



HEALTH POLICIES

4.3 FIRST AID POLICY & MEDICAL SERVICES

1. The school has a duty to provide appropriate medical services and First Aid facilities, equipment and training. The School also has a duty of care to ensure the safety of pupils at all times, especially for boarding pupils (acting in loco parentis). There is also a responsibility towards visitors. All parents are encouraged to provide insurance for their children to cover the possibility of accidents. Social Care, child protection issues, special educational needs are identified and referred to appropriate professionals. Health promotion is provided informally and as part of structured planned timetable. Dental care is provided for emergencies; routine dental care is encouraged.

2. First Aid Trained/Qualified Staff

2.1 The School maintains a minimum of two staff members qualified to "First Aid in the Workplace" level, in accordance with guidelines published by the Health and Safety Executive (HSE) and the Government (Education Service Advisory Committee). In addition, there are several other staff (teaching and non-teaching) who are trained up to 'First Aid in School' level. Details are recorded in the Staff Handbook and the Boarding Book.

2.2 Also, it is important that all teachers possess some knowledge of First Aid; this is achieved by holding regular update and revision briefings during INSET just prior to the start of each Term.

3. First Aid Training

3.1 The School operates a programme of First Aid training, in a three-yearly cycle.

3.2 First Aid at Work

The qualification is suitable for all staff and lasts for three years. The full course lasts for four days. Individuals may attend external courses at approved training establishments or be trained as a group at the School.

3.3 First Aid in School

3.3.1 This is a half day course, suitable for teaching staff, especially those involved in adventurous training, field trips, the sciences and sport. It is also suitable for House Staff (who should be trained to this level or better), Maintenance Staff, Grounds Staff, Sports Centre Staff and Science Technicians.

3.3.2 Individuals can attend external (approved) courses, or may be trained as a group at the School. The latter is the preferred option; it is more cost-effective as the training can be adjusted to suit the precise needs of the School.



3.4 Administration of Training

The School Nurse will organise courses as necessary. The Sanatorium maintains a register of all staff who are First Aid trained. Staff taking First Aid courses outside the School, or who have a current certificate when first employed by the School, should provide details to the School Nurse.

4. First Aid Facilities & Equipment

4.1 Sanatorium During term time, the Sanatorium is staffed by a fully qualified nurse; the following equipment is available: one nebuliser; one wheelchair; dressings/bandages of all types; disposable ice packs; oxygen.

4.2 First Aid Boxes The Sanatorium supplies made-up First Aid boxes to the Houses and Departments, as listed in the Staff Handbook and Boarding Book. The contents of the boxes are tailored to Departmental needs, and are used solely for the purpose of ensuring that the patient is protected, prior to receiving assessment and appropriate treatment from qualified staff and, if appropriate, the emergency services and/or the school doctor. The Sanatorium staff inspect and replenish First Aid boxes at the beginning of each term; thereafter, the Sanatorium should be notified if any items are used. Heads of Department are responsible for notifying the Sanatorium of any special First Aid requirements that they may need for their particular department.

4.3 Eye Wash Stations Several Departments/locations are provided with eye wash stations with appropriate instruction notices (Science Department, Groundsmen's Workshop, School Kitchen, Maintenance Workshop and the Sports Centre).

5. First Aider Precautions

5.1 To minimise the risk of transmission of diseases, especially those not normally found in this country, and those spread via bodily fluids (e.g. Hepatitis B, AIDS), all First Aiders are trained to use protective devices. The First Aid boxes all contain: three pairs of disposable gloves and one personal shield.

6. First Aid Procedures

6.1 Should an accident or injury occur, members of staff should conduct appropriate emergency First Aid depending on the injury or condition of the casualty, and their own training, qualifications and experience. Should assistance be required, the member of staff involved should send someone else to get help and stay with the casualty until that help arrives.

6.2 Any accident involving a pupil that results in an injury must be reported to the Sanatorium. Accidents involving staff and visitors must be reported to the Bursary using the accident forms located in the Sanatorium and Bursary.



- 6.3 Serious accidents, as defined by the HSE, must be reported on the appropriate RIDDOR forms. For pupils these will be completed by the pupil or witness to the incident. For staff, they will be completed by the casualty.
- 6.4 In addition, any accident which resulted in an injury or might do so if repeated in the future should also be reported and recorded using accident forms.

7. Medical Services - Pupils

- 7.1 The school has a nominated Medical Officer who is also a local General Practitioner (GP) thus enabling quick efficient access to local services. There are two Doctor's surgeries a week and girls may choose which GP, male or female, they wish to have access to. All boarding pupils (weekly and full) are encouraged to register with the School Medical Officer's Practice. Day pupils living within the locality will already be registered with a GP, in which case it is expected that for routine medical matters their usual GP will be consulted.
- 7.2 Medical and nursing services are provided in the Sanatorium which has provision for immediate care over a twenty-four hour period, including in-patient facilities. Medical staff working within the Sanatorium are qualified nurses who have the appropriate skills and experience to work with young children and teenagers. They are usually members of a professional body.
- 7.3 Pupils undergo medical examinations as appropriate as well as routine screening of height, weight. Vision and hearing tests will be carried out if deemed necessary. Attendance at the local Well Woman Clinic is also encouraged for some pupils. Staff will be made aware (confidentially) of pupils with special medication conditions.

7.4 Confidential Medical Records:

- 7.4.1 a medical Questionnaire outlining significant past and current medical problems known allergies, and present treatment is completed for each pupil (day and boarding);
- 7.4.2 appropriate, contemporaneous and written medical and nursing records are kept; these confidential notes are distinct from any House records;
- 7.4.3 protocols are available for the administration of prescribed and non-prescribed medication by nursing staff;
- 7.4.4 pupils are kept up to date with routine immunisations in accordance with the schedules issued by the Department of Health; pupils are also offered influenza vaccines in each Autumn Term.

7.5 Consent

A pupil's ability to consent to or refuse, medical, nursing or dental treatment is acknowledged. This is based on "competency". The Doctor, Dentist or nurse proposing treatment must judge that the pupil understand the nature of the



treatment, as well as the consequences of refusal. Parental consent is required for any pupil not deemed competent.

7.6 Confidentiality

In accordance with medical profession obligations, the medical information about pupils, regardless of their age, will remain confidential. There may however be very rare occasions when, having failed to persuade that pupil, or her authorised representative, to give consent to divulgence, the Doctor or nurse considers that it is in the pupil's better interests, or necessary for the protection of the wider school community. In which case, the Doctor or nurse may breach confidence and pass information to the relevant person or body. But this information will not be passed on without first seeking advice from the appropriate professional body.

8. Medical Services – Staff

- 8.1 The school provides an initial first aid service, resuscitation or medical care for those who develop medical emergencies or acute illnesses or injuries within Westonbirt School. This service provides treatment for the purpose of preserving life and minimising the consequences of injury illness, until professional medical/nursing care is available. It also provides treatment of minor injuries and illnesses which would otherwise not receive any immediate attention.
- 8.2 The staff health services are available equally to all staff employed by the school, whether they are full or part time, and in whatever role they are employed. The provision of services is the responsibility of the school's medical sister, in consultation with the Head and the Bursar. The health staff will work in conjunction with line managers and safety representatives to contribute to the establishment of good standards in safety and working conditions.
- 8.3 All new employees will be required to complete a medical questionnaire prior to employment followed by a medical examination if deemed necessary. Employees who suffer from any life threatening condition for which they are prescribed medication, are encourage to make this known to the nursing sisters by completing the Green Emergency Medical Card. These medical Cards are available in the San or School Office.
- 8.4 Staff will be made aware of the facilities and expertise available in the school's Sanatorium and encouraged to make use of them when necessary. Any medical reports/records held will be confidential and will not be released without prior written approval from the employee.
- 8.5 All employees should complete an Accident Form for any accident or injury suffered during working hours. Staff returning to work after illness or injury, which could affect their fitness to undertake some of their tasks, will be able to consult medical staff to provide the necessary screening.