



WETHERBY SENIOR SCHOOL

FIRST AID POLICY

Reviewed by Mary Erekpaine: School Secretary and First Aid Lead: August 2021

Next review: August 2022

INTRODUCTION

Everyone in the School has access to the medical facilities. At each site there are first aid trained staff who are responsible for any medical care or first aid that boys, staff, or visitors may require during the school day.

The nominated people to administer First Aid at each site are Feysal Ali, Kathryn Easthope, Mary Erekpaine, Paul Nockels, Briony Phillips, James Sullivan, Ryan Underwood, Betina Westphal, Fran Bachmann, Ryan Fuller and Ben Tucker (Marylebone Lane site) and Estelle Gilby, Kate Eaves, Mark Leverage, Ian Waters (Hannah House), these are the Primary First Aiders (PFAs). The PFAs should be contacted in the first instance when a medical issue arises. However, there are several other staff who are trained and qualified as First Aiders, who are capable of giving first aid if, for example, a child is injured during sport.

FIRST AID BOXES and FIRST AIDERS

All first aid boxes are easily identifiable and are well signposted. All staff have been informed, either by email or during new staff induction, of the location of the first aid boxes.

Boys are also made aware of how to obtain first aid support and the location of the nominated first aiders and the medical rooms during their induction period. Below is a list of all trained and qualified first aiders:

Last Name	First Name	Post	Training	Expiry date
Ali	Feysal	Facilities	First Aid at Work	Dec-23
Bachmann	Franziska	PE/Games Teacher	First Aid at Work	Jul-24
Eaves	Kate	Teaching Staff	First Aid at Work	Dec-23
Easthope	Kathryn	Registrar	First Aid at Work	Dec-23
Erekpaine	Mary	School Secretary	First Aid at Work	Dec-23
Fuller	Ryan	PE/Games Teacher	First Aid at Work	Oct-23
Gilby	Estelle	Receptionist	First Aid at Work	Dec-23
Leverage	Mark	Teaching Staff	First Aid at Work	Dec-23
Nockels	Paul	PE/Games Teacher	First Aid at Work	Dec-23
Phillips	Briony	Senior Science Technician	First Aid at Work	Dec-23
Sullivan	James	Director of Sport	First Aid at Work	Dec-23
Tucker	Ben	PE/Games Teacher	First Aid at Work	Dec-23
Underwood	Ryan	PE/Games Teacher	First Aid at Work	Jun-22
Waters	Ian	Facilities Manager	First Aid at Work	Dec-23
Westphal	Betina	Science Technician	First Aid at Work	Dec-23

First Aid boxes are placed on each floor of the school. Based on this risk assessment the first aid boxes can be located at:

HANNAH HOUSE	BULSTRODE	MARYLEBONE
<u>Ground Floor</u>	<u>Ground Floor</u>	<u>Ground Floor</u>
Reception First Aid room	Reception	N/A
<u>1st Floor</u>	<u>1st Floor</u>	<u>1st Floor</u>
Music Office	First Aid Room	First Aid Room
<u>2nd Floor</u>	<u>2nd Floor</u>	<u>2nd Floor</u>
Kate Eaves Office	B21+B22	Deputy Head Academic Office
<u>3rd Floor</u>	<u>3rd Floor</u>	<u>3rd Floor</u>
Classics Office	Economics and Business Office	Science Office
<u>4th Floor</u>	<u>4th Floor</u>	<u>4th Floor</u>
Michael Hannaway's Office (SENCO)	Geography Office	N/A

A First Aid box is always taken when groups of pupils go out of school on organised trips or to participate in sporting events. A box is also taken to the WSG at Ealing Trailfinders where there are also qualified First Aiders on staff. These are kept with the Games Department.

It is the responsibility of the First Aider to ensure that all first aid supplies used from the first aid box in the treatment of their casualty are replaced.

The first aid boxes are checked by the Head of Science (all laboratories), Director of Sport (Games boxes), Head Chef (kitchen sites and site nominated first aiders (medical rooms) and Head of Art and Design (all art and graphic studios).

Accident books for pupils and staff are located in each first aid room.

Location of defibrillator Location:

Hannah House- Located on the ground floor in the first aid room

Marylebone Lane – Located on the ground floor, opposite the registrar's office

ACCIDENTS and INCIDENTS

At Wetherby Senior School the reporting of accidents and incidents falls into four categories:

- Minor accidents
- Major accidents
- Near miss accidents
- Accidents reportable to RIDDOR

If the accident is more than a minor one for boy or adult, it is reported immediately to the Headmaster / SMT or the School Administrator who sends for an ambulance, if needed and contacts the parents.

In the event of an accident, and if the boy is mobile, the casualty should be taken to the administration office on the ground floor. If the accident is serious, the Headmaster must be contacted immediately.

To recover and rest, the designated First Aid Room, with sink, bed and toilet facilities is located on the 1st Floor of the Marylebone Lane site and ground floor of Hannah House.

In all cases, the Accident Book must be duly completed and all incidents must be noted in SIMS. All accidents and injuries are reviewed termly in Health and Safety Committee meetings in order, where possible, to minimise the likelihood of recurrence.

1. MINOR ACCIDENTS

Minor Accidents to a boy

If a minor accident occurs the procedure is as follows:

- The boy is taken to reception by another boy in the class or member of staff if one is free.
- The injury is assessed by a PFA and, if necessary, the Headmaster or Person in Charge, if the Head is not available, is called.
- The PFA treats the injury or a First Aider is called if the PFA is not available. All First Aiders and their telephone extensions are listed on the School's telephone extension list.
- Once treated, the child is resettled into their classroom and observed.
- The accident is logged on SIMS and an accident report is filled out by the adult who first witnessed the accident.
- Once the necessary reports have been filled out, parents/ careers are notified either by phone or email about the incident.
- Where an incident involves harmful chemicals a member of the science staff will find the CLEAPPS hazcard (S: Science\Admin\Technician\CLEAPPS\Hazardcards and CLP Hazardcards PDF) and relay this information to the First Aider.

If a boy is sent home for any reason this must be recorded in SIMS and the time of leaving recorded with the receptionist.

Reporting Minor Injuries to Parents and Staff

Communicating with parents regarding minor injuries is done as follows:

- Parents/ Carers are emailed or telephoned about minor injuries.

Communicating with staff regarding minor injuries is done as follows:

- For any head injury, or an injury that the staff members deems necessary for, the supervising staff member must email all staff to inform them of the accident so that all staff are aware of the injury and can monitor the child throughout the day.

PARENTS MUST BE INFORMED, BY PHONE, OF ANY INJURY THAT THEIR SON RECEIVES TO HIS HEAD. The School Office will contact the parent or carer concerned. If the head injury is severe parents will be asked collect their son to seek medical advice.

Minor Accidents to Adults

Minor accidents will follow the same procedures as outlined above for a boy.

2. MAJOR ACCIDENTS

Major Accidents to a Boy

If a major accident occurs the procedure is as follows:

- If able to be moved, the child is taken to the nearest First Aid Room and the PFA requested to meet there (another First Aider will be called in the absence of a PFA).
- The Headmaster must be contacted immediately, or a member of SMT in his absence.
- The Headmaster, or member of SMT, will assess the situation with the First Aider and decide whether the boy needs immediate hospital attention or whether the boy can wait for the parent to come.
- If the boy needs to go straight to hospital either an ambulance will be called or the boy will be taken by taxi. The parent/carer will be called and arrangements will be made to meet the parent/carer at the hospital. The Headmaster or a member of SMT will accompany the boy to hospital and stay with them until the parent/carer arrives.
- If the boy can wait for the parent/carer to come then the parent/carer will be contacted and the boy made as comfortable as possible. A member of staff must be with the boy at all times until the parent/carer arrives, this will be dictated by the Headmaster or member of SMT.
- It will then be the parent/carer's decision whether or not to take the boy to hospital.
- As soon as possible after the accident an 'Internal Accident Investigation Form' is completed by the Headmaster and Deputy Head and filed. The Headmaster will sign the report and a copy will be given to the parent /carer and the original in the boy's file.
- If the child cannot be moved then the same procedure will still be followed but it will take place at the point of injury. If this is a classroom then a boy will be sent to find an unoccupied teacher who will look after the remainder of the class in another room until the casualty is treated.
- Once the accident has been dealt with the staff member who witnessed the accident will complete an Accident Report Form and make a note in SIMS.
- Where an incident involves harmful chemicals a member of the science staff will find the CLEAPPS hazard card (S: Science\Admin\Technician\CLEAPPS\Hazardcards and CLP Hazardcards PDF) and relay this information to the First Aider.

Reporting Major Injuries to Staff

Communicating with staff regarding major injuries is done as follows:

- The PFA will amend the SIMS registers to note that the child is out of school on medical grounds.
- The staff member who witnesses the accident will email the child's tutor and HoS to inform them of the situation.

PARENTS MUST BE INFORMED, BY PHONE, OF ANY INJURY THAT THEIR SON RECEIVES TO HIS HEAD. The School Office will contact the parent or carer concerned. If the head injury is severe parents will be asked collect their son to seek medical advice.

The nearest hospital is:

ST MARY'S PRAED STREET 020 3312 6666
UCH GOWER STREET 020 3456 7890

Dial 999 if immediate assistance is needed for a serious accident or incident

Major Accidents to Adults

- The Person in Charge is notified who will with another First Aider assess the situation and decide whether the adult needs immediate hospital attention or whether the situation can be dealt with by the adult concerned
- If the adult needs to go straight to hospital an ambulance will be called or he/she will be sent by taxi with another member of staff
- The adult emergency contact or a person of their choosing will be telephoned and if possible arrangements made for them to meet the adult at the hospital
- An accident form will need to be filled out (located in the first aid room) and an Internal Accident Investigation will be completed and a report given to the adult concerned
- The Headmaster or member of SMT must decide if the matter is reported to Alpha Plus Head Office

3. NEAR MISS INCIDENTS

At Wetherby Senior School we are aware that some accidents could potentially have been more serious had a child been injured. This would be described as a near miss incident. As a school we believe that all near miss incidents should be followed up.

If a near miss incident occurs the procedure is as follows:

- All near miss incidents must be reported to the Headmaster or member of SMT, in his absence
- An 'Internal Near Miss Incident Report' will be completed
- The Headmaster or, in his absence, a member of SMT will sign the form
- Alpha Plus Head Office will be contacted
- This must be reported and recorded as soon as possible after the event

4. ACCIDENTS REPORTABLE TO RIDDOR

Certain accidents arising out of or in connection with work are reportable to the Health and Safety Executive (HSE) and Alpha Plus Head Office. At Wetherby Senior School we seek advice from Law at Work before any accident is reported to the HSE.

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) places a legal duty on employers to notify and report some work related accidents, diseases and dangerous occurrences to the relevant enforcing authority for their work activity. Should an accident be reportable to RIDDOR this can be done via the RIDDOR Incident Contact Centre (ICC). Before this stage Law at Work will have been contacted for advice.

RIDDOR Duty Officer: 0151 922 9235

The following must be reported:

Death

Major injuries

Over three-day-injuries

An accident causing injury to pupils, members of the public, or other people not at work

A specified dangerous occurrence, where something happened which did not result in an injury, but could have done.

Please refer to: Alpha Plus Health and Safety System for more information about RIDDOR

Pupil Accidents

Fatal and major injuries to boys on school premises during school hours must be reported immediately to Trisha Gajar, Head of Human Resources, at Alpha Plus Head Office. Law at Work will be contacted for advice and if necessary the ICC will be contacted. However, injuries during play activities in playgrounds arising from collision, slips and falls and sporting injuries are not reportable unless they are attributable to:

- The conditions of the premises (e.g. potholes, ice, damaged or worn steps etc).
- Plant or equipment on the school premises
- The lack of proper supervision

Fatal and major injuries to pupils occurring on school sponsored or controlled activities off the school site (such as field trips, sporting events or holidays in the UK) must be reported if the accident arises out of or in connection with those activities.

Wetherby Senior School will also notify the Westminster Child Protection Agency of any serious accident or serious injury to, or the death of, any pupil whilst at school and act on any advice given.

Employee Accidents

Any accidents to an employee resulting in a fatal or major injury must be reported immediately to the Head of Human Resources at Alpha Plus Head Office. If the accident does not result in a fatal or major injury, but the employee is incapacitated and unable to work for more than three days (excluding the day of the accident) there is still a requirement to contact the HSE.

The Headmaster or Health and Safety Representative, in his absence, will report any accidents that are reportable to the HSE via the RIDDOR Incident Contact Centre. This can be done via telephone or by completing an on-line form. Copies of these can be found in the School Office in the Accident Folder.

BEFORE ANY REPORT TO THE HSE IS MADE, LAW AT WORK MUST BE CONTACTED FOR ADVICE