



4. Health Policies

4.3 **FIRST AID AND MEDICAL SERVICES**

1. The Schools have a duty to provide appropriate medical services and first aid facilities, equipment and training. The Schools have a duty of care to ensure the safety of pupils at all times, especially boarding pupils (acting in loco parentis). There is also a responsibility towards staff and visitors. Social care, child protection issues and special educational needs are identified and referred to the appropriate professionals. Health promotion is provided informally and, as part of a structured planned timetable. Parents at the senior school are encouraged to take out “Denplan for Schools” insurance for dental emergencies. Routine dental care is encouraged during the holidays.

2. **First Aid Trained / Qualified Staff**
 - 2.1 The Schools maintain a minimum of four staff members, qualified to “First Aid in the Workplace” level. This is in accordance with the Health & Safety Executive (HSE) guidelines. In addition, there are many other staff (teaching and non-teaching) who are trained to the “First Aid in Schools” level. A list of staff (Westonbirt and Rose Hill Westonbirt) with first aid certificates can be found at the end of this policy. At least one qualified person is on site when children are present.

 - 2.2 It is important that all teachers possess some knowledge of First Aid. This is achieved by holding regular updates and during INSET days.

3. **First Aid Training**
 - 3.1 The Schools operate a programme of first aid training and updates. All courses are valid for three years. All First Aid courses at Westonbirt include “Epipen” training.

3.2 First Aid at Work Course (3 Days)

This qualification is suitable for all staff and lasts for three years. Staff may attend external courses at approved training establishments or be trained as a group at Westonbirt.

3.3 First Aid in Schools Course (6 hours)

This course is suitable for teaching staff, especially those involved in adventurous training, field trips, the sciences and sport. It is also suitable for maintenance, ground, sports centre staff and science technicians. House staff should be first aid trained to this level or higher.

3.4 Administration of Training

The school nurse will organise the courses as necessary. The San maintains a register of all staff who are First Aid trained with the expiry dates of those certificates. Staff taking First Aid courses outside the school, should provide details to the school nurse.

4 First Aid Facilities and Equipment

4.1 San

During term time, the San is staffed by registered nurses. It is fully equipped to deal with minor injuries and first aid.

4.2 First Aid Boxes

The San supplies these to the houses and departments, as listed in the handbook and boarding book. The San staff replenish these boxes at the beginning of each term. The head of department is responsible for notifying the San when items are used and is also responsible for notifying the San of any special requirements for their particular department. First Aid kits are supplied by the San for all school trips. At RHW First Aid kits are maintained and supplied to teachers who organise trips by the school office.

4.3 Eye Wash Stations

The following areas / departments are provided with eye wash stations and appropriate instruction notices on usage:

Science department, kitchens, grounds and maintenance workshops and the sports centre.

5. First Aider Precautions

5.1 In order to minimise the risk of transmission of infection and infectious diseases whilst performing first aid, the boxes contain 3 pairs of disposable gloves and one personal mouthpiece shield to prevent the spread of bodily fluids.

6 First Aid Procedures

6.1 In the event of an accident or injury, appropriate members of staff should conduct emergency first aid:

- (a) depending on the injury
- (b) the condition of the person
- (c) their own training, qualifications and experience

Should assistance be required, the staff member should call for help and stay with the casualty until help arrives. In the event of a serious illness or a life-threatening injury, dial **999** or **112** immediately and ask for ambulance.

NB: A 999 ambulance will take between 25 – 30 minutes to arrive at Westonbirt.

6.2 Any accident involving a pupil that results in injury must be reported to the San. Accidents involving staff and visitors must be reported to the Bursary. Accident forms are available from the San and the Director of Operations. At RHW Accident Forms are available from the school office.

6.2.1 The parents/carers of pupils at RHW who have received First Aid treatment will be sent a copy of the RHW Medical Accident Report Log in their school bags at the end of the day. In the event of any head injuries or other injuries of a serious nature, the school nurse or form teacher will telephone the parents as soon as possible. RHW provides a Head Injury information sheet to be sent home in the case of a head injury.

6.3 Serious accidents, as defined by the HSE, must be reported to RIDDOR by the Director of Operations, or, in his absence, the “on duty” housemistress.

6.4 Any accident which resulted in injury, or might do so, if repeated in the future and potential hazard should also be reported and recorded using accident forms.

7. Recording and Reporting of Accidents (day girls and boarders)

At the senior school, when a pupil has an accident on school premises, an accident form is completed by the pupil or a witness to the accident. This form will be filed in the "Accident Folder" in the San and a photocopy will be placed in the girl's medical notes. In line with the NMC Code of Conduct, the San sister will record the facts of the accident, any observations and monitoring of the girl and any treatment or action taken. This will be recorded on the girl's nursing notes and the record will be dated, timed and signed.

Minor injuries – day girls. e.g cut finger/scraped knee. The girl's parent/guardian will be informed when an accident has occurred, usually by telephone. If the girl is older, Sister would advise the girl to tell her parent/guardian.

Minor Injuries – boarders. Minor injuries are not routinely reported to the parent/guardian. The parent/guardian has completed a medical form, authorising Sister to carry out first aid, give medicines and treatment to the girl without necessarily informing them.

Moderate – Severe injuries (day girls and boarders). Sister will contact parent and/or guardian.

8 Medical Services – Pupils

- 8.1 Westonbirt Schools have a nominated Medical Officer who is also a local General Practitioner (GP). All boarders and weekly boarders are registered with the practice in Tetbury. The school doctor visits the senior school twice a week. Outside of these visits, the girls are seen at the practice if required. Day pupils are expected to see own GP but in an emergency, the school doctor will see day girls.
- 8.2 The Asthma Specialist Nurse from the GP practice visits Westonbirt Schools every term to assess the girls with Asthma. Outside of these visits, she will see those girls at the practice.
- 8.3 A private physiotherapist comes to the school to treat the girls, as and when required.
- 8.4 Medical and nursing services are provided in the San which has provision for patient care. All nurses working in the san are registered with the Nursing & Midwifery Council (NMC) and have the appropriate skills and experience to work with children.

8.5 All new boarders have a health assessment carried out by the school nurse. This includes the girl's medical and family history, height, weight, blood pressure and heart rate recordings and urinalysis. The school doctor likes to meet all new patients under his/her care. Relevant staff will be made aware of a pupil's special medical conditions with the consent of the girl, parent and/or guardian.

8.6 Confidential Medical Records

8.6.1 A medical questionnaire outlining significant past and current medical problems, known allergies and present treatment should be completed by the parent or guardian for each pupil at Westonbirt Schools. It should be returned to the San in the envelope marked private and confidential. This record will be seen only by the San nurses. The NMC Code of Conduct prevents the nurses from disclosing this information without the prior consent of the patient.

8.6.2 Appropriate, contemporaneous and written medical and nursing notes are kept. These confidential notes are kept in accordance with the NMC Code of Conduct.

8.6.3 Protocols for the administration of prescribed and non-prescribed medication by nursing staff are in accordance with NMC guidelines on "Administration of Medicines".

8.7 Immunisations

Pupils are offered all immunisations, free of charge, in line with the Department of Health, Childhood Immunisation Programme. Influenza vaccines are offered, with a fee, by the GP practice. Other immunisations are given as required. All immunisation given in the San require written consent.

8.8 Consent

A pupil's ability to consent to or refuse medical and nursing treatment is recognised. This is based on "competency". The nurse, doctor or health care professional proposing treatment must "judge" that the child understands the nature of the treatment, the risks involved and the consequences of refusal and of acceptance. Parental consent is also sought.

8.9 Confidentiality

In accordance with the medical and nursing professional obligations, any information about pupils, regardless of age, will remain confidential. There may be exceptions when, having failed to persuade the pupil, or her authorised representative, to give consent to divulgence, the nurse or doctor considers that it is in the pupil's best interests, or necessary for the public (greater) good to breach confidentiality. Strict guidelines apply and advice from a professional body should always be sought.

9. Medical Services – Staff

- 9.1 The school provides an initial first aid service, resuscitation or medical care for those employees who develop medical emergencies or acute illnesses or injuries within the grounds of Westonbirt School. This service provides treatment for the purpose of preserving life and minimising the consequences of injury, illness until further medical assistance is available. It also provides treatment of minor injuries and minor illnesses which would otherwise not receive any immediate attention.
- 9.2 The staff health services are available equally to all staff employed by the school. The provision of services is the responsibility of the school's nursing sister, in consultation with the Headmistress and Director of Operations. The health staff will work with line managers and safety representatives to contribute to the establishment of good standards in safety and working conditions.
- 9.3 Employees who suffer from any potential life-threatening conditions, for which they are prescribed medication, are encouraged to make this known to the nursing sister in the San. A Green Emergency Medical Card should be completed. These cards are available from the San and the School Office.
- 9.4 Staff will be made aware of the facilities and services offered by the San nurses. Any nursing and/or medical written records made by the San nurses or school doctor will be kept confidentially in accordance with professional obligations.
- 9.5 All employees should complete an Accident Form for any accident or injury, sustained during working hours. This form should be returned to the Director of Operations. Any serious injury to an employee,

governed by the R.I.D.D.O.R. regulations, will be reported to the Director of Operations immediately.

- 9.6 Staff returning to work after illness or injury which could affect their fitness to undertake some of their tasks, should contact their Head of Department. Occupational Health screening may be required.

LIST OF ROSE HILL WESTONBIRT STAFF WITH FIRST AID QUALIFICATIONS

NAME	QUALIFICATION	DATE OF QUALIFICATION	DATE OF RETRAINING
DEBORAH STEPHENSON	FIRST AID FOR CHILD CARERS	05/06/2009	05/06/2012
KRISTA DAVIES	FIRST AID FOR CHILD CARERS	23/04/2008	23/04/2011
ROSEMARY LEWIS	FIRST AID FOR CHILD CARERS	14/11/2009	14/11/2012
REBECCA MITCHELL	FIRST AID FOR CHILD CARERS	29/06/2010	29/06/2013
SARA PRICE	FIRST AID FOR CHILD CARERS	29/06/2010	29/06/2013
DEBORAH STEPHENSON	3 DAY AT WORK	19/10/2009	18/10/2012
DEBORAH STEPHENSON	RNA (Registered Nurse Adult) Pin 00C2267E	20/12/2005	01-May
ROSEMARY LEWIS	Child Protection Level 1	13/06/2009	
BIANCA BRADLEY	Emergency Aid In Schools	28/08/2009	27/08/2012
MARY WORSFOLD	Emergency Aid In Schools	28/08/2009	27/08/2012
LIN COLES	Emergency Aid In Schools	28/08/2009	27/08/2012
NIKI WALDEN	Emergency Aid In Schools	28/08/2009	27/08/2012
NATALIE IRVING	Emergency Aid In Schools	28/08/2009	27/08/2012
REBECCA MITCHELL	Emergency Aid In Schools	28/08/2009	27/08/2012
MOIRA T-KIELTY	Emergency First Aid at Work	02/09/2010	01/09/2013
NEIL SHAW	Emergency First Aid at Work	02/09/2010	01/09/2013
SHIRLEY JEE	Emergency First Aid at Work	02/09/2010	01/09/2013
LIN COVE	Emergency First Aid at Work	02/09/2010	01/09/2013
NICOLA COOK	Emergency First Aid at Work	02/09/2010	01/09/2013
CHERYL CLIFTON	Emergency First Aid at Work	02/09/2010	01/09/2013
GUY BARRETT	Emergency First Aid at Work	02/09/2010	01/09/2013
RUTH TWISS	Emergency First Aid at Work	02/09/2010	01/09/2013
TINA PARSONAGE	Emergency First Aid at Work	02/09/2010	01/09/2013
ANN DICKS	Outdoor First Aid	11/02/2010	11/02/2013

First Aid Policy

Lead: Senior Sister

Date reviewed: October 2010

Date of next review: October 2011

LIST OF WESTONBIRT STAFF WITH QUALIFICATIONS:**4 day course**

Rob Ellis	IT	Expires May 2011
Luke Bedwell	Sports Centre	
Trevor Eddolls	Gardens	
Przemyslaw Spalek	Maintenance	
Stuart Beckett	Maintenance	

3 Day Course

Debbie Stephenson	San & Rose Hill office	Expires October 2012
Peter Wilcock	IT	
Belinda Holley	Registrar	
Chris Bishop	Maintenance	
Amy Bryan	Leisure Centre	
Tom Redpath	Leisure Centre	
Mike Alley	Leisure Centre	
Freya Hudson	House Staff	
Sally Gould	House Staff	Expires October 2013
Maija Calvert	House Staff	
Lizzie Pollitt	House Staff	

Emergency First Response (Primary & Secondary) 2 Day Course

Karin Andersson	House Staff External Course	Expires May 2012
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First Aid in School Certificate Holders

Claire Haines	Head's PA	Expires Sept 2011
Bridget Jansen-Van-Vuuren	San	
Claire Toghill	Drama Teacher	
Karen Haighton	San	Expires August 2012
Susan Bath	San	
Shirley Wyse	San	
Joy Bell	Home Economics	
Mary Henderson	Headmistress	Expires Sept 2012
Charlotte Exon	Head of Music	
Carol Jones	House Staff	
Judy Paginton	Exams / Office	
Rhiannon Roche	Examinations Officer	
Grace Carter	Music Department Assistant	
Caroline Heathorn	Head of P.E	

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