

## First Aid Policy

### Practical arrangements at the point of need

In an emergency:

- Dial 999 or 112 for the emergency services. Give as exact a location as possible (do not rely on postcode for GPS as this is not always accurate) and send someone to the school gates to direct the ambulance when it arrives.
- Emergency aid should be started or simple airway measures instigated if appropriate.
- Stay with the casualty until they are handed over to the care of a doctor, paramedic, hospital accident and emergency unit personnel, or other appropriate person.

At other times:

- Send or take anyone with a serious injury directly to hospital. If you are driving, consider taking someone else with you to look after the injured person in the car.
- ANY casualty who has sustained a significant head injury should be taken to hospital. Any other head injuries must be sent to the medical centre for assessment.
- Any pupil sent to hospital by ambulance should be accompanied in the ambulance by a member of staff at the request of paramedics or followed to hospital by a member of staff to act in loco parentis, and if possible, met at hospital by a relative.
- Call for a member of the first aid team to treat any injured person.
- In the event of an accident, a casualty should not be moved (unless in immediate danger) until he/she has been assessed by a qualified first aider.
- During term time, send any pupil or staff member who has minor injuries or generally feels unwell to the Medical Centre. If they are a prep pupil or feeling very unwell, they should be accompanied.
- Report all accidents and injuries.

### First Aiders

The school aims to have 2 or 3 Emergency First Aid at Work trained staff in each area of the school. There will always be at least one Emergency First Aid qualified first aider on site at all times. For administration of first aid if required, sisters are available in the Medical Centre for staff and pupils during term time. Overnight, when there are no nursing staff on duty, first aid provision is provided by the house staff, who are first aid trained, for all boarding pupils. During school holidays there will be at least one Emergency First Aid trained member of staff on site.

Courses are arranged as and when necessary, by the Lead Nurse in liaison with Directors and Heads of Department. The First aid at Work courses will usually be delivered by HSE approved First Aid Trainers. Charlotte Robinson (Lead Nurse) is a Qualified First Aid Trainer and will deliver at least one Emergency First Aid at Work course every year, dependent on need. A list of school first aiders will be issued each term and when there are any changes.

First aid training must be renewed every three years. A list of current staff first aiders can be found in Appendix A of this document and is available in Staff Resources/Health and Safety.

**First aiders are encouraged to wear gloves when assessing and providing First Aid treatment.**

### **First Aid Boxes**

Each department holds one or more first aid boxes. At the beginning of each term the school nurse team will review and replenish all first aid boxes around the school site. The Medical Centre will determine the contents of each box and will order supplies. They may from time to time be requested to include other items as instructed by the Health and Safety Group.

**Boxes containing emergency adrenaline pens are available in Clock House, Elizabeth House, Mansion House, Medical Centre, Academic Staff Room, Parks Studios and dining room. These pens are for the use of pupils diagnosed with life threatening allergies only.**

### **Reporting accidents and informing parents**

All members of the school community are asked to report any accident – however minor – as soon as possible after it has occurred. Once the injured person has been treated, the member of staff who was in charge at the time of the accident, should email Charlotte Robinson (Lead Nurse) to inform her that an accident occurred. Charlotte Robinson will then send a link to the digital accident reporting form. Charlotte Robinson will then process the accident report, adding in any additional information about ongoing care or final diagnosis.

The processed form is then sent electronically to Stephen Robinson (Business Director)

- Date, time and place of the event
- Details of those involved
- A brief description of the accident and first aid treatment given
- Details of what happened to the casualty immediately afterwards (e.g. went home, to hospital, back to class)

The Medical Centre and house staff are responsible for informing parents when an accident has occurred. The Medical Centre staff are responsible for making the decision and then informing the Health and Safety Executive (HSE) if an incident is

considered appropriate under the RIDDOR procedure. (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, 1995) HSE: Tel. 0845 300 9923

Hygiene procedures for dealing with the spillage of body fluids are universal: -

- Gloves should be worn at all times where there is a spillage of body fluids
  
- Strict hand hygiene after the event

Body fluids cleaned away in line with COSHH standards. Body Fluid Spill kits are available in all Boarding Houses and in the Medical Centre.

### **Asthma/Allergies and Medical conditions**

Parents of new pupils are asked to complete an online medical and consent form, before the pupil starts at Tring Park School. This ensures that the Medical Centre staff are fully aware of any pre-existing medical conditions. An Asthma and Allergy pupil list is circulated each term by the Medical Centre. This list shows photographs of pupils with a diagnosis of Asthma or risk of Anaphylaxis.

The Lead Nurse also compiles a booklet showing all significant medical conditions. This is available to all staff on the Medical section of Staff Resources. EpiPen training is given to staff by the Medical Centre as required. Any member of staff with a medical condition should advise the Principal and their Director/Head of Department. Appropriate information will then be circulated.

### **Pupils who are unwell**

If a pupil is unwell during the day and deemed not fit for school and it is likely they will need a few days to recover, every effort will be made by the medical centre nurses to arrange for parents to collect their child.

If a pupil becomes unwell during the night whilst in the boarding house, the pupil must alert the houseparent. The houseparent may treat the pupil if he or she feels able to with homely remedies kept in the boarding house office. This would include uncomplicated illnesses such as fever (less than 39), mild pain, cough and colds. If a houseparent is concerned about a pupil's condition or does not feel able to give appropriate care, he or she must contact 111 for on-call GP services.

If the child is seriously unwell and the houseparent feels the pupil needs to be assessed urgently then an ambulance must be called.

### **External medical appointments**

Whilst at Tring Park School pupils who require external medical care (i.e. dental, opticians, etc) will have appointments arranged by the Medical Centre staff. Where appropriate an escort will be arranged for the pupil. Records of external medical appointments are kept in the Medical Centre together with any documentation resulting from these appointments.

## Appendix 1

Name	Department	Current Qualification
Eva Blanco	Dance	BRC Save a life
Mantas Guras	Catering	BRC Save a life
Samantha Hayes	Catering	BRC Save a life
Anne Hookey	Mansion	BRC Save a life
Lawrence Pratt	Catering	BRC Save a life
Ben Sutherland	Catering	BRC Save a life
Caroline Winter	Dance	BRC Save a life
Charlotte Robinson	Medical	FAW
Muna Sapkota	Medical	FAW
Charlie Smith	Medical	FAW
Lizzie Gibson	Elizabeth House	Paediatric First Aid
Viv Cestronne	Clockhouse	EFAW
Leah Holdroyd	Physio	EFAW
Dawn Jones	Academics/Science	EFAW
Pip Jones	Academics/LS	EFAW
Tanya Munn	Pastoral	EFAW
Clare Murphy	Events	EFAW
Nat Pearce	PA	EFAW
Tania Smith	Theatre	EFAW
Sarah Bell	Academics/RS	EFAW
Sophie Brown		EFAW
Lorraine Jones	Dance	EFAW
Francesca Joseph	Mansion	EFAW
Hannah Menzies	Wardrobe	EFAW
Benny Simpson	Clockhouse	FAW
Hilary Denton-Sparke	Pastoral	EFAW
Lucy Fotheringham	Elizabeth House	EFAW
Gemma Hayers	Reception	EFAW
Debbie Hill	Pastoral	EFAW
Karina Jones	Pastoral	EFAW
Kathryn Lord	Clockhouse	EFAW
James Smith	Theatre	EFAW
Michelle Underwood	Vocational	EFAW

Mental Health First Aid		
Charlotte Robinson	Medical	MHFA

## Appendix 2

<b>First Aid Box Locations</b>
Medical Centre (Grab Bag)
Clockhouse Boarding Office
Mansion Boarding Office
Mansion Top Floor
Elizabeth House Boarding Office
Day House Common Room
Academic Staffroom
Vocational Staffroom
Sixth Form Centre (Link)
Park Studios
Prep Department
Main Office
Theatre Foyer
Theatre Backstage
Theatre Workshop
Science Lab 1
Science Lab 2
Art Room
Finance Office
Housekeeping Office
Laundry
Estates Office 1
Estates Office 2
PAs Office
Textile Room
Transit Van
Minibus 1
Minibus 2