid-19 is suspected. Domestic Services Manager:

Work Mobile 07783368646

Email - cas@slcuk.com

The contamination of surfaces/floor surfaces

- 1.19 Contaminated surfaces must be contained by deploying the appropriate spills kit (Bodily Fluids) the kit will contain absorbent granules which should be sprinkled initially around the spill to prevent it from travelling thereafter to cover and contain the spill. Once the spill has been contained by the granules this can be removed with care using the correct PPE with the designated dustpan and brush. The spill material to be disposed of in a yellow hazardous waste plastic bag, which will be collected by the hazardous waste contractor. Following the clean-up operation the area should be cleaned following (SLC) protocol.

1.20 The use of Adrenaline Auto-Injectors such as: EpiPen, Jext, Emerade

Auto injectors are automatic injection devices containing adrenaline for allergic emergencies. The auto injectors should only be used by a person with a history or an acknowledged risk of an anaphylactic reaction. Anaphylaxis may be caused by insect stings or bites, food, drugs and other allergens as idiopathic (the latter a symptom or syndrome that appears without apparent cause), or exercise-induced anaphylaxis. It is the policy of SLC that every pupil with a known medical condition will have an individual health care plan in place which is held on file within the medical centre and shared with each member of the medical team and all other relevant staff. Prescription only medicines (poms) must not be administered unless they have been prescribed for a child by an Appropriate Practitioner such as a doctor, nurse, and pharmacist. All adults working within SLC must ensure that they disclose to key personal any such personal medical care plans, as to ensure that crucial risk factors information is available to the medical team, should medical intervention be required or indeed an emergency services response. Guidance recommends that individuals carry a second auto-injection should the first fail for any reason. Care must be taken by the parent to ensure auto-injectors remain within date and therefore fit for purpose. Individual staff reliant upon an auto-injector share the same responsibility.

Sharps Injury

- 1.21 Anyone who receives a sharps injury must go to the Medical Centre immediately. The College will hold a record of the sharps injury and investigate the circumstances and causes of the incident and take action if required. The record of injury should include who was injured, and when and where the incident occurred.

Sharps boxes are available throughout the CPC for the purpose of the disposal of sharp apparatus,

such as scalpels. Clinical Sharps boxes are also within the Medical Centre. SLC has an arrangement with a specialist contractor for the regulatory collection and disposal of sharps.

Disposal of Sharps

- Extreme care must be taken into consideration when disposing of sharps waste.
- Contaminated needles and other contaminated sharps should not be bent or recapped;
- Pick up the sharp object by using a dust pan and brush or tweezers;
- Both needles and blades are always treated and handled with the highest concern;
- Contain all sharps and needles immediately in a leak-proof container (be-spoke sharps box) that is appropriately labelled;
- All sharps containers must meet the following criteria: closable, puncture resistant and leak-proof;
- Notify the School Medical Centre;
- The Medical Centre, in addition to the Cannon Perfect Centre (CPC), have ample sharps boxes for the safe disposal of sharps.
- (SLC) have a contract in place with a Regulated Waste Disposal Company, Sharps Bins/Hazardous Waste (yellow bags) are collected and disposed of at agreed intervals or, as/when required.

NON-URGENT APPOINTMENTS

- 1.22 Pupils who have to attend appointments will have their transport arranged by the Medical Centre. House staff will be informed via email, of the date, time and location of pick up by the escort. All pupils under the age of 16 will go with an escort. Those over 16 can go unattended at the discretion of the Medical Centre and Housemaster/Housemistress, dependant on the type of appointment they are attending.

TRAINING AND MONITORING

- 1.23 It is important that there are sufficient numbers of staff trained in first aid.

St Lawrence College will monitor the qualifications of all the First-Aiders and ensure that they are offered the appropriate refresher training every three years, which will comply with HSE requirements.

St Lawrence College publishes a list of qualified First-Aiders. See Appendix (A)

The following First Aid certification is available dependent upon risk factors

- Emergency First Aid at Work, a one day training course
- 2 Day Paediatric First Aid
- First Aid at Work, a 3 day training course
- 2 Day Refresher

MENTAL HEALTH FIRST AIDERS (YOUTH) - MEDICAL STAFF

- 1.24 (SLC) fully supports the training of Mental Health First Aiders and has 6 members of staff fully trained. This measure will add both resilience and support where required.

TRAINING FOR EARLY YEARS STAFF –

- 1.25 At least one person who has a current Paediatric First Aid (PFA) certificate must be on the premises and available at all times when children are present and must accompany children on outings. The certificate must be for a full course, consistent with the criteria set out in Appendix D. Child minders, and any assistant who might be in sole charge of the children for any period of time, must hold a full current PFA certificate. PFA training must be renewed every three years and be relevant for workers caring for young children. The College takes into account the number of children, staff and the layout of premises to ensure that a Paediatric First Aider is able to respond to emergencies quickly. All newly-qualified Early Years teaching staff who have completed a Level 2 or Level 3 qualification on or after 30 June 2016 must also have either a full PFA certificate or an emergency PFA certificate within 3 months of starting work at the College, in order to be included in the required child / staff ratios at Level 2 or Level 3 in the Early Years setting. The College will make available upon request to parents, a list of staff who have a current PFA certificate.

FIRST AID EQUIPMENT

- 1.26 It is the responsibility of each head of department to allocate a named person to ensure that suitable stocked and properly identified containers are easily accessible and placed, if possible next to or near hand-washing facilities.
- 1.27 All first aid kits MUST be identified by a white cross on a green background.

FIRST AID KITS

- 1.28 The contents of the First Aid Kits should be checked in each department, and any shortfalls restocked frequently by a named member of staff, appointed by the head of department. At all times the contents should be replaced as soon as possible after each use. For locations of First Aid Kits, see Appendix C

Standard First Aid Kit

It is recommended that First Aid Containers should contain the following:

First Aid Guidance Note	1
Adhesive Plasters, individually wrapped (assorted sizes)	20
Eye Pads	2
Triangular Bandages	4
Safety Pins	6
Medium sized (12cm x 12cm) sterile un-medicated wound dressings	6
Large (18cm x 18cm) sterile un-medicated wound dressings	2

Disposable Gloves (pair) Non Latex	1
Face shield Protection	2

Notes:

The above is only a recommendation from the HSE, as there is no mandatory list of items.

Additionally, each first aid box should contain a face shield as a PPE protection measure

Please refer to your Departmental Risk Assessment as to whether an eye wash station is required for the type of hazards exposed to in keeping with the required control measures.

1.29 Appendix A



FIRST AIDERS – BURSARY STAFF

First Name	Surname	Role	Area of Work	Contact Ext	Valid to	Legend
Teresa	Thorpe	Domestic Services	Housekeeping	Via 1600	19/02/23	*
David	Salisbury	Domestic Team Leader	Housekeeping	Radio	19/02/23	*
Damien	Tyler	Domestic Services	Housekeeping	Via 1600	19/02/23	*
Will	Hayward	Domestic Services	Housekeeping	Via 1600	19/02/23	*
Jean	Davies	Laundry/Domestic Services	Laundry	Via 1600 Radio 11	29/10/23	*
First Name	Surname	Role	Area of Work	Contact Ext	Valid to	Legend

Jon	Tompkin	Caretaker	Site Wide	Ext 1206/ 8013 (M) 07588 744445	26/02/24	*
First Name	Surname	Role	Area of Work	Contact Ext	Valid to	Legend
Alan	Crowhurst	Senior Grounds Person	Grounds		08/06/24	
Mark	Cammell	Facilities Supervisor	Maintenance		26/02/24	
Hannah	Heath Hall	Commercial Manager	Bursary		06/08/24	**
First Name	Surname	Role	Area of Work	Contact Ext	Valid to	Legend
						*
Nick	Cobley	Junior Sous Chef	Catering	Ext 1500	29/10/23	*
Jeni	Wingate	Commis Chef	Catering	Ext 1500	29/10/23	*
First Name	Surname	Role	Area of Work	Contact Ext	Valid to	Legend
Emma	Taker	Director of Marketing, Admissions	Main Reception	Ext 1405	20/10/23	
Simon	Anderson	Fleet Driver	Fleet Driving	07710 086710	25/02/25	*
Richard	Poulter	Fleet Driver	Fleet Driving		19/02/23	*
David	Knox	Fleet Driver	Fleet Driving		25/02/25	
Charlotte	Wharmby	CCF Staff Instructor	CCF	2201	02/02/23	*
First Name	Surname	Role	Area of Work	Contact Ext	Valid to	Legend
Victoria	Hammond	Academic Administrator	Bursary	01843 808080 Ext.1401	25/02/25	***



1.30 Appendix B

Academic Staff and Support Services

First Name	Surname	Role	Area of Work	Contact Ext	Valid to	Legend
Jeremy	Clausters	Design and Technology	CPC		26/03/23	
Charlotte	Mara-Patterson	Sports Coach	Netball/Hockey Coach	CIm'slcuk.com	29/10/23	*
Andrea	Izzard	HMS	Bellerby		26/02/24	
James	Rawbone	HM	Kirby		08/06/24	
Adam	Gunn	HM	Lodge	1766	26/02/24	
Charles	Sharp	HM	Tower		26/02/24	
Lizzie	Young	HMs	Kirby / Taylor Hall		26/02/24	
Derry	Snowdon	HM	Kirby		08/06/24	
Alastair	Brogdon	Hockey	Newlands / Sports Hall		04/01/25	
Daniel	Nicholls	Chemistry	CPC		25/02/25	
Seth	Simmonds	Assist Director Sport	Newlands / Sports Hal		08/06/24	
Kate	Barwell	HM – Chemistry	Laing / CPC		26/02/24	
Emily	Dickinson	English	Bellerby /Classroom Block		25/02/25	
First Name	Net	Role	Area of Work	Contact Ext	Valid to	Legend
Mrs S	Peskett	Foundation Stage and Key stage 1 Co-ordinator	Pre Prep	01843 572912	03/12/24	**
Kirsty	Danes	Junior School SENDCo	Prep School	01843 572912	04.01.25	+
Charlotte	Adams	KS1 Teacher	Pre-Prep	01843 572912	03/12/24	**
Kara	Balcombe	Teaching Assistant	Prep & Pre-Prep	01843 572912	01/09/23	**

Mr Chris	Brown	6B Form Tutor	Prep	01843 572912	04/01/25	*
Beccy	Brown	Head of Nursery	Pre Prep	01843 572912	03/12/24	**
Julie	Cox	Teaching Assistance	Pre Prep and Prep	01843 572912	01/09/23	**
Natasha	Radford	Nursery Assistant	Pre Prep	01843 572912	01/09/23	**
Amy	Mackman	KS2 teacher	Prep	01843 572912	01/04/25	*
Leyla	Rhodes	Teaching Assistant	Pre-Prep	01843 572912	01/09/23	**
Sue	Stiff	Teaching Assistant	Pre-Prep	01843 572912	01/09/23	**
Rebecca	Turner	KS1 Teacher	Prep	01843 572912	04/01/25	**
Emily	Walton	KS2 teacher	Prep	01843 572912	04/01/25	**
Angela	Watkins	Teaching Assistant	Prep	01843 572912	01/09/23	**
Linda	Morgan	House Mother	Kirby House	Ext 4004	01/09/23	**
Angela	Mullin	Assistant House Mother	Kirby House	Ext 4004	01/09/23	**
First Name	Surname	Role	Area of Work	Contact Ext	Valid to	Legend
Katy	Saunders	Medical Centre Nurse	Medical Centre	4011	03/12/24	**
Gill	Goodwin	Senior Sister	Medical Centre	4016	01/09/23	**
Jane	Sullivan	Medical Centre Nurse	Medical Centre	4011	01/09/23	**
Sandra	Wilson	Medical Centre Nurse	Medical Centre	4011	03/12/24	**
Susan	Smallbone	Medical Centre Nurse	Medical Centre	4011	03/12/24	**
First Name	Surname	Role	Area of Work	Contact Ext	Valid to	Legend

Legend:

1 Day Emergency First Aid at Work *
2 Day Paediatrics First Aid **
3 Day First Aid at Work ***
Expiry 2022
Expiry 2023
Expiry 2024
Expiry 2025

1.30.1 Appendix B

Mental Health First Aiders (Youth)

First Name	Surname	Role	Area of Work	Contact Ext
Jenny	Studd	Medical Centre Nurse	Medical Centre	4011
Katie	Saunders	Medical Centre Nurse	Medical Centre	4011
Sandra	Wilson	Medical Centre Nurse	Medical Centre	4011
Gill	Goodwin	Senior Sister	Medical Centre	4016
Jane	Sullivan	Medical Centre Nurse	Medical Centre	4011
Elena	Matthews	Eleanor Matthews Assistant Head (6th form)	Library	1801

Narrative:

There is no expiry date currently for the Mental Health First Aid courses, as facilitated by St John Ambulance for and on behalf of Mental Health UK.

1.31 APPENDIX C



Locations of First Aid Kits

It is the responsibility of all heads of departments to allocate a named person if not the first aider, to ensure that the first aid kits are regularly checked and any shortfalls are re-stocked by contacting the Medical Centre.

LOCATION	NUMBER
Senior School:	
Main Reception	1
Principal's Area (Senior School)	1
Bursar's Secretary's office	1
Bursary Reception	1
School Coffee Shop	1
Laundry	2
Catering First Aid Kits	3
Burns First Aid	1
Eye Wash First Aid	2
English Office	1
Classroom Area	1
ICT Dept	1
CPC	14
Home Economics Dept	1
Taylor Hall	2

Bellerby House Mistress Office plus Matrons Office	2
Lodge	2
Tower	2
Kirby House	1
Sports Centre	3
The Mews – Facilities	1
PE Dept (games bags) Senior School	20
CCF	2
Domestic Services Laundry Room	1
Junior School:	
Hamblen Block	2
Swimming Pool	1
PE Dept (games bags) Junior School	3
Medical Centre	Caretakers of FA Boxes
North Side:	
Pre Prep	1
Facilities	1
Caretaker Emergency Travel Kit	2
The Grange	1
Grounds Team	1
30 College Road (House)	1
Grounds:	
The Pavilion, Newlands Playing Fields	1
Astro Shed	1
Emergency First Aid Travel Kits	
Emergency Red Bags	6

	<ul style="list-style-type: none">• Kirby House• Bellerby House• Prep & Pre Prep• Bursary• Deputy Head
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Note: The Medical Centre as at 08/11/2019, is conducting an Audit of all First Aid boxes, the table above will be adjusted accordingly.



1.32 APPENDIX D

Locations of Defibrillators

It is the responsibility of the Health and Safety Assistant to ensure that the Defibrillators are regularly checked and any problems reported to the Medical centre, Health and Safety Manager.

LOCATION	NUMBER
Senior School:	
Residence/Tutors Entrance Senior School – Main House Type Semi-Automatic 	1
Pavilion, Newlands Playing Fields Type Fully Automatic – Caller must phone for the access code Instructions available	1



1.33 APPENDIX E

Use of Defibrillator Report Form

Date: ____/____/____

Patient Details:

Male ☐ Female ☐ Age _____ Known ☐ Estimated ☐ Unknown ☐

Full Name (if Known) _____

Location of Collapse (please be specific) _____

Time of Collapse (please estimate if exact time not known) _____

Was the Collapse witnessed? Yes ☐ No ☐ Unknown ☐

If yes, please state name(s) of witness(S) _____

Had CPR been started before the defibrillator arrived? Yes ☐ No ☐ Unknown ☐

What was the delay time between the patient collapsing and the start of CPR being administered? _____
(Minutes) Actual Estimated Unknown ☐ ☐ ☐

What Time was the Ambulance called? _____

What was the delay between collapse and placing the electrodes on the patient's chest?

_____ (Minutes) Actual ☐ Estimated ☐ Unknown ☐

Was shock given? Yes ☐ No ☐ Unknown ☐

If yes, how many were given before the ambulance arrived? _____

Did the patient have signs of circulation after shock was given? _____

Did the patients start breathing or recover consciousness before the ambulance arrived? _____



Name of the Hospital patient transferred to: _____

If followed up, was the patient

Dead on Arrival ☐

Admitted but did not survive ☐

Discharged ☐

Unknown ☐

Additional Information

Please complete this form immediately after the incident and return it to the Health and Safety /Facilities Manager (SFM).

1.34 APPENDIX F

CRITERIA FOR EFFECTIVE PAEDIATRIC FIRST AID (PFA) TRAINING

1. Training is designed for workers caring for young children in the absence of their parents and is appropriate to the age of the children being cared for.
2. Following training, an assessment of competence leads to the award of a certificate.
3. The certificate must be renewed every three years.
4. Adequate resuscitation and other equipment including baby and junior models must be provided, so that all trainees are able to practice and demonstrate techniques.
5. The **emergency PFA course** should be undertaken face to face and last for a minimum of 6 hours (excluding breaks) and cover the following areas:
 - Be able to assess an emergency situation and prioritise what action to take.
 - Help a baby or child who is unresponsive and breathing normally.
 - Help a baby or child who is unresponsive and not breathing normally.
 - Help a baby or child who is having a seizure.
 - Help a baby or child who is choking.
 - Help a baby or child who is bleeding.
 - Help a baby or child who is suffering from shock caused by severe blood loss (hypovolemic shock).
6. The full PFA course should last for a minimum of 12 hours (excluding breaks) and cover the areas set out in paragraph 5 as well as the following areas:
 - Help a baby or child who is suffering from anaphylactic shock.
 - Help a baby or child who has had an electric shock.
 - Help a baby or child who has burns or scalds
 - Help a baby or child who has a suspected fracture.
 - Help a baby or child with head, neck or back injuries.
 - Help a baby or child who is suspected of being poisoned.
 - Help a baby or child with a foreign body in the eyes, ears or nose.
 - Help a baby or child with an eye injury.
 - Help a baby or child with a bite or sting.
 - Help a baby or child who is suffering from the effects of extreme heat or cold.



- Help a baby or child having: a diabetic emergency; an asthma attack; an allergic reaction; meningitis; and/or febrile convulsions.
 - Understand the role and responsibilities of the paediatric first aider (including appropriate contents of a first aid box and the need for recording accidents and incidents)
7. Providers should consider whether paediatric first aiders need to undertake annual refresher training, during any three-year certification period to help maintain basic skills and keep up to date with any changes to PFA procedures.

Appendix G. Implementation

The policy will be disseminated in a range of methods and styles to ensure a wide coverage, including the use of:

- Sharepoint

Appendix H. References

External Documents	Ref Link
The Health Protection (Coronavirus) Regulations 2020	http://www.legislation.gov.uk/ukxi/2020/129/contents/made
Health & Safety at Work Act 1974	http://www.hse.gov.uk/legislation/hswa.htm http://www.legislation.gov.uk/ukpga/1974/37/contents
DH Guidance Transport to schools and other places of education	https://www.gov.uk/government/publications/transport-to-school-and-other-places-of-education-autumn-term-2020/transport-to-school-and-other-places-of-education-autumn-term-2020
Face Covering in Education	https://www.gov.uk/government/publications/face-coverings-in-education
Management of Health & Safety at Work Regulations 1999 (MHSWR)	http://www.hse.gov.uk/managing/index.htm http://www.legislation.gov.uk/ukxi/1999/3242/regulation/3/made
Control of Substances Hazardous to Health 2002 (as amended)	http://www.hse.gov.uk/coshh/ http://www.legislation.gov.uk/ukxi/2002/2677/regulation/7/made
Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)	http://www.hse.gov.uk/riddor/ http://www.legislation.gov.uk/ukxi/2013/1471/contents/made
Personal Protective Equipment at Work Regulations 1992 (PPE)	http://www.hse.gov.uk/pubns/priced/l25.pdf http://www.legislation.gov.uk/ukxi/1992/2966/contents/made
Working Alone HSE INDG73 Revision 3	http://www.hse.gov.uk/pubns/indg73.pdf
Managing for Health and Safety HSE HSG65	http://www.hse.gov.uk/pubns/priced/hsg65.pdf
Gov.UK (Covid-19) Guidance on supporting children and young people's mental health and wellbeing	https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing
(Coronavirus) RIDDOR reporting	www.hse.gov.uk/coronavirus/riddor/index.htm
SLC Associated Documents:	
Plans	
Health & Safety Management Plan	https://slcuk.sharepoint.com/:b/s/PoliciesProcedures/Eb8E17bHhp5JhniFxSJagLgBDuCjNb0RB-3v-K7mhJ5HUg?e=RlqVla
Health and Safety Organisational Responsibilities	https://slcuk.sharepoint.com/:w/s/PoliciesProcedures/EZGJPAA9VFIEi5KV4sTjGxAB8V5_iOdj3hDcurvFFzXHQ?e=9rSHbP
Infectious Disease Outbreak Response Plan	https://slcuk.sharepoint.com/:w/r/sites/PoliciesProcedures/Shared%20Documents/Plans/20160728%20-%20CI%20Plan.doc?d=wae5d7bed597d413f990740f65106448c&csf=1&web=1&e=2mLNLf
SLC Associated Documents:	

Policies	
Educational Visits	https://slcuk.sharepoint.com/:w/r/sites/PoliciesProcedures/Shared%20Documents/Policies/Policies%20A-E/Educational%20Visits%20Policy.doc?d=w6f443d4a79f34873b4fe4eb6d596a65b&csf=1&web=1&e=ikyM6S
Personal Protective Equipment (PPE)	https://slcuk.sharepoint.com/:w/s/PoliciesProcedures/EWgEdUdlULJLngmhhlaSnuUB0Vd6UBQ-ZGb4xXaPPY2dSw?e=uMLWtQ
New and Expectant Mothers	https://slcuk.sharepoint.com/:w/s/PoliciesProcedures/Ea8LH8ybgpLhpES66RWuEQBs_YKQ7icGt0Nsl-XMUJF6w?e=qZURks
Risk Assessment	https://slcuk.sharepoint.com/:w/s/PoliciesProcedures/EZr-l4Sq6P9CkmN0QoioKqcB76SNwCGz_sADMh8YqFFpuw?e=h0fd4b
Immediate and Emergency Medical Treatment	https://slcuk.sharepoint.com/sites/PoliciesProcedures/_layouts/15/Doc.aspx?sourcedoc=%7B971D4FD4-AA13-4616-A666-C3862BEC55F8%7D&file=Immediate%20%26%20Emergency%20Medical%20Treatment%20Policy%2009-16.docx&action=default&mobileredirect=true&DefaultItemOpen=1
Infection Control	https://slcuk.sharepoint.com/sites/PoliciesProcedures/_layouts/15/Doc.aspx?sourcedoc=%7B93046EC7-3F69-4435-A973-12AF45673068%7D&file=Infection%20Control%20Policy%2003-17.docx&action=default&mobileredirect=true&DefaultItemOpen=1
Administration of Medicines	https://slcuk.sharepoint.com/sites/PoliciesProcedures/_layouts/15/Doc.aspx?sourcedoc=%7B19108AD6-CF35-4C70-8064-EEDFAC23A85E%7D&file=Administration%20of%20Medicines%20Policy.doc&action=default&mobileredirect=true&DefaultItemOpen=1
Pupils Illness and Accident	https://slcuk.sharepoint.com/sites/PoliciesProcedures/_layouts/15/Doc.aspx?sourcedoc=%7BB25DCDED-C6C4-43B7-B6B0-70039842A5B1%7D&file=Pupils%20Illness%20and%20Accidents%20Policy%2009-16.doc&action=default&mobileredirect=true&DefaultItemOpen=1
Grounds Maintenance Health and Safety	https://slcuk.sharepoint.com/:w/s/PoliciesProcedures/EcpkV84t_SBFID9b9vJ94hoBU4Vh-RfeOtXe4r1kJN2gw?e=BU5n2O
SLC Associated Documents:	
Risk Assessments and Declarations	
Coronavirus RA partial/full return to school	https://teams.microsoft.com/l/file/20FDD740-F2EC-491A-B914-1DD6B225FEC2?tenantId=3fce805a-b743-40fa-9c78-8f212bada445&fileType=docx&objectUrl=https%3A%2F%2Fslcuk.sharepoint.com%2Fsites%2FSeniorSchoolRe-OpeningTeam%2FShared%20Documents%2FGeneral%2F20200828%20-%20SS%20Re-opening%20RA%20updated%2001.09.20.docx&baseurl=https%3A%2F%2Fslcuk.sharepoint.com%2Fsites%2FSeniorSchoolRe-OpeningTeam&serviceName=teams&threadId=19:3b8a33577da24a128bf1b9ff8bfe7c3e@thread.tacv2&groupId=68f901ea-8cd0-4e03-9f2c-eb66cd634cd1
Coronavirus Safeguarding Annex	https://slcuk.sharepoint.com/:w/r/sites/PoliciesProcedures/Shared%20Documents/Policies/Policies%20R-W/ER%20COVID-19-Annex-safeguarding%20260520%20(SGR%20Edits)%20(1).docx?d=w72ac85233e9844369ecc9245460ddf11&csf=1&web=1&e=d2lAgH
Coronavirus Self Declaration Forms	
1. Staff	https://slcuk.sharepoint.com/:w/s/PoliciesProcedures/EX9uKK7gKcTOol3gqlAtWRMB4N4LEWIX4mTnJcxBx4W98w?e=kBDRaj
2. Pupil	https://slcuk.sharepoint.com/:w/s/PoliciesProcedures/EdUBeb990NhPmQ3DGfp5ROgB5VLDIT0A6-CXuXA0Hr-xlg?e=AQjRIK
3. All Relevant Persons/Visitor	https://slcuk.sharepoint.com/:w/s/PoliciesProcedures/EWbqzpJoLf1lqCkYuwHXQHsBg1Sm8U_bnj9jiQ07_1JUIA?e=lp2j3h
4. Return to work safety Protocol	https://slcuk.sharepoint.com/:f/s/PoliciesProcedures/EpKR7aqgdJ5Plt-XZ-kxJo4BoNsl_BEbYBclbLN31s0PJg?e=h9F2tQ

END OF DOCUMENT

Revision History

Version No.	Revision Date	Summary of change	Approved by	Updated by
2	29/05/2019	Front Page, New	Governing Body	Health & Safety Manager
3	29/05/2019	Table of content, paragraph numbering New	Governing Body	Health & Safety Manager
3	29/05/2019	Introduction, New	Governing Body	Health & Safety Manager
3	29/05/2019	Recording of Accident, paragraph reviewed, page 4	Governing Body	Health & Safety Manager
3	29/05/2019	Grid References added, page 6	Governing Body	Health & Safety Manager
3	29/05/2019	New paragraph added, Introducing Mental Health First Aiders, page 7	Governing Body	Health & Safety Manager
3	29/05/2019	Procedures for Spills, paragraph reviewed page 6	Governing Body	Health & Safety Manager
3	11/11/2019	Appendix A-C, full review, page 9-15 To include Mental Health trained staff	Health & Safety Manager	Health & Safety Manager
3	11/11/2019	Appendix D & E, reviewed, page 18-20 Defibrillators pictures	Health & Safety Manager	Health & Safety Manager
3	11/11/2019	Sharps Injuries, page 7	Health & Safety Manager	Health & Safety Manager
3	11/11/2019	First Aid Boxes – Location and number of boxes	Health & Safety Manager	Health & Safety Manager
4	11/03/2020	Section 1.15.2 Dealing with Head Concussion	Health & Safety Manager	Health & Safety Manager
4	11/03/2020	Section 1.19 Using an Adrenaline Auto-Injector	Health & Safety Manager	Health & Safety Manager
4	11/03/2020	Review of First Aiders	Health & Safety	Health & Safety

			Manager	Manager
4.1	02/11/20	Covid-19 Declaration page 1 & 4	Bursar	Health and Safety/Facilities Manager (SFM)
4.1	02/11/20	Resuscitation Council UK position on COVID-19 guidance in September 2020, page 8	Bursar	Health and Safety/Facilities Manager (SFM)
4.1	02/11/20	Complete review of First Aiders, page 13	Bursar	Health and Safety/Facilities Manager (SFM)
4.1	02/11/20	Location of First Aid Boxes, addition the Mews, page 19	Bursar	Health and Safety/Facilities Manager (SFM)
4.2	28/4/22	Update training records	Bursar	Compliance / Projects Manager