

GORDON'S SCHOOL

FIRST AID POLICY

The core principle that guides everything we do is **Putting Students First**.

1. Introduction

Gordon's School will provide adequate and appropriate equipment, facilities and trained First Aiders to meet the reasonable needs of all staff, students, contractors and visitors at the school.

2. First Aid Organisation

Heads of House, Heads of Department and Staff in charge of P.E, Period 7 and Saturday Morning School are responsible for ensuring that their staff, students, contractors and visitors are aware of the First Aid provisions that are in place for them. This includes First Aid arrangements for activities taking place both in and out of school, how to contact First Aiders, the locations of First Aid kits, 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.

3. First Aid arrangements

3.1 Provision

First Aid is provided by the Medical Centre and by the trained First Aiders. A current list of trained First Aiders is available on SharePoint, in the Medical Centre pages in the Pastoral Drive.

3.2 Contact information

The Medical Centre can be contacted as follows:

Internal calls: Ext 3333

External calls: 01276 859709

On Call (out of hours) School Nurse: 3333 from internal phone only

First aiders can be contacted via the School Office or School Reception:

School Office – Internal calls – Ext 2313

School reception – internal calls - Ext 2242

School reception – External calls – 01276 859700

3.3 First Aid Equipment

The Medical Centre has overall responsibility for the provision and maintenance of all First Aid equipment.

3.3.1 First Aid Kits

There are First aid kits in the following locations:

All Day and Residential Boarding Houses

School Office

School reception

Gymnasium

Sports Hub

Food technology room

Learning Support

Science block

Kitchen
Minibus
DT
Maintenance
Band Room
Staffroom
Fitness Suite

Each first aid kit is monitored by the relevant Head of House or 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 restocking via the Medical Centre.

In addition, all members of staff in charge of a PE or P7 activity should have their own named first aid kit. It is the responsibility of this named member of staff to check the first aid kit is adequately stocked prior to departing on a journey, and to request restocking via the Medical Centre. First Aid kits are provided to staff by the Director of Sport.

3.3.2 Asthma Emergency kits

Schools are authorized to hold Ventolin (Salbutamol) Inhalers for use in an emergency for diagnosed Asthmatics only. Gordon's school has 3 Asthma Emergency Kits; in main reception, the Staffroom and in the Sports Hub, complete with a list of students diagnosed with asthma and a Spacer device. The Medical Centre staff are responsible for checking the Asthma Emergency kits every month.

3.3.3 Automated Emergency Defibrillator (AED)

Gordon's School has 2 AED's on site, located on the outside wall of the Sports Hub and the outside wall near the School Office/ Stibbon Room. The Medical Centre staff and First Aiders are trained to use the AED in the event of a non-breathing casualty. However, anyone can, and is encouraged to, use the AED by switching on the machine and following the voice prompts. In the absence of a trained First Aider, non-trained people are encouraged to use the AED, as it is a time-critical procedure in the chain of survival. The Medical Centre staff are responsible for checking the battery life and condition of the AED every month.

3.3.4 Sports Hub Medical Room

First Aid facilities are available in the Sports Hub Medical Room which is manned routinely on a Saturday morning and periodically throughout the week.

3.3.5 Oxygen

Medical Oxygen is available to be used in an emergency by a trained person only. See separate Medical Gasses Policy.

3.3.6 Entonox

Medical Entonox is available to be used in an emergency by a trained person only, School Physiotherapist. See separate Medical Gasses Policy.

3.3.7 Medical Emergency Equipment

There is also a wheelchair in the Medical Centre. A modified electric vehicle is also available to retrieve injured students from the playing fields and other areas and return them to the Medical Centre or nearest First Aid point.

4. Staff Training

4.1 First Aid training

Training needs are considered and reviewed termly by the Safeguarding committee. Trained First Aid Instructors Julie Unsworth and Emma Light deliver the Emergency First Aid atWork (EFAW) and First Aid at Work (FAW) training, under the umbrella of NUCO First Aid training and accredited by First Aid Awards Ltd. All records of first aid training are kept in the Medical Centre. A current list of trained First Aiders is available on SharePoint, in the Medical Centre pages in the Pastoral Drive.

4.2 First Aid briefing

The Medical Centre deliver first aid briefings at Inset days for teaching and support staff to include updates and training on Anaphylaxis/Adrenaline Auto-Injectors, Asthma etc. A training log of subjects and attendees is kept in the Medical Centre.

5. Incident Management

Please refer to the First Aid algorithm in Appendix 1

5.1. Calling an ambulance

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

- Contact reception to inform them of the call and the location of the incident
- Reception may then be asked to contact the following;
 - Medical Centre or Nurse On Call
 - Head of House
 - Parent /guardian of injured student
- Send a member of staff / other adult or reliable student to stand at the School gates to show the emergency services to the location of incident. Position other staff members / students in appropriate locations to direct the ambulance to the correct location.

5.2 In addition

- In cases of a suspected spinal injury do not attempt to move the injured student and keep them still.
- 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.

6. Dealing with 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 when dealing with bodily fluids, which are provided in all First Aid boxes. Plastic aprons are also available from the Medical Centre.

Contaminated waste bins are situated in the Medical Centre for the disposal of all waste (other than laundry) contaminated with bodily fluids. Yellow 'sharps' bins are also in the Medical Centre for the disposal of sharp implements including medical needles, which have been contaminated with blood.

All spillages must be cleared up as soon as possible. Bodily Fluid Spillage (Biohazard) clean up kits are available from the domestic services store, Boarding Houses, Staffroom and the Medical Centre. Once used, dispose of the waste and used contents of the kit as per the instructions and return the empty yellow plastic container to the Domestic Services Manager.

The Domestic Services Manager is to be informed of any spillages of bodily fluids, and the area closed off

wherever possible until cleaning, including steam cleaning has taken place.

7. Reporting of Injuries, Accidents and near misses

The aim of the following reporting procedures is to ensure that Gordon's School investigates and reports incidents as appropriate and in accordance with RIDDOR and general good practice. It should also allow Gordon's School to identify any patterns in injuries sustained, and consider any controls that may be necessary.

The reporting of injuries is extended to include all those injuries incurred on School grounds regardless of who the injured person is. This includes Gordon's Students and Staff, students from visiting teams and schools, contractors and other visitors to the School site.

7.1 Reporting of Student Injuries

A 'Student Injury Form' must be initiated by the member of staff in charge of the activity/lesson/period of time in which the student sustained the injury. The form is available on SharePoint, in the Medical Centre pages in the Pastoral Drive.

Every effort must be made to complete all parts of the form before it is circulated in the prescribed order. The form will be kept on the Student's file for no less than seven years after the incident.

The following injuries should always be reported using a Student Injury Form.

- A fracture or dislocation - obvious deformity of a limb or joint would be an indicator to report the injury in the absence of an actual diagnosis
- A head injury resulting in Loss of Consciousness, confusion or amnesia after the injury
- Any penetrating injury to the eye
- Any wound with significant loss of blood
- Any injury resulting from foul-play/aggression
- Any injury where the condition of the premises or equipment used was a factor in the incident
- Any injury where there was inadequate supervision to prevent an incident or failings in the organisation and management of an event

7.2 Reporting of Staff Injuries

Staff injuries should be reported in the 'Accident Book'. This is kept by the Assistant Bursar.

7.3 Reporting of Visitor Accidents

Visitor injuries should be reported in the 'Accident Book'. This is kept by the Assistant Bursar. Another Visitor Accident Book is kept in the Medical Centre.

7.4 RIDDOR

The School has a duty to report certain serious workplace accidents, occupational diseases and specified dangerous occurrences (near misses).

**Julie Unsworth
Lead Nurse
January 2024**

Appendix 1

