

# BRYANSTON

## FIRST AID POLICY

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### 1 Introduction

Bryanston School aims to meet and exceed the requirements of The Health and Safety (First-Aid) Regulations 1981. Bryanston will provide adequate and appropriate equipment, facilities and first aid at work trained staff (referred to in this document as First Aiders) to meet the reasonable needs of all staff, pupils, contractors and visitors at the school. Provision is made for the mental health and well-being of pupils and staff as well as the physical well-being, but is outside the scope of this policy. Further information about mental health and well-being support that Bryanston gives to pupils and staff is available on request.

The school follows the ISI guidance on First Aid.

The First Aid Policy is reviewed annually by members of the Occupational Health Sub Committee and is authored by the Senior Nurse.

If a pupil is injured the Medical Centre, HSM and Second Master will determine if and how to report the injury to a parent or guardian.

### 2 First Aid Provision

#### 2.1 Promulgation

Heads of Departments, House Masters/ Mistresses and Staff in Charge of Games/ Activities are responsible for ensuring that their staff, pupils, contractors and visitors are aware of the first aid provisions that are in place for them. This includes the term time and holiday arrangements for first aid, how to contact first aiders, and the locations of first aid kits, and how to report use of supplies, and the reporting of accidents and near misses. They are also responsible for considering first aid in their risk assessments, and ensuring adequate controls are in place and communicated to all those who may be affected by the activity.

#### 2.2 Provision

First aid is provided by the Medical Centre, and trained First Aiders during term time. During School holidays first aid provision is provided by trained First Aiders. During term time the Medical Centre is staffed 24 hours a day 7 days a week by Registered Nurses who will provide medical assistance for pupils, staff and visitors. A full register of trained staff is held and monitored by the Health and Safety Practitioner. This list is also available in the Gatehouse.

There is a First Aid building (CJ Pavilion) located on the Playing Fields. This is staffed by a member of the Medical Centre nursing team (all First Aid at Work qualified) during School games sessions and School matches. A professional paramedic is present where a need has been identified.



### 2.3 Training

Training needs are considered and reviewed at least annually by the Occupational Health Sub Committee. The Health and Safety Practitioner is responsible for the administration of first aid training. All records of first aid training are kept in the Bursary.

The Senior Nurse and her team are all trained First Aiders.

The Health and Safety Practitioner arranges the following first aid training:

First Aid at Work;

Emergency First Aid;

Basic Life Support/ AED;

Basic Life Support/ AED/ Water based First Aid;

Anaphylaxis awareness;

Asthma awareness;

Administration of Medicines.

Specific first aid training can be arranged in addition to the above upon request.

The Sports Centre Manager arranges the training of Sports Centre staff, all of whom have ongoing Fire Aid and Water training as part of their National Pool Lifeguard Qualification.

The Outdoor Education Practitioner arranges specific training as required for some staff involved in Outdoor Pursuits, including kayaking.

### 2.4 Contact Information

The Medical Centre can be contacted as follows:

|                                  |               |
|----------------------------------|---------------|
| Internal Calls                   | Ext 621       |
| External Calls                   | 01258 484 621 |
| Sister on Duty Mobile            | 07843 355 188 |
| Sister on Duty at Playing Fields | 07843 355 189 |

First Aiders can be contacted via the Gatehouse or directly. The Gatehouse can be contacted as follows:

|                |              |
|----------------|--------------|
| Internal Calls | Ext. 0       |
| External Calls | 01258 452411 |

### 2.5 First Aid Equipment

The Medical Centre is responsible for the provision of First Aid equipment and supplies.



## 2.6 First Aid Boxes

There are first aid boxes in the following locations:

|                         |                                  |
|-------------------------|----------------------------------|
| Each Boarding House     | Gardens (mobile)                 |
| Each Minibus            | Maintenance tea room             |
| Catering                | Grounds, Gardens Woods rest room |
| Domestic staff tea room | Tom Wheare Music School          |
| Cafe                    | Vehicle workshops                |
| Domestic Bursary        | Jeffrey's                        |
| Laundry                 | Common Room                      |
| Recycling Centre        | PA to the Head's Office          |
| School Shop             | Finance Bursary                  |
| Coade Hall              | Stables                          |
| EEMR                    | Sports Centre                    |
| Modern Languages        | Boat house                       |
| Science                 | Gatehouse                        |
| CDT                     | Security vehicle                 |
| Art                     | Church                           |
| Outdoor Ed              | Pioneering                       |

The Gatehouse holds a supply of stocked first aid boxes that are available for School trips.

First Aid Kits are issued to Heads of Sport upon request.

Each first aid box is maintained by the relevant Head of Department who is required to advise the Medical Centre of any requirements for restocking. It is the responsibility of the driver of the minibus to check the first aid kit is adequately stocked prior to departing on a journey, and to request requisitions via the Gatehouse. The Medical Centre arranges termly checks of first aid boxes.

## 2.7 Defibrillators (AED's)

Bryanston School has 5 AED's on site: these are located in the Gatehouse; Medical Centre; CJ Medical Pavilion; Boathouse and Sports Centre. Instructions for use are kept with the machine.

The majority of staff working in these areas are trained in the use of these.

The Head of Department in the area in which the AED is located is responsible for arranging weekly checks on the AED. These include checking:

- 1) The "rescue ready" green light is shining;
- 2) The battery has at least 2 bars. The battery will need replacing when there are 2 bars; and
- 3) The pads are in date. Pads need to be checked in advance of their expiry date.

If at any time the indicator on the handle is red, contact the Health & Safety Practitioner.

These weekly checks are to be recorded.



### **3 Incident Management at the Point of Need**

#### **3.1 Levels of Incident**

##### **Level 3 Incident – Life threatening**

Call an ambulance immediately.

When an ambulance is called the following procedure must be adhered to:

- 1) Contact the Gatehouse to inform them of emergency call and the location of the incident
- 2) Security will then contact the following:
  - A member of Security who will escort the emergency services to the site of the incident
  - Medical Centre (term time)
  - Second Master (term time)
  - Services Bursar (holiday time)

In cases of suspected spinal injury do not attempt to move the casualty and keep them still. A First Aider can administer immediate first aid.

Keep the injured person warm, insulating from below as well as above, unless a neck or other spinal injury is suspected.

Reassure and keep the casualty calm. Ensure the area around the casualty is safe and secure.

##### **Level 2 Incident – Serious but not life threatening**

Call an ambulance if necessary (follow procedure for calling an ambulance above), summon a first aider (term time and holidays) or take the injured person to the Medical Centre (term time).

In cases of suspected spinal injury do not attempt to move the casualty and keep them still. A First Aider can administer immediate first aid.

Keep the injured person warm, insulating from below as well as above, unless a neck or other spinal injury is suspected.

Reassure and keep the casualty calm. Ensure the area around the casualty is safe and secure.

##### **Level 1 Incident – other injuries**

Accompany injured person to the Medical Centre (term time) or summon help from a First Aider (term time and holidays).

Keep the injured person warm, insulating from below as well as above, unless a neck or other spinal injury is suspected.

Reassure and keep the casualty calm.

Ensure the area around the casualty is safe and secure.

##### **Staff must always**

- Send pupils (ensuring they are accompanied) - no matter how slight the injury - to the Medical Centre, not back to their Boarding House.
- Accompany an injured pupil to the Medical Centre, or nominate an escort and check the pupil reported to the Medical Centre.



### 3.2 RIDDOR

The Health and Safety Practitioner is responsible for recording and reporting of incidents in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013. Appendix B provides a summary of the reporting requirements of RIDDOR.

## 4 **Arrangements for Pupils with Long Term Medical Conditions**

Pupils who have chronic medical conditions such as asthma, diabetes, dietary allergies/intolerance, and epilepsy have their conditions recorded on the Medical List. The Medical Centre and HSMs hold all the relevant medical information on such pupils. This information is contained in the Pupils with Long Term Conditions booklet. Staff are made aware of pupils with these conditions.

All pupils with medical conditions going on school trips are identified by the trip leader before the trip leaves so that the accompanying staff are aware of both the issue and any possible intervention or action that might be required on their part. Training is available to assist these staff, for example training in anaphylaxis and asthma awareness.

### 4.1 Dealing with the spillage of bodily fluids

Staff must ensure that if they have cuts or abrasions these are covered with waterproof or other suitable dressings before administering first aid. Staff should wear disposable gloves and apron, and other appropriate PPE if available, when dealing with bodily fluids, these are provided in all first aid boxes.

All spillages must be cleared up as soon as possible. Bodily Fluid Spillage Clean Up Kits are provided in all boarding houses, and are available from the Gatehouse and the Domestic Bursary. These must be disposed of as contaminated waste in the specific yellow bin outside the Medical Centre. These kits are replenished by the Domestic Bursary.

Contaminated bedding, clothing, etc. is to be placed in a red bag and sent to the School Laundry.

The Domestic Bursary is to be informed of any spillages of bodily fluids, and the area closed off where ever possible until cleaning, including steam cleaning, has taken place.

## 5 **Accidents and Near Misses**

### 5.1 Accident Reporting

All accidents involving pupils must be reported to the School Medical Centre by the member of staff in charge of the pupil or first at the incident, and the HSM informed. The Medical Centre records all injuries.

All other accidents must be reported to the Head of Department and if medical treatment is needed to either the Medical Centre or a qualified First Aider.

### 5.2 Reporting of Sports Injuries during term time

See Appendix A details the procedures for the reporting of sports injuries during term time.



### 5.3 Accident and Near Miss Books

All accidents and near misses must be recorded in the appropriate Accident/ Near Miss Book. A 'near miss' is any incident in which an injury could have happened but no actual harm occurred.

Accident Books are located in the Gatehouse and the Medical Centre. There is a further accident book at the Stables.

Near-miss books are located in the Gatehouse and Common Room; these are reviewed half termly by the Health and safety Practitioner.

All entries are into the Accident, Near Miss and Sports Injury Books are considered. In the event of an accident the employee/ staff i/c is interviewed, and all reportable accidents are investigated. In considering all reports, patterns are looked for, and improvements are made where identified. A report is given to the Occupational Health Sub Committee termly.



## **Appendix A: Procedure for the Reporting of Sports Injuries during Term Time**

This procedure is to be followed for injuries that are sustained by Bryanston pupils when playing sports.

The aim of the above reporting procedures is:

- to ensure that Bryanston investigates and reports incidents as appropriate and in accordance with RIDDOR and general good practice.
- to enable Bryanston to look at any patterns in injuries sustained, and consider any controls that may be necessary.

Sports Injuries sustained on site must be reported to the nurse on duty at the playing fields or to the Medical Centre.

The nurse on duty at the playing fields will record injuries on the Sporting Injuries Record Sheet.

Injuries reported to the Medical Centre will be recorded in the day book, and on the pupil's medical record if a boarder.

Details of sporting injuries will be provided by the Medical Centre to the Director of Sport half termly for consideration.



## Appendix B: Summary of Reporting & Recording Requirements of RIDDOR 2013

**RIDDOR** is the **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013**.

**RIDDOR** is the law that requires employers, and other people who are in control of work premises, to report and keep records of:

- work-related accidents which cause deaths;
- work-related accidents which cause certain serious injuries;
- diagnosed cases of certain industrial diseases; and
- certain 'dangerous occurrences' (near miss incidents).

### Reporting requirements

#### Deaths

A death must be reported if:

- it results from a work accident;
- a worker sustains an occupational injury;
- it results from an act of physical violence to a worker.

#### Injuries to people at work

RIDDOR gives two types of injuries that must be reported if the person was at work – 'specified injuries' and 'over- seven-day injuries'.

#### 1) **Specified injuries** These include:

- a fracture, other than to fingers, thumbs and toes;
- amputation of an arm, hand, finger, thumb, leg, foot or toe;
- permanent loss of sight or reduction of sight;
- crush injuries leading to internal organ damage;
- serious burns (covering more than 10% of the body, or damaging the eyes, respiratory system or other vital organs);
- scalplings which require hospital treatment;
- unconsciousness caused by head injury or asphyxia;
- any other injury arising from working in an enclosed space, which leads to hypothermia, heat induced illness or requires resuscitation or admittance to hospital for more than 24 hours.

#### 2) **Over-seven-day injuries**

This is where an employee, or self-employed person, is away from work or unable to perform their normal work duties for more than seven consecutive days (not counting the day of the accident).

#### Injuries to people not at work

Work-related accidents involving members of the public or people who are not at work must be reported if a person is injured, and is taken from the scene of the accident to hospital; for treatment to that injury. There is no requirement to establish what hospital treatment is actually provided, and no need to report incidents where people are taken to hospital purely as a precaution when no injury is apparent.

If the injury occurred at a hospital, the report only needs to be made if the injury is a 'specified injury' (see above). Reportable occupational diseases



Employers and self-employed people must report diagnoses of certain occupational diseases, where these are likely to have been caused by or made worse by work. This must be done when a written diagnosis from a doctor is received. These diseases include: carpal tunnel syndrome; severe cramp of the hand or forearm, occupational dermatitis; hand-arm vibration syndrome; occupational asthma; tendonitis or tenosynovitis of the hand or forearm; any occupational cancer; any disease attributed to and occupational exposure to a biological agent.

#### Reportable dangerous occurrences

Dangerous occurrences are certain, specified near-miss events. Not every near-miss event must be reported. There are 27 categories of dangerous occurrences that are relevant to all workplaces, for example:

- the collapse, overturning or failure of load-bearing parts of lifts and lifting equipment;
- plant or equipment coming into contact with overhead power lines;
- explosions or fires causing work to be stopped for more than 24 hours.

#### **Recording requirements**

Employers are required to keep records of:

- Any accident, occupational disease or dangerous occurrence which required reporting under RIDDOR; and
- Any other occupational accident causing injuries that result in a worker being away from work or incapacitated for more than three consecutive days (not counting the day of the accident but including any weekends or other rest days)

