



# Elstree School

## First Aid Policy

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Person responsible for Policy: KC  
Responsible Governor: Jane Lyons  
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Elstree School is a Company Limited by Guarantee No 690450 (England)

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## Introduction

The Health and Safety (First Aid) Regulations 1981 require that all employers make adequate provision for First Aid in respect of employees. In our case, employee includes all the pupils at the school. The school recognises the legal duty to make sufficient provision for First Aid to employees including those working away from the school premises. The school will assess risks to employees and make appropriate First Aid arrangements to deal with the risk. The school will reassess the First Aid provision annually or whenever there is a relevant change in the workforce or the hazards to which they are exposed. When there have been significant changes, the school will revise arrangements accordingly. In addition, the school will ensure that contractors on the premises either have sufficient First Aid provision or if their work involves no special risk the contract may include their use of the school's facilities by agreement.

## Medical Provision

Elstree School employs a full-time school Sister, two full time Matrons and one part time Matron who take main responsibility for medical provision and first aid whilst on duty. There is always at least one appropriately qualified First Aid trained person on site when pupils are present or on a school trip. The record of all qualified First Aid personnel is maintained by the Bursar and HR.

Pitch side First Aid is provided for football and rugby matches on Wednesday and Saturday afternoons in the Autumn and Lent terms. The school Sister and a Matron will be available to deal with minor injuries pitch-side and signpost as necessary if further treatment/investigation is required. A [Head Injury and Concussion Policy](#) can be found in the Medical and First Aid Policies Chanel on Teams (All Staff/Elstree School Policies/Medical and First Aid Policies).

Elstree School recognises that many pupils, day or boarding, will at some time need to take medication at school. While parents/guardians retain the responsibility for the child's medication, the school has a duty of care to the pupils whilst at school and wishes to do all that is reasonably practicable to safeguard and promote children's welfare. The [Administration of Medicine](#) policy and [Homely Remedies](#) policy can be found in the Medical and First Aid Policies Chanel on Teams (All Staff/Elstree School Policies/Medical and First Aid Policies).

Elstree School recognises that allergic reaction is a serious but often controllable condition and welcomes all pupils with allergies – Elstree is a nut-free school. Pupils who have been diagnosed with a severe allergy are detailed on the Allergies register on teams. The [Anaphylaxis Policy](#) can be found in the Medical and First Aid Policies Chanel on Teams (All Staff/Elstree School Policies/Medical and First Aid Policies).

Elstree School recognises that asthma is a widespread, serious but controllable condition and welcomes all pupils with asthma and ensures that they can participate fully in all aspects of school life. Pupils who have been diagnosed with asthma are detailed on the Asthma Register on Teams. The [Asthma Policy](#) can be found in the Medical and First Aid Policies Chanel on Teams (All Staff/Elstree School Policies/Medical and First Aid Policies).

Schools and Nurseries are common sites for the transmission of infections. Infection prevention and control measures aim to interrupt the cycle of infection by promoting good standards of hygiene so that the transmission of infection is reduced. Measures include:

- Immunisation of pupils and staff
- Hand hygiene measures
- Ensuring the environment is kept clean

[The Infection Control Policy](#) can be found in the Medical and First Aid Policies Chanel on Teams (All Staff/Elstree School Policies/Medical and First Aid Policies).

The Deputy Headmaster and Bursar will delegate such functions as necessary to ensure the effective day-to-day operation of the school's safety arrangements in respect of First Aid matters. These functions will include:

- Providing First Aid cover
- Keeping adequate First Aid equipment and supplies
- Recording details of accidents and treatments, ensuring that online RIDDOR forms are completed as necessary
- Notifying management immediately of serious accidents

In the event of anything other than a minor First Aid requirement, the School Sister, Matron or First Aider will organise the transfer of an injured person to hospital. The [Emergency Medical Policy](#) can be found in the Medical and First Aid Policies Chanel on Teams (All Staff/Elstree School Policies/Medical and First Aid Policies).

The School Sister is responsible for the routine check of Automated External Defibrillators (AEDs) weekly. These are located outside the Common Room in the Prep school and in Pre-Prep.

First aid boxes located around the school are checked termly for contents and expiry dates and are re-stocked regularly after use.

The surgery medical fridge temperature is checked daily to ensure that optimal temperatures are maintained (between 2-8 degrees Centigrade).

#### **AED's and CPR Masks are located:**

Outside Staff Common Room in the Prep School  
Pre-Prep department

#### **First Aid Boxes are located in:**

Cooper Classrooms Foyer  
Old Classrooms Foyer  
Sunley Rooms Foyer  
New Classrooms Block in Foyer  
Art Classroom + Eyewash Station  
DT Classroom + Eyewash Station  
Science Laboratory + Eyewash Station  
Science Kitchen  
Swimming Pool Pump Room + Eyewash Station  
Swimming Pool Shelter  
Kitchen + Eyewash station (specific Catering First Aid dressings – blue)  
Maintenance Workshop + Eyewash station  
Pump Room + Eyewash station  
Work Room  
Grounds Staff Rest Room  
Sports Hall  
Squash Court  
Bates (stored in the wooden shelter)  
1st II Cricket Pavilion  
Hewitt Pavilion  
Canoe Shed  
Bike Shed  
Low Ropes Course  
Pre-Prep New Barn  
Pre-Prep Old Barn  
Pre-Prep Farmhouse

#### **Accident Reporting**

There are separate Accident Report Books for adults and pupils, located in the filing drawer next to the printer in the workroom and also in the Bursar's office. All accidents that take place to employees, pupils and visitors within the school and during authorised trips away from the school premises, MUST

be recorded in the relevant Accident Report book, the numbered form passed to the Bursar and the accident form number passed to the School Sister along with details of the accident.

### **Reporting of injuries**

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) requires that accidents to employees leading to fatality, certain specified injuries (see website) must be reported to the Health and Safety Executive within 10 days. Any accident to a visitor, including pupils, that arises out of or is connected to a failing on the part of the school which results in them being taken to hospital for treatment must also be reported.

### **Illness in School**

If a child becomes unwell during the school day, they will be brought up to Surgery where the School Sister (if available) or Matron will assess the health needs of the child and make a decision on the appropriate care and treatment whilst in school. If a pupil is not well enough to be in school, parents/guardians will be contacted, and the child collected as soon as possible. Whilst waiting to be collected, the unwell pupil will remain in Egypt.

### **Illness outside School**

If a pupil has an elevated temperature, they must stay at home for 24 hours after the temperature has normalised without the use of Paracetamol or Ibuprofen. If the pupil has symptoms of Diarrhoea and/or Vomiting (D&V), they must remain at home for 48 hours after the final episode of D&V. Parents must inform the school if their child is diagnosed with or suspect of having any infectious disease.

### **Identification of Medical Condition**

Elstree has a duty of care to the pupils whilst at school and wishes to do all that is reasonably practicable to safeguard and promote children's welfare. The school becomes aware of the fact that a child has a medical condition in a number of ways:

- **Elstree School / Pre-Prep Medical Record Form**  
All medical information and previous medical history should be supplied by the parent/guardian in the Elstree School Health Record which is completed and sent to the school prior to the child starting at Elstree.
- **Parental Information**  
Parental information is vital in helping to ascertain risk. A checklist of data is sought prior to arrival, and following receipt of that information the parents are advised of anything additional information required before the child starts at Elstree. (e.g. providing medical protocol).
- **Observation while at School**  
The School may need to find out more about any condition and how to care for that particular child. In addition, a condition may be identified once the child is already at Elstree, either through observation or parental contact. Parents are asked to inform the School of any medical issue that arises during school holidays.

### **Long Term Medical needs**

The Headmaster and Governors will do all they reasonably can to accommodate pupils with long term medical needs. Each case will be determined on its own merit after discussion with the parent/guardian and, where necessary, other agencies. The Governing Body reserves the right to discuss the matter with the parent/guardian before accepting a child into school.

### **Record Keeping**

Medical information is held in the following places:

- Elstree School Health Record card, which is stored in a locked filing cabinet in the Surgery.
- ISAMS (outline information on medical conditions, allergies and immunisations)
- Specific pupils may have a Protocol for the administration of certain medication (e.g. adrenaline auto-injectors). These protocols are held in a locked filing cabinet in the Surgery.

- Additional medical information may be supplied by the parent/guardian or medical practitioner. This information is stored in the pupil's medical records in a locked filing cabinet in the Surgery.

### **Data Protection**

All staff have regular updated GDPR training and treat all forms of data concerning administration of medication and medical conditions with confidentiality and will only share such forms of data if clinically necessary with other staff or health professionals who will be providing the pupil's care. All records will be maintained in compliance with relevant Data Protection legislation.

### **Qualified First Aid Personnel**

First-aiders / appointed person(s) who have completed '**First Aid At Work FAAW**' (every three years) are:

Beccy Ward, Senior Matron **expires: 9th April 2024**

James Morris, Houseparent **expires: 27th July 2026**

Katherine Cook, Sister **expires: 5th July 2026**

Melanie Buckley Matron **expires: 15th March 2024**

### **Paediatric First Aid Course**

Katherine Cook School Sister **expires: 1st September 2024**

First-aiders / appointed person(s) who have completed '**Emergency First Aid At Work' EFAAW**' (every three years) are:

Rachel Pither, Head of HR **expires: 27th September 2026**

### **2 Day Paediatric First Aid Course (Pre-Prep Staff)**

Alice Bond Teacher **expires: 1st September 2024**

Charlee Foster T.A. **expires: 1st September 2024**

Grace Armstrong T.A. **expires: 1st September 2024**

Hannah Jones Houseparent, teacher **expires: 1st September 2024**

Jessica Rollo T.A. **expires: 1st September 2024**

Lara Hamilton-Shaw Teacher **expires: 1st September 2024**

Rachel Baxter Teacher **expires: 1st September 2024**

Vikki Thornburrow Teacher **expires: 1st September 2024**

### **Administration of Medicines Training – date of completion**

Beccy Ward Matron **11th October 2022**

Emma Boyd teacher **13th September 2023**

Emma Vincent, TA **14th October 2022**

Hannah Morris Houseparent, teacher **14th September 2023**

James Morris Houseparent, teacher **25th February 2022**

Katherine Cook Sister **10th October 2022**

Melanie Buckley Matron **29th June 2023**

Melanie Hatton Matron **12th September 2023**

Sarah Attwood teacher **19th October 2023**

Simon Attwood teacher **21st January 2022**

In addition, all staff are given annual training in the use of Adrenaline Auto-injectors and Asthma Inhalers.