



# First Aid Policy

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Reviewed by:	Lesley Carter, Health and Safety Officer
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## **FIRST AID POLICY**

The First Aid Policy at Concord College is in operation to ensure that every student, member of staff and visitor will be well looked after in the event of an accident, no matter how minor or major. All members of the College community should be aware of the support available and the procedures to be followed.

The purpose of the Policy is to:

- provide effective, safe First Aid cover for students, staff and visitors
- ensure that all staff and students are aware of procedures in place

The College employs a combination of full-time and part-time Nurses and Health Care Assistants (HCAs) who work on rota to provide medical cover throughout the academic year and summer school period. The Medical Centre consists of a waiting room, three consulting rooms, four single bedrooms, a kitchen, sluice and storage area.

The College has:

- three Zoll Automated External Defibrillators (AED Plus) on campus. Located in:
  - the Main Hall staff room
  - the Morris Building/Lower School/Theatre Foyer
  - the Sports Hall

Nurses, First Aiders and Appointed Persons have received hands-on AED familiarisation. A step-by-step AED Plus demonstration and video training are also available on-line in the staff handbook;

- there is an AED located in a cabinet by the Post Office. This AED has been provided by the local parish in the event of an emergency in the surrounding villages. (To access the AED, the code to unlock the cabinet is displayed on the front of the cabinet);
- compressed oxygen cylinders (2 x 460 litres) for medical purposes. One cylinder is in the Medical Centre and the other in the Sports Hall first aid cupboard. The Nurses, HCAs and Sports Staff are trained in the use of oxygen;
- wheelchairs have been located in the Sports Hall and the Morris Building/Lower School/Theatre disabled toilets to assist Nurses or First Aiders in transporting students to the Medical Centre;
- emergency Adrenaline Auto Injectors (AAIs) ('EpiPens') - introduced following the change in law from 1<sup>st</sup> October 2017; Nurses, HCAs and First Aiders to follow the College procedures for the use of AAIs. Please refer to the Anaphylaxis Policy and Procedures, section 10.1 in the Staff Handbook.

Each boarding residence has a centrally located wall mounted lockable first aid box accessible by a Nurse/HCA or Boarding Parent. A bodily fluid spill kit and an infection control kit are provided in each boarding residence located in a housekeeper's store, clearly labelled and accessible by a Nurse/HCA or Boarding Parent. Boarding Parents liaise directly with a Nurse/HCA to replace first aid supplies and with the Domestic Services Manager to replace spill or infection control kit supplies. Please refer to Isolation and Infection Control Procedures, section 10.7 and the Guidance on Infection Control in Schools poster, section 10.7.1 in the Staff Handbook.

The Nurses/HCAs are contactable in the Medical Centre by telephone or otherwise by two-way radio (Channel 1 – DUTY). Please refer to the Medical Assistance Notice, section 10.8 in the Staff Handbook, for the Medical Centre opening times and contact numbers.

The College arranges and funds training for all First Aiders and Appointed Persons. A list of First Aiders is included in the College health and safety policy documentation, and is displayed on the notice board in the Medical Centre waiting room and on all main notice boards around campus. First Aiders who are not Nurses/HCA's receive monthly remuneration in recognition of the role and responsibilities, which may include being called upon at any time to provide first aid assistance.

*NB The term FIRST AIDER refers to those members of the College community who are in possession of a valid First Aid at Work Certificate where they have attended a full three day course organised by a recognised voluntary aid society i.e. St John Ambulance, British Red Cross or St Andrew's First Aid. The term APPOINTED PERSON refers to staff who are in possession of an Emergency First Aid at Work Certificate, where they have attended a one day course.*

### **The Nurse and HCA will:**

At the start of each academic year:

- provide a list of students who are known to be asthmatic, anaphylactic, diabetic, epileptic or have similar conditions, liaising with the Health & Safety Officer as necessary;
- provide an asthma register including parental consent, asthma pack and government guidelines in the emergency use of non-prescription Salbutamol inhalers; prepare packs and ensure they are located in the main Staff Room, Sports Hall Office, Swimming Pool Office, and the Theatre.

In addition, the Nurse and HCA will:

- attend to a casualty when requested to do so and provide appropriate treatment, calling on the help of other members of staff/First Aiders as necessary to assist and on the emergency services/local GP Practice;
- check that an accident report form for all accidents/incidents, where an injury or 'near miss' has been sustained/occurred, has been completed online and submitted to the Health & Safety Officer (refer to links provided for accident reporting on page 6);
- maintain a list of first aid box locations and contents and issue replacement stock to First Aiders/Appointed Persons/Boarding Parents when requested;
- check the AEDs and oxygen cylinders weekly to ensure they are operational. If the AEDs are not operational inform the Health & Safety Officer immediately. Ensure the oxygen cylinders are serviced annually and replaced as necessary;
- check the AAls weekly to ensure they have not been moved, tampered with, are in good condition and in date; organise replacements as appropriate and prior to expiry date;
- produce reports from Patient Tracker (PT) on request from the Health & Safety Officer, Educational Visitors Co-Ordinator (EVC) or trip Group Leader listing students participating in off-site trips, activities and/or residential detailing students known medical conditions; where necessary produce student care plans for off-site trips, activities and/or residential;
- scan to PT the medical consent forms received from Day Parents for their child in each year and ensure that these are readily available for staff responsible for trips and activities.

### **First Aiders will:**

- attend to a casualty when requested to do so and treat the casualty to the best of their ability in the safest way possible; this includes wearing gloves where any loss of blood or body fluid is evident and calling for help from other First Aiders/Nurses/HCAs or the emergency services;
- **NOT** administer paracetamol or any other medication to students, other than on instruction from the Nurse or Senior Management acting in loco parentis. First Aid at Work does not include giving tablets or medicines to treat illness. The only exception to this is where aspirin is used when giving first aid to a casualty with a suspected heart attack, in accordance with currently accepted first-aid practice;
- if required, assist students, staff, visitors and contractors who carry their own medication that has been prescribed by their Doctor (e.g. an inhaler for asthma). If an individual needs to take their own prescribed medication, the first-aiders role is generally limited to helping them to do so and contacting the emergency services as appropriate. However, this does not apply to the administration of prescription only medication specified in Schedule 19 of the Medicines Regulations 2012, where this is for the purpose of saving life in an emergency, for example anaphylaxis and the administration of an AAI (EpiPen);
- **NOT** administer or share paracetamol or any other medication with colleagues, visitors or contractors;
- help fellow First Aiders at an incident when called upon and provide support during any aftermath;
- act as a person who can be relied upon to help when the need arises;
- ensure that they have access to first aid kits and notify the Nurses/HCAs when supplies need to be replaced;
- be familiar with the government guidelines regarding the use of non-prescription salbutamol inhalers, AAls and the location of the College register, inhaler and AAls packs (refer to the Anaphylaxis and Asthma Policies in the Staff Handbook, section 10.1 and 10.2);
- complete an accident report form for all accidents/incidents where an injury or 'near miss' has been sustained/occurred and submit to the Health & Safety Officer (refer to links provided for accident reporting on page 6).

### **The Nurses, HCAs and First Aiders will:**

- insist that any casualty who has sustained a significant head injury is sent to hospital immediately to be assessed by professionals (refer to the Head Injury Policy and Head Injury Information in the Staff Handbook, section 10.6 and 10.6.1);
- ensure that any incident requiring first aid treatment (other than minor cuts and grazes) to students is reported to the Principal/Vice Principal Pastoral/Head of Lower School, to enable them to report the matter to parents as and when appropriate;
- ensure that a child who is sent to hospital by ambulance is either accompanied in the ambulance at the request of Paramedics or followed to the hospital by a member of staff to act in loco parentis, if a relative cannot be contacted;
- ensure that the site of an accident/incident is cleared of all detritus, using gloves, and every dressing, etc., is put in a yellow bag for contaminated/used items and sealed tightly. Contaminated waste bags are located in the Medical Centre and used ones should be left there for collection and safe disposal. Any bloodstains on the ground must be washed away thoroughly and no contaminated or used items should be left lying around;

- ensure that first aid boxes are well stocked and out-of-date items replaced and disposed of appropriately. (Heads of Department and Boarding Parents to check their departments and boarding residence first aid boxes and liaise directly with a Nurse/HCA).

**The Health & Safety Officer will:**

- provide adequate first aid cover as outlined in the Health and Safety (First Aid) Regulations 1981;
- monitor and respond to all matters relating to the health and safety of all persons on the College premises;
- liaise with Senior Management with regards to identifying staff requiring first aid training;
- organise initial first aid and requalification training courses when appropriate;
- maintain first aid training records;
- ensure the lists of First Aiders and Appointed Persons are kept up-to-date and the list of First Aiders displayed in the Medical Centre and on main notice boards;
- liaise with the Nurses and organise in-house basic first aid refresher and AED familiarisation sessions for First Aiders and Appointed Persons;
- maintain an AED equipment log and change batteries on AEDs when required, and order new pads when necessary and prior to expiry date;
- monitor and follow up all accident report forms submitted online;
- investigate accidents and near misses including securing and making safe accident areas, liaising and interviewing persons involved, gathering witness statements, reviewing CCTV if necessary, taking photographs and retrieving evidence etc., recording all data and liaising with the Bursar;
- reporting deaths or major injuries to the enforcing body, the HSE in accordance with the 'Reporting Injuries, Diseases and Dangerous Occurrences Regulations 2013';
- ensure all new staff are made aware of first aid procedures in the College through induction training;
- ensure all existing staff are reminded of the first aid procedures in the College through annual induction health & safety training;
- provide and review the College's first aid risk assessment;
- liaise with the Medical Team and maintain a list of first aid box locations and contents;
- ensure appropriate 'infection control' procedures and good hygiene practice is implemented in the event of a student or employee being diagnosed with an infectious condition.

**The Principal and Senior Management of the College will:**

- provide adequate first aid cover as outlined in Health and Safety (First Aid) Regulations 1981;
- monitor and respond to all matters relating to the health and safety of all persons on the College premises;
- ensure all new staff are made aware of first aid procedures in the College;

- ensure all existing staff are annually reminded of first aid procedures in the College;
- ensure that in the event that an injury has caused a problem, the injured person **must** be referred to the Nurse/HCA or a First Aider for examination.

#### **Teachers will:**

- familiarise themselves with the first aid procedures in operation and ensure that they know who the current First Aiders are;
- be aware of specific medical details of individual students when publicised by the Health & Safety Officer or Nurse/HCA;
- be familiar with the government guidelines regarding the use of non-prescription salbutamol inhalers, AAls and the location of the College register, inhaler and AAls packs (refer to the Anaphylaxis & Asthma Policies in the Staff Handbook, section 10.1 & 10.2).
- ensure that their students/tutees are aware of the procedures in operation;
- never move a casualty until they have been assessed by a Nurse/HCA or qualified First Aider, unless the casualty is in immediate danger;
- send for help to the Nurse/HCA/First Aider/Reception/Duty Staff/Boarding Parent as soon as possible either by messenger or by telephone, ensuring that the messenger knows the precise location of the casualty. Where possible, confirmation that the message has been received must be obtained;
- reassure but never treat a casualty, unless staff are in possession of a valid First Aid at Work Certificate or know the correct procedures; such staff can obviously start emergency aid until a First Aider arrives at the scene or instigate simple airway measures if clearly needed;
- send a student who has minor injuries to the Medical Centre if they are able to walk, the student should be accompanied;
- send a student who feels generally 'unwell' to the Medical Centre;
- liaising with the Medical Centre ensure that they have a current medical consent form for every day student that they take out on a College trip, which will indicate any specific conditions or medications of which they should be aware;
- **NOT** administer paracetamol or other medication to students, other than on instruction from the Nurse or Senior Management acting in loco parentis;
- **NOT** administer or share paracetamol or any other medication with students, colleagues, visitors or contractors;
- have regard to personal safety.

#### **Support Staff will:**

- call for the Nurse/HCA or a qualified First Aider, unless they are a First Aider themselves, to treat any injured person. This should be done by telephone in the case of minor injuries or by a messenger in the case of serious injuries, giving the specific location of the casualty;
- support the First Aiders in calling for an ambulance;
- support the Principal/Vice-Principal/Head of Lower School in contacting relatives in an emergency;

- send students who simply do not feel well to the Medical Centre;
- **NOT** administer paracetamol or any other medication to students, other than on instruction from the Nurse or Senior Management acting in loco parentis;
- **NOT** administer or share paracetamol or any other medication with students, colleagues, visitors or contractors.

### **Guidance on when to call the 111 NHS Medical Advice Service**

If there is a Nurse/HCA/First Aider in attendance, they will decide if the 111 NHS Medical Advice Service needs to be called (this service is also available online at <https://111.nhs.uk/>).

If the student is suffering from an injury, regardless of age, then the student should be taken to the Royal Shrewsbury Hospital, Mytton Oak Road, Shrewsbury, SY3 8XQ. <https://www.sath.nhs.uk/patients-visitors/getting-to-us/royal-shrewsbury-hospital/>

### **Guidance on when to call an ambulance**

If there is a Nurse/HCA/First Aider in attendance, they will decide when an ambulance needs to be called. In all other situations, the following provides general guidance:

- Is the victim's condition life threatening?
- Could the victim's condition worsen and become life threatening on the way to the hospital?
- Could moving the victim cause further injury?
- Does the victim need the skills or equipment of paramedics?
- Would distance or traffic conditions cause a delay in getting the victim to the hospital?

If the answer to any of these questions is "yes," or if you are unsure, it would be best to call an ambulance. Although you may be able to get to the hospital faster by driving than by calling an ambulance, the ambulance crew will communicate with the hospital by radio. They are trained to begin medical treatment on the way to the hospital which would prevent any delay that could occur if the patient is driven to the hospital. The ambulance will also alert the hospital of the patient's condition in advance.

Be aware of the symptoms which can be a warning of a medical emergency:

- difficulty breathing, shortness of breath
- chest or upper abdominal pain or pressure
- fainting
- sudden dizziness, weakness or change in vision
- change in mental status (such as unusual behaviour, confusion)
- sudden, severe pain anywhere in the body
- bleeding that won't stop
- severe or persistent vomiting
- coughing up or vomiting blood
- large burns/facial burns
- choking
- allergic reaction
- loss of consciousness
- convulsions
- excess alcohol
- suicidal or homicidal feelings

## **Staff Handbook**

Please refer to section 10 'Medical' in the staff handbook for the policies and useful posters relating to:

- Anaphylaxis
- Asthma
- Diabetes
- Epilepsy
- Head Injury
- Infection Control
- Homely Remedies

## **Reporting accidents and incidents**

Please report employee, visitor, contractor accidents using this link:

<https://forms.office.com/r/LkhUfAJhrz>

Please report student accidents using this link:

<https://forms.office.com/r/jWLvWiZ9g5>

Please contact the Health & Safety Officer if you are unable report an accident using the online links.