



## The Schools at Somerhill First Aid Policy

**Policy rewritten:** October 2009 (amended March10)  
**Reviewed:** October 2010  
**Next revision due:** October 2012

This policy includes: A – First Aid Assessment  
B – First Aid Provision  
C – Areas of Responsibility  
D – Current Personnel

### **A First Aid Assessment**

The School has several areas which require consideration. Though separate, they do overlap in terms of resolution and current provision. The areas identified are:

1. As an Employer, The Schools at Somerhill must meet the statutory 'Health and Safety (First Aid) Regulations 1981' and subsequent amendments/addenda for its many employees, both full and part-time. The school also has a duty towards others at the workplace who are not employees but who are nevertheless affected by how the organisation is run. This includes pupils, parents and other visitors to the 'workplace'.

As a school, it must provide appropriate care for its pupils both in school and during school activities, in term and holiday periods.

The School is also obliged, under these regulations, to provide cover for those staff and students involved in the Holiday Courses, whilst on the school premises.

2. Requirements for first aid cover vary during the year:
  - (a) during term: pupils, parents, visitors and employees are present
  - (b) during holidays: no pupils except as in (c), some teachers; all non-teaching employees present except some administrative staff and catering staff; visitors and contractors.
  - (c) holiday courses: internal courses organised by school teachers involving school pupils.
3. Locations of First Aid provision:
  - (a) The school is housed in three buildings sited on a 150 acre estate consisting of sports' fields and parkland.
  - (b) Internal telephone system does not reach non-building locations.
  - (c) On site, employees and pupils may be at some distance from the first aid locations
  - (d) Off-site provision needs to be made for day trips (e.g. away matches) and residential trips.
4. Employees for whom the School is responsible fall into several categories, each with different patterns of work and management:
  - (a) Teaching Staff term-time and at other times whilst on the premises or on Trips
  - (b) Part-time and some holiday time: Catering Staff; some cleaning staff, secretarial staff and administration staff.

(c) Full Time Staff: Bursarial and Finance staff, Maintenance, Grounds and Cleaning.

5. This policy outlines instructions to both teaching and non-teaching staff for emergency procedures, for the reporting of accidents and injuries, the location of first-aid kits, and the levels of first-aid training (plus refresher courses) available every year for all staff, in particular for those in contact with pupils.
6. Thus, many teaching and support staff are trained to a level above that stipulated by the H&S Regulations. All teachers are trained to Appointed Persons level so that they are competent to deal with an immediate situation. All teachers involved in Early Years will be qualified to deal with incidents through attendance of a Paediatric First Aid course by January 2010. Other areas that have been identified because of their location, hours of work or increased risk of injury are:
  - a. Science and Art Departments
  - b. Catering Department
  - c. Grounds and Maintenance Departments
  - d. First Aid Officer and support personnel
  - e. Sports Departments
  - f. Drama Departments
  - g. Early Years Teaching as qualified by Ofsted
- 7 Lists of staff attending courses and current qualifications are kept and updated by the First Aid Officer, with copies held by the Bursar. The Appointed Persons courses are held every three years in September.
- 8 The School's main first aid room is located by Reception. It is staffed by the First Aid Officer who is qualified to the level of First Aid at Work as defined by the H&S Regulations. The First Aid Officer is supported by a further 5 members of staff who are all qualified to First Aid at Work level.

## **B First Aid Provision**

1. The Schools at Somerhill has four First Aid Rooms which are located in:
  - a. The Reception (Main First Aid Room)
  - b. The Mansion on the first floor
  - c. The Bickmore Hall on the ground floor by the Sports Hall
  - d. The Indoor Swimming Pool by the OfficeAll First Aid Rooms include first aid boxes and eyewash stations.
2. The school provides First Aid boxes, some include eyewash stations where the risk is identified, which are located in the following areas:
  - a. Yardley Court – Grain Store  
Outside Deputy Head's Office (includes eyewash station)
  - b. Derwent Lodge – Outside Long Library  
Outside Head's Office
  - c. Somerhill Pre-Prep – Ground floor outside SPP Hall  
First floor outside classrooms  
Resources Room in Lodge (includes eyewash station)  
Outside Head's Office  
Nursery
  - d. School Areas - Art Rooms (includes eyewash station)  
Science Laboratories (includes eyewash stations)  
Main Music Room  
Entrance Hall to Dining Hall

- d. School Areas (cont'd) - Swimming Pool Plant Room  
 Maintenance Workshop (includes eyewash station)  
 Ground's Hut (includes eyewash station)  
 Mansion Finishing Kitchen  
 Outdoor swimming pool (seasonal)
- e. Other risks - **Fire**; 2x First Aid bags in Reception(includes space blankets);  
 First Aid bag(includes space blankets) in Swimming Pool Office.  
**Matches/Sports**; Home and Away matches, each team must carry a First Aid box. Practices/training, adequate first aid provisions must be in place. It is the responsibility of those in charge of sports to assess the requirement for first aid.  
**Travel**; all minibuses contain first aid boxes; trip coordinators not using school transport must make sure that an assessment is carried out and adequate first aid provision provided.

The First Aid boxes are maintained and stocked by the First Aid Officer. The First Aid Officer is to regularly check the first aid boxes and record the checks. This document is kept in the First Aid room in the Mansion. Heads of Departments are responsible for making sure that First Aid boxes are restocked after use. They are to report shortages to the First Aid Officer. The First Aid Officer is to report any gaps in first aid provision to the Bursar.

### 3. Procedures and Incident Management

- All employees and pupils must complete health questionnaire forms indicating any allergies and medical risks. These forms are kept, along with any medication for Yardley Court and Derwent Lodge, by the First Aid Officer. Medication for Somerhill Pre-Prep is kept by SPP.
  - For those employees (and pupils and visitors) who become ill or suffer injury whilst at work, if they are able to get to the First Aid Room in Reception, then medical assistance is provided there throughout the term by the First Aid Officer supported by five other members of staff qualified to provide first aid at work.
  - Additionally all teachers are qualified to the level of "Appointed Persons" and should deal with minor incidents.
  - In the event of an accident, the following incidents give guidance on how to deal with the incident and when to call an ambulance.
- a. Life threatening incident:
- Summon an ambulance immediately and arrange for someone to meet and direct it to the incident
  - Summon the first aid officer or a qualified FAW, by calling Reception **(0)** or use the radio provided to contact Reception or by mobile telephone dialling 01732 352124.
  - In cases of suspected spinal injury, do not attempt to move the casualty
  - Immediate first aid, keep the injured person warm, insulating from below as well as above, unless a suspected neck or spinal injury
  - Reassure and keep the casualty calm
  - Inform the parents/guardian by telephone and explain exactly what has happened and the action that has been taken.

b. Serious, but not life threatening:

- Immediate first aid, keep the injured person warm, insulating from below as well as above, reassure and keep the casualty calm
- In cases of suspected spinal injury, do not attempt to move the casualty
- Summon a first aider or otherwise take to the First Aid Room in Reception. The first aider will summon an ambulance if necessary.
- Inform the parents/guardian by telephone and explain exactly what has happened and the action that has been taken.

c. In the case of all other injuries:

- Immediate first aid
- If required, send or take the injured person to the First Aid Room in Reception(term time) or summon help from a first aider
- Inform the parents by telephone – if appropriate to do so.

All accidents are to be recorded in the Accident Books held in all First Aid Rooms. Completed accident forms are to be given to the First Aid Officer who will keep them. Some accidents, diseases and dangerous occurrences may be required under RIDDOR guidelines to be reported.

- Management of blood and other body fluid spillages.

Exposure to blood, other bodily fluids, secretions and excretions through spillages poses a potential risk of infection, especially to those who provide health care. All staff have a responsibility to deal with any fluid spillages and should be aware of the procedures for dealing with spillages.

- Spillages should be dealt with immediately
- Personal protective equipment must be used. The minimum is a pair of disposable gloves, but goggles, masks, aprons should be worn if there is a risk of splashing to the eyes, mouth and body.
- Use the correct spillage kit. The kits are located, along with explanatory posters, in all First Aid Rooms, Dining Hall, Swimming Pool Office, SPP Resources Room, Kindergarten Toilet and Nursery.
- Dispose of all waste in the clinical bags provided with the kits.
- Inform appropriate member of administrative staff who will arrange for the cleaning and disinfection of the area along with the disposal of the waste.

- Administration of Medicine.

This is a separate policy which is set out in Annex A of this document.

- There are specific arrangements in place for pupils with particular medical conditions eg asthma, epilepsy, diabetes. The school liaises closely with parents about pupils with such conditions and also ensures that these pupils are appropriately briefed about arrangements when off the school site. Staff taking such trips are also reminded of the child's condition and how to react should there be a medical incident.

## C Areas of Responsibility

### 1. Term Time

Responsibility for First Aid lies with the School Governors, but is delegated through the Principal to the Bursar and the nominated and trained First Aiders who are the 'Suitable Persons' as defined in the Regulations and ensure that, together with the Appointed Persons, the School provides the required number of trained personnel as stipulated in the Regulations.

One 'First Aider' will always be on site during working hours and, together with any of the 'Appointed Persons', will ensure adequate provision as in the Regulations. In EYFS there must always be a Paediatric First Aider on site whilst the pupils in EYFS are in school. All EYFS trips must be accompanied by a Paediatric First Aider.

The Regulations also identify other Duties of the Employer to his employees, including:

- (a) The provision of First Aid equipment (including first aid kits);
- (b) The provision First Aid facilities, i.e. a room suitable for first aid and treatment
- (c) Notification of the above provisions to all employees;
- (d) Ensure that Heads of Departments holding the notified First Aid equipment maintain their upkeep and stock;
- (e) Record-keeping of all actual and potential incidents and their evaluation;
- (f) Recording of all employee training and the need for refresher courses; and
- (g) Identification of areas of 'Specific Hazard' and ensuring that adequate training and facilities are available for these.

These duties are carried out by the Bursar with the assistance of the First Aid Officer with appropriate liaison with the Heads/Heads of Departments of the school.

## 2. Holiday Time

As for term-time, but the First Aid Officer is not present. The official 'First Aiders' for this 'place of employment' during school holidays and half terms will be those designated as trained First Aiders and the Appointed Persons.

One 'First Aider' will always be on site during working hours and, together with any of the 'Appointed Persons', will ensure adequate provision as in the Regulations.

Records will be kept by the Bursar and First Aid Officer will update files, as appropriate.

## 3. Special Hazards and Risk Assessments

The Heads of each school are to ensure that the activities carried out in their schools are properly assessed for first aid requirements and that, if required, they are provided in consultation with the Bursar. The Bursar is to ensure that the Head of each administrative department maintains a correct and proper level of first aid provision for the tasks carried out.

## 4. Evaluation

(a) Evaluation of incidents will be by the Bursar in liaison with the First Aid Officer, as events dictate or annually if otherwise.

(b) Evaluation of this document and updating of the School's provision and procedures will take place towards the end of each academic year, unless events dictate otherwise.

## D Personnel

Principal	- John Coakley	
Bursar	- Michael Scragg	
First Aid Officer	- Mary Dicks	(FAW- March 2013)
First Aid at Work Qualified	- Mark Tompkins	(Mar 2012)
	Sue Peacock	(Jan 2013)
	Lotte Wynder	(Jan 2011)
	Simon Steward	(Sep 2012)
	Ben Sceal	(Sep 2012)

## Paediatric First Aid Qualified :

2013)	Gemma Crane	(Nov 2012)	- Noleen Bryce-Borthwick	(Jan
	Emma Cannon	(Jan 2013)	- Carolyn Clutterbuck	(Jan 2013)
	Alison Cowen	(Jan 2013)	- Amanda Dawes	(Jan 2013)
	Maureen Dennis	(Jan 2013)	- Tiffany Diamond	(Jan 2013)
	Jane Dorey	(Jan 2013)	- Stephanie Kemp	(Jan 2013)
	Marie Metcalfe	(Jan 2013)	- Susan Palmer	(Jan 2013)
	Susan Peacock	(Jan 2013)	- Anne Salmon	(Jan
2013)	Carol Saving	(Jan 2013)	- Jane Southall	(Jan 2013)
	Linda Stopps	(Jan 2013)	- Julie Taylor	(Jan 2013)
	Lynne Trull	(Jan 2013)	- Sally Weare	(Jan 2013)

Lists of Qualified First Aid at Work Staff and Appointed Persons are in various strategic locations throughout the school's buildings.

## Annex A – SAS Medicine Administration Policy

- A - Assessment
- B – Provision/Procedure
- C – Responsibilities

### A – Assessment.

It is recognised by The Schools at Somerhill that there will be occasions when medication is needed. Some examples are:

- If the pupil has a general condition that requires the administration of medicine i.e. an allergy
- A pupil returns to school after an illness and is required to finish a course of medicine prescribed by a doctor.
- An incident that requires the administration of medicine i.e. pain relief

The Schools at Somerhill provides appropriate training to those people who have responsibility for the administration of medicines, including epipens. There is also a website demonstrating the procedures for using an epipen which those who have responsibility should view to remind them of the procedures. It is [www.epipen.co.uk](http://www.epipen.co.uk).

### B – Provision/Procedure

- Provision - The schools have a number of trained first aid personnel who have attended First Aid at Work, Paediatric First Aid and Appointed Persons courses. Those members of staff who are trained are listed in the school's First Aid Policy.
- Procedure –
  1. When parents accept a place to enter their child into one of the schools they must complete a health questionnaire. They will be asked to declare any known illnesses/allergies that the child suffers from. These records are to be kept by the First Aid Officer who will make sure that copies are available to all the schools and appropriate staff members are alerted to pupils in their class.
  2. Parents must be asked to complete a "School Medication Request Form" which is available to all SPP parents through their teachers and available to all YC and DL parents from the First Aid Officer (Mary Dicks) or from Reception when they request that the school take responsibility for administering any medicines prescribed by a doctor. In the event of a medicine being administered as a decision of a first aider, then the parents must be informed at the first available opportunity, and, if possible, before the medicine is administered.
  3. All medicines administered by the school are to be recorded on the appropriate form. Medicines should be clearly marked with the chemist's label attached. If a pupil in your care has an epipen please ensure that you know how to administer it.

If a pupil has an allergy, ensure that you carry their medicine with you at all times. It is the responsibility of the person carrying the epipen to check it regularly as they have quite a short shelf life.

4. All forms are to be kept centrally except for SPP. In SPP they are kept in the Resources Room and then sent to the First Aid Officer at the end of each term for filing. These records are to be kept for two years.

#### C – Responsibilities.

- It is the responsibility of the Head Teachers to ensure that their staff are aware and conversant with this policy. It is the responsibility of the Heads, or their designated staff member, to ensure that any epipens that are used in their school are recorded with the First Aid Officer.
- Any member of staff administering medicine must make sure that the appropriate forms have been/are completed. Medicines must be administered as per instructions on the chemist's label. If in doubt, parent advice must be sought to clarify any contradictions.
- The First Aid Officer is responsible for the keeping of all records. These records must include a list of epipens and their expiry date. It is the responsibility of the First Aid Officer to inform parents when the expiry date is due and request a new epipen. It is also the responsibility of the First Aid Officer to keep all medical records up to date and inform the appropriate teachers of any changes.