



FIRST AID & CALLING EMERGENCY SERVICES

Applicable to: All staff, Students and users of the RHS Senior, 6th Form and Prep School sites.

Aims:

- To ensure the health, safety and welfare of all Staff, Students and users of the school site
- To ensure a clear understanding of procedures & the speedy & efficient arrival of Emergency Services
- To be in line with the regulations for independent schools which demand a First Aid policy, including the welfare standards in the Statutory Framework for Early Years Foundation Stage [EYFS]
- To be in line with GDST guidelines

Implementation of First Aid:

1. All First Aid boxes and cabinets are checked on a termly basis and, **where items have been used, the Medical Centre is informed in order to restock.** There are 97 First Aid kits across the two sites and including those in the Medical Centre.
2. Boxes are found in the following areas of the Senior School, 6th Form and Prep School sites:

Senior and 6th Form	Laundry
Medical Centre – grab bag	Maintenance – 2 (Southside door)
Medical Centre – trip bags x15	Swimming Pool – in shed when pool in use
School Office – also Student & Generic Adrenaline pens	Minibuses - 5
PE Staff – individual bags + 2 spares	DoE & Ten Tors – 2
Sports Office – on wall	Tractor Kits – 2
Sports Hall – by back door	Bee Club – with HBR
Art Rooms on 2 floors – 4	Prep School: Cranwell House
DT – 2	Learning & Discovery Room – plus eye solution
FT	Medical Room
Textiles	Nursery
Sophie Cameron Theatre	Learning Support Room on Floor 2
Sixth Form Centre	Playground – kit
Maths Room MOI	Allotment – kit
Conference Room	Residential – 2 kits in Medical Room
Drama – office behind Memorial Hall	Trips – 5 kits in Medical Room
Music Office	Prep School: Hope Building
Room 15	Main building – plus defib.
After School Care	Dining Room – kitchen
Science Labs – 1 per lab + eye solution x9	After School Care
School House Office – plus trip bag	Outside Y6 classroom on wall on Floor 2
Gloucester House Office – plus trip bag	Allotment - kit
Sixth Form Café	PE Staff – separate bags in offices
Kitchen	Caretaker – separate bag in office

3. Defibrillators at both sites next to main office.
4. All incidents and accidents in the Senior School will be dealt with by the Sister on duty if available or qualified first aider. In the Prep School these are dealt with by a qualified First Aider. Sister is contacted if required.

5. Any First Aider may be contacted by the School Office, staff or student if required to attend upon a student who has reported to the Main office, or Prep School reception as a result of accident /injury.
6. The First Aider should make an assessment and decide if a second opinion is required from either a second First Aider or Sister. If immediate hospital treatment is required, an ambulance must be called. Student is escorted to hospital. Boarding Matron who is 3-day First Aid trained is based in the Main Office during breaktime Monday to Thursday to see Students and call the Nurse on Duty if required.
7. The First Aider should carry out treatment of the injured person in accordance with the training they have received. Sister Purchase is responsible for organising the First Aid training throughout the RHS Senior, 6th Form and Prep School sites.
8. The First Aider should make sure that the injured person is not left alone. If an ambulance is called someone should be sent to direct the paramedic to the casualty on arrival. The parents of the patient should be informed and asked to go to the hospital. An escort will be arranged to accompany the patient to hospital until the parents arrive. Boarder's house mistress will be informed to arrange continuing support if necessary.
9. An Accident Report should be filled in by the Sister as soon as possible on to the school's online accident reporting system [Sphera]. This includes all accidents requiring treatment above the need for just a plaster or simple reassurance. A RIDDOR will be raised to report certain serious accidents, diseases or dangerous occurrences.
10. The Health and Safety team at GDST are alerted automatically to all accidents reported to Rivo.
11. If a major incident has occurred, the Head/Pastoral Deputy Head/Head of 6th Form, and Senior Housemistress (if a boarder is involved) and relevant Head of Year should also be informed by the First Aider in Sister's absence.
12. If the First Aider is of the opinion that the student needs to be sent home or their parents advised, Sister should be contacted, and she will contact the parents. If Sister is unavailable, the First Aider should inform The Head/Pastoral Deputy Head, Head of 6th Form, and the relevant Head of Year/Key Stage, and ask if they may phone the parents. Wherever possible the parents of EYFS are notified on the same day as the accident / treatment.
13. The First Aider should always inform the Sister on duty of any accident or injury, clearly stating any **head injury or if the injured person was taken to hospital for whatever reason.**
14. The First Aiders should give Sister three months' notice of the expiry of their First Aid Certificates. First Aid training is updated every 3 years.
15. A list of the current up to date First Aiders is available on the medical boards in both the Senior School and Prep School Staff Rooms.
16. As a minimum, at least one person with a 'First Aid at Work' qualification [3 days' training] must be present on each identifiably separate school site when students are present, and at least one person with a 'Paediatric First Aid Certificate' if EYFS students are present. A Paediatric First Aider must also accompany all school trips/outings undertaken by EYFS students.
17. Staff should be aware of the situation of the Medical Centre Senior and Medical Room Prep. The Health Problems policy & individual students' Health Care Plans in the Main Office and Staff Rooms.
18. A Defibrillator is *on site* opposite the main office Senior school and entrance of reception at the Prep School.
19. If any student / staff need to be isolated if infectious, The Medical Centre Senior or Medical Room Prep would be used and access restricted. Senior Leadership Team, the School Doctor, senior house mistress and parents would be informed. Rooms involved would be deep cleaned following this.
20. For more details, see the First Aid and accident recording and reporting section on H&S part of the GDST Hub.
21. Sister Purchase and the other School Nurses visit the Prep School weekly to provide guidance, advice, and complete regulatory health checks.
22. Sister Purchase 07810 697369 (not Friday afternoons), Sister Matthews 07917494863 (not Wednesday & Thursday) and Sister Hawkes 07880 359427 (not Mondays and Tuesdays).

23. This policy should be read alongside the Administration of Medicines policy, qualified first aiders list (staff handbook), and policy on response dealing with bodily fluids.
24. First Aiders should read the Health Problem Policy to ensure they are aware of the arrangements for children with particular medical conditions (e.g. Asthma, Epilepsy, Cardiac and Diabetes).
25. EYFS [under the age of 5 years] providers must notify child protection agencies of any serious accident or injury to, or death of a child while in their care and must act on any advice from those agencies.
26. Senior staff who are taking school day or residential trips out of school will collect any medication/inhalers from the School Nurses. Medication is only to be administered by a qualified first aider that has gone through and signed a competency sheet with the School Nurse.
27. Trip first aid kits are collected from the Medical Centre and returned afterwards.

Implementation of calling Emergency Services (Ambulance, Fire, Police):

If an Emergency Service is required, please follow these instructions carefully.

1. Dial 999 from mobiles clearly stating the service or services that are required. A student should check with the main office, 6th Form reception or any member of staff *if possible* before calling. Government guidance for schools should be adhered to during Covid 19 Pandemic.
2. State clearly the service that is required. (You will need to be with the patient if an ambulance is required.)
3. Give clear details of the incident and location of where the service needs to attend. **Useful postcodes: 6th Form/ Northfields = BAI 5TN / Senior site/Landsdown Rd = BAI 5SZ / Sports Hall/Richmond Rd = BAI 5PX / Music School/Charlcombe Road = BAI 5TR / Prep site = BAI 2UZ**
4. Do not hang up until the operator has all the details they require, answer questions clearly.
5. Send a responsible person to direct the service on arrival to the emergency.
6. If the fire service is required:
 - Activate nearest alarm or ask office/staff to do so
 - Vacate the building quickly and in silence. Do not re-enter the building until the emergency service gives all clear
 - A student with a Personal Emergency Evacuation Plan (PEEP) will be aided by the designated adult and the School Nurse will check that both have left the building
7. If an ambulance is required:
 - Do not leave casualty alone.
 - If any concerns regarding Covid 19 symptoms, inform 999 Control at the earliest opportunity.
 - Send for Sister on Duty or First Aider: Sister Purchase 07810 697369 (not Friday afternoons), Sister Matthews 07917494863 (Only Monday, Tuesday & Friday) or Sister Hawkes 07880 359427 (Only Wednesday, Thursday & Friday)
 - Ambulance should be called by Sister on Duty or First Aider, as you will need to be with the patient, unless these staff members are actively working on the patient and unable to stop or there is a problem with mobile phone reception.
 - Document time of arrival and periodic observations, ready to hand over to paramedics

- Hand over any medication used to paramedics with time and date of administration
- Arrange an escort to accompany casualty to hospital if parents are not available.
- Sister or staff will contact parents and ask them to go to the hospital if they do not attend school and accompany their daughter in the ambulance.
- If Boarder, Housemistress/Boarding Matron will be informed, and parents kept informed throughout

8. Head, Deputy Head (Pastoral), Senior Leadership Team, Housemistress to be fully informed.

9. Incident or online accident report [Sphera] may need to be completed and procedure reviewed.

Reviewed: June 2022	Next Review: June 2023
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