



## *First Aid Policy*

Marymount International School London adheres to MOSA (Medical Officers Schools Association) guidance “First Aid in Schools” <http://www.mosa.org.uk>. We consult and update regularly on the basis of this guidance.

### **DEFINITIONS:**

“First Aid” means the treatment of minor injuries which do not need treatment by a medical practitioner or nurse, as well as treatment of more serious injuries prior to assistance from a medical practitioner or nurse for the purpose of preserving life and minimising the consequences of injury or illness.

“First Aiders” are members of staff who have completed a Health and Safety Executive–approved First Aid course and hold a valid certificate of competence in First Aid At Work (FAW) or Emergency First Aid At Work (EFAW).

“Staff” means any person employed by the School, trained volunteers at the School and self-employed people working on the premises.

### **AIMS OF THIS POLICY**

To ensure that the School has adequate, safe and effective First Aid provision in order for every student (including Boarding students), member of staff and visitor to be well looked after in the event of any illness, accident or injury, no matter how major or minor.

To ensure that all staff and students (including Boarding students) are aware of the procedures in the event of any illness, accident or injury.

Nothing in this policy should affect the ability of any person to contact the emergency services in the event of a medical emergency. For the avoidance of doubt, staff should dial 999 for the emergency services in an event of a medical emergency before implementing the terms of this policy and make clear arrangements for liaison with ambulance services on the school site.

### **RESPONSIBILITY**

The Head of School has overall responsibility for the health and safety of employees and all persons on the school premises. The Head of School ensures that the School has a Health and Safety policy to include arrangements for first aid, based on a risk assessment of the School. This includes ensuring the provision of adequate and appropriate First Aid equipment and facilities, that correct First Aid procedures exist and are followed and that the School holds the appropriate number of qualified First Aid personnel.

**Areas of this overall responsibility are delegated to the School Nurse who, in turn, is responsible for:**

- Ensuring that there is adequate and appropriate First Aid equipment, facilities and qualified first-aid personnel on a day to day basis;
- Carrying out a regular (at least annually) First Aid risk assessment and review of the School’s First Aid needs in order to ensure that the School’s First Aid provision is adequate;



- Collating medical consent forms and important medical information for each student and ensuring the forms and information are/is accessible to staff as appropriate;
- Ensuring that appointed persons have the necessary First Aid training as required and that they have sufficient understanding, confidence and expertise to carry out related First Aid duties.

## INFIRMARY

The Infirmary is located on the ground floor of St Joseph's; the School Nurse may be contacted here. The room has a wash basin, shower and toilet and an adjoining room with a single bed. The room also has essential First Aid facilities and equipment and is easily accessible to stretchers. The School reserves this room exclusively for giving medical treatment.

The School Infirmary is used for medical treatment of students, including First Aid, during school hours. It is clearly signposted and identifiable. The School Nurse is on duty during the school day to provide nursing care and/or first aid to all students (and staff as appropriate) during the following hours:

**8AM – 5PM (MONDAYS & WEDNESDAYS)**

**8AM-5.30PM (TUESDAYS & THURSDAYS)**

**8AM-4PM (FRIDAYS)**

After nursing hours, students who remain on campus for an activity and who are in need of first aid consult the person in charge of the activity who will take the proper steps to provide care for the student. Boarding students should see the Duty Houseparent should they require first aid.

## GUIDELINES FOR DAY STUDENTS REGARDING BRINGING PRESCRIBED AND NON-PRESCRIBED MEDICINES TO SCHOOL:

Day students attending an overnight school trip must hand in all prescribed or non-prescribed medicines to the party leader before departing from school. Prescribed medicines should be accompanied where possible by a doctor's prescription and **MUST** be contained within the original packaging.

The School requires that medicines brought to school by day students will be taken to the School Nurse upon arrival. The School Nurse will monitor the medicines used by day students and will keep a record of their use.

Under no circumstances should any student share medicines with another student.

## PROCEDURE IN THE EVENT OF ILLNESS

Students may visit the School Nurse in the Infirmary unaccompanied during break or lunch. Students feeling unwell during lessons should consult the member of staff in charge who will assess the situation and decide on the most appropriate course of action. If deemed necessary, the student will be provided with a permission slip and sent to the School Nurse in the Infirmary, accompanied if necessary. If, in the opinion of the member of staff, the severity of the injury or condition warrants it, the School Nurse, or, in her absence, an appropriate qualified First Aider should be summoned to the scene as soon as possible. That person will then provide First Aid treatment as required and decide on the next course of action.



Staff may visit the School Nurse and/or Infirmary when necessary; appropriate cover must be arranged.

## FIRST AIDERS

The main duties of First Aiders are to give immediate First Aid to students, staff or visitors when needed and to ensure that an ambulance or other professional medical help is called when necessary. First Aiders are to ensure that their First Aid certificates are kept up to date through liaison with the Deputy Head Operations & Co-curricular and School Nurse. (See Qualified First Aid List for list of First Aiders for the current academic year). There will always be at least one qualified First Aider on campus when any students are present. The First Aiders, who are Houseparents, will be available for the boarding students.

The School Nurse is responsible for the Infirmary, the First Aid boxes, updating staff with regard to students' illness as necessary and for reporting as described below.

All staff are to familiarise themselves with the First Aid Policy and know whom to contact in the event of any illness, accident or injury and ensure this Policy is followed in relation to the administration of First Aid. All staff will use their best endeavours, at all times, to secure the welfare of the students.

Everyone on the school premises is expected to take reasonable care for their own and others' safety.

## FIRST AID BOXES

First Aid boxes are marked with a white cross on a green background and are stocked in accordance with the suggested guidelines in the *Health and Safety (First Aid) Regulations 1981 – Code of Practice and Guidance 1997*. First Aid boxes are located at the following positions around the school site and are as near to hand washing facilities as is practicable:

Infirmary:	St Joseph's Hall
School Office:	Gailhac Building
Science Laboratories:	Science Block
Sports Hall:	Sr Anne Marie Hill Sports Centre
Houseparents' Office:	Gailhac Building
Houseparents' Individual Rooms throughout Boarding	
Business Office:	Main House

If First Aid boxes are used, they should be taken to the School Nurse who will ensure that the First Aid box is properly re-stocked.

First Aid boxes for off-site activities/trips are kept in the Infirmary. These include specific medical documentation which highlights individual medical need, allergy alerts and dietary requirement details. First Aid Boxes are to be taken to any off-site activities and safeguarded as appropriate. First Aid boxes are to be requested with at least 5 working days' notice and collected at a mutually convenient time. The School Nurse is required to give a list of the students going on any given trip with all of the necessary medical information to the leader of the trip. (This includes how to use relevant medical devices, including EpiPens).

All School vehicles should have a prominently marked First Aid box on board which is readily available for use and which is maintained in a good condition.



## ACCIDENTS INVOLVING BODILY FLUIDS

Accidents involving bodily fluids, e.g. cuts, nose bleeds etc, carry the danger of Hepatitis B, HIV (AIDS) etc.

If possible, make patients themselves put pressure on nose or cut to stop the bleeding. If bodily fluids have been spilt on any work surface then carry out the following procedure, or if appropriate ask person involved to do this.

1. Avoid getting bodily fluids on yourself, or on other people
2. Put on rubber gloves
3. Using disposable paper towels, tissues etc, mop up spillage
4. Wipe surface with alcohol spray and leave for ½ hour if possible
5. Put all contaminated material into plastic bag, put in some alcohol spray, tie up bag, and then put in bin.

Designated areas should have the following materials:

**Alcohol spray, paper towels, rubber gloves, yellow clinical waste bags and a clinical waste bin are provided.**

## PROCEDURE IN THE EVENT OF AN ACCIDENT OR INJURY

If an accident occurs, then the member of staff in charge should be consulted who will assess the situation and decide on the next course of action, which may involve calling immediately for an ambulance. The School Nurse should be called for as soon as is possible. First Aiders can also be called for, if necessary, and should be called immediately if the School Nurse is unavailable. However minor the injury, the School Nurse should always be informed.

If an ambulance is called then the School Nurse or First Aider in charge should ensure that arrangements have been made for the ambulance to have access to the accident site. Arrangements should be made to ensure that any student is accompanied in the ambulance, or followed to hospital, by a member of staff, or a female member of staff where possible. Parents and/or Guardians should be informed as soon as possible.

## REPORTING

All injuries, accidents and illnesses, however minor, must be reported to the School Nurse who is responsible for ensuring that the accident report forms and books are filled in correctly and that parents and that the Health and Safety Officer are kept informed as necessary.

All injuries, accidents, illnesses and dangerous occurrences (unless very minor in the view of the School Nurse) must be recorded in the School Accident Book. The date, time and place of the event or illness must be noted with the personal details of those involved with a brief description of the nature of the event or illness. Any First Aid treatment given should also be noted, with the name and signature of the first aider or person dealing with the accident. Any treatment to the injured or ill person immediately afterwards should also be recorded.

Records should be stored for at least three years.

The School Nurse will complete an accident report form for every serious or significant accident that occurs on or off the school site if in connection with the School. One copy will be given to the injured person or, if the injured person is a student, to their parents, another copy will be kept by the School Nurse



and a further copy will be put in the injured person's file. Accident Report forms must be stored for a minimum of three years.

Parents will be informed of all serious or significant injuries, accidents or illnesses involving their child as soon as is possible.

The School is legally required to report the following to the Incident Contact Centre (ICC) on **0345 300 9923**:

### **ACCIDENTS INVOLVING STAFF**

Work-related accidents resulting in death and major injury (including as a result of physical violence) must be reported immediately (major injury examples: dislocation of hip; knee or shoulder; amputation; loss of sight; fracture other than to fingers, toes or thumbs).

Work-related accidents which prevent the injured person from continuing with his/her normal work for more than three days must be reported within 10 days to the Headmistress and the Board of Governors.

Cases of work-related diseases of which a doctor notifies the School (for example, certain poisonings; lung diseases; infections such as tuberculosis or hepatitis; occupational cancer).

Certain dangerous occurrences (near misses – reportable examples: bursting of closed pipes; electrical short circuit causing fire; accidental release of any substance that may cause injury to health).

### **ACCIDENTS INVOLVING STUDENTS OR VISITORS**

Injuries to students and visitors who are involved in an accident at school or on an activity organised by the School are only reportable under RIDDOR if the accident results in:

- the death of the person, and arose out of or in connection with a work activity; or
- an injury that arose out of or in connection with a work activity and the person is taken directly from the scene of the accident to hospital for treatment (examinations and diagnostic tests do not constitute treatment).

For more information on how and what to report to the HSE, please see <http://www.hse.gov.uk/riddor/index.htm>. It is also possible to report online via this link.

### **MONITORING**

The Head will review the School Accident and Illness book in order to take note of trends and areas of improvement. This will form part of the (at least) annual First Aid risk assessment. The information may help identify training or other needs and be useful for investigative or insurance purposes.

This policy complies with s3(6) of the Schedule to the Education (Independent School Standards) (England) Regulations 2003, as amended, and to the relevant Health and Safety Legislation, Regulations and Guidance.

### **ADDITIONAL INFORMATION**

An automated external defibrillator or AED, (a portable electronic device that automatically diagnoses potentially life-threatening cardiac arrhythmias and is able to treat them through defibrillation) can be located outside the security hut and in the Sports Hall. All First Aid-qualified staff are trained to use the AED.



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