



ROYAL HIGH SCHOOL  
BATH

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G D S T

**FIRST AID [REBECCA PURCHASE] 2019-20**

***Applicable to:*** All staff, students and users of the RHS Senior, 6<sup>th</sup> 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

***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, 6<sup>th</sup> Form and Prep School sites:
3. Defibrillators at both sites next to main office.

**Senior and 6<sup>th</sup> 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

## **Prep School**

### **Cranwell House**

Learning and discovery room + eye solution station  
Medical room  
Nursery  
Learning support room [2<sup>nd</sup> 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 class room on wall [2<sup>nd</sup> 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. 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. Sister Purchase is responsible for organising the First Aid training throughout the RHS Senior, 6<sup>th</sup> 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 [Rivo]. 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 Incident Contact Centre (ICC) should be informed online or on 0345 300 99 23 (Monday to Friday 8.30am to 5pm) The Head/Pastoral Deputy Head/Head of 6<sup>th</sup> Form, and Senior Housemistress (if a boarder is involved) and relevant Head of Key Stage 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 6<sup>th</sup> Form, and the relevant Head of 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, stating clearly 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. The Head, Health Protection Agency [HPA], 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 Sister Matthews visit the Prep School weekly to provide guidance, advice and complete regulatory health checks.
22. Sister Purchase 07810 697369 (not Friday afternoons) and Sister Matthews 07880 359427 (not Tuesdays and Wednesdays).
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 or Individual Health Care Plans 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.

<b>Reviewed:</b> June 2019	<b>Next Review:</b> June 2020
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