



First Aid Policy

Policy number	BS031 / ISI 13a
Applies to	Whole School
Endorsed by	Head Master
Responsibility	Head Master
Date reviewed	June 2020
Next review	June 2021

Bedford School Health and Safety Policy

The School will take all necessary steps to comply with the Health & Safety (First Aid) Regulations 2013.

1. Aim of First Aid

To provide care after an injury or accident until professional medical or nursing assistance is available.

2. Aim of the School's Policy Statement on First Aid

This document sets out the policy to be followed for the provision of First Aid within the Bedford School Estate (including the Gordon Field and Ickwell Bury) during term-time and in the holidays. It also gives general guidance for the provision of first aid for pupils and staff on tours and visits away from the School. There will always be a first aid trained member of staff on duty during the school day, and during working the working day in the school holidays.

3. Role of First Aiders

The role of the first aider is to provide care after an accident or injury including preserving life, minimising further injury and making the patient as comfortable as possible until professional medical or nursing help is available. It is not to give treatment.

4. The Medical Centre

The Medical Centre is open from 0815 to 1730 Monday – Saturday term time only. It is not open on Sundays or during the School Holidays.

5. The Role of the Medical Centre

The Medical Centre is run by 5 registered nurses (one full time and four-part time) and has two registered GPs who work as the School Medical Officers. They hold a one hour surgery in the Medical Centre twice a week.

The Medical Centre provides, as a minimum, the medical cover listed below for employees at the School, day boys, boarders during the School day and visitors to the School. It is a manned "drop in" facility and the Nurse on duty is not expected to attend at other locations on the School estate to provide treatment except in an emergency. Where this arises the Nurse on duty should use her discretion after assessing the conflicting need to man the Medical centre, especially if there are patients in her care, and the nature of the emergency.

The functions of the Medical Centre are:

- First Aid Treatment

- Dispensing and treatment for minor medical problems and minor accidents.
- Health screening of pupils.
- Ongoing treatment for boys with chronic medical problems, (such as asthma, epilepsy, diabetes, allergies etc), but only under clear guidance from the boy's GP or consultant and with the agreement of the School Medical Officer (SMO)¹.
- Follow up treatment as required
- Referral of boys to the School Medical Officer, Counsellor or hospital as necessary.
- Health Promotion through various outlets
- Maintain First Aid facilities throughout the School and arrange First Aid training for staff.
- Implement vaccination programmes arranged by the Child Health Department.

6. Location of First Aiders at Work

There are members of staff who have been trained to give first aid treatment who normally work in the following locations:

- a. The Main School Building
- b. The Prep School
- c. The Science Building
- d. The Recreation Centre
- e. Design and Technology Department
- f. The Dining Halls/Kitchens
- g. Maintenance Workshops
- h. The Bursary

¹ Further details regarding the dispensing of medicines are set out at in the H&S policy 3.5.3. Staff are kept informed as appropriate of the arrangements regarding pupils with such chronic problems. Staff are kept informed as appropriate of the arrangements regarding pupils with such chronic problems with specific plans that are in place for individual's as well general guidance about how to act in emergencies. These policies can be found on SharePoint under the Medical centre section (staff access only). Pupil Medical information is also available to teachers via iSams.

7a. Gordon Field

There should be a member of staff present at the Gordon Field who has a knowledge of Emergency First Aid. There is a BT landline in the 2nd Pavilion available for emergency use. It can be accessed with the Gordon Field key.

On Tuesday and Thursday during US Games sessions: There is a designated member of staff on the Main School site who has the use of a mobile phone and transport in the event of an emergency.

Saturday: When the Gordon Field is in use there is a designated member of staff on site who will have a mobile phone, first aid box and transport available in the event of an emergency.

Staff using the Gordon Field MUST ensure they take a 1C9 key which accesses the gates, emergency access and the emergency phone.

7b. Ickwell Bury

Ideally a trained first aider should be present when the Field Study Centre is in use, but as a minimum a person with a knowledge of emergency First Aid, a first aid kit, mobile phone and transport must be immediately available.

8. Action in the Event of Injuries and Accidents

First aid trained members of staff have valuable skills and all injuries should, whenever possible, be assessed by them. However, it is accepted that those with minor injuries may simply report direct to the Medical Centre.

- Any casualty judged capable of moving by a first aider should be accompanied to the Medical Centre and transferred to the charge of the nurse on duty. In the case of a more serious injury the nurse should be called to the casualty. The School 'golf' buggy could be used to assist the transfer of the injured person if appropriate.
- In an extreme emergency, an ambulance may be called. When an ambulance is called, a person should be detailed to receive the ambulance at the Burnaby Road entrance or Brickhill Drive (for Gordon Field) and direct it to the casualty.

CASUALTIES WITH SUSPECTED FRACTURES OR BACK OR NECK INJURIES MUST NOT BE MOVED UNLESS THE NURSE OR AMBULANCE PERSONNEL ARE PRESENT.

For the patient's safety and insurance reasons, they must NOT be moved on the instructions of ANY bystander.

- The School Doctor or his deputy is on call for Games Fixtures and can be contacted via personal mobile numbers available from Medical Centre.

- An ambulance should be called if there is any doubt about the condition of any injured person and a school nurse is not immediately available. Staff and boys should always act in the best interests of the injured person with all necessary precaution.

9. Major Incidents

In the event of a major incident involving a number of casualties, the following action is to be taken by the senior person at the scene:

a. During the Normal Working Day: Inform the Bell Room and state the location of the incident. Give brief details including the number of casualties and the type of injuries. The Bell Room will then inform the following in the order shown:

- i) Ambulance and Police - 999
- ii) School Nurse - 362261 or 07551 727998
- iii) The first member of the Core Management Team that you are able to contact.

b. Out of Working Hours: Call 999

10. Accident Reporting

The Medical Centre records details of all injuries which require treatment by School nurses or which require treatment at the Accident & Emergency department at Bedford Hospital. The Medical centre staff are responsible for informing parents and Boarding Housemasters of the situation and for continuing to liaise with them. An accident report is forwarded to the Bursary for retention and RIDDOR action if appropriate. Minor injuries which are treated in situ are recorded in Accident Books held in various departments around the School. (see 3.11 also)

RIDDOR Reporting: RIDDOR (Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations 2013) procedures are handled by the Bursary. A report will be filed with the Health & Safety Executive, if appropriate, once the accident report has been received. (see 3.11 also for further information)

11. Spillages

Spillages of any body fluids are to be reported immediately to the Cleaning Services Manager (ext 2258) who will arrange for the appropriate cleaning and disinfection of the affected and immediate area.

12. Availability of Medical Cover out of School Hours

When the Medical Centre is closed, emergency medical cover can be obtained for boarders by telephoning the School Doctor on 01234 351022. Boarding staff are also able to call BEDOC out of hours service via this same number. Emergency care can be obtained by dialling 111 for acute issues.

13. School Holidays

First Aid cover for employees who work in the School Holidays will be provided by members of the Support Staff who are trained and qualified First Aiders having attended an HSE approved course. The rota for this will be drawn up by the Bursary Assistant in conjunction with advice from the Medical Centre.

14. First Aid Training

It is the School's policy to arrange for all teachers, and those working with children, to gain a basic qualification in First Aid.

The School encourages all staff to attend a one-day Appointed Person's First Aid Certificate course which gives basic training in handling life threatening incidents which may occur in Schools. This will give them the minimum level of competence required to save a life in an emergency.

A certificate of attendance is awarded. Courses are held approximately once a term on the School campus. In addition, a short, non-certificated training course is held for all academic staff every three years to cover basic first aid, including the use of defibrillators and epi-pens.

A qualified First Aider is, however, a person who holds a current first aid certificate issued by an organisation whose training and qualification are recognised by the Health & Safety Executive.

Provision has been made for three members of staff per year to be trained or retrained to Health and Safety Executive standards. This certificate is valid for three years. Over a three-year period, this should provide a 'bank' of at least nine first aiders, not allowing for vacancies that may arise. These members of staff are carefully selected. They are usually non-teaching staff who can be contacted easily to go rapidly to the scene of an emergency without having to arrange cover.

It is recognised that certain members of the teaching staff will require First Aid Certificates to enable them to carry out specialist duties, such as Duke of Edinburgh Expeditions, CCF activities and School trips abroad. Courses can be arranged to suit their requirements. Training is coordinated by the Lead School Nurse.

15. Re-training

The first aid qualification lasts for three years. The Medical Centre will make arrangements for re-training and re-qualification for each first aider during the third year.

16. First Aid Boxes

These are located as per Annex A. The Medical Centre aims to check all boxes once a term. Any person who uses an item from a first aid box should inform the Medical Centre as soon as possible so that it can be replaced.

A first aid box should be a strong container impervious to dust and damp. It should be clearly labelled First Aid by a white cross on a green background.

The contents of a first aid box should be readily available to anyone wishing to use them. Only the following first aid supplies should be kept in it:

- A card with general first aid guidance
- A supply of individually wrapped sterile adhesive dressings (plasters)
- Sterile eye pads with bandage triangular bandages (preferably sterile, but if not, a sterile covering appropriate for serious wounds should be included)
- Safety pins
- A selection of sterile wound dressings, various sizes
- Disposable gloves, FFP2 surgical grade face masks and plastic aprons
- Yellow clinical waste bag
- Resuscitation face shield

17. Transport

A school vehicle is made available at the Gordon Field (Brickhill Drive) to enable casualties to be conveyed to the Medical Centre/hospital as appropriate. It is expected that a school vehicle will be at Ickwell too, having been used for transport to and from the site.

Transport to hospital from the School Campus, if not an ambulance emergency, is arranged through the Bell Room. If a driver and car cannot be provided a taxi will be arranged.

18. Tours and Visits away from the School Estate

Whenever possible, a trained first aider should be included on officially sponsored tours and visits. A first aid box, available from the Medical Centre, should always be taken on such visits by the first aider or the person in charge where there is no first aider.

19. Defibrillator (AEDs)

There are five on the school site, located in Main School Building foyer, the Erskine May Hall, the Quarry Theatre, the Medical Centre, the Rec Centre and the Gordon Field. Each Boarding House has a defibrillator (AED).

20. Emergency salbutamol inhalers

These are situated alongside relevant first aid box locations for use by a person who has been prescribed an asthma inhaler and has not got theirs with them.

21. Adrenaline Auto-injector (EpiPen)

The school follows the Department of Health recommendation that schools hold a spare adrenaline auto-injector to be used by a person who does not have their medication with them in an emergency.

DISSEMINATION OF INFORMATION

This policy statement is to be displayed in Staff Common Rooms, the Medical Centre, Bursary, Bellroom and in Prep School Reception. Copies are also to be held by all Heads of Department and trained first aiders.

The names of trained first aiders together with the telephone numbers of the Medical Centre and Emergency Services are to be displayed prominently in those locations and adjacent to first aid boxes. The location of first aid boxes and information on first aid is to be indicated by a white cross on a green background.

A full list of trained first aiders is circulated regularly by the Medical Centre to staff for display around the school and is always available on request. A programme of training and re-training is actively encouraged by the school.

APPENDIX A TO FIRST AID POLICY STATEMENT

LOCATION OF FIRST AID BOXES

PREPARATORY SCHOOL

ERSKINE MAY HALL
NASH'S
INKY
WELLS Foyer
LABORATORY
COMMON ROOM

PALMERS
D&T
TISDALLS

MAIN SCHOOL BUILDING

A FLOOR BELL ROOM
COMMON ROOM
B FLOOR ECONOMICS DEPT
C FLOOR MODERN LANGUAGES
D FLOOR GEOGRAPHY DEPT

RECREATION CENTRE & QUARRY THEATRE

HEAD OF P.E. OFFICE
SPORTS HALL CORRIDOR
SWIMMING POOL
THEATRE (3)

DESIGN & TECHNOLOGY (3)

ART (2)
POTTERY

SCIENCE BUILDING

S23
PHYSICS
CHEMISTRY
BIOLOGY

CATERING DEPARTMENT (2)

EFL
RICE BUILDING
MUSIC SCHOOL
CCF OFFICE
GREAT HALL WARDEN'S OFFICE
BURSARY
SHOOTING RANGE
MAIN PAVILION
GORDON FIELD COMPLEX (2)
GROUNDS STAFF OFFICE
ICKWELL

PERSON RESPONSIBLE FOR MAINTAINING

MRS J CURTIS (PS Receptionist)
MRS N CARRINGTON (HoY 3)
MR D AFFLECK (HoY 5)
MRS J CURTIS (PS Receptionist)
MR M ROBERTS (Sci. Technician)
MRS J CURTIS (PS Receptionist)

MRS J GEDYE (Head of Music)
MRS ALDRIDGE (Head of DT)
MR D MAITLAND (HoY 3&4)

MEDICAL CENTRE
MEDICAL CENTRE
MEDICAL CENTRE
MEDICAL CENTRE
MEDICAL CENTRE

MR B BURGESS
MR J ELWORTHY*
MR J ELWORTHY*
MR J PHARAOH*

MR M CROKER
MS K NICHOLSON

MISS S TETSOLA*
MR I WARDLEY
MISS S TETSOLA*
MRS L TAYLOR

MRS N KILPIN*

MS R MELLOR
MR N HOPTON
MR J SANDERS
MR R TEKELL-MELLOR*
MR R WOOD
MRS C SAUNDERS
MR R TEKELL-MELLOR*
MEDICAL CENTRE
MEDICAL CENTRE
MR M HALLSWORTH
MR C JONES

BEDFORD SCHOOL ENTERPRISES
SCHOOL SHOP

MS D PETERS
MRS B RIGGETT

MAINTENANCE WORKSHOP

MR S FENDER

SCHOOL VEHICLES

MR C ANSELL

**ANY ITEMS USED FROM THESE BOXES SHOULD BE REPLACED IMMEDIATELY
FROM STOCKS HELD IN THE MEDICAL CENTRE**

THE MEDICAL CENTRE AIMS TO CHECK ALL BOXES ONCE A TERM

THE MEDICAL CENTRE IS OPEN

Monday – Saturday 0815 – 1730 (term time only)

Telephone Ext 2261 or 01234 362261

In an Emergency call 07551 727998 (Nurse's Mobile)

IF AN AMBULANCE IS NEEDED DIAL 999