



**WALTHAMSTOW HALL**  
SEVENOAKS

**Walthamstow Hall First Aid Policy – internal guidance and information for staff**

This policy forms an integral part of the School's overall provision for welfare, health and safety. The contents of this policy include:

- Practical arrangements at the point of need.
- The names of those qualified in first aid and the requirement for updated training every three years.
- Provision for at least one qualified person on each site when children are present.
- Arrangements for the recording of accidents and the informing of parents
- Details of access to first aid kits.
- Arrangements for pupils with particular medical conditions (e.g. asthma, epilepsy, diabetes)
- Hygiene procedure for dealing with the spillage of bodily fluids (Appendix 1)
- Guidance on when to call an ambulance.
- Reference to RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) under which schools are required to report to the Health and Safety Executive (0345 300 9923). Under RIDDOR regulations, the School will report deaths; major injuries; an accident causing injury to pupils, members of the public or other people not at work; a dangerous occurrence, where something happened which did not result in injury, but could have done. There is separate policy on reporting and recording of accidents which is available on Central Resources and on the Walthamstow Hall website.

This policy has been drawn up with regard to Opus Training and Guidance 2019

**Related policies:**

- Drugs and Drug Testing
- Medical Questionnaire
- Alcohol and Tobacco
- School visits
- Accident reporting (RIDDOR) Annex E of Health & Safety Policy
- Record Keeping
- Special Educational Needs

**General statement**

The School has a legal obligation under the Health and Safety (First Aid) Regulations 1981; the recommendations of the Health and Safety Executive review of December 2005; and the DfE document 'Guidance on First Aid in Schools' (2014) to provide adequate and appropriate equipment, facilities and personnel to enable first aid to be given to employees if they become injured or unwell at work as well as 'anyone else on the premises'.

### Risk assessment

The School – overall – falls into the lower risk category but there are parts of the School such as the Design Technology Room and science laboratories, where the risk falls into the medium risk group. As the School is on two sites, provision needs to be made for there to be trained first aiders on both sites. More specialist provision is also available at Sevenoaks Hospital which has a minor injuries unit and the Princess Royal University Hospital in Farnborough and Tunbridge Wells Hospital, both of which have accident and emergency facilities.

### Practical arrangements at the point of need

The Medical Centre co-ordinates all medical matters. It is located in the Senior School and serves both sites. At the Junior School site there are 20 qualified first aiders (May 2021). Staff in the EYFS years all have a paediatric first aid qualification. The School Nurse may be called to attend the Junior School if the first aiders feel her advice/expertise is required. A qualified paediatric first aider accompanies all Early Years School outings.

- Staffing – the Medical Centre is staffed by a qualified nurse during the School day from 8.00am to 4pm. If she is off-site, she signs out in the School Office and leaves details of where she is going.
- Contact - The Medical Centre extension is 239 and both nurses are contactable by mobile phone: Sister Mottram and Sister Leisinger 07436 098910.
- Equipment – the Medical Centre is equipped with comprehensive first aid supplies, plus a range of ‘over the counter,’ non-prescription medicines. The Junior School Medical Room is equipped with comprehensive first aid supplies. There is a dedicated fridge for the storage of medicines at the Senior School.

Paracetamol and all non-prescription drugs are stored in a secure cupboard in the medical room at the Junior and Senior Schools.

At the beginning of each academic year parents will be required to inform the School Nurse of any changes to their daughter’s health needs.

### First Aider staffing

The School has sufficient qualified staff to ensure that at least one person with a current first aid certificate is on each site at any time. Sufficient members of the Junior School hold paediatric first aid certificates to ensure that the requirements of the EYFS regulations are met and that cover can simultaneously be provided for outings. The School has automatic external defibrillators (A.E.D) at the Senior School (Hub Reception & Swimming Pool Lobby) and the Junior School (School Office). A fourth AED is held by the Sisters for School trips.

The latest up-to-date list of First Aid qualified staff is held by the Sisters.

Senior School – 24

Junior School – 20 (18 with Paediatric qualification)

In addition, all teaching staff are offered training on the basic use of EpiPens, Defibrillators, Asthma Inhalers and in diabetes care. Additional training is made available to all staff.

A list of First Aid trained staff will be kept on the medical room door, in reception and at other key locations.

In accordance with Key Statutory Requirements, including Early Years Foundation Stage, the School has met the need for at least one person who has a current first aid certificate to be on the premises at all times when children are present, and that at least one person on EYFS outings has a current paediatric first aid certificate.

The Medical centre co-ordinates all training and re-training of staff in first aid and AEDs as required every three years.

#### Arrangements for the reporting of accidents

We follow the RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) reporting procedures for reporting an accident.

- Accidents are reported to the Headmistress on the day they happen.
- An accident report is filled in online (iSAMS) as soon as possible at the time of the incident. An analysis of all accidents is carried out by the Health and Safety Committee of the Governing Body and any new practices required as a result are put in place.
- If an injury occurs out of normal School hours or away from the School, the accident report form should be completed on the next School day.
- The Bursar is responsible for reporting cases of serious injury or death to the Health and Safety Executive in accordance with the requirements of RIDDOR 2013

Parents will always be contacted if a pupil suffers anything more than a trivial injury, or if she becomes unwell during the School day, or if the School has any worries or concerns about her health.

#### Details of access to First Aid kits

Boxes of first aid equipment are located as follows:

- The School offices at both sites
- The medical rooms on both sites
- The staff room at both sites
- The main kitchens at both sites
- The 5 School minibuses
- Senior School:
  - The School Office
  - The Staff Room
  - The PE office
  - Design and Technology room
  - Food Technology room
  - Physics Prep Room including eye wash station
  - Chemistry Prep Room including eye wash station
  - Biology Prep Room including eye wash station
  - Marie Curie Prep Room
  - The Bursary
  - The Ship (kitchen area)
  - The Squash Courts
  - The Main Hall (stage)
  - Elwes Drama Room
  - Mulberry Hall

- Art Rooms 1 & 2 including eye wash station
- Emmeline Art Studio including eye wash station
- ICT Suite
- The Hub
- The Library
- The Swimming Pool (pool side and store cupboard)
- The Pool Cleaners Cupboard has an eye wash station
- The Plant Room (below Pool – also has an eyewash station)
- The Maintenance Workshop
- The Sports Centre – Staff kitchen
- The Lang Centre (kitchen)
- Junior School:
  - The Nursery
  - Medical Room
  - Kitchen
  - Reception Classroom and Breakfast Club
  - Cookery Room
  - Year 1 Classroom (cloakroom)
  - Art Department
  - PE Department
  - Corridor outside PE Office – for Playground
  - Two more are available for trips

A first aid kit is taken outside with staff at break times for both the Early Years and Year 1-6 play times.

The School Medical Staff carry out regular checks of the kits and re-stock them as necessary. The person in charge of any area containing a kit can ask the Medical staff to re-stock it at any time, should it have become depleted for any reason.

#### Arrangements for pupils with special medical conditions

There are several pupils on both sites that have known medical conditions that could require emergency treatment. Their photographs are posted on the relevant boards in the staff rooms and appropriate medication is kept as follows:

Inhalers: at the School Offices at both the Senior and Junior Schools. All relevant pupils need to carry an inhaler with them and keep a spare in the School Office; parents must advise the School of this need and all appropriate staff are made aware. Emergency inhaler kits are kept in the Senior & Junior School Offices.

Epipens: All pupils need to carry an epipen with them and keep a spare in the School Office in the Senior School and the Medical Room at the Junior School.

Injectable glucose (glucogen): Is kept in the Medical Centre fridge at the Senior School.

#### **We are a nut-free School.**

The School Nurse should be notified of any infectious diseases, any allergies or temporary illness requiring medication or tablets so that they may be placed on record and the information disseminated as necessary.

### Administration of medicines

(See Appendix 2: Protocol for the Administration of Medicines in School). A summary of procedures is given below:

Parents are advised that medicines should be administered at home unless there is a special reason why a pupil needs to take it during the School day. In such cases a prescribed medicine must be handed in to the Medical Room/ School Office (Senior School) or the School Office (Junior School) together with form AM1 (Request for School to administer medication). At the Senior School either the School Nurse or a Qualified First Aider will administer the medication. At the Junior School a Qualified First Aider will administer the medication. The medication should be in its original packaging, clearly labelled and accompanied with a letter from the parent or accepted by a member of staff with OPUS Medicines Awareness Training for Schools.

For non-prescribed ('over the counter') medication either the School Nurse or a Qualified First Aider will administer it at the Senior School. At the Junior School a Qualified First Aider will administer the non-prescribed medication. Parents will be notified if a pupil is given a non-prescribed medication at School. If a pupil is given any non-prescribed medication before coming to School, parents should inform the medical department.

### Hygiene procedure for dealing with the spillage of bodily fluid (See Appendix 1)

### Emergency treatment and guidance on when to call an ambulance

#### 1.Minor injuries:

For minor injuries/illness, the casualty should be sent to the School Nurse or to the nearest first aider. If neither is immediately available, the School Office should be contacted for assistance. Staff should phone the Medical Centre (ext.239) before sending a pupil to ensure the School Nurse is there to receive them. Pupils may be accompanied, at the discretion of the member of staff, by a responsible person.

If it is felt that Sister should attend the casualty at the scene, contact her in the Medical Centre or on her mobile phone (07436 098910). If the School Medical staff do not treat the casualty, the person in charge at the time the injury was sustained, must complete an Accident report Form on iSAMS. Gloves should be worn when dealing with bodily fluids.

#### 2.Serious/major injuries requiring an ambulance.:

- If a casualty looks to be seriously injured and is **conscious**, do **not** move them (unless they are in immediate danger). Reassure and stay with them.
- If the casualty is **unconscious and not breathing**, commence Cardiopulmonary resuscitation (CPR). Contact the emergency services immediately - dial 999 to summon an ambulance – and the School Nurse (Ext.239) or via her mobile phone (07436 098910). Make use of the automatic external defibrillator if appropriate. The ambulance service will require brief details of the casualty's condition. Arrange for someone to meet the ambulance and direct them to the scene.
- **In the case of serious injury/ life threatening illness, do not** waste time trying to contact the School Nurse first, dial 999 for emergency services and contact the Nurse or a first aider.
- The School Nurse or a member of staff will always stay with a child in hospital until the parents have been contacted.

Accident recording and reporting (RIDDOR)

*(The School has a separate policy on Recording and Reporting accidents (Annex E to the Health and Safety Policy) and is available on Central Resources and on the School web site).*

Details of relevant procedures and protocols are updated and maintained by the School Medical Staff and are kept in the Medical Centre at the Senior School.

Reviewed May 2021  
Next Review Date Oct 2021

Signed: .....Date: .....

Mrs J Adams  
Chairman of the Governing Body

Appendices:

- 1 Hygiene procedure for dealing with spillage of bodily fluids
- 2 Protocol for the Administration of Medicines in School

### **HYGIENE PROCEDURE FOR DEALING WITH SPILLAGE OF BODILY FLUIDS**

#### Introduction

All body fluids potentially carry transmittable disease, the biggest risk being Hepatitis B, which is difficult to destroy and is carried by up to 0.5% of the population, Hepatitis C, D and G can also be carried in the blood. HIV can be present in freshly spilt blood but does not survive outside the body for more than a few seconds.

Employees are expected to fully comply with the controls set out in this procedure. As it is not possible to identify all circumstances where employees are not at risk from disease associated from body fluids, controls are based on the concept of 'Universal Precautions'. So ALL body fluids should be regarded as potentially infectious.

#### Procedures

##### **Control of risks (Universal Precautions)**

- Wash hands before and after every potential contact and avoid hand to mouth/eye contact.
- Wear gloves when contact with blood or body fluids is anticipated.
- Protect skin lesions and existing wounds by means of waterproof dressings and/or gloves.
- Avoid use of, or exposure to needles and sharp objects, where unavoidable take care in their disposal (a sharps bin is available in the Senior School Medical Centre).
- Avoid contamination of the person by waterproof or plastic apron.
- Control surface contamination by blood and bodily fluids through containment and appropriate decontamination procedures.
- Dispose of all contaminated waste and linen safely. Waste must be placed in a biohazard bag and dealt with as clinical waste (so environmental health must collect).
- Use 'Presept' decontamination granules/tablets in line with manufacturer's instructions.

##### **First Aid**

If body fluids come into contact with eyes, mouth, or open wounds, the following precautions should be taken:

- Wash affected parts thoroughly.
- Encourage wounds to bleed.
- Affected persons should go to Accident and Emergency Department at Tunbridge Wells Hospital /Princess Royal University Hospital, Farnborough AS SOON AS POSSIBLE (within one hour if possible and CERTAINLY within 24 hours).

##### **Procedure for the decontamination of surfaces/equipment**

###### **(a) Spillages of Body Fluids (i.e. blood, urine, vomit) on Hard Floors.**

Use of Presept granules:

- Wearing disposable vinyl gloves and using disposable paper towels, wipe up excess Body Fluids.

- Using Presept granules, sprinkle over the spilled body fluid, sufficient to solidify and disinfect the spillage. Cover with paper towels and leave for 10 minutes.
- Then mop up the jellified material and clean the area with soap and hot water.
- All items used in this process MUST be disposed of in yellow biohazard bags.
- The Bursar will arrange for the disposal of the waste.

**(b) Spillages of Body Fluids (i.e blood, urine, vomit) on Carpets**

Using Sanitaire Powder (held in the Medical Room):

- Wearing disposable vinyl gloves and using disposable paper towels, wipe up excess Body Fluids.
- Using Sanitaire granules, sprinkle over the spilled body fluid, sufficient to solidify and disinfect the spillage. Cover with paper towels and leave for 10 minutes.
- Then mop up the jellified material and clean the area with soap and hot water.
- In the event of experiencing any difficulties in the removal of powder residue (e.g. from Loop Pile Fibre) then apply Enhance Spot Remover to pile to breakdown gel and wipe clean.

*All items used in this process MUST be disposed of in yellow biohazard bags.*

**(c) Cleaning of Surfaces**

- Use antibacterial sprays or wipes.
- Following manufacturers' guidance.
- Dissolve Presept tablet/s in water.
- Wear disposable vinyl gloves, wipe down contaminated areas with disposable disinfectant saturated cloth soaked in Presept solution.
- Disposable disinfectant saturated cloth, gloves etc MUST be disposed of in a yellow biohazard bag.

### **PROTOCOL FOR THE ADMINISTRATION OF MEDICINES IN SCHOOL**

This protocol is based on the MOSA (Medical Officers of Schools Association) guidance.

Aim – to provide staff, parents and pupils with clearly understood and accepted procedures for ensuring the proper and safe administration of both prescribed and OTC (over-the-counter) medicines.

#### OTC (over-the-counter) medications

- They are kept securely in a locked cupboard in the Medical Centre.
- There is a list of the medications stocked with indications for use, contra-indications, dosages, side-effects and the duration of treatment before nursing or medical advice is sought.
- They are issued to pupils on a 'homely remedy protocol'. A homely remedy is a product (such as paracetamol) that can be obtained, without a prescription, for the immediate relief of a minor, self-limiting ailment. Detailed protocols for each drug stocked in School are kept in the Medical Centre by the School Medical Staff.

#### Prescribed medicines

- These are only issued by the medically trained staff to the pupil for whom they have been prescribed or by a member of staff with OPUS Medicines Awareness Training for Schools.
- They are kept in their original container which should be childproof.
- The original dispensing label should be on the medicine and must not be altered.

#### Recording and monitoring of records

- Records are kept complete and up-to-date by the School Nurses. They have a complete audit trail for all medications. Parents are notified if a pupil is given any medication during the School day.