

# MORE HOUSE SCHOOL

## First Aid and Reporting of Accidents

### General

The School is aware of its duties under the various Health and Safety legislation and best-practice guidance issued by the Health and Safety Executive (HSE) to ensure that there is adequate provision for employees, pupils and visitors who become ill, or are injured at work. It will use all reasonable endeavours to maintain comprehensive, integrated first aid arrangements to, comply with these statutory requirements as a minimum.

The School arranges for suitable training for appropriate individuals who wish to obtain or renew a First Aid Certificate or 'Appointed Person' Certificate from an organisation approved by HSE (this renewal is usually on a three-year cycle). The School pays the costs of such training and arranges for time off to attend courses etc.

**The names of suitably qualified members of staff are posted in the School Office and the Staff Room. There is at least one qualified person on site when children are present.**

### Practical arrangements at the point of need

Should anyone (pupil, Staff, contractor or visitor) be injured or become ill, the person, or someone acting on their behalf should notify the School Office immediately.

The School Office will notify one of the First Aiders to attend the casualty, either at the Office itself, or at the location of the accident if the casualty is unable to move.

The attending First Aider will make the decision as to whether an ambulance should be called. The School Secretary will be responsible for making the emergency services call or, in her absence, any other available member of Staff. The Headmaster and the Deputy should be notified that this is happening and

the Deputy, or if she is unavailable another designated member of Staff, will make arrangements for the reception of the ambulance team or the paramedic.

If the paramedics make the decision that the casualty should be admitted to hospital the School Office will notify parents or carers, in the case of pupils, or partners or next of kin in the case of all others. In the case of a pupil being taken to hospital the Deputy, or in her absence another member of the Leadership Group, will arrange for a member of Staff to travel with the girl to hospital and act *in loco parentis* until the girl's parents or carers arrive.

If the incident does not require this level of medical care it will be the responsibility of one of the First Aiders (most usually the Office-based ones) to decide whether to recommend to the Deputy Head or the Headmaster that the pupil's parents need to be contacted with a view to her going home before the end of school. Ill pupils are generally encouraged to stay in the Chapel whilst waiting to be collected and they will be checked on regularly by the First Aiders.

### **First Aid Box**

The principal First Aid Box is held in the School Office and supplies are ordered regularly by the School Secretary to ensure that the contents are, at least, in accordance with the minimum specified in the relevant ACOP. *Please note that aspirins and other over the counter medicines can not be dispensed by any member of staff.*

The contents of the First Aid box may only be used in connection with the purpose for which they are there. Any misuse of the contents of the First Aid box may be regarded as a serious offence.

Additional First Aid Kits are available for use on school trips.

### **Hygiene procedures for dealing with the spillage of body fluids**

All Staff, including the First Aiders and the Caretaker, are expected to exercise the greatest care when dealing with any spillage of body fluids. Disposable gloves must be worn. Special materials are available from the School Office for this purpose. The Caretaker should use high strength disinfectant when cleaning a major spillage.

### **Arrangements for pupils with particular medical conditions**

A list of all girls who have 'immediate response conditions' (such as asthma, epilepsy, anaphylactic shock, heart conditions, diabetes) is maintained by the School Office. Copies are held by: the Staff Room, all First Aiders, The Leadership Team, the School Office. Staff know that they must respond immediately and seriously to illnesses in the children on this list.

The School Office holds supplies of: Ventolin inhalers and epi-pens and a First Aider with the relevant training will use these. When in doubt an ambulance will be called immediately.

### **Accident Recording**

The Accident Book is held in the School Office. The book is readily accessible at all reasonable times to any injured person or anyone acting on their behalf.

Particulars of any accident should be entered, either by the injured person or by someone acting on their behalf who has primary knowledge of the relevant facts (e.g. First Aider, teacher etc.)

The Accident books are checked on a weekly basis by the Headmaster, who will arrange to take all necessary steps to arrange for the prevention of the repetition of any accident, so far as is reasonably practicable. The Governors will ensure that funds are available to make necessary improvements to prevent or minimise the risk of the recurrence of any accident.

### **RIDDOR**

In the event of certain accidents etc. occurring, the School is required to report matters to the HSE under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). Time limits apply and, therefore, all such accidents should be reported, as soon as possible, to the Headmaster who will make arrangements to notify the appropriate authority, if necessary.

This policy is next due for review: Sept 2011

### **Current First Aiders**

**Amanda Leach**

(expires June 2011)

**Anne Marie McCarthy**  
(expires December 2012)  
(on Maternity Leave)

**Gemma Clapham**  
(expires June 2011)

**Samantha Xiberras**  
(expires November 2012)

**Courtney Lobban**  
(expires January 2013)

**Aislinn Maher**  
(expires February 2014)

**Sally-Ann Brown**  
(expires February 2014)

**Micha George-McFarlane**  
(expires February 2014)

Please note that qualified Staff update their qualifications every 3 years