



Downe House

## FIRST AID POLICY

### PURPOSE

Downe House aims to provide a level of First Aid cover and expertise that ensures a swift and competent response to any accident or illness suffered by a pupil or member of staff (while they are in School or engaged on a School activity out of School) or by visitors to the School.

### PROCEDURE

#### 1.0 FACILITIES

**Main School Site.** The main School is situated on the Hermitage Road and there is a well-equipped and professionally staffed Medical Centre on the site. The playing fields are on the opposite side of the road approximately 5 minutes' walk from the Medical Centre.

**Veyrines.** The School also owns a satellite property in France where approximately twenty-five 12+ girls spend one term at a time. The French school has to abide by French legislation, but is run on similar lines to the main School in UK.

#### 2.0 SPECIFIC HAZARDS

Specific hazards include higher risk activities carried out by departments such as PE, Extra Curricular, Science, Technology, Housekeeping, Catering and Maintenance as well as out-of-school trips, special events and road safety. Risk assessments are available for all areas of the School, and, in addition, specific risk assessments are carried out routinely for all potentially hazardous activities or special events, including trips off the School site and major events on the site. This includes consideration of whether a qualified first-aider's attendance is needed.

#### 3.0 SPECIFIC NEEDS

There are a small number of pupils with specific disabilities or health needs such as asthma, severe allergies, diabetes, epilepsy etc. Lists of such pupils **as well as a photograph** are compiled by the Medical Centre at the beginning of each year and are accessible in confidence to staff. This information is also available on Merlin, the School's management information system. Such information is updated during the course of the year as necessary.

- Lists of girls with specific needs who are going off site are given to the member of staff in charge of the trip prior to departure together with any trip/site specific actions that might be necessary. Members of staff who wish similar information to be known about themselves are invited to advise the Medical Centre and/or any other individuals in person. The HR Officer also gathers similar essential information from newly recruited staff during their HR Induction at the start of their employment and encourages any such immediate health issues to be notified to their line manager where appropriate.

#### 4.0 ACCIDENTS/INCIDENTS

Reports on all accidents/incidents are completed using the form contained in the Health and Safety Policy Appendix B, and, are submitted to the Director of Estates, Property and Services, Medical Centre, HR and Administration. Where necessary, incidents are investigated by the Director of Estates, Property and Services and First Aid provision is reviewed in the light of any resulting concerns about particular activities or departments. Medical Centre staff are responsible for any RIDDOR reporting that may be required, during term time. Out of term time this is the responsibility of the Director of Estates, Property and Services as well as notifying parents should any girl be involved in an accident where the Medical Centre staff are called to assist. In the case of minor cuts and grazes to girls, these are dealt with in-house by Pastoral Staff who then inform the parents.

## 5.0 STAFFING & TRAINING

The Medical Centre is staffed at all times by a qualified nurse (during term time), who is also a first-aider. The relevant teaching and House staff undertake basic training in First Aid during INSET which is provided for the School by a recognised qualified trainer and arranged by HR. The Medical Centre also provides training in the use of an EpiPen to all staff on a termly basis as necessary.

Selected members of staff in specific departments undertaking higher risk activities are encouraged to gain an appropriate First Aid qualification i.e. Sports First Aid, First Aid at Work, Defibrillator. A list of currently qualified first-aiders is listed on the HR Module of Merlin. Staff need to request any training via the HR Department who will then book and record the training. This list is reviewed and updated by the Director of Estates, Property and Services and HR on an annual basis. Training is refreshed every 3 years.

## 6.0 FIRST AID EQUIPMENT

The Medical Centre is fully equipped for First Aid. In addition, all Houses have a locked medical cupboard with appropriate First Aid materials, and First Aid bags are provided for off-site trips. First Aid boxes are available throughout the School, and their locations are illustrated on the map at Appendix A.

Defibrillator equipment (coloured yellow and blue so as to be immediately visible) is located at Reception in Wakefield House behind the Reception desk and at the Medical Centre. A list of defibrillator trained staff is attached at the end of this policy. This equipment has simple, straight-forward, audible instructions to follow, but should never be used instead of calling the Emergency Services on (9) 999; instead, it should be used once the Emergency Services have been called, whilst awaiting their arrival.

Any member of staff who uses First Aid supplies must ensure that the Medical Centre is informed so that they can be replenished. Housemistresses/Housemasters are responsible for the state of their House cupboards, and Medical Centre staff are responsible for reminding Heads of Departments on a termly basis to check their cupboards and advise as to whether or not re-stocking is necessary.

In the case of spillage of bodily fluids, Housekeeping supply Chemsorb powder that is used to sprinkle on such spillages which must then be cleared up using the gloves and scraper supplied. (Please refer to the Cleaning up of Bodily Fluids Policy on Merlin.)

## 7.0 PROCEDURE FOR REACTING TO ILLNESS OR INJURY

In an extreme emergency, an ambulance should be called immediately, followed by the Medical Centre and any other first-aiders available. Normally, however, the procedure will be as follows:

- If a member of staff, regardless of whether or not they are a qualified first-aider, needs assistance or advice in dealing with a person who is injured or ill, the first point of contact is the Medical Centre – the Emergency Contact No. is Extension 4657.
- There are a number of staff qualified in First Aid who will deal with an emergency whenever possible. However, because of variations in daily and weekly routine, they should not be relied on as the first point of contact in an emergency in School.
- If a member of staff is in charge of a group of pupils when such a situation arises, they should normally stay with the patient, and send one pupil to the nearest phone to call the Medical Centre, and another to the nearest member of staff (normally in the next classroom) for assistance.

Appendix:

- A. Location of First Aid Boxes
- B. List of current holders of “First Aid at Work” and “Defibrillator Training” qualification (whose qualification is refreshed every 3 years)

**Revision History:**

<b>Revision</b>	<b>Date</b>	<b>Description of changes</b>	<b>Requested By</b>
	02.01.15	Reviewed	Alasdair Heath
	10.11.15	Updated Defibrillator Information	Genevieve Ford
	15.01.16	Reviewed	Alison Ryan
	03.01.17	Amendments highlighted	Alison Ryan
	04.01.18	Reviewed	Alasdair Heath

This policy makes reference to the following School policy, a copy of which can be located on Merlin in the 'My Policies' section:

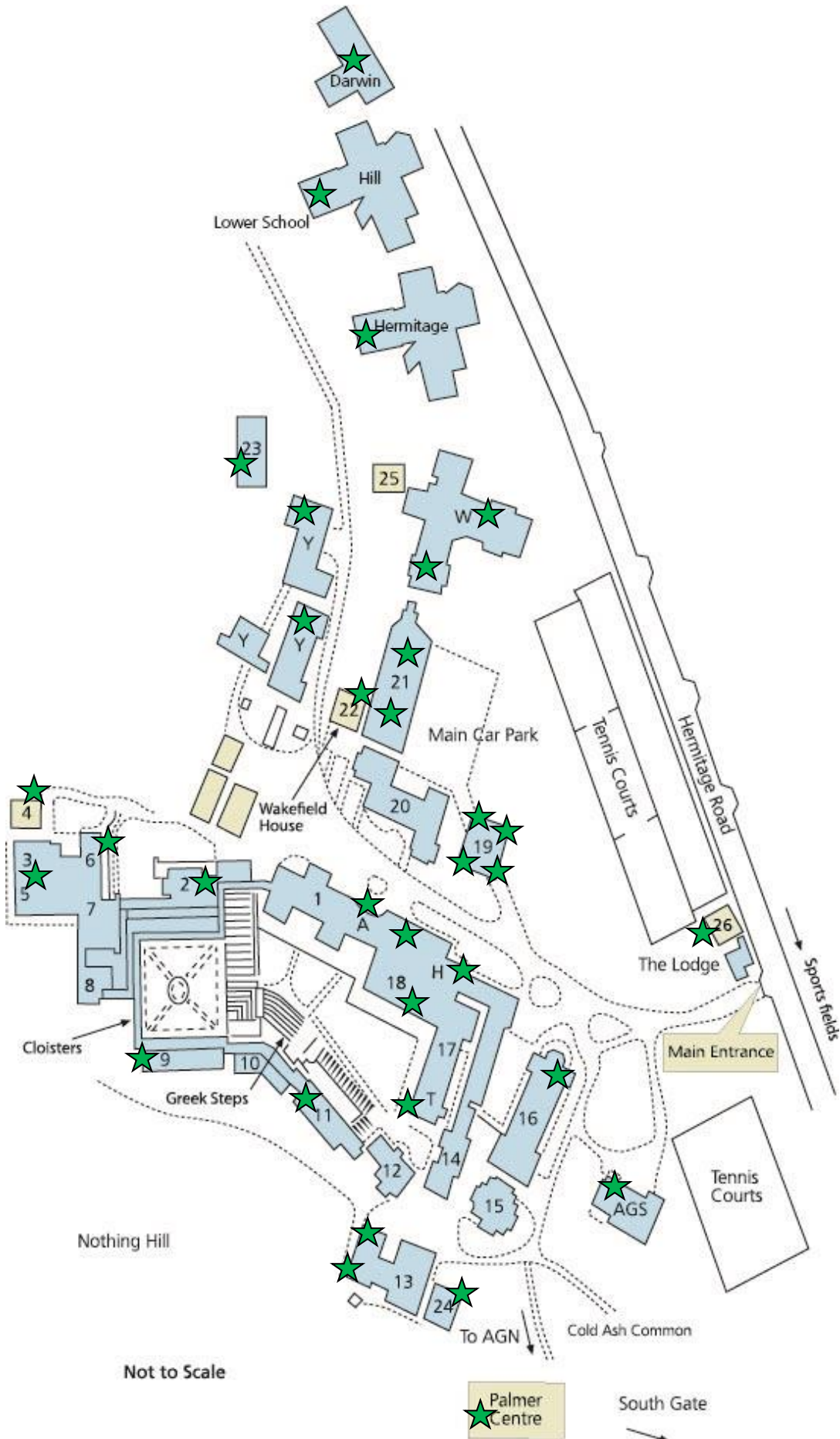
Cleaning up of Bodily Fluids  
Health and Safety Policy

**Review Leader:** Director of Estates, Property and Services

**Reviewed:** January 2018

**Next Review:** January 2019

# APPENDIX A – LOCATION OF FIRST AID BOXES



Not to Scale

<b>Map Key</b>		<b>Room</b>
1	Aisholt Ground Floor	Staff CR
2	Classics, Chapel	E
3	Business and Economics, ICT teaching	CM1/X/Y
4	Bursary	
5	Geography Department, Barn Library, Ridler Room	G/H/F/Z /L
6	Library, Religious Studies	Library, K/D/B
8	History Department, History of Art, Sports Science	J1/J2/J3/J4/J6
9	English, Classics (share S)	P/Q/R/S
10	Classics, Maths (N and O)	L/N/O
11	Concert Room	CR
12	Music School (and Office)	V & 17
13	Mathematics, D & T (Materials, Graphics, Textiles), Photography IT Support Department, Pet Shed	M1/M2/M3/M5/T1/ T2/TX/ Porta Cabins Pet Shed
14	Art and Pottery	AR1/AR2/AR3/PY
15	Music Practice Rooms	1 – 16
16	Performing Arts Centre	PAC
18	Main Dining Room, Admissions Office, Foundation Office	Gallery above MDR
19	Science School	B1/B2/C1/C2/P1/P2/ SC1/SC2
20	Garden House - Modern Languages	G1/G2/G3/G4/G7
21	Swimming Pool, Squash Courts	Pool, Squash Courts 1,2,3
22	Headmistress, Deputy Headmistress, Academic Deputy, Boarding Deputy, Reception, Administration	Wakefield House
23	Farr Centre (Sports Hall, Dance Studio, Fitness Room, PE Office)	FC
24	D & T (Food) and Leiths	CK
25	Co-Curricular, HR Department	Log Cabin
26	Resources Department, School Shop	Resources, Shop
A	Aisholt (Mixed Age House)	Aisholt
AGN	Ancren Gate North (Mixed Age House)	AGN
AGS	Ancren Gate South (Mixed Age House)	AGS
Darwin	Lower School House	Darwin
Hermitage	Lower School House	Hermitage
Hill	Lower School House	Hill
H	Holcombe (Mixed Age House)	Holcombe
T & 17	Tedworth (Mixed Age House)	Tedworth
W	Willis (Sixth Form House), Lovelock, Warnock Room	Willis, LL, WSR
Y	York (Sixth Form House)	York

**FIRST AIDERS**  
**LIST OF CURRENT HOLDERS OF "FIRST AID AT WORK" QUALIFICATION**  
**(QUALIFICATION REFRESHED EVERY 3 YEARS)**

<b>Name</b>	<b>Department</b>	<b>Expires</b>
Roger Buller	Estates	November 2020
Ross MacTaggart	Catering	April 2020
Wayne Mosher	Estates	December 2020
Charlotte Walker	Co-Curricular	June 2019
Phil Weston	Catering	April 2021
Charlotte Williams	PE	June 2019
Stephanie Tinsley	Estates	November 2018

**NURSING AND MIDWIFERY COUNCIL**  
**(QUALIFICATION REFRESHED EVERY YEAR)**

<b>Name</b>	<b>Department</b>	<b>Expires</b>
Jane Brooke	Medical	March 2019
Tammy Brown	Medical	December 2020
Katherine (Karen) Cook	Medical	August 2019
Natalie Davis	Medical	February 2019
Christina (Sally) Fenton	Medical	February 2019
Elizabeth Herbert	Medical	August 2019
Celia Marbus	Medical	March 2019
Gemma Palmer	Medical	February 2019
Sarie Weeks	Medical	June 2019

**DEFIBRILLATOR**

The following people have received training on Defibrillator use. There are two Defibrillators on site, these are located under the Reception Desk in Wakefield House and in the Medical Centre.

<b>Name</b>	<b>Department</b>	<b>Expires</b>
Katherine Broadbent	Medical	September 2019
Jane Brooke	Medical	September 2019
Katherine (Karen) Cook	Medical	September 2019
Christina (Sally) Fenton	Medical	September 2019
Joanne Gale	Medical	September 2019
Elizabeth Herbert	Medical	September 2019
Celia Marbus	Medical	September 2019
Ann Matthews	Medical	September 2019
Vanessa Monger	Medical	September 2019
Gemma Palmer	Medical	September 2019
Katy Rivers	Medical	September 2019
Sarie Weeks	Medical	September 2019