



ROYAL HIGH SCHOOL
BATH
GDST

FIRST AID [REBECCA PURCHASE] 2021-22

Covid 19 updates are shown by yellow highlighting.

Including Government guidelines on Covid 19

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 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 & **Government guidelines Covid 19**

Implementation:

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:
3. Defibrillators at both sites next to main office.

Senior and 6th Form

Medical Centre –Grab bag
Medical Centre trip bags x15
School Office + Adrenaline pens
All PE Staff have individual bags plus 2 spares
Sports Office (on wall)
+ Sports Hall by back door
Art Rooms (top & bottom) x4
Design & Technology x2
Food Technology
Textiles
Sophie Cameron Theatre
Sixth Form Centre
Maths Room (7)
Conference Room
Drama (office behind stage)
Music Office
Room 15
After School Care
Science Labs (1 per lab)
+ eye solution when chemicals used x9
School House office & Trip Bag

Gloucester House office & Bag
Sixth Form Café
Kitchen
Laundry
Maintenance x2 (Southside door)
Swimming Pool (in shed when pool in use)
Minibus x5
DofE/Ten Tors x2
2 x Tractor Kits
Bee Club – with HBR

Prep School

Cranwell House

Learning and discovery room + eye solution station
Medical room
Nursery
Learning support room [2nd floor]
Playground Kit
Allotment Kit
2 residential kits in Medical Room
5 trip kits in Medical Room

Hope Building

Main entrance + De Fib
Dining room [Kitchen]
After school care
Outside Y6 classroom on wall [2nd floor]
Allotment First Aid Kit

PE staff and Tom Woods own separate bags in their offices

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. **The First Aider must consider Covid 19 guidelines and, if unable to adhere to the 2 metres self-distancing guidelines, then PPE must be worn.** If immediate hospital treatment is required, an ambulance must be called. Student is escorted to hospital.
7. The First Aider should carry out treatment of the injured person in accordance with the training they have received **and work to government guidelines if there is a possibility of Covid 19.** 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. If there is a concern regarding possible Covid 19 symptoms, ambulance control should be notified.** 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. Covid 19 Government guidelines for school will be followed and actions taken. The Head, Public Health England (if applicable), 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 Bossina 07917494863 (not Wednesday, Thursday & Friday mornings) 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 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.

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| Reviewed: June 2021 | Next Review: June 2022 |
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