



# Stonyhurst Cross Campus First Aid Policy

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*Reviewed September 2018 (reviewed annually)*

*Reviewed by Health Centre Team and other relevant staff*

*Next Review June 2019*

# Stonyhurst Cross Campus First Aid Policy

*This policy will be reviewed annually or more frequently if required*

## 1. Provision

First Aid is the initial assistance or treatment given to an ill or injured person. It is important that a person is assessed quickly and calmly and that appropriate help and treatment is given at once. Stonyhurst follows the principles of Early Recognition and Call for help: Early CPR, Early Defibrillation and Early Professional follow-up when assisting an ill or injured person.

Stonyhurst provides First Aid for all pupils, teachers, support staff and visitors on site. DfE guidance on First Aid for Schools states that teachers' conditions of employment do not include giving first aid, although any member of staff may volunteer to undertake these tasks. Teachers and other staff in charge of pupils are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of the pupils at the school in the same way that parents might be expected to act towards their children.

Parents / Guardians are asked to complete documentation, **Appendix 2**, which includes consent to Emergency Medical treatment for their child and also requests information in relation any allergies, regular medication, recent or on-going illness. This information is collected by the Health Centre and is subject to appropriate confidentiality.

Many departments on campus have their own First Aid trained staff. A significant number of staff at Stonyhurst have First Aid at Work qualification (FAW - 3 day course) and others have Emergency First Aid at Work qualification (EFAW - 1 day course), a Paediatric First Aid qualification (Care for Children -12 hour course), or a 4 hours First Aid Awareness Course.

There is always at least one member of staff who has a First Aid qualification on site at the College and one at St. Mary's Hall whilst the school is open. Within the EYFS setting, at least one Paediatric First Aider is always on site. A list of people who have a current First Aid Certificate is located in the Health Centre, in the School Office and in both the College and SMH Receptions. This is updated regularly. The current list is attached as **Appendix 4**. This is a working document which is updated as necessary during the course of the year.

The College employs an in-house Part-time First Aid trainer who is experienced in delivering a wide variety of HSE approved courses including:

Advanced First Aid	Sports First Aid	Paediatric First Aid
First Aid at Work	Defibrillator Training	Outdoor First Aid
Mountain Rescue Casualty Care	Forestry First Aid	Incident & Response planning

All First Aid qualifications must be renewed every three years. A centrally kept data base keeps a check on renewal dates and alerts staff in advance of their qualification end-date.

During First Aid courses, staff are specifically trained to use Adrenaline Auto Injectors and Emergency Asthma kits. They are also trained in responding to specific situations such as dealing with Diabetes. Sports First Aid Training also covers the initial management of Head Injuries and Concussion.

If an accident / injury occurs (or a pupil becomes unwell), the member of staff in charge of the pupil assumes responsibility for that pupil and should call the Health Centre. A member of the Nursing team should be asked to attend and assist with the injury / illness. If an adult is the subject of the accident/illness, then the first person at the scene should contact the Health Centre. An ambulance should be called (999) if necessary. Information on "When to call an ambulance" can be found on Firefly.

The Nurse on Duty at the Health Centre can be contacted on the numbers shown

- Internal Extension 240
- Radio Pager 109
- Landline 01254 827100
- Mobile 07702856880 (used for Sports Fixture Days)

The Appointed Person for any First Aid or Medical Emergency is the Senior Member of Staff on duty at the College Health Centre. The Health Centre is fully staffed 24 hours per day, 7 days per week during School terms with at least one qualified Nurse on duty at all times including throughout the night.

If an accident/incident occurs outside school terms when the Health Centre is not staffed, then First Aid provision is coordinated by appropriately qualified staff (Advanced First Aid qualified) who are based at the Swimming Pool.

The Appointed Person would be the Senior Member of Staff on duty at the Swimming Pool. They can be contacted on the internal extension 456 or landline 01254 827015.

Certain activities, such as sports activities carry a greater risk of injury. All sports staff have a First Aid qualification and have access to mobile phones to contact the Nursing team should an emergency arise. Risk assessments are carried out for such activities. Any injuries sustained either during Games fixtures or on Field trips must be reported to the Health Centre at the earliest opportunity. As much information as possible about the cause and extent of the injury should be provided along with detail of any treatment received.

## 2. First Aid Equipment on Campus

First Aid boxes are available in key locations around the campus. The College also has 4 Automated External Defibrillators. The locations are identified in **Appendix 5**. All First Aid boxes are checked and re-stocked at the start of each half term. First Aid kits are tagged and dated with an easily removable tag which ensures that when First Aid kits are returned to the Health Centre, if the tag has been removed then the kit can be checked and replenished. It is the responsibility of Head of Depts to notify the Health Centre if First Aid kits require re-stocking.

The College has Emergency Adrenaline Auto Injectors and Emergency Asthma kits. Adrenaline Auto Injectors are held in:

- The College Health Centre
- St. Mary's Hall Reception
- Hodder House Reception
- The College Refectory and St Mary's Hall Refectory

Emergency Asthma kits are held in the College Health Centre and the St. Mary's Hall Reception. All College Mini-bus / Public Service vehicles are provided with a fully equipped First Aid Kit

## 3. Recording of Accidents and First Aid Treatment

Records are kept of all First Aid treatment administered. Accident Registers are located at the College Health Centre, Reception at St. Mary's Hall and within Hodder House (EYFS). The Accident Registers will have details of any First Aid treatment given on campus. The report on each accident should include:

- Date, place and time of the incident
- Name of the injured or ill person
- Details of any treatment provided
- Outcome in terms of "what happened next" for the injured or ill person (e.g. transferred to hospital, returned to class, been taken home)
- Name and signature of the First Aider in attendance and/or persons involved in dealing with the incident
- Any other relevant information

Some accidents must be reported to the Health and Safety Executive under the “Reporting of Injuries, Diseases and Dangerous Occurrences Regulations” (RIDDOR 1995). Further details can be found in the Health and Safety Guidance Notes available on the College website and/or from the Health and Safety Manager. The HSE and also representatives of Environmental Health may access the campus without warrant to conduct an inspection / investigation following any serious accident or incident.

Accident forms are completed for all serious accidents. HSE would be notified as appropriate by the Health Centre and/or the Health and Safety Manager, as appropriate. Copies of Accident forms should be sent to the following internal staff:

- The Health and Safety Manager
- The Bursar
- The College Deputy Head (Pastoral) and/or the St. Mary’s Hall Assistant Head (Pastoral)

Parents will be notified in the event of an injury or accident to their child via telephone. This will be done either by a member of the Health Centre team or the First Aider.

#### **4. Head Injuries**

If a pupil sustains a blow to the head, in any circumstances the utmost care must be taken in dealing with them. All head injuries must be recorded in the Accident Register and parents must be informed of the details of the injury.

#### **5. Dealing with Body Fluids**

Please see **Appendix 1**

#### **6. Early Years Foundation Stage**

First Aiders who are primarily working with EYFS pupils must have successfully completed a Paediatric First Aid course. At least one qualified Paediatric First Aider will be on campus when children are present and a Paediatric First Aid trained member of staff will accompany any off-site trips / visits / activities. **Appendix 6** provides a more detailed EYFS First Aid policy document.

#### **7. Visits off site**

First Aid provision for trips will be determined with the completion of a full Risk assessment and will depend upon the nature, location and duration of the visit. First Aid kits will be taken by members of staff accompanying the trip.

Prior to a trip/visit departing, the trip organiser should provide the Health Centre with a list of who is attending the trip/visit. This enables the Health Centre to check the medical files of those attending and thereby ensure that First Aid kits can be pupil-specific where appropriate for example if a pupil has a known condition such as Asthma.

Minor injuries will be treated should they occur by members of staff present on the trip. Members of staff are expected to seek medical advice and treatment for pupils regarding any serious injury that may have occurred, either at the place they are visiting (if appropriate) or at a local Hospital (Minor Injuries Unit/ A & E Department). The school and parents must be notified of such an event as soon as possible.

#### **8. Further information**

This policy should be read in conjunction with the following policies which can be found on Firefly:

- Medical Policy
- Medication Policy
- Mental Health Policy
- Alcohol Policy

- Smoking Policy
- Drug and Substance Policy
- Eating Disorders Policy
- Self Harm Policy

Information on any of the following situations can be obtained from the Health Centre or on the Health Centre page of Firefly:

- Basic First aid
- Anaphylaxis
- Administering Epipens
- Managing Asthma
- Dealing with Diabetes
- Head injuries and Concussion
- Medication Policy
- When to call an ambulance

## 9. Reference Documents

In preparing this policy reference has been made to the following documents:

- DfEE Guidance on First Aid for Schools – A good practice guide
- Working together to Safeguard Children (2018)
- Supporting pupils at school with medical conditions (Dec 2015)

Anyone who would like to express an interest in undertaking First Aid Training should contact the School Secretary on extension 201 or by email to [j.hargreaves@stonyhurst.ac.uk](mailto:j.hargreaves@stonyhurst.ac.uk)

*LDS*

## Advice from the Health Centre on dealing with Body Fluids

Avoid direct contact with body fluids, as they all have the potential to spread germs. Germs in vomit and faeces may become airborne, so it is very important to clean up body fluids quickly.

1. Put on gloves and a disposable apron. Disposable latex or vinyl gloves are the best choice. However, reusable rubber gloves are acceptable as long as they are cleaned and sanitized after each use.
2. Sprinkle `sanitaire` absorbing powder liberally on all visible material. Allow approximately 90 seconds for the powder to absorb all visible material. Be careful not to agitate the material, so that germ particles do not become airborne.
3. Remove all visible material from the most soiled areas, using paper towel or single use disposable red cloths.
4. Put all used paper towel and cloths into a yellow bag for incineration.
5. The remaining visible material should then be vacuumed using a designated vacuum cleaner. The vacuum cleaner bag **MUST** be changed after use.
6. Non- carpeted areas. Sanitize the area using 1:10 bleach solution (instructions follow). Because of the level of contamination the bleach solution is much stronger than the 1:1000 solution used for regular sanitizing. The bleach must contact the affected area for a minimum of 10 minutes. A red mop and bucket are designated for this use.
7. Carpeted areas. The area should be cleaned with detergent 1:10 solution, rather than bleach solution and should contact the affected area for at least ten minutes. The area should then be shampooed or steam cleaned within 24hours.
8. Wash the non-disposable cleaning equipment (mops, buckets) thoroughly with soap and water then rinse with a bleach solution.
9. Discard gloves, disposable apron into yellow bag for incineration. Finally wash your hands thoroughly using soap and water.

### Dilution instructions for bleach/detergent sanitizer

#### 1:10 solution

2tbsp (30ml) bleach in 1 cup (250ml) water

OR

2cups (500ml) bleach in 1 gallon (4L) water

Reference; Centre for Disease control and Prevention. DOH 2006.

## Appendix 2 – Parental Consent and medical information form

### STONYHURST COLLEGE

#### Stonyhurst College and St.Mary's Hall Health Centre

In accordance with the National Boarding Standards, the College/SMH require an annual consent from parents to carry out the following. **Please complete the form and return it to Stonyhurst College Health Centre as soon as possible.** Information will then be given to the relevant Playrooms/Departments.

Name: ..... Date of Birth.....

Playroom:.....

Do you consent to the College Health Centre and associated staff, administering over the counter medicines (OTC) to your child in the case of minor illness?

(Please see attached list of OTC medication)

**YES / NO**

Do you consent to your child having health screening (eye test/hearing test/height/weight) as necessary

**YES / NO**

Do you consent to your child having medical, dental or optical treatment as required?

**YES / NO**

*(Parents are encouraged to organise dental appointments during the holidays in order to minimise disruption to school life)*

#### Consent to Emergency Medical Treatment

I agree to my son/daughter receiving any medical or surgical treatment/investigation or intervention, including anaesthetic or blood transfusion, in an emergency situation as considered necessary by the medical authorities present. I understand that in such an emergency every effort will be made to contact me, and obtain my consent. However in the event that this is not possible I hereby authorise the Headmaster or designated deputy to act in *loco parentis* if necessary.

Signature of Parent/Guardian .....

Print Name

.....

Relationship to pupil .....

Any child is deemed to be able to give consent if the nurse or doctor carrying out the procedure is satisfied that the child has understood the explanation given about the procedure and is capable of making a rational judgement.

Please could you provide the following information to the Health Centre Staff. All information is regarded as confidential, although on occasions the doctor and nurse may liaise with the Head, Playroom staff and Parents or Guardians.

Has your child had a significant illness in the last 12 months? **Yes No**

Please give details.....

.....

Has your child had an operation in the last 12 months? **Yes No**

If so please give details.....

.....

Has your child developed an allergy in the last 12 months **Yes No**

If so please give details .....

.....

Has your child been prescribed medication on a regular basis in the last 12 months? **Yes No**

If so please give details

.....

.....

Has your child received a vaccination in the last 12 months? **Yes No**

If so please give details.....

.....

Boarders who wear glasses should bring a copy of their prescription to school with them and deposit it at the Health Centre. They must bring a spare pair of glasses with them for use in case of loss or damage. pupils who wear contact lenses must bring a spare pair of **glasses** to use in case a lens is lost or there is an eye injury or irritation.



It is strongly recommended that all pupils involved in contact sports should wear mouth guards. The pupil's own dentist should be able to supply these. Mouth Guards are available from the school shop.

**Emergency contact details (if altered in the last 12 months)**

**Person to be contacted**

**Relationship to child**

.....

Home No..... Work No.....

Mobile No..... Fax.....

E-Mail.....

**Person to be contacted**

**Relationship to child**

.....

Home No..... Work No.....

Mobile No..... Fax.....

E-Mail.....

If there is any further information that you would like to give or concerns that you may have regarding your child that has not been mentioned above please comment here.

.....

.....

.....

.....

Signature parent/guardian.....

Print Name.....

Relationship to pupil.....

Date.....

Administration of current prescribed or regular medication

**Details of pupil:**

Surname:.....

Forename:.....

Date of Birth:.....

**Condition or illness**      Please give details:

**Medication**

Name/type of medication.....

For how long will this need to be taken.....

Date dispensed.....

Full directions for use:

***Note: Medicines must be in the original container as dispensed by the pharmacy***

Dosage and amount.....

Method.....

Special precautions.....

Side effects.....

Self-administration.....

Emergency procedures.....

Parental consent .....

## **Appendix 3 : List of Over the Counter Remedies**

### ***Analgesics***

- Paracetamol
- Ibuprofen/Nurofen
- Calpol
- Aspirin (over 16)
- Co-codamol (8/500mg)

### ***Antacids and Gastrointestinal***

- Gaviscon
- Rennie tablets
- Loperamide/Immodium
- Pripsen

### ***Coughs, Colds, Sore throats and Hayfever***

- Sudafed
- Chlorpheniramine (Piriton)
- Loratidine
- Cetrizine
- Bonjela (over 16)
- Difflam spray
- Oraldene mouthwash
- Strepisils
- Karvol Capsules
- Olbas Oil
- Pholcodine Linctus

### ***Skin care***

- Eurax
- Arnica
- Derbac M/Full Marks/Lyclear/Hedrin
- Canestan Cream
- Sudacrem
- Oxy 5 / Oxy 10
- Calamine Lotion
- E45
- Zovirax
- Blistex
- Mycil foot spray

### ***Travel Sickness***

- Kwells / Joy-Rides

### ***Other***

- Canestan Combi

## Appendix 4 : Staff trained in First Aid (Updated November 2018)

First Name	Last Name	Sector	FIRST AID AT WORK		EMERGENCY FIRST AID		OUTDOOR FIRST AID		FORESTRY FIRST AID		SPORTS FIRST AID		PEDIATRIC FIRST AID	
			Completed	Due	Completed	Due	Completed	Due	Completed	Due	Completed	Due	Completed	Due
			36 Mths	30/12/1902	36 Mths	30/12/1902	36 Mths	30/12/1902	36 Mths	30/12/1902	36 Mths	30/12/1902	36 Mths	30/12/1902
Sam	Moore	H&S	24/06/2015	23/06/2018	29/11/2013	28/11/2016								
Paul	Kelly	Security			14/06/2017	13/06/2020								
Stephen	Kenny	Security												
John	Magee	Security			31/07/2017	30/07/2020								
Howard	Davies	Security			14/06/2017	13/06/2020								
Jeffery	Riding	Security			14/06/2017	13/06/2020								
Steve	Wilcock	Security			23/10/2017	22/10/2020								
Eddie	Nelson	Security	14/02/2018	13/02/2021	23/10/2017	22/10/2020								
Paul	Kay	Security			23/10/2017	22/10/2020								
David	Riley	Security	14/02/2018	13/02/2021										
Tim	Peel	Security												
George	Young	Security												
Andrew	Oddie	Grounds							13/07/2017	12/07/2020				
Andrew	Clarkson	Grounds							13/07/2017	12/07/2020				
Chris	Robinson	Academic												
Christopher	Holden	Grounds							13/07/2017	12/07/2020				
David	Fitzmaurice	Maintenance												
Henry	Johnson	Academic												
Micheal	Boothman	Grounds	14/02/2018	13/02/2021					13/07/2017	12/07/2020				
Neil	Hodgson	Pastoral												
Paolo	Schimmenti	Pastoral												
Ryan	Berrett	Pastoral												
Sophie	Klasan	Pastoral			14/06/2017	13/06/2020								
Thomas	Wells	Grounds	14/02/2018	13/02/2021					13/07/2017	12/07/2020				
Tony	Gill	Maintenance												
Vincent	Sharples	Classics			16/06/2017	15/06/2020								
Jeff	Ridding	Security												
Barbara	Church-Taylor	Catering												
Judith	Stirzaker	Catering			01/08/2017	31/07/2020								
Julie	Fenwick	SMH Domestic	14/02/2018	13/02/2021										
Louise	Winckley	SMH Catering			24/10/2017	23/10/2020								
Mark	Leyland	Grounds							13/07/2017	12/07/2020				
Michael	O'Malley	Domestic												
Stephen	Winckley	Catering												
Stephen	Young	Maintenance												
Stephen	Joice	SMH Catering			24/10/2017	23/10/2020								
Millie	Goerge	Pastoral			14/03/2018	13/03/2021								
Patrick	McBeth	Pastoral			20/03/2018	19/03/2021								
Kate	Marshall	Art			16/06/2017	15/06/2020								
Joy	Cockle	Art			16/06/2017	15/06/2020								
Hema	Patel	Biology			16/06/2017	15/06/2020								
Reuban	Strain	Biology			25/09/2018	24/09/2021								
James	Bickerstaff	Pastoral			20/03/2018	19/03/2021								
Emily	Ashe	Pastoral			25/09/2018	24/09/2021								
Callum	Dewhurst	Catering			31/07/2017	30/07/2020								
Joseph	McIntosh	Catering			31/07/2017	30/07/2020								
Paul	King	Catering			01/08/2017	31/07/2020								
Ann	Nicholson	Catering			01/08/2017	31/07/2020								
Jason	Wormwell	Catering			02/08/2017	01/08/2020								
David	Riley	Catering			02/08/2017	01/08/2020								
Lyndsay	Fielding	CCF						26/09/2017	25/09/2020					
Andrew	Barber	CCF						26/09/2017	25/09/2020					
Robert	Clare	CCF						26/09/2017	25/09/2020					
Christopher	Allcock	CCF						26/09/2017	25/09/2020					
Matthew	Heaven	CCF			15/06/2017	14/06/2020								
Catherine	Hanley	Chaplaincy						26/09/2017	25/09/2020	13/07/2017	12/07/2020			
Judith	Parkinson	Classics			16/06/2017	15/06/2020								
Josh	Longson	Pastoral			20/03/2018	19/03/2021								
James	Curran	Pastoral			25/09/2018	24/09/2021								
Andrea	Morrison	Dance			16/06/2017	15/06/2020								
Chloe	Pomfret	Pastoral			14/03/2018	13/03/2021								
Shirly	Gallagher	Domestic			31/07/2017	30/07/2020								
Caren	Rodgers	Domestic			24/10/2017	23/10/2020								
Katrina	Cattermole	Domestic			02/08/2017	01/08/2020								
David	Eaches	Pastoral			02/10/2018	01/10/2021								
Maggie	Strain	Pastoral			14/03/2018	13/03/2021								
Shabnam	Patel	Economics			15/06/2017	14/06/2020								
Katie	Greenwood	Enterprises			24/10/2017	23/10/2020								
Jo anne	Brown	Enterprises			24/10/2017	23/10/2020								
Karen	Mitchell	FAL			02/10/2018	01/10/2021								
Ieuan	Evans	Games			02/10/2018	01/10/2021								
William	Hayes	Games			02/10/2018	01/10/2021								
Lauren	Banks	Games			14/03/2018	13/03/2021								
Stephen	Hall	Geography						26/09/2017	25/09/2020					
Ruth	Crossley	Geography			20/03/2018	19/03/2021								
Jo	Eaches	Pastoral			02/10/2018	01/10/2021								
Carolyn	Charles	Health Centre			09/03/2018	08/03/2021								
Lin	Morris	Learning Support			09/03/2018	08/03/2021								
Janet	Cathcart	Academic			15/06/2017	14/06/2020								
Simon	Wood	Pastoral			15/06/2017	14/06/2020								



## Appendix 5 - Location of First Aid Kits and Defibrillators

First Aid Kits at College	First Aid Kits at SMH
College Main Reception	SMH Reception
All College Boarding areas	SMH Back entrance
College Games office	SMH Outside games office
College Kitchen	SMH First floor landing
College Domestic Manager's office	SMH Boarding landing
College Domestic Office	SMH Domestic office
Maintenance department	SMH Pavillion
Gardeners Building	SMH kitchen
College Science laboratories	SMH Science laboratory
CCF and Shooting range	SMH Art room
Avenue Farm	SMH Sports Hall
Theodore House	Cricket Pavillion
	Hodder House Kitchen
	Hodder House Eureka room

## Location of Automated External Defibrillators

At College	At St. Mary's Hall
The Health Centre Entrance Hall	By the Mary Statue
The Swimming Pool Office	
Lower Gallery	
All AEDs have both adult and paediatric pads	

## Appendix 6 – EYFS Specific First Aid Policy

### St Mary's Hall, Pre-Prep First Aid Policy (EYFS and KS1)

#### Policy statement

The Pre-Prep (including EYFS) staff are able to take action to administer first aid treatment in the event of an accident involving a child or adult. A minimum of one adult with a current paediatric first aid certificate will always be on the premises and also accompany any outings. Within the setting a minimum of one member of EYFS staff holds a paediatric first aid qualification. Paediatric First aid training is OFQAL approved and provided by an OFQAL registered provider. The qualification is consistent with the EYFS Framework and is relevant to adults caring for young children. Paediatric First Aid is renewable every three years.

Currently the EYFS setting have 6 staff who have successfully completed Paediatric First Aid Training. A list of staff with Paediatric First Aid certification is displayed on FS1 and FS2 class notice boards and on the Playroom notice board. Any new staff joining the EYFS team will be provided with Paediatric First Aid training.

The EYFS setting has access to the Stonyhurst Heath Centre and the nursing team.

#### Procedures

- Information about who has completed first aid training and the location of the first aid boxes is displayed on FS and PP1/2 notice boards for staff and volunteer information.
- The first aid box is easily accessible to adults and is kept out of the reach of children.
- Our first aid kits are accessible at all times and are located in the Hodder House kitchen and in the Eureka Room.
- All staff are responsible for checking the first aid box contents; this is done regularly and staff are to notify the Health Centre should they need replenishing.
- Medication is only administered in line with our Pre-Prep Administering Medicines policy.
- In the case of minor injury or accidents, first aid treatment is given in Hodder House and parents are notified at pick up time.
- If we have concerns about the injury, we will contact the Health Centre and, if necessary, the child's parents and an accident form is completed.
- An ambulance is called for children requiring emergency treatment and the Health Centre is informed. We contact parents immediately and inform them of what has happened and where their child has been taken.
- The Health Centre arrange for parents to sign an annual medical consent form allowing a member of staff to take their child to the nearest Accident and Emergency unit to be examined, treated or admitted as necessary on the understanding that they have been informed and are on their way to the hospital.
- Accidents and injuries are recorded on our accident forms and these forms are copied to the SMH Headmaster, Health Centre and the Bursar's Office regularly.

This information should be read as part of the Whole Campus First Aid Policy.

This policy was adopted by Stonyhurst, St Mary's Hall, Pre-Prep

On 1/9/18

Date to be reviewed 1/9/19

Name of signatory Sarah Gibson and Charina Clarkson

Role of signatory Head of Pre-Prep and Foundation Stage Coordinator

