



CHELTENHAM COLLEGE AND CHELTENHAM COLLEGE JUNIOR SCHOOL

First Aid Policy

Introduction

The safety and well being of pupils and staff at College and on trips is the highest priority. This policy takes account of Medical Officers of Schools guidance 'First Aid in Schools' and the Department for Children, Schools & Families 'Guidance on First Aid for Schools'. This policy is applicable to all pupils in the school including those in the EYFS.

Policy

- To provide adequate numbers of appropriately trained first aiders to deal with incidents or accidents, including paediatric first aid training where appropriate. A list of those qualified in first aid is maintained by the Health and Safety Officers.
- To provide all first aiders with an effective means of communication that will enable anyone requiring the assistance of a first aider to contact them in a timely manner.
- To ensure that, where applicable, first aiders are trained to deal with additional specified hazards that are not included in the standard training course.
- To provide and maintain in good condition adequate stocks of first aid provisions in clearly labelled and readily accessible areas as deemed necessary.
- To be in a position to deal with or assist in dealing with any members of public who may suffer or be suffering from recognisable symptoms whilst on the College site.
- To ensure that adequate provisions and staff are provided and available during any external activities or journeys to external locations.

Responsibilities

All staff have the following responsibilities:

- To report any accident, irrespective of how minor, or any incident that might have resulted in an accident, even if this wasn't the case.
- To co-operate with any member of the first aid team in fulfilling their duties when entering details in the accident book.
- To consider strongly following any advice given to them by a member of the Medical

Centre staff or a First Aider, such as visiting a hospital, checking with a doctor or resting in the Medical Centre, at home or the Boarding House for a period of time.

Arrangements

The College has a modern Medical Centre, led by the Senior Nursing Sister, Ann King and her team. The College Doctor, Dr Mike Ellis, is the School's Medical Officer. There is a qualified nurse on duty in the Medical Centre during the working day to administer first aid, deal with any accidents or emergencies or to help if a pupil or member of staff is taken ill.

A number of the academic and support staff are trained and qualified as First Aiders who are capable of giving first aid if for example a pupil is injured during sport. There is always a qualified First Aider available when pupils are on site. Qualified First Aiders are also in attendance at sports matches (SS Autumn rugby term only); these are often bank staff who hold a nursing, or paramedic qualification.

The College has a number of policies and protocols for the treatment and care of pupils suffering from particular medical conditions; specifically:

- Asthma
- Diabetes
- Epilepsy
- Anaphylaxis

Less common conditions are considered when required and protocols agreed in line with best practice at the time.

The College is aware that some pupils may require treatment for anaphylactic reactions and dedicated staff are aware of the procedure for the use of an epipen/anapen for which training is provided.

The policy and protocol for Epipen/ Anapen use is covered in the Anaphylactic Reactions Policy and the appropriate Epipen Protocols. Copies of these are available upon request.

Details of those pupils who may suffer anaphylactic reactions are provided to Housemasters/Mistresses, Sports staff, Matrons, the Catering Team and in College Office. Accident Reporting Forms are available on the Health and Safety section of the Staff Server.

An Accident Form should be completed either by the First Aider who responds, or in the case of a minor incident, by the member of staff themselves, and sent to the Health and Safety Officer.

The Health and Safety Officer is responsible for reporting any incident which is reportable under the current regulations to RIDDOR.

The College maintains a risk assessment system that takes into account any accident book entries in order to determine whether current controls and precautions are adequate and appropriate.

The Health and Safety Officer is responsible for maintaining a list of those staff trained in first aid and for ensuring that adequate levels of training are maintained.

Calling an ambulance

If someone at the College has an accident, staff are trained to summon medical help immediately. The Medical Centre nurses are normally responsible for summoning an ambulance; pupils are escorted to hospital by the House Matron, but all staff are advised in their induction training that if Medical Centre staff are unavailable, they should summon the ambulance themselves. The House Matron remains with the pupil in hospital until the parents have been contacted. A&E guidance is also provided to all staff.

A&E guidance is also provided to all staff.

Contact numbers:

Medical Centre:	Internal Extension:	229
	Direct Dial:	01242 265629
Nurses:	Mobile:	07786 333856
College Field:	Mobile:	07887 573874 (when first aider in attendance)
Reeves Field:	Mobile:	07881 573549 (when first aider in attendance)

Emergency Medical Treatment

In accepting a place at the College, parents are required to authorise the Headmasters, or an authorised Deputy acting on his behalf, to consent on the advice of an appropriately qualified medical specialist, to their son or daughter receiving emergency medical treatment, including general anaesthetic and surgical procedure under the NHS, if the College is unable to contact them in time.

Storage and administration of medicines

Policies for the storage and administration of medicines in the boarding houses and the Medical Centre are reviewed annually.

Over the Counter Medication

Policies relating to the administration of Over the Counter Medications, and self-administration of OTC medications are reviewed annually.

Training

All staff are trained in the basics of first aid, incident reporting and prevention at their induction: details are also in the Staff Handbook. Any member of staff who wishes to undertake first aid training is fully trained in first aid skills, usually by a competent external organisation, to enable them to carry out their duties effectively and with confidence.

Some specific first aiders (such as Sports or Science staff) may be further trained in areas where more specific or specialised knowledge is required.

Staff may also be trained in emergency first aid skills that enable them to deal competently with emergency situations.

Refresher training for those staff trained in the use of epipens/anapens is provided regularly.

All first aiders act as a back-up for the fully qualified medical staff on duty in the Medical Centre but are not intended as a replacement for them. A list of staff qualified in first aid is found at Annex 1.

Equipment

First aid equipment is available in all areas of the school where an accident is considered possible or likely (for example the Sports Hall or the Science Laboratories). Details of where first aid kits are located may be found at Annex 2.

It is the responsibility of Sports coaches to ensure that First Aid bags are taken to every training session, and to matches, and to return these to the collection point in Staff Common Rooms so that they may be available for cleaning and re-stocking each week.

First Aid bags are always taken to sports matches or on organised trips, and a qualified First Aider is present on every trip or at sports matches. Sports Bags are checked weekly and re-stocked as necessary.

Disposal of Body Fluids (vomit)

The College has appropriate procedures in place for the disposal of body fluids and supplies for the removal of these fluids are situated at various locations around the College site. Details of the procedures, and the location of supplies are provided at Annex 3 and 4.

Induction

All pupils and staff are provided with information on where to go for help in the event of an accident.

Record Keeping

The College maintains a record of all accidents and injuries and have a procedure in place for ensuring that they are reviewed regularly in order, where possible, to minimise the likelihood or recurrence. The College will contact the parents or guardians if a pupil suffers anything more than a trivial injury, if he or she becomes unwell or if there are any concerns about his or her health.

Parents should contact their son or daughter's Housemaster/Mistress or the Nurses at the Medical Centre at any time if they wish to discuss any concerns relating to their child's health.

Arrangements for Sports and other activities

Policies are in place for the provision of First Aid and Medical support for sporting activities

February 2011

Review: February 2012

List of staff qualified in First Aid

Name	Position	Expiry Date
1 day Sports First Aid		
Ann King	Senior Nursing Sister	Jul 2011
Heather Brook	Nursing Sister	Jul 2011
Maggie Lushington	Nursing Sister	Jul 2011
Elizabeth Fisher	Nursing Sister	Jul 2011

Emergency First Aid at Work (1 day)

Andy Banks	Deputy Estates Manager	Mar 2013
Alan Deadman	Sports Hall Manager	Mar 2013
Anna Cutts	HSM, Ashmead	Mar 2013
Christine Roberts	H&S Officer	Mar 2013
Dave Burgess	College Boatman	Mar 2013
Jenni Hyde	Matron, Christowe	Mar 2013
Julia Ball	Matron, Chandos	Mar 2013
Katherine McInnes	Matron, Boyne	Mar 2013
Sue Jackson	HSM, Westal	Mar 2013
Angela Barnett	Snr Matron, Newick	Mar 2013
Barry Lambert	HSM, Southwood	Mar 2013
Diane Pagett	M/i/C Polo	Mar 2013
Fiona Warden	Matron, Leconfield	Mar 2013
Graeme Metcalf	Estates Manager	Mar 2013
Kamala Boardman	Matron, Westal	Mar 2013
Simon Conner	HSM, Hazelwell	Mar 2013
Esther Curtis	Tennis Coach	Mar 2013
Geraint Davies	PE Teacher	April 2013
Andrew Osborne	Swimming Coach/PE	April 2013
Rob Hall	Sports Coach/Groundsman	April 2013
Tess Hardwick	Sports Coach	April 2013
Thomas Richardson	Tutor	April 2013
Charlie Woollhead	Lifeguard	April 2013
James Walter	Lifeguard	April 2013
Terry Beale	Carpenter	April 2013
Martin Wheatley	Gardener	April 2013
Rob Shepherd	Squash Coach	April 2013
Helen McHugh	Tennis Coach	April 2013
Ruth Cook	Personal Trainer	June 2013
Simon Spry	Theatre Technician	June 2013
Bronwen Kaja	Tutor/Teacher	June 2013
Holly Merigot	HSM	June 2013
Hetty Hubbard	Technician	June 2013

First Aid at Work (3 days)

Bronwen Kaja	Resident Tutor/Teacher	June 2013
Matt Coley	Head of PE	Sept 2011
Caroline Park	Asst Dir of Sport	Sept 2011
Rebecca Faulkner	PE Teacher	Sept 2011
Sebastian Bullock	HSM, Boyne	Sept 2011

Chris Reid	HSM, Leconfield	Jan 2012
Sarah Ramsay	SDP and Teacher of Biology	March 2012
Graeme Stuckey	Network Manager	Nov 2013
Graham Cutts	Head of DT	Nov 2013
Gwyn Williams	Head of Hockey	Jun 2013
Stephen Friling	Director of Finance	Nov 2013
Janet Jarvis	Matron, Newick	Feb 2012
Kathy Mellor	Matron, Ashmead	Feb 2012
Lizzie Baldwin	Matron, Leconfield	Feb 2012
Sue Lambert	Matron, Southwood	Feb 2012
Tracey Hopson	Matron, Hazelwell	Feb 2012
Mark Briers	Sports Coach	Mar 2012
Nina Warren	Matron, Christowe	Mar 2012
Paul Gibson	Science Technician	Mar 2012
Simon McAulay	Groundsman	Mar 2012
Christine Harrison	Academic	June 2012
Elaine Woollhead	Swimming Pool Manager	Dec 2012
Sarah Ramsay	SDP/Biology teacher	Mar 2012
Ruth Cook	Personal Trainer	Jun 2013
Marilyn Light	Matron, Ashmead	Registered Nurse

Junior School

Emergency First Aid at Work (1 day)

Melanie Walton	Houseparent	Sept 2013
Sara Boulton	Kingfisher Tutor	June 2013
Sue Watson	CCJS Matron	June 2013
Jim Walton	Houseparent	June 2013
John Baker	CDT Teacher	June 2013
Irene Jones	JS Matron	Mar 2013
Gill Neale	Matron, Junior School	Mar 2013

First Aid at Work (3 days)

Eleanor Kirby	Upper School Teacher	Nov 2012
Sue Kent	JS Bursary Assistant	Feb 2014

Staff with additional First Aid qualifications

Dominic Faulkner (Advanced medicine for remote travel)	Dir of Activities	Nov 2011
Gordon Busbridge (REC First Aid for mountain leaders)	Dir of Music	April 2011
Rob Hall (REC First Aid for mountain leaders)	Sports Coach	July 2011

Location of First Aid Kits

Sports Hall: 50 person kits are located

- i) the balcony
- ii) by the squash courts
- iii) in the Sports Hall Store
- iv) in the swimming pool office.

There are also 4 mobile kits for squash and tennis matches

Accounts Department (Lodge) – located in the kitchen

Reception: The first aid bag is located in the Post Room

Sports Teams: Sports teams have a sports first aid kit per team (Junior School also). The kits are returned to Common Room after each match, where they are collected by the Medical Centre and re-stocked in time for the next match

Kitchens – in the Senior School this is located in the Catering Office

Tennis: There are 5

Shooting: Minimum of 1 (2nd one available from Medical Centre)

Works: 1 in store cupboard and 1 in carpenter's shed

CCF: 2 First Aid Kits in one store and 1 kit in the .22 Rifle Range

Departments:

Art	1 in Art Department office and 1 in the main art studio
DT	1 on wall outside Department Office
EFS	None, but body fluid disposal kit in back of Room 46
English/Drama	None in department; 1 in Theatre /Media Technician's office
Geography	None, but body fluid disposal kit in Room 31. First Aid kit taken on all field trips (provided by Medical Centre)
History & Politics	Room 6
ICT	1 First Aid Kit affixed to the wall at the entrance to ICT Dept.
Library	Back room of the library
Music	1 in Music Department office; 1 in the Choir Vestry
Science Chemistry:	1 large kit in the prep. room and 5 small boxes in each chemistry lab
Physics:	1 large kit in the physics prep. room
Biology:	5 fully stocked boxes, 1 in the biology prep.room and 1 in each of the 4 biology labs
Houses	
Ashmead	1 in a locked area of the medicine cabinet in Matron's office. Cleaner's kit kept in storage space next to front ground floor stairs
Boyne	i) Matron's Surgery ii) Hsms' Study iii) Cleaner's kits in cleaner's cupboard and laundry room
Chandos	Matron's office
Christowe	Matron's Sick Room and cleaner's kit is in a linen room cupboard
Hazelwell	House Medical Room
Leconfield	1 in linen room and 1 in top floor cleaning cupboard

Newick
Queen's
Southwood
Westal

2 in linen room
Hsms Study and cleaner's cupboard
Hsms Study. Cleaner's kit in locked cupboard
House sick bay

Body Fluid Disposal Kit

Contents

1 bottle of 'Vernagel' (body fluid powder)
1 bottle of 'Freshen Up' spray (odour controller and stain digester)
1 dustpan and brush
10 clear bags
10 clear plastic gloves
1 face-mask

Directions

1. Sprinkle 'Vernagel' powder on to spillage.
2. Leave powder on affected area for 15-30 minutes.
3. Use dustpan and brush to remove 'gelled' substance.
4. Sanitise area with 'Freshen Up' spray by spraying directly on to the affected surface.
5. Dispose of gelled substance by flushing down the toilet.
6. Rinse dustpan and brush.
7. Advise Housekeeping by email if any replacement products are required.

Guidance notes in the case of vomiting

Junior School

A vomiting kit will be supplied for each classroom. This kit will contain the necessary equipment to clear up and sanitise the area if a child vomits. Instructions for the use are supplied with each kit.

Senior School

A vomiting kit will be found in the following locations. This kit will contain the necessary equipment to clear up and sanitise the area if a child vomits. Instructions for use are supplied with each kit.

Classics:	Office in Room 46
Careers:	H10
Centenary Block:	Offices on each floor
Geography:	Room 31 in black metal cabinet
Library	
H Block:	H2B
Modern Languages:	Cleaners cupboard T1 / T2 and Staff Toilet T7
Music:	First floor staff toilet
Science:	Cleaners cupboard / Dark Room
Pavilion:	Kitchen area
Art:	Head of Art's office
DT:	In the dark room store in the DT Office
All Houses	

Procedure

If a child is sick in the classroom, the teacher should sprinkle vomit with Vernagel powder. This will reduce odour and make the vomit easier to clean away.

The teacher should then telephone Reception who will contact either Housekeeping (between 8am and 1pm) or Estates (between 1pm and 5pm). A member of staff from either Housekeeping or Estates will remove the congealed vomit and sanitise the area.

After 5pm, the teacher should use the full clean up kit provided in each classroom and follow the instructions provided.

February 2011

Review February 2012