



## **First Aid and Infection Control Policy**

**This is a whole school policy including Boarding and Early Years Foundation Stage (EYFS)**

### **Aims**

The aims of our first aid and infection policy are to:

- Ensure the health and safety of all staff, pupils and visitors
- Ensure that staff and governors are aware of their responsibilities with regards to health and safety
- Provide a framework for responding to an incident and recording and reporting the outcomes

### **Legislation and guidance**

This policy is based on advice from the Department for Education on first aid in schools and health and safety in schools, and the following legislation:

- The Health and Safety (First Aid) Regulations 1981, which state that employers must provide adequate and appropriate equipment and facilities to enable first aid to be administered to employees, and qualified first aid personnel
- The Management of Health and Safety at Work Regulations 1992, which require employers to make an assessment of the risks to the health and safety of their employees
- The Management of Health and Safety at Work Regulations 1999, which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, which state that some accidents must be reported to the Health and Safety Executive (HSE), and set out the timeframe for this and how long records of such accidents must be kept
- Social Security (Claims and Payments) Regulations 1979, which set out rules on the retention of accident records
- The Education (Independent School Standards) Regulations 2014, which require that suitable space is provided to cater for the medical and therapy needs of pupils

## Roles and responsibilities

### The Governing Body

The Governing Body accepts full responsibility for health and safety matters in the school, but delegates operational matters and day-to-day tasks to the Headmaster and staff members.

### The Headmaster

The Headmaster is responsible for the implementation of this policy, including:

- Ensuring that an appropriate number of appointed persons and/or trained first aid personnel are present in the school at all times
- Ensuring that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role (delegated to the Bursar)
- Ensuring all staff are aware of first aid procedures
- Ensuring appropriate risk assessments are completed and appropriate measures are put in place
- Undertaking, or ensuring that managers undertake, risk assessments, as appropriate, and that appropriate measures are put in place
- Ensuring that adequate space is available for catering to the medical needs of pupils
- Reporting specified incidents to the HSE when necessary

### First Aid Coordinator

The Estates Manager will act as First Aid Coordinator and is responsible for:

- All arrangements for First Aid provision, equipment and stock
- Arrangements for staff training
- Medical information listings which are required to be visible around school including student ailment lists and student / staff food lists
- Displaying the names of first aiders prominently in school buildings (see Appedix 1)

### First Aiders

They are responsible for:

- Taking charge when someone is injured or becomes ill
- Ensuring that an ambulance or other professional medical help is summoned when appropriate

First aiders are trained and qualified to carry out the role and are responsible for:

- Acting as first responders to any incidents; they will assess the situation where there is an injured or ill person, and provide immediate and appropriate treatment
- Contacting the Respective School admin office if the pupil needs to be sent home
- Updating the School's MIS (see Appendix 2)
- Keeping their contact details up to date

**It is emphasised that the qualified First Aiders are **NOT** trained doctors or nurses.**

## Staff

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in school are
- In the absence of first aid trained member of staff, taking charge to the best of their ability when a person or pupil has been injured or falls ill
- Calling an ambulance where necessary
- Informing the Bursar or their line manager of any specific health conditions or first aid needs
- Reporting to the First Aid Coordinator when first aid boxes need restocking.

## **First Aid**

### **Illness and accidents**

In the event of a pupil becoming ill or having an accident the following procedures are to be followed:

#### Illness

When a pupil feels ill at School, they should be escorted to the respective School admin staff who will decide on what action should be taken.

If the illness is not severe and does not require treatment, the pupil may be invited to rest and return to normal lessons when feeling better to do so.

If it is decided that a pupil should go home, then a parent or guardian must be contacted to collect the pupil.

If the pupil is not fit for lessons but can safely return home and there is no one available to collect the pupil, he may be allowed home if the parent gives permission (Senior School only). In such cases the pupil is to be instructed to ring the School to confirm they have returned home safely.

If the pupil requires medication, school office admin staff may administer it according to the guidelines within the School's Managing Medicines and Supporting Pupils with Medical Needs in School Policy.

If the pupil requires care at a hospital, the parents or guardian are to be informed immediately. If deemed to be a non-emergency, a parent or guardian should be asked to collect the pupil without delay and accompany the pupil to a hospital of their choice. If it is deemed necessary to attend hospital without delay, the pupil is to be accompanied to the hospital by a member of the school staff who will wait with the pupil until a parent arrives and assumes responsibility for their child. In these circumstances, parents must make every effort to attend to their son/daughter as quickly as possible.

If the pupil has to be taken to hospital, the School will arrange for one of the following methods of transport to be used, depending upon the urgency and nature of the circumstances:

- school minibus
- ambulance

## Accidents

The closest member of staff present will assess the seriousness of the injury and seek the assistance of a qualified first aider, if appropriate, who will provide the required first aid treatment. If the accident is considered minor and the pupil can walk, they are to be taken to the respective School admin office for treatment.

If a first aider is called, they will assess the injury and decide if further assistance is needed from a colleague or the emergency services. They will remain on scene until help arrives if required.

The first aider will also decide whether the injured person should be moved or placed in a recovery position.

If the first aider judges that a pupil is too unwell to remain in school, parents will be contacted by the respective School admin staff and asked to collect their child.

If emergency services are called, the person actually with the child will contact parents immediately.

If it is deemed necessary to attend hospital without delay, the pupil is to be accompanied to the hospital by a member of the school staff who will wait with the pupil until a parent arrives and assumes responsibility for their child. In these circumstances, parents must make every effort to attend to their son as quickly as possible.

The first aider and/or respective admin office staff (Nursery only incidents) will update the School's MIS on the same day or as soon as is reasonably practical after an incident resulting in an injury.

## Notifiable incidents to Parents

Staff should use common sense when deciding if the incident/accident should be reported to the parent. Factors influencing the decision include the age of the pupil, the severity of the incident/accident and the response from the pupil. In all circumstances incidents/accidents resulting in the following MUST be reported to parents in all instances:

- Head injuries
- Face injuries resulting from a blow to the face including falling on the face
- Episodes of fainting

Parents should be contacted by telephone as soon as practicable and a record of the contact kept under Treatment on the MIS.

Pupils should stay in school if they are comfortable to do so. Take the lead from the parent. Head injuries should continue to be reviewed in accordance with the protocol at Appendix 3.

An appropriate member of SLT will be informed if the injury is of a serious nature.

## Head Injuries

For head injuries and suspected concussion please refer to the head injuries and concussion protocol (see Appendix 3).

## Procedure for calling an ambulance

An emergency 999 ambulance should be called when a qualified First Aider has assessed a casualty and deemed it necessary to do so based upon the knowledge acquired through their training or (in their absence any member of staff) feels unable to deal with

Usually this will be for casualties with the following problems:

- any instance in which it would be dangerous to approach and treat a casualty
- unconscious
- not breathing
- not breathing normally and this is not relieved by the casualty's own medication
- severe bleeding
- neck or spinal injury
- injury sustained after a fall from a height (higher than 2 metres)
- injury sustained from a sudden impact delivered with force (e.g. car knocking a person over)
- suspected fracture to a limb
- anaphylaxis (***make sure to use this word when requesting an ambulance in this case***)
- seizure activity that is not normal for the casualty, especially after emergency medication has been administered
- symptoms of a heart attack or stroke
- rapid deterioration in condition despite the casualty not initially being assessed as requiring an ambulance

### **IF IN DOUBT, IT IS BETTER TO CALL FOR AN EMERGENCY AMBULANCE THAN NOT**

When contacting the Emergency Services, dial 999, or 112, ask for an ambulance and be ready with the following information:

- The school telephone number (01264 325900) or a contact number for the location of the incident
- The location of the incident (i.e. address with post code SP10 3AL)
- The exact location if in the school
- The name of the person making the phone call
- Name of the pupil, or employee, and brief description of symptoms
- Pupil or employee date of birth
- Pupil or employee home address
- State a place where the ambulance crew will be met and by whom.
- Continue to provide appropriate first aid whilst waiting arrival of the ambulance

Remember to speak clearly and slowly – do not panic.

If possible a member of staff should be tasked to meet the ambulance to direct the paramedics to the location of the incident.

If a pupil is involved, parents must be notified as to which hospital their child has been taken to.

If a pupil is involved, a member of staff must accompany the child in the ambulance and must take with them all relevant medical and personal details relating to that child accessible from the

School's MIS, report entitled "Essential & Medical". That member of staff must stay with the child until the parent or guardian has arrived.

### Informing Next of Kin or Parents

If a pupil is involved, the parents will be notified as quickly as possible so that they can meet the pupil at the hospital. This will be done by the respective School admin office. In the case of a boarder a member of house staff will accompany the pupil.

### Off-site procedures

When taking pupils off the school premises, staff will ensure they always have the following:

- A school mobile phone
- A portable first aid kit
- Information about any medical needs and permissions of the pupils
- Parents' contact details
- Any pupil specific prescribed medication

Where a pupil is injured or taken seriously ill while at an away sports fixture or off site activity the following actions must be taken if hospitalisation is deemed necessary:

- A member of staff (either from this school or from the host school) must accompany the child either in an ambulance or taxi to the nearest hospital.
- The member of staff must take with them all relevant medical and personal details relating to that child i.e. a copy of the Trip paperwork containing the "Essential & Medical" details for that child.
- The child's parent/guardian must immediately be informed and given the address of the hospital where their child has been taken.
- The member of staff must stay with the child at all times until the parent/guardian has arrived or until the completion of treatment.

Risk assessments will be completed by the trip organiser prior to any educational visit that necessitates taking pupils off school premises.

### **First aid equipment**

A typical first aid kit in our school will include the following:

- A leaflet with general first aid advice
- Regular and large bandages
- Eye pad bandages
- Triangular bandages
- Adhesive tape
- Safety pins
- Disposable gloves
- Cleansing wipes
- Plasters of assorted sizes
- Scissors
- Cold compresses

- Burns dressings (only for HE, Science and DT rooms (kits not permitted in regular kits))

*No medication is kept in first aid kits.*

The locations of first aid kits are detailed in Appendix 4.

### **Record-keeping and reporting**

The person who provides first aid to a pupil is to record the details on the School's MIS. This covers illnesses and accidents. The following details are recorded:

- Name
- Date
- Time
- nature of illness/accident (and location if appropriate)
- details of and first aid administered
- Name of person attending to pupil
- Whether parents are contacted and whether a pupil is sent home or to hospital.

Any accidents involving pupils which may have been **preventable**, are to be recorded on a School's MIS. Additionally, the matter is to be reported to the First Aid Coordinator and Bursar for investigation. Details of the accident should be recorded as promptly as possible, together with names of any witnesses, while details are still fresh in the mind. The following information should be recorded:

- Name of person reporting the incident
- Date of the incident
- Time of the incident
- Location of the incident
- Name of affected person
- Nature of illness/accident
- Details of any First aid administered
- whether parents are contacted and whether a pupil is sent home or to hospital

If the individual treating the pupil does not have access to the School's MIS or does not have the time, the respective school admin staff are to be informed so that they may update the MIS.

Accidents involving staff are to be reported using the form and Appendix 5.

### **Reporting to the Health and Safety Executive (HSE)**

The Bursar will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The Bursar will report these to the HSE as soon as is reasonably practicable and in any event within 10 days of the incident.

Reportable injuries, diseases or dangerous occurrences include:

- Death

- Specified injuries, which are:
  - Fractures, other than to fingers, thumbs and toes
  - Amputations
  - Any injury likely to lead to permanent loss of sight or reduction in sight
  - Any crush injury to the head or torso causing damage to the brain or internal organs
  - Serious burns (including scalding)
  - Any scalping requiring hospital treatment
  - Any loss of consciousness caused by head injury or asphyxia
  - Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident)
- Where an accident leads to someone being taken to hospital
- Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
  - The collapse or failure of load-bearing parts of lifts and lifting equipment
  - The accidental release of a biological agent likely to cause severe human illness
  - The accidental release or escape of any substance that may cause a serious injury or damage to health
  - An electrical short circuit or overload causing a fire or explosion

## **Training**

All school staff are able to undertake first aid training if they would like to. Where a first aid requirement is included in the person specification of a job description, applicants are expected to undertake the appropriate first aid training.

All first aiders must have completed a training course, and must hold a valid certificate of competence to show this. The school will keep a register of all trained first aiders, what training they have received and when this is valid until.

Staff are encouraged to renew their first aid training when it is no longer valid. The Compliance Officer will book new and refresher training.

## **Infection control**

All staff should be familiar with basic good hygiene procedures and the normal precautions to be taken for avoiding infection.

### Dealing with bodily fluids

The most important way of reducing the rate of exposure to Hepatitis B and HIV/AIDs is to ensure that safe systems of work and good personal hygiene measures are followed if staff should come into contact with blood or other bodily fluids. Staff should wear disposable gloves at all times when dealing with incidences that involve blood or body fluids. All soiled items must be bagged separately before disposal. Staff should wear gloves and aprons when cleaning up after any spillage of any bodily fluids (blood, vomit, faeces or urine). Other people should be kept away from the spillage until it is effectively dealt with. Under no circumstances should pupils be asked to clear up bodily fluids.

The following actions should be taken in the event of spillages:

- Obtain a bodily fluids pack (see following list for locations)
- Wear gloves from the bodily fluids pack
- Clean the area with hot water containing detergent
- Clean the area with a disinfectant solution (use as directed by the manufacturer and adhere to COSHH guidelines) (If we use the body fluid pack then hot water etc is not used)
- Solids should be carefully flushed down the toilet
- Dressings, gloves and aprons should be carefully disposed of in a sealed plastic bag.

Bodily fluids spill packs are located as follows:

- Sports hall bottom of internal stairs
- Lower School (Paddocks Bldg) – cleaning cupboard
- Lower School (Paddocks Bldg) staff room
- Lower School Nursery area
- Dining Hall
- Sports hall upper corridor

### Infectious diseases

Current guidelines on infection control in schools and other childcare settings as supplied by the Health Protection Agency are available in both medical rooms, and the Boarding House. These guidelines provide lists of rashes & skin infections, diarrhoea & vomiting illnesses, respiratory infection and other infectious diseases. The information contains recommended periods of absence from school and any other comments relevant to the treatment etc. of the particular infection, plus all notifiable diseases are annotated.

### Ill health in pupils and staff

Staff and pupils suffering from sickness and/or diarrhea must refrain from attending school for 48 hours after the last known episode.

## **Principles to be applied in a pandemic or similar event.**

Rookwood will endeavour to balance the educational needs of the pupils with the requirement to provide the highest possible standards of health and hygiene. The school will keep abreast of advice from the Government, the Health Protection Agency, Hampshire Local Authority and the Boarding Schools Association in making decisions in the light of developing circumstances.

The school will remain open as long as it is judged to be safe. However, the School is neither equipped nor staffed to be able to care for, or quarantine, boarders under the levels of infection envisaged in a flu pandemic. As a result, and in order to reduce the spread of infection, boarding facilities will be closed as soon as the pandemic threatens the School and parents will be asked to take their children home as soon as possible. In the case of boarders whose families live abroad, the school asks parents to ensure that they have arrangements in place for them to be looked after by UK-based guardians.

Parents are asked to assist in reducing the spread of infection by ensuring that if either they or their children become ill, or think they may be ill, they stay at home until fully recovered. The same applies to staff. Furthermore, if anyone in a family becomes infected, all members of the family should remain away from school until fully recovered.

Information for parents and guardians will be available on the school website and new developments will also be communicated by e-mail and as necessary by telephone.

In the event of an increasingly serious threat to the local area, or the school community, the Senior Leadership Team will meet regularly to determine what actions are necessary to protect the pupils and meet their educational needs.

### Inter Pandemic Stage

During the inter pandemic stage (i.e. now), the School will monitor publications from the Department of Health and Department for Education (DFE) and update continuity plans as necessary.

The first indication of an increased threat is likely to be the introduction of restrictions on international travel, by the World Health Organisation (WHO) or UK Government. When this occurs, the Headmaster will advise parents of overseas boarders from affected countries as follows:

- Restrictions introduced during term time. Children may, if free from infection, either return home for the holidays but may not return to school until restrictions are lifted; or spend the holidays with their UK-based guardian, in which case they may return to school the following term.
- Restrictions introduced during the holidays. Children may not return to school from overseas until the restrictions are lifted.

### Pandemic Stage

The start of a pandemic in UK will be determined by the Government. This may occur either during term time or the holidays but, in either event, the Headmaster will convene a meeting of key staff to:

- Take stock of the situation facing the School.
- Consider the latest Government and local Health Authority advice. This may include advice on whether schools in affected areas should stay open or close, on the basis of scientific advice. However, the decision on whether to close at that time remains with the school and will be made by the Headmaster.
- Implement measures to reduce the risk of infection. These are likely to include, but not be limited to:
  - The cancellation of matches with other schools
  - The cancellation of visits to/by other schools and organisations (e.g. those that use the school's facilities)
  - The cancellation of school trips and visits (including boarders trips at weekends)
  - The cancellation of plays and concerts
  - The suspension of whole school assemblies
  - The cancellation of staff training, conferences and meetings at external venues
  - The implementation of basic precautions to reduce the risk of catching or spreading flu (see basic precautions below).

When pandemic is diagnosed in the School, the Headmaster will hold regular meetings to:

- Review the number of pupils and staff affected, and forecast return dates.
- Determine the necessary adjustments to classes, curriculum, activities and events, meals and school hours for the following day.
- Prepare updates for parents, pupils, staff and governors.

During the course of a pandemic, the School will aim to:

- Maintain teaching and other activities by adjusting or merging classes, as necessary and appropriate, consistent with the health and welfare of staff and pupils and in line with the availability of pupils and staff.
- Set and correct homework for those pupils who are in quarantine or convalescing at home, via Teams or by email.
- Keep parents, staff and governors fully informed.
- Support pupils and staff in the event of bereavement, through the provision of counselling.

### Basic Precautions

It is possible to reduce, though not eliminate, the risk of catching or spreading infection during a pandemic by:

- covering the nose and mouth when coughing or sneezing, using a tissue when possible
- disposing of dirty tissues promptly and carefully – bag and bin them
- avoiding non-essential travel and large crowds whenever possible
- maintaining good basic hygiene - washing your hands frequently with soap and water protects against picking up the virus from surfaces and passing it on, and from spreading the virus from hands to face, or to other people
- frequent cleaning of hard surfaces (e.g. worktops, door handles, desks, computer keyboards, telephones etc), using a normal cleaning product
- having a supply of masks (e.g. for use by any staff attending to infected people or disposing of used tissues etc)

- ensuring that if anyone becomes ill, or thinks they may be ill, they stay at home or be sent home as soon as possible. They should be asked to wear a mask until they can go or be sent home and then: stay at home, rest, and take medicines such as aspirin, ibuprofen or paracetamol to relieve the symptoms (following the instructions with the medicines), drink plenty of fluids.

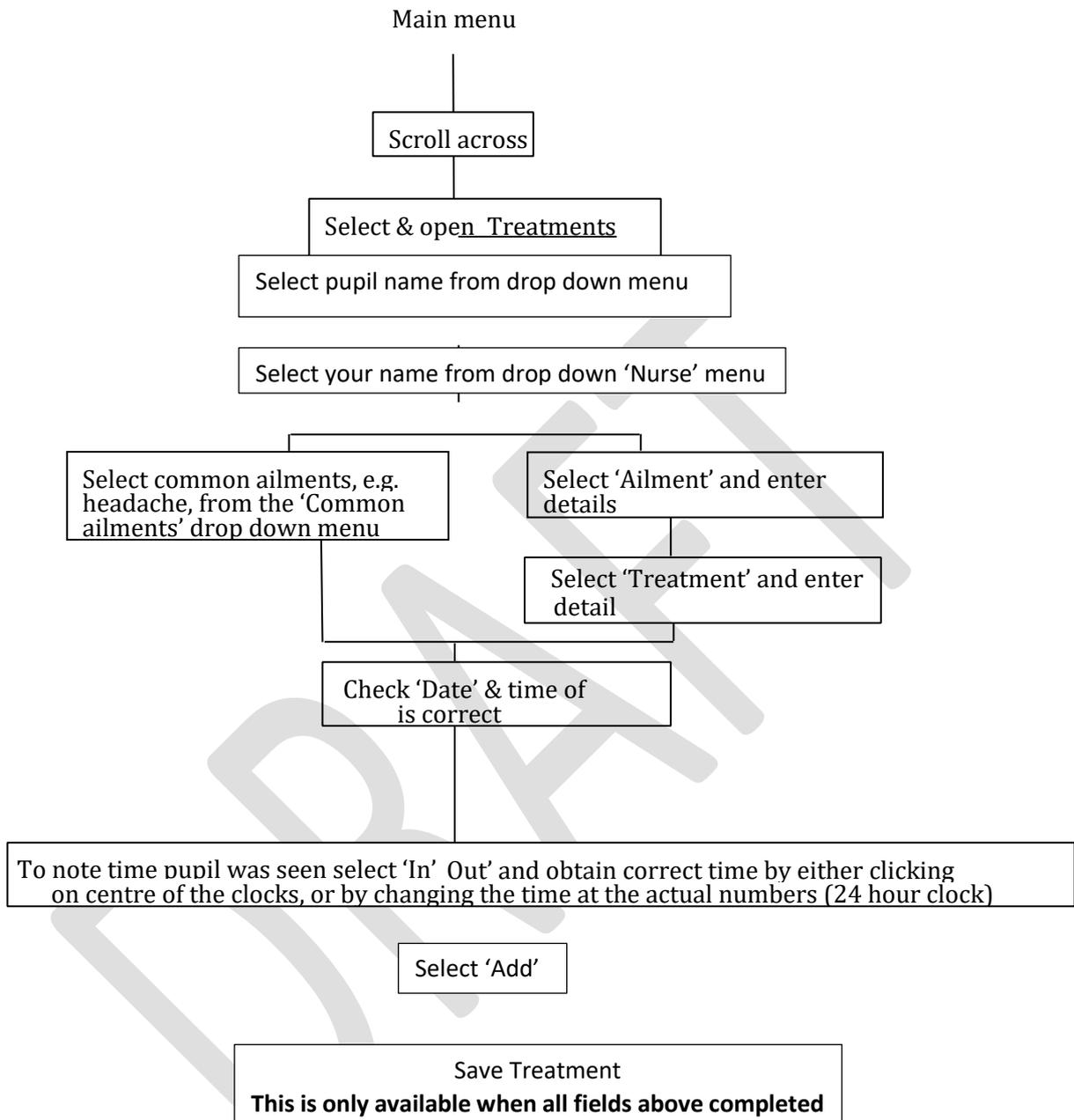
In the event of a pandemic event the school will produce separate policies and procedures to manage the specific pandemic, an example is Covid -19.

Appendices:

1. Example notification of qualified first aiders
2. Entering information on to the School's MIS
3. Head injuries and concussion protocol
4. First aid box locations
5. Staff Accident Reporting Form



### Input of documentation on SchoolBase



## **Head Injuries and Concussion Protocol**

### **Protocol aims:**

- To provide a safe environment.
- To ensure all staff have a clear understanding of how to manage someone who has sustained or potentially sustained a head injury.
- To be able to recognise the signs and symptoms of concussion and manage it correctly.
- To ensure all significant head injuries are reported on an accident form.
- To ensure all parents and pupils receive appropriate advice on managing a head injury.

### **Head injuries**

Not all head injuries cause damage to the brain but minor ones can have symptoms including:

- Nausea
- Headaches
- Dizziness
- Tiredness
- Change in vision

Pupils that sustain a head injury should be assessed by a qualified first aider and head injury advice will be given to the pupil and parents in every case.

First Aid Coordinator is responsible for monitoring accident reports and informing the Health and Safety Committee of any areas of concern.

### **Red Flags for potentially more serious head injuries**

**If any of the following are observed or develop then the pupil needs to be immediately seen by a qualified FAW first aider, for urgent medical assessment:**

- Deteriorating conscious state
- Increased confusion or irritability
- Severe or increasing headache
- Repeated vomiting
- Unusual behaviour change
- Seizures (fits) or convulsions
- Double vision or deafness
- Weakness in arms or legs (may appear to be walking strangely)
- Clear fluid coming out of ears and/or nose
- Slurred speech, difficulty speaking and understanding.

### **Concussion**

Concussion is the sudden but short-lived loss of mental function that occurs after a blow or other injury to the head. Effects are usually temporary but can include headaches and problems with concentration, memory, balance and coordination.

Concussion can occur at any time within the school environment and can occur if a pupil's head comes into contact with a hard surface such as a floor or a desk. It can also occur during sporting

activities. Concussion can also occur when the head and the upper body are violently shaken, such as in whiplash injuries.

The School takes concussion seriously to safeguard the long-term welfare of pupils.

Concussion can affect academic performance and behaviour and can also put a pupil at risk of further serious consequences if he sustains another concussion before he has recovered. The School recognises that if the brain is not allowed to fully recover the brain is more vulnerable to further injury and may result in further long term consequences such as prolonged concussion symptoms and possible consequences such as dementia, and a further concussive event could cause brain swelling which can be fatal.

Pupils who sustain a head injury during sports sessions (practice / training and fixtures) will be removed from play and initially be assessed by first aider. If concussion is suspected further medical advice will be sought.

Pupils suspected of having concussion or whom have been diagnosed with concussion will remain in the respective School admin office until they are no longer showing symptoms of concussion. Parents are to be contacted and requested to collect the pupil.

The School understands that it is important to recognise the signs of concussion as early as possible but is aware that symptoms can present themselves at any time after the incident.

### **First aid box locations**

First Aid boxes are held as follows:

- Staff room
- Swimming Pool Lifeguard's Office
- Maintenance Office
- School Tractor
- Each School mini bus
- All Science Classrooms = 4
- Lower School (Paddocks Building) DT/Music room
- Lower School (Paddocks Building) outside Office
- Lower School (Rookery Building) nursery
- Senior School Science Prep Room
- Senior Art Room
- Senior DT Room
- HE Room
- Senior Music Room
- Drama Room
- Main School Kitchen
- Catering Cottage
- School Dining Hall
- Oakwood
- Beechwood
- Sports Hall medical room
- 1<sup>st</sup> Floor corridor of Sports Hall
- Ground Floor corridor of Sports Hall

First Aid bum bags are available from the First Aid Coordinator, Lower School (Rookery & Paddocks Buildings). These are to be used by staff taking pupils out of school on organised school trips.



### STAFF ACCIDENT RECORD

#### **Section 1** Details of the person who had the accident

Name of the person who had the accident	
Form/Department/Visitor	

#### **Section 2** Details of the person reporting the accident

Your Name	
Occupation/Position in School	
Did you see the accident?	Yes / No *Please delete as appropriate
If no, who reported it to you?	

#### **Section 3** Please give details about the accident (Continue overleaf if required)

On what date did the accident occur?	
At what time did the accident happen?	
How did the accident happen and what was the cause (if known)?	
Detail the apparent injuries	
Detail the action taken	
Was the pupil's parent notified?	Yes / No *Please delete as appropriate
How was the next of kin notified?	
Give the time and date the next of kin was notified.	
First Aid Co-ordinator been notified (Serious accidents only)	Yes / No *Please delete as appropriate
Give the time and date the above was notified	

#### **Section 4**

Signature of person reporting the accident	
Date	

#### **Section 5** For the Bursary use only if staff or injured sent to A & E

Signature	Date
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