



Brentwood School

WHOLE SCHOOL FIRST AID POLICY

This policy is applicable to all pupils including those in the EYFS.

1. Legal Obligations

As an employer, Brentwood School has a statutory obligation, under **The Health & Safety (First Aid) Regulations 1981**, to provide the necessary equipment and facilities to enable First Aid to be rendered to employees if they become ill or are injured at work.

The School also has a clear obligation to ensure that non-employees (specifically pupils and visitors) are considered when the levels of First Aid provision are set. **The Health & Safety at Work etc Act 1974, section 3**, gives legal duties to ensure the health, safety & welfare of those not in our employ and **The Management of Health & Safety at Work Regulations 1999, regulation 3**, specifies the requirement to carry out risk assessments, which must include all persons on site.

In addition to the statutory requirements, the **Department of Education's** Good Practice Guide for Schools sets out minimum levels of First Aid provision expected in educational establishments.

The Brentwood School First Aid Policy and Protocols for the Administration of Medicines are made available to parents and prospective parents on the School website and to staff on the School's Intranet. Copies are made available to departments without internet access.

2. Procedure for children who are ill or infectious.

Where a child appears unwell in the morning, they should be kept at home as this helps to prevent the spread of infection. A child should not attend an outing from School if they are unwell. It is School policy to follow the Health Protection Agency exclusion guidance, at the discretion of School Medical Staff, in respect of communicable diseases: http://www.hpa.org.uk/webc/HPAwebFile/HPAweb_C/1210922353756). In the Preparatory School 3-7, the School's procedure for children who are ill or infectious is advised to parents on joining the School. In the Preparatory School 7-11 parents are informed of the procedures via the Parents' Handbook.

3. Provision of First Aid Facilities

a. How the requirement is assessed

All the arrangements for the provision of First Aid are predicated on the basis of risk assessments. These risk assessments incorporate the following considerations:

- The size and split nature of the School site.
- The accessibility to the emergency services.
- Pupil numbers and age ranges.
- Staff or pupils with disabilities or special health needs.
- Hazardous activities and substances, eg: IT workshops, Science laboratories, swimming pool, and Maintenance Department workshops.
- Out of normal hours activities and trips and visits.
- Boarding houses.

b. Treatment Rooms

The School provides First Aid facilities in the following locations during term time:

- Senior School: the Sanatorium is housed in the Cunliffe Building.
- Prep Schools: the Medical Room is on the first floor of Middleton Hall within the Prep School building (7-11).
- Sports Centre: There is a fully equipped First Aid Room located adjacent to the swimming pool.

These medical facilities comply with the Approved Code of Practise relating to the Health & Safety (First Aid) Regulations 1981 and the Education (School Premises) Regulations 1996.

c. First Aid Equipment

First Aid boxes, stretchers and wheelchairs are sited at key locations throughout the School (see Appendix A). In addition to First Aid boxes located in buildings, the School also has travelling First Aid containers for use during any off site activities. These containers can be requisitioned from the Sanatorium staff when required.

All school teams' sports bags are equipped with First Aid kits and all minibuses have a First Aid container on board. The minimum recommended contents of the various First Aid containers are detailed in Appendix B.

In areas with specific risks, such as Science laboratories, eye wash stations have been established.

The School has 4 **defibrillators** (AEDs). These are located as follows:

- Back Office of the Sports Centre Reception in a bag labelled AED
- Senior School Dining Hall
- Prep School Conservatory
- Heseltines – Entrance to the changing rooms

Staff who have undertaken the Automated Defibrillation Course are listed in Appendix D. The defibrillator should only be used by trained personnel in a real time emergency. It may not be used for training. The level of maintenance applicable to each defibrillator should be as set out in the user manual. This maintenance should be carried out monthly, and recorded on Defibrillator checklist (on S:/Health_and_safety/First_Aid) . The maintenance record should remain with the machine. Completed check sheets must be forwarded to the School H& S Officer annually once complete and kept for two years for audit.

d. Qualified Nursing Staff

In the treatment rooms, First Aid is administered by qualified nursing staff as follows:

- Senior School: Sister Davies and Sister Angell
- Prep Schools Matron: Mrs Richardson
Assistant Matron: Mrs Jolley

The qualified nursing staff are the school's Appointed Persons. They will:-

- Take charge during term time when someone is injured or becomes ill
- Look after the first aid equipment e.g. restocking the first aid boxes
- Ensure that an ambulance or other professional medical help is summoned when appropriate.

Emergency First Aid procedures and contact details are provided in Appendix C.

e. Qualified First Aiders

At least one qualified person is available at the Senior School and Prep School sites whenever children are present.

Given the pupil population of the School and the number of employees on the site, the minimum number of First Aiders recommended, in addition to the qualified nursing staff, is as follows:

Senior School: 10 Prep School: 2

Early Years Foundation Stage (EYFS) requirements stipulate that there must be at least one trained Paediatric First Aider on duty at all times when pupils are present, including break times and on outings. The Head of the EYFS ensures that Paediatric First Aid training is approved by the local authority and consistent with guidance set out in the practice guidance for the EYFS.

A list of qualified First Aiders and Paediatric First Aiders can be found in Appendix D.

Brentwood School will ensure that minimum levels of First Aid cover are always maintained by ensuring that qualifications are renewed every three years and that new First Aiders are appointed when staff turnover necessitates.

4. First Aid Arrangements

a. During Term Time

Staff communicating with the Sanatorium Sister by telephone should have the following information available so that the Sister can carry out a preliminary assessment prior to leaving the Sanatorium:

1. Can the injured party walk to the Sanatorium? Calling out the Sister for minor injuries delays treatment for other members of the School community.
2. The Sister will ask for the nature of the injury to ensure that the correct medical items are brought to the scene. The precise location of the injured person is vital.
3. In an emergency when the patient has severe chest pains, difficulty breathing or are unconscious, the emergency services (999) must be called first, followed by the Sanatorium Sister. The caller must state that it is an emergency and an ambulance has already been called.
4. Staff members should keep the area clear as much as possible, pupils should not be allowed to stand over the injured party.

5. Pupils or staff should be sent to the main entrance of the building to direct San staff to the correct location inside.

All new pupils and staff are advised how to get help in the event of an accident as part of their induction into the School. There are First Aid notices around the School and First Aid boxes are clearly marked.

In the event of injury or illness to a pupil, employee or visitor, the following procedures must be applied:

- If a person is lying on the ground and may be seriously hurt – **DO NOT MOVE HIM**. Try to make him comfortable and stay with him if possible. Assess the situation, if in obvious need of hospital treatment e.g. a fractured leg, summon an ambulance and inform the Sanatorium Sister/Prep School Matron. **DO NOT** attempt to transport a person to hospital unless designated so to do by a qualified person. The Sister/Matron will inform parents where necessary.
- For minor injuries (cuts/grazes/sprains) pupils or employees should be sent to the Medical Centre accompanied by a responsible person (this may be another pupil). If the casualty cannot walk because of the injury, please request the use of the wheelchair by contacting the Sanatorium. The wheelchair should not be requested if the casualty is able to walk.
- If a pupil feels unwell it is the responsibility of the Form Tutor/Class Teacher or member of staff on duty to establish the cause. Unless it is an emergency the pupil should be sent to the Sanatorium with a San slip. Sanatorium staff do not need to be notified first, in the case of minor ailments. If the Sister/Matron feels that symptoms indicate a more serious illness, then she will inform the parents and either the Deputy Head Pastoral or the Head of the Prep School, as appropriate, and, where necessary, arrange for the pupil to be taken to hospital.

b. Outside of Term Time and School Hours

Whilst the School population is greatly reduced out of normal term time hours, First Aid provision is still required for employees and visitors. In the event of injury or illness to a visitor or member of staff, the following procedures must be applied:

- If a person is lying on the ground and may be seriously hurt – **DO NOT MOVE HIM**. Try to make him comfortable and stay with him if possible. Assess the situation, if in obvious need of hospital treatment e.g. a fractured leg, summon an ambulance and inform the Bursar. **DO NOT** attempt to transport a person to hospital unless designated so to do by a qualified person.
- For minor injuries (cuts/grazes) employees or visitors should go to the Sports Centre (Tel: 01277 243344) as a qualified First Aider is on duty there during opening times.

Whenever the Centre is open to visitors the following First Aid facilities are available:

- Qualified First Aiders – see Appendix D.
- Fully equipped First Aid room – located adjacent to swimming pool.
- First Aid boxes – see Appendix A.
- Means of contacting the emergency services where necessary.

Other qualified First Aiders are available at all times on the School site (see Appendix D).

Staff working alone or in remote locations should always notify a colleague of their whereabouts and have access to a telephone.

In the event of a serious accident an investigation will be carried out by the Bursar or a senior member of staff nominated by the Bursar.

c. For Accidents or Injuries on the School Playing Fields

Procedures are detailed in Appendix E.

d. For Weekend Events

Additional First Aid cover may be provided for sporting fixtures and other school events by an external organisation, Private Ambulance Service. Assurances are obtained from the organisation in relation to its safer recruitment practices and the qualifications of its staff. Private Ambulance Service retains a written record of all treatment given and provides accident reports to the School in the event of an injury to a pupil or visitor.

e. On Trips and Visits

First Aid arrangements are set out in the School's Educational Trips & Visits Policy, which is available on the school website. A separate policy is available for the Prep 3-7 years, recognising the additional requirements for EYFS pupils.

5. The Recording of First Aid and Accidents

A record must be kept of any First Aid administered to employees, pupils or visitors.

Where there has been an accident or injury the accident reporting procedures in Appendix F must be followed. Records of all accidents and injuries are reviewed regularly by Senior Management to identify trends and minimise the likelihood of recurrence.

If a child suffers anything more than a trivial injury, if he/she becomes unwell, or if there are any worries or concerns about his/her health during normal school hours Matron will always contact parents or guardians. Out of normal school hours parents will be contacted by the teacher in charge. In the Early Years Foundation Stage (EYFS) parents are informed of any accidents or injuries sustained by the child whilst in the School's care and of all First Aid treatment given.

6. Boarding House Procedures

Boarding pupil medical procedures are set out in Appendix G. These are also included in the Boarding House Handbooks made available to pupils, their parents and guardians and all Boarding House staff. These procedures are in accordance with the requirements of the National Minimum Standards for Boarding Schools, September 2015 and aims to ensure that the physical and mental health and emotional well-being of boarders is promoted and supported. The Sanatorium holds a detailed written protocol for dealing with Boarders.

7. Administration of Medicines

The two sections of the School, Preparatory 3-7, 7-11 and Senior have detailed protocols relating to the administration of medicines. These are available on the School website.

8. Procedure for Dealing Safely with Spillage of Body Fluids

The procedure is detailed in Appendix H.

9. Recognising and Responding to Medical Emergencies

Information is collected and stored on the School's reporting system (SIMS) relating to pupils' known medical conditions and this is made available to staff as appropriate.

Guidance is provided in Appendix I for providing immediate medical support to pupils, employees and visitors in the event of the following emergencies:

- Asthma attack
- Diabetic Emergencies
- Epileptic seizure
- Anaphylactic shock

Any questions on any aspects of the policy set out in this document should be relayed to the School's Health and Safety Officer.

The following appendices to the policy are attached. Further information may be obtained from the Health & Safety Officer (ext 256)

Appendix A	Location of First Aid Equipment
Appendix B	Recommended Contents of First Aid Boxes
Appendix C	Emergency Procedures and Contacts
Appendix D	List of Qualified First Aiders
Appendix E	Accidents and Emergencies on the School Playing Fields
Appendix F	Accident Reporting Procedures
Appendix G	Boarding Houses: Medical Matters
Appendix H	Procedure for Dealing with Spillage of Body Fluids
Appendix I	Recognising and Responding to Medical Emergencies

LOCATION OF FIRST AID EQUIPMENT AND BOXES

FIRST AID BOXES – SENIOR SCHOOL SITE		
Building/Department	Number	Location
Laundry	1	Laundry
Portering/Cleaning	1	School Marshal's Office
	1	Porters' Lodge
	1	Porters' Mini Bus
	9	Cleaners' Cupboard
Maintenance	1	Maintenance Office
	2	Workshops
Grounds/Gardens	1	Office
	1	Rest Room
	1	Greenhouse
	4	Tractors
Catering	1	Office
	1	Kitchen
	1	Delivery Van
Bursary	1	Main Office
School Mini Buses	1	3 Mini Buses
Mill Hill House	1	Store Room
Hough House	1	Boot Room
School House	1	C.R. Secretaries' Office
Sports Centre	1	P.E. Office
	1	Sports Centre Reception
	1	First Aid Room
	1	Sports Hall (end bay)
	1	New Gymnasium
	13	Football Bags
	2	Rugby Bags
	2	Hockey Bags
	1	Netball Bag
	1	Athletic Bag
	1	Cross Country Bag
	1	Fencing Salle
Lawrence	1	Head of 2 nd & 3 rd Year Boys
	1	I.T. Support Office
Lawrence	1	Bag Room

FIRST AID BOXES – SENIOR SCHOOL SITE (cont)		
Hardy Amies	6	Art Room
	1	Food Technology
	6	Technology Labs
	1	Computer Room
Huddleston	1	Music Office
	1	Drama Office
School House	1	Reception
Ashton	1	R.E. Office (RE1)
Main School	1	Head of 4 th & 5 th Year Girls (E3)
Queens	7	Science Laboratories
Allison	1	Head of 4 th & 5 th Year Boys (L5)
CCF	1	CCF Building
	1	Rifle Range
	1	Coach
	1	Mini Bus
	5	Bags for Field Trips
Sixth Form Centre	1	Head of Sixth Form
Sanatorium (Trips Bags)	11	Sanatorium

FIRST AID BOXES – PREP SCHOOL 7-11		FIRST AID BOXES – PREP SCHOOL 3-7	
Secretary's Kitchen	1	Secretary's Office	1
Matron's Office	1		
Art Room	1	Disabled Toilet (wall mounted)	1
Science Room	1	Reception Class 6	1
D T Room	1	Nursery	1
Kitchen	1	for Visits	1
Porters' Office	1	1 st Floor	1
for Visits	2	Hall	1

STRETCHERS & WHEELCHAIR	
Groundsmans Hut	1
Porters Lodge	1
Sports Hut next to Astro Turf	1
Sanatorium	1
Wheelchair in Sanatorium, Sports Centre Reception	2

DEFIBRILLATORS	
Sports Centre, Reception/Back Office	1
Senior School, Dining Halls	1
Prep School, Conservatory	1
Heseltines, Changing Room	1

HSE MINIMUM RECOMMENDED CONTENTS OF FIRST AID BOXES

All First Aid boxes are marked with a white cross on a green background. All are inspected at the end of each academic term by the Sanatorium staff.

The HSE recommended minimum provision for each First Aid box, where there is no special risk identified, is as follows:

- A leaflet giving general advice on First Aid.
- Four medium (12cm x 12cm) and 1 large (18 cm x 18 cm) dressing
- Two sterile eye pads and bandages
- Two individually wrapped triangular bandages (preferably sterile).
- Six safety pins.
- 2 x 20 assorted waterproof plasters
- 20 x Saline cleansing wipes
- 1 x Microporous Tape x 5 mtr
- 6 pairs Powder – Free Nitrile Gloves
- 2 x Finger Dressings
- 1 x Revive Aid Mouth to Mouth Resuscitator
- 1 x Emergency Thermal Blanket
- 1 x Burn Dressing 10cm x 10 cm
- 1 x Small Tuff Cut Scissors
- 1 x Conforming Bandage x 4.5mtr

Tablets/medicines of any description **must not be** placed in First Aid boxes.

Staff who use items from a First Aid box are requested to advise the Sanatorium staff so that the box can be replenished.

MINIMUM RECOMMENDED CONTENTS TRAVEL KITS WHICH INCLUDE SCHOOL TEAM SPORTS BAGS AND MINIBUS CONTAINERS

- A leaflet giving general advice on First Aid.
- 1 x Medium Dressing 12cm x 12cm
- 1 x Large Dressing 18cm x 18cm
- 1 x Triangular Bandage 90cm x 90cm x 127cm
- 2 x Safety Pins
- 1 x Eye Pad & Bandage
- 10 x Assorted Waterproof plasters
- 4 x Saline Cleansing Wipes
- 1 x Microporous Tape 2.5cm x 5mtr
- 1 x pair Powder Free Nitrile Gloves
- 1 x Revive Aid Mouth to Mouth Resuscitator
- 1 x Emergency Thermal Blanket
- 1 x Sterile Eye Wash (250ml)
- 1 x Burn Dressing 10cm x 10cm
- 1 x Small tuff cut scissors
- 1 x Conforming Bandage 7.5cm x 4.5mtr

The Head Porter, who has responsibility for the hiring and general upkeep of the Schools minibuses, will ensure that:

- The contents of the containers comply with the above.
- The container is prominently marked as a First Aid container, is suitable for the purpose of keeping the contents in good condition and is readily available for use.

EMERGENCY FIRST AID PROCEDURE AND CONTACTS

If a person is lying on the ground and may be seriously hurt – **DO NOT MOVE HIM**. Try to make him comfortable and stay with him if possible. Assess the situation, if in obvious need of hospital treatment e.g. a fractured leg, summon an ambulance and inform the Sanatorium Sister/Prep School Matron/Sports Centre. **DO NOT** attempt to transport a person to hospital unless designated so to do by a qualified person.

IN AN EMERGENCY CONTACT THE EMERGENCY SERVICES

Tel: 999

During Term Time:

Senior School:

Sanatorium: Monday to Friday – 8.00 am to 6.00 pm

Contact no:

ext 222

Prep School:

Matron: Monday to Friday – 8.00 am to 5.00 pm

ext 330

Night-Time Sanatorium Sister Davies

07716180700

Duty Sister's mobile phone – Sister Davies

Available to staff

Duty Sister's mobile phone – Sister Angell

Available to staff

The Duty Sister will always be within 30 minutes travelling time of the School.

During Holiday Periods and Out of School Hours:

Brentwood School Sports Centre:

ext 361 or 01277 243344

Monday to Friday 6.30 am to 10:30 pm

Saturday 10.00 am to 8.00 pm

Sunday 9.00 am to 6.00 pm

EMERGENCY DEFIBRILLATION RESPONSE:

The Sanatorium Term Time 222

Sports Centre Holiday Periods 361

APPENDIX D**BRENTWOOD SCHOOL**

List of First Aiders as at May 2017

Qualification: First Aid at Work Certificate (HSE 3 day course, renewable every 3 years)

NAME	DEPARTMENT	EXPIRY DATE
Mr G Smith	Head of Spanish	March 2020
Mrs F Quartermain		March 2020
Mr G Biggs	Maintenance	July 2018
Mrs J Biggs	ITSS	January 2018
Mr G Lewis	Head of Biology	March 2020
Miss S Browett	English	November 2018
Mrs R Campbell	Modern Languages	November 2018
Mr N Carr	Economics	March 2020
Miss M Choate	Drama & English	November 2018
Miss K Crane	Classics	November 2018
Mr P Rees	Economics	March 2020
Mrs S Davis	Geography	March 2020
Mrs P Ebden	Biology	June 2018
Mr A Eckton	HADC	March 2020
Mr J McCann	Computing	March 2020
Mr S Francis	Head of Grounds	March 2020
Mrs J Gray	Classics	January 2018
Mr K Gray	Biology	March 2020
Mrs S Green	Exams	January 2018
Mrs A Wall	Modern Languages	March 2020
Mr S Hill	CCF	January 2018
Mrs S Davis	Geography	March 2020
Mrs J Jenkins	Biology	November 2018
Miss L Joseph	Geography	November 2018
Mrs C Martin	Classics	March 2020
Mr S Webber	Physics	March 2020
Miss F Lyle	Bursary	November 2018
Mr D Reilly	Lost Property	March 2020
Mr P Morgan	Sports Centre	November 2018
Mr M Smith		March 2020
Mrs S Pursey	Sodexo, Catering	November 2018
Mr H Foster		March 2020
Mr S Head		March 2020
Mr R Risdon	Maintenance	November 2018
Mr S Singh	IT Support	Nov 2018
Mrs Y Snowden	Exams Officer	
Mrs E South	Prep School 7-11	January 2018
Miss V Turner	Biology	January 2018

Qualification: First Aid Appointed Person Certificate (HSE 1 day course, renewable every 3 years)

NAME	DEPARTMENT	EXPIRY DATE
Miss J Bryan	P.E.	June 2018

Ms J	Farrow	PE	June 2018
Mr A	Giles	Bus. Studies	June 2018
Mrs W	Juniper	PE	June 2018
Mr M	Miller	P.E.	June 2018
Mr I	Wignall	PE	June 2018

Qualification: Automated External Defibrillation Course (Renewable every 2 years)

NAME		DEPARTMENT/BUILDING	CONTACT	EXPIRY DATE
Mrs J	Davies RGN	Sanatorium	Ext 222 07716180700	May 2018
Mr G	Smith	Prep School	Ext 318	March 2018
Mrs F	Quartermain	Learning Support		March 2018
Mr G	Lewis	Queens	Ext 426	March 2018
Mr P	Rees	Otway		March 2018
Mr L	Hawkes	Sports Centre	Ext 361	March 2018
Mr J	McCann	HADC		March 2018
Mr M	Swanwick	Sports Centre	Ext 361	March 2018
Mr P	Morgan	Sports Centre	Ext 361	March 2018
Mrs R	Gill	Prep Matron		March 2018
Mrs A	Jolley	Prep Assistant Matron		March 2018
Mr S	Head			March 2018
Mr H	Foster			March 2018
Mr M	Smith			March 2018
Mr D	Reilly			March 2018
Mr S	Webber		Ext 361	March 2018
Mrs C	Martin			March 2018
Mr N	Carr	Otway		March 2018
Mr K	Gray	Queens		March 2018
Mr A	Eckton	HADC		March 2018
Mrs S	Davies	Calendar & Events co-ordinator	Ext 234	March 2018
Mrs A	Wall	Allison		March 2018
Mr S	Francis	Grounds	Ext 308	March 2018
Mrs Y	Snowden	Exams Officer	Ext 302	March 2018

ACCIDENTS AND EMERGENCIES ON THE SCHOOL PLAYING FIELDS

The following guidelines have been produced for use in the event of an emergency when activities are taking place on the School playing fields. For all Senior School sporting events the Director of Sport, Director of Extra-Curricular Activities and the Sports Centre Manager are the designated co-ordinators. For Preparatory School 3-7 and 7-11 events on the Playing Fields the designated co-ordinators are the Prep Director of Sport and Prep Head of Early Years respectively.

Guidelines cannot hope to cover every eventuality and, consequently, the teacher in charge or event organiser will have to assess the situation at the time.

For sporting fixtures or other events where Private Ambulance Service have been contracted to provide cover, they will liaise with the teacher in charge in the event of an emergency and supply the Director of Sport with a record of all first aid provided.

When called to the School, an ambulance will automatically go to the Bayman Gate in Middleton Hall Lane. They will then be directed to the scene by School staff.

Use during normal School hours.

- Ambulance access to the Heseltine Playing Fields is via the gate by the Groundsmans Hut in Middleton Hall Lane. There is no access via Priests Lane.
- Ambulance access to the Shenfield Road Playing Fields is via the Shenfield Road. (These pitches are used on a relatively low frequency).
- The gate by the Groundsmans Hut will be locked/unlocked by the Grounds staff Monday to Friday during normal Grounds Staff hours.
- There is a key for this gate held in the Sports Centre reception and the Porters carry a key at all times.
- Dependant on the severity of the accident the member of staff in charge will:
 - Contact the Sanatorium Sister. The Sister is on duty, Monday to Friday, 8.00am to 6.00pm. At all other times she can be contacted via mobile phone, numbers of which are published and displayed in staff common rooms.
 - Either contact the emergency services or make arrangements to take the patient to Queens Hospital, depending on the state of the injured person. **DO NOT** attempt to transport a person to hospital unless designated so to do by a qualified person.
 - In the event of a mobile telephone or walkie-talkie not being available, contact with the appropriate personnel can be made either by using the telephone in Mill Hill House, the Groundsmans Hut or by sending a runner to the Porters Lodge.

Authorised use out of School hours.

- Sports Centre staff must ensure that the organiser of the event has made provision for emergency contact with the Courage Hall either by telephone – contact number to be issued – or by runner.

- A first aid kit will be carried to all events by the hirer, although with the exception of very basic aid, first aid will only be administered if there is a member of the party that has been trained to carry it out.
- Emergency services, if called, will be directed to the scene of the accident via the Groundsmans entrance in Middleton Hall Lane.
- The gate key for the entrance in Middleton Hall Lane or Shenfield Road must always be easily accessible by Sports Centre staff when hirers are using those playing fields.
- In addition to a key being held in the Sports Centre reception all Duty Managers have been issued with a key.

Unauthorised use.

- Emergency services, if called, should initially contact the Sports Centre.
- If, for any reason this is not possible, the current key holder should be contacted. The list is kept with the local police and is updated annually. The current list in order of priority is:
 - The Porters
 - Mr W. Castleman – School Marshal
 - Mr B. Palmer – Head Porter
 - Mr I Lincoln – Prep School Porter

Signs have been erected at strategic points on the playing fields to inform the public that they are on private property. The sign also gives the external telephone number of the Sports Centre to be contacted in the event of an emergency.

If an accident should occur, regardless of whether it is in or out of School hours, and the emergency services are called, an accident form must be completed and the Health & Safety Officer notified so that, if necessary, the HSE can be informed.

APPENDIX F

ACCIDENT REPORTING PROCEDURES

A record must be kept of any First Aid administered to employees, pupils or visitors. The following procedures are in place to ensure that accurate records are maintained:

- All First Aid administered by the Sanatorium Sisters or Prep Matrons is recorded in a First Aid Record. This is reviewed termly by the Deputy Head Pastoral or Head of the Prep as appropriate, and initialled as evidenced.
- Where the injury is as a result of an accident or incident, or requires further medical attention, this should be recorded in the accident book – HSE B1510. The person administering the first aid should fill out this form and a copy must be sent to the Health & Safety Officer who holds the accident records centrally.
- The Sports Centre Manager retains the accident reports relating to the Sport Centre and external lettings.
- A summary of reported accidents will be submitted by the H&S Officer and the Sports Centre Manager to the H&S Committee on a termly basis.
- It is important that First Aid records and accident reports are reviewed regularly so that trends (including bullying or hazardous areas) may be identified and the likelihood of recurrence minimised.
- As the School has more than 10 employees it is a legal requisite to hold these records for a **minimum of 3 years**.
- Under the **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)**, some accidents must be reported to the HSE within 15 working days. The following is a list of instances which are reportable:
 - Pupils & Visitors
 - The person involved is killed or is taken from the site of the accident to hospital.
 - The accident arises out of or in connection with work. In the HSE's view in respect of pupils/visitors this is:
 - Any School activity, both on or off the premises.
 - The way the School activity has been organised and managed (eg the supervision of a field trip).
 - Equipment, machinery or substances.
 - The design or condition of the premises.
 - Staff. This definition includes school employees, self – employed workers and contractors working on the school site.
 - Accidents resulting in death or major injury (including as a result of physical violence).
 - Accidents which prevent the injured person from doing their normal work for more than 7 days.

All such accidents will, in the first instance, be recorded in the Accident Book, The Health & Safety Officer ext 380 **must be contacted immediately if the accident is serious or**

whenever the emergency services are called by the School. If they deem that a report to RIDDOR is required, this can be done on-line via the HSE website. The H&S Officer will report fatal and major injuries to the HSE by telephone).

All accidents requiring the removal of a pupil from a lesson or to hospital from the games field should be reported immediately to the Second Master and accident forms completed and distributed as directed.

In the event of a serious accident, including death, an investigation will be carried out by the Second Master and/or Bursar, with the member(s) of staff/ witnesses involved.

All incidents reported to the HSE are also relayed to the Governing Body by the Bursar.

It is a legal requirement to notify the local child protection agency of any serious accident or serious injury to, or the death of, any child in the Early Years Foundation Stage whilst in the School's care and act on any advice given.

LOCATION OF ACCIDENT BOOKS

- Bursary
- Sanatorium
- Preparatory School
- Catering Managers office
- Head Porters office
- Sports Centre office
- Hough House
- Mill Hill House
- Maintenance Managers office
- Grounds office
- CCF office
- Common Room Secretaries office
- Director of Sport
- Hardy Amies Design Centre
- Chemistry office
- Biology office
- Physics office
- 1st year science room
- Classics department
- Head of 1st year office
- Head of 2nd year office
- Head of 3rd year office
- Head of 4th year office
- Head of 5th year office
- Head of 6th form office

APPENDIX G

BOARDING HOUSES: MEDICAL ARRANGEMENTS (updated January 2015)

- ◆ The Nursing Sister in charge of the School Sanatorium is available every day from 08:00 until 18:00 to see any student who is unwell or who needs medical advice. Outside of these hours, there is always a nursing sister available to provide medical advice to all Boarders and to visit the Boarding House if necessary.
- ◆ Out of school hours - if you don't feel well, have an injury or need medical advice, you should go immediately to the Housemaster/Housemistress or Duty House Tutor who will either contact the Sanatorium staff or offer help with minor ailments, headaches, colds etc.
- ◆ Fully completed and signed medical forms must be received by the School before the pupil's arrival. Failure to provide **in advance** such information will lead to the pupil being refused entry to the Boarding House. Subsequent entry to the Boarding House will only be allowed on the provision of such information.
- ◆ The School employs a Registered Nursing Sister who lives on the School site in the School Sanatorium. In the event that a boarder becomes ill and is either infectious or needs medical supervision then that person will be looked after in either the day sanatorium or the night sanatorium until a decision is reached with parents and/or guardians about their further care and treatment.
- ◆ The Rustic Cottage medical facility houses 2 separate rooms providing two female beds and two male beds. Patients are looked after by medical staff continuously.
- ◆ The Headmaster must be informed if a pupil is to be looked after overnight.
- ◆ All Boarders are registered as patients of the School Doctor, Dr Nasif, located at The New Surgery, 8 Shenfield Road, Brentwood, Essex CM15 8AB.
- ◆ The School Doctor holds two surgery sessions per week at the school, exclusively for the boarders. At other times, appointments can be made to see the doctor at his surgery (Telephone: 01277 218393).
- When a boarder develops a chronic condition or disability, individual medical needs will be discussed with the parents or guardian at the earliest opportunity. The Sanatorium Sisters will administer a Care Plan issued by the child's health-care specialist and agreed by parents.
- If parents of boarders have any concerns over your child's medical needs, please contact the Housemaster/Housemistress who will advise the Sanatorium. In the event of an emergency or where the duty boarding staff are unable to contact the Housemaster/Housemistress they will contact the Sanatorium.
- Access to dental, optometric and other specialist services will be provided as necessary.
- The UK Border Agency requires Boarders from designated countries to be screened for tuberculosis before they are granted a visa for the UK.

Confidentiality

- The confidentiality and rights of boarders as patients are appropriately respected. This includes the right of a boarder deemed to be 'Gillick Competent' to give or withhold consent for his/her own treatment.
- With all medical and nursing matters, the House staff and School Medical Team will respect a boarder's confidence except on the very rare occasions when, having failed to persuade that boarder or his or her authorised representative, to give consent to divulge, the doctor or nurse considers that it is in the boarder's best interests or necessary for the protection of the wider school community to breach confidence and pass information to a relevant person or body.¹
- Where there are potential Child Protection issues confidentiality can never be promised and the Housemaster and Designated Person (Deputy Head (Pastoral)) will be advised without delay.

Medication and Treatment

- ◆ This procedure should be read in conjunction with the Senior School Administration of Medicines Protocol.
- ◆ In the event that your son or daughter becomes ill and requires medication, the School Doctor will prescribe the medicine needed.
- ◆ All medication **MUST** be handed in to the Housemistress and collected at the appropriate time.
- ◆ In certain circumstances, such as on-going medical needs, students are deemed competent to self-administer medication under the instruction of Sanatorium staff and with the knowledge of the Housemistress where written parental consent has been received and a risk assessment has been carried out.
- ◆ It is essential that the School is informed if your child is taking any medication that is not prescribed by the School Doctor.
- ◆ Any medication that is brought to school by a boarder should be accompanied by a doctor's verification letter and shown immediately to the Housemistress or the School Nursing Sister. The School medical staff can then monitor the use of that medication. Prescribed medicines are given only to the boarder to whom they are prescribed
- ◆ Any 'medicine' that is brought into school by a boarder that is neither supported by a doctor's note nor recognisable as an over-the-counter medication will not be allowed to be used. In such cases, the 'medicine' will be locked away securely and only returned when the boarder is due to return home.
- ◆ Some over-the-counter medicines are available for Boarding House staff to administer when they consider it necessary of when a pupil request it. Such medication might include painkillers such as paracetmol. These are stored in a locked cupboard.

¹ Boarding Schools' Association Briefing Paper no.4 Medical Protocols and Practice

- ◆ Confidentiality and the rights of boarders as patients are appropriately respected. It is the School's practice to involve parents in any significant medical issues.
- A confidential record is kept of administration of all medication, treatment and first aid to boarders. This is maintained in the Sanatorium.
- The administration of medication in the Boarding House is recorded in the Medical book and notified to the Sanatorium
- The Deputy Head (Pastoral) regularly monitors the systems and management of medical welfare and records of significant accidents, in line with the National Minimum Standards for Boarding Schools.

PROCEDURES FOR DEALING SAFELY WITH SPILLAGE OF BODY FLUIDS

Spillages of body fluids potentially pose a health risk so should be cleaned up as quickly as possible. During the normal school day arrangements have been made with the Sports Centre Manager for a member of his team to attend the site of the spillage. The Manager can be contacted on extension 360.

Some vulnerable departments within the Senior School (Sciences) have been issued with appropriate kits to deal with body fluids. The Porters department have an Emergency Spillage Compound which can also be utilised.

Spillages that occur in the Prep are dealt with by teaching assistants, teachers, Matron or the porters depending on location and timing.

Method:

- Wear disposable gloves (single use) & apron
- Use disposable paper towel to mop up excess spillage
- All disposable items must be placed in plastic bags, sealed & placed in paladin
- Area should be cleaned with either bleach & disinfectant or Emergency Spillage Compound
- Wash and dry hands thoroughly using anti bactericidal soap & paper towel.

Soiled clothing:

- Do not manually rinse/soak soiled items
- Flush any solid material (vomit/faeces), into toilet, carefully avoiding any splashing
- Place in sealed, waterproof bag for parents to collect.
- In the boarding houses use the pre wash cycle, followed by hot wash
- Wash hands with anti-bactericidal soap & dry with paper towel.

RECOGNISING AND RESPONDING TO MEDICAL EMERGENCIES**ASTHMA ATTACK**

If a pupil has an asthma attack:

- Ensure that the reliever (blue) inhaler is taken if prescribed
- Send for Sister/Matron
- Stay calm & reassure the child
- Ensure the child sits upright & slightly forward
- Loosen any tight clothing
- Encourage slow deep breaths

Minor attacks should not interrupt the pupil's involvement in the School day and they should return to activities when they are fully recovered.

DIABETIC EMERGENCIES

The two symptoms of diabetes are *Hypoglycaemia (low blood sugar)* & *Hyperglycaemia (high blood sugar)*

Causes of Hypoglycaemia:

- Inadequate amounts of food eaten missed or delayed
- Too much or too intense exercise
- Excessive insulin
- Unscheduled exercise

Recognition of Hypoglycaemia:

- Onset is SUDDEN
- Weakness, faintness or hunger
- Palpitation (fast pulse) tremor
- Strange behaviour or actions
- Sweating, cold, clammy skin
- Headache, blurred vision, slurred speech
- Confusion, deterioration levels of response leading to unconsciousness
- Seizures

Treatment of Hypoglycaemia:

- Call or send for Sister/Matron or First Aider
- Ensure the child eats a quick sugar source e.g. glucose tablet or fruit juice
- Wait 10 minutes and if the pupil feels better, follow with a carbohydrate snack e.g. biscuit, cereal bar
- Once recovered allow to return to normal school activities.
- Sister/Matron must always be informed so that parents/guardian can be notified
- If the child becomes drowsy & unconscious the situation is LIFE THREATENING & an ambulance must be called.

Causes of Hyperglycaemia:

- Too much food
- Too little insulin
- Decreased activity
- Illness
- Infection
- Stress

Recognition of Hyperglycaemia:

- Onset is over time – hours or days
- Warm dry skin, rapid breathing
- Fruity sweet smelling breath
- Excessive thirst and increasing hunger
- Frequent passing of urine
- Blurred vision
- Stomach ache, nausea, vomiting
- Skin flushing
- Lack of concentration
- Confusion
- Drowsiness that could lead to unconsciousness

Treatment for Hyperglycaemia:

- Call or send for Sister/Matron or First Aider
- Encourage pupil to drink water or sugar free drinks
- Allow child to administer extra insulin
- The pupil should rest before resuming activities if well enough to do so.
- Sister/Matron must always be informed so that parent/guardian can be notified.

EPILEPTIC SEIZURE

A tendency to brief disruption in the normal electrochemical activity of the brain which can affect people of all ages. There are 3 levels of epileptic seizure:

- **Tonic Clonic Seizure (grand mal).** The pupil may make a strange cry & fall suddenly. Muscles first stiffen and then relax and jerking and convulsive movements begin which can be quite vigorous. Saliva may appear around the mouth and the child may be incontinent.
- **Complex and Partial Seizures (temporal lobe seizures).** These occur when only a portion of the brain is affected by excessive electrical discharge. There may be involuntary movements such as twitching, plucking at clothing or lip smacking. The child may appear conscious but be unable to speak or respond during this form of seizure. Ensure the safety of the child and move away from any dangers. Speak calmly to the child and stay with them until the seizure has passed.
- **Absence (petit mal).** This can pass unnoticed. The child may appear to daydream or stare blankly. There are very few signs that a child is in seizure. These types of episodes if frequent can lead to serious learning difficulties as the child will not be receiving any visual or aural messages during those few seconds.

Procedure for an Epileptic Seizure

(Grand Mal)

- KEEP CALM – Let the seizure follow its own course; it cannot be stopped or altered.
- Ask other pupils to leave the room. Ask a responsible pupil to fetch another adult and contact Sister/Matron.
- Note the time of the seizure
- Protect the child from harm. Only move them if in immediate danger. If possible move objects that may cause injury away from the immediate area.
- As soon as possible (normally post fit) place the child on his/her side – this does not have to be recovery position but just so tongue can fall forward and excessive saliva can drain out of the mouth.
- Support the head and stay with the child until completely recovered.

- Talk quietly to the child and reassure but do not try to restrain any convulsive movements.
- Do not put anything in the mouth or offer drinks until fully recovered.
- The Sister/Matron will take control when in attendance.

ANAPHYLACTIC SHOCK

Susceptible individuals may have an allergic reaction to triggers that can result in a life threatening situation. In an anaphylactic reaction chemicals are released into the blood stream that widen the blood vessels and narrow the air passages. Blood pressure falls and breathing becomes impaired. The throat and tongue can swell thus increasing the risk of hypoxia (lack of oxygen in the blood)

Triggers:

- Skin or airborne contact with particular materials
- Injection of a specific drug
- Insect bite
- Ingestion of certain foods, e.g. nuts, fish, dairy foods

Recognition:

- Anxiety
- Widespread blotchy skin
- Swelling of the tongue & throat
- Puffiness around the eyes
- Impaired breathing

Serious symptoms:

- Cold, clammy skin
- Blue-grey tinge around lips
- Weakness/dizziness
- Rapid shallow breathing

Progress further:

- Restlessness
- Aggressiveness
- Gasping for air
- Unconsciousness

TREATMENT:

- Call or send for Sister/Matron or First Aider
- Locate epi-pen for pupil
- If serious symptoms appear administer adrenaline via the epi-pen immediately if prescribed.
- Sister/Matron will take control when in attendance.
- If in doubt, call for an ambulance/paramedic.