

ST MARGARET'S PREP



ST MARY'S CALNE

First Aid Procedures

Issued by:	Lead Nurse (CXN)
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ST MARY'S CALNE

FIRST AID PROCEDURES

The school recognises that it has a duty to provide appropriate First Aid facilities, equipment and training, both as an employer under normal Health and Safety regulations and as a provider of education for pupils.

In addition to statutory or other requirements, the school recognises that it has a responsibility to endeavour to ensure the safety of pupils at all times, especially bearing in mind it is a full boarding school, and to provide adequately for visitors on the premises. As part of their induction, all new staff and pupils are informed where to go in the event of illness or injury.

During term time, the Health Centre is staffed by registered nurses or a highly trained first aider during the working day and cover throughout the night.

Provision of Trained/Qualified Staff

1. The Health and Safety Executive (HSE) advises that an employer should provide a minimum of one First Aider per 50 employees. The Education Service Advisory Committee recommends that there should be one First Aider for every 150 pupils and that a higher level of provision may be required in hazardous areas such as laboratories. Nurses are trained in both first aid and basic life support.
2. Outside term time there are fewer than 50 staff on the site so the cover will be provided by the trained members of the Support Staff and the Sports Centre staff. Details of those with First Aid qualifications are listed in Appendix A.
3. The DfE Guidance on First Aid for Schools states that 'First-aid provision must be available at all times while people are on school premises, and also off the premises whilst on school visits.' In school, the Health Centre acts as the main point of contact. Outside school, the trip leaders have a first aid kit and a minimum of Emergency Life Support training. At offsite sporting events, there is a Sports First Aid qualified member of staff present.
4. It is recognised that it is good to have more cover than the minimum requirement and therefore it is appropriate for a number of other staff (teaching and non-teaching) to be trained up to Emergency First Aid at Work. Details of those who are qualified to this level are listed in Appendix A.
5. It is important that all teachers possess some knowledge of First Aid and the aim is to achieve this by including it at least tri-annually as CPD.

Training

The school will offer a programme of First Aid training, at two levels, in a three-yearly cycle (taking into account that First Aid certificates need to be renewed every three years).

1. Outdoor First Aid Level 2

Staff who take high risk residential trips i.e. Geography fieldtrips and Duke of Edinburgh expeditions take the 16 hour Outdoor First Aid Level 2 course in order to ensure that First Aid can be given in remote areas before medical back up arrives.

2. Emergency First Aid at Work

This is a one day course and the school expects all Housemistresses/masters, Deputy Housemistresses/masters, Day Housemistresses and PE staff to have this level of First Aid Qualification. EFAW is also offered to support teams such as the Health Centre, Catering and Maintenance. The school hosts EFAW courses on site.

The Assistant to the Senior Staff keeps a copy of all First Aid certificates and creates a register of First Aid trained staff (see Appendix A). This is posted in the School Office, Staffroom Foyer and copies are provided to the Health Centre and Estates Bursar. Staff joining the school are asked to provide a copy of any First Aid certificates already held.

Chronic Condition Specific training

Additionally, training is provided for appropriate staff on managing long term conditions for those pupils in their care. This is completed annually, with the support of the Health Centre staff and Lead Nurse.

Facilities and Equipment

Health Centre

The Health Centre is staffed during term time by a registered nurse. Maintained in the Health Centre are:

- Two wheelchairs
- Dressings/bandages of all types
- AED Defibrillator – to be kept in Reception
- Oxygen – in Health Centre for use by nurses only
- Necessary medication

Defibrillator

A Defibrillator is kept on the side of the welcome desk in the main School Reception.

First Aid Kits

The contents of First Aid kits are 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 or nurse. The Health Centre has First Aid materials and supplies First Aid kits and contents to the Houses and departments as listed in Appendix B. First Aid kits are also to be taken on all trips out of school and to sports fixtures.

The list of what each First Aid kit should contain is at Appendix C, and locations are listed at Appendix B. The Health Centre staff will inspect and replenish First Aid kits at the beginning of each term. Thereafter, the Health Centre should be notified if any items are used.

Eye Wash Stations

The Science Department, Art Department, Carpentry Workshop and all School Kitchens are provided with eye wash stations/facilities with appropriate instruction notices. The Health Centre also provide eye wash and the replenishment of these for each department.

First Aider Protection - hygiene procedures to minimise the transmission of disease

Having considered the added risk of possible transmission of diseases other than those normally found in this country, including diseases spread via bodily fluids (e.g. Hepatitis B, AIDS), all First Aid Kits are supplied containing:

1. Three pairs of disposable gloves
2. One personal shield, for use during CPR (Cardio Pulmonary Resuscitation)
3. One clinical waste bag (yellow) – **all clinical waste should be sent to the Health Centre for disposal.**

In order to ensure a safe environment and a high level of hygiene, spillages of body fluids should be cleared carefully, using the contents of the body fluid disposal packs. Body fluid disposal packs are located in: all Houses, the Health Centre, the Kitchen, the School Office and the Staff Room. They are available from the Health Centre for trips out of school. The correct procedure when using these kits is:

4. Put on disposable gloves.
5. Soak up the spill with the absorbent material provided.
6. Clear up material with disposable cloth.
7. Wash surface with disinfectant/ mediswabs provided.
8. Place all materials into the yellow contaminated waste bag and secure the top.
9. Wash hands thoroughly with soap and water.
10. Take the yellow bag of contaminated waste to the Health Centre for disposal.

Red, degradable laundry bags, supplied by Housekeeping, are available to the Houses and the Health Centre for washing contaminated bedding. Houses and the Health Centre also have supplies of disposable gloves.

Specialist Requirements:

Heads of Department are responsible for notifying the Health Centre of any special First Aid requirements that they may need for their department.

Procedures

Should an accident or injury occur, the Accident Policy procedures (Appendix D) must be followed. 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 to call the Health Centre on 230 (07817 929490) immediately to get help and stay with the casualty until that help arrives. If the casualty is: unresponsive, unconscious, bleeding severely, badly burned, suffering head/neck/back injuries after a major trauma then follow the guidance in the Accident Policy (Appendix D) which is to not leave the casualty unattended unless this is the only way to get help. If using the school telephone system dial 9 for an outside line then ring 999 for an ambulance and direct it to the main entrance, postcode SN11 0DF i.e. white posts and chains, then immediately inform the Health Centre. It is not legally necessary for a First Aider to be present to assist with dressing an injury. However, the casualty may prefer (or

actually need) the attendance of a First Aider or Appointed Person. A list of First Aiders (Appendix A of this policy) is posted in the main School Office and on the notice board in the Staffroom Foyer.

Reporting

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) place a legal duty on the school to report work-related deaths, major injuries or over-three-day injuries, work related diseases, and dangerous occurrences (near miss accidents) to the Health and Safety Executive (0845 300 99 23). Accident reports are discussed at the meetings of the school's Risk Management Committee, with discussions aiming to address any matters which might minimise the likelihood of a recurrence of that type of accident.

Any accident involving a pupil that results in an injury must be reported on Smartlog via accident reporting..Accident reporting should be completed at the site of the accident/incident and if the casualty is seen by health centre, the form will be completed recording the treatment and outcome.Accidents involving staff must be reported in the same way.. In addition, any accident which may result in an injury if repeated in the future should also be reported and recorded using Smartlog.

Information to Parents

Where a pupil suffers more than a minor injury (e.g. a cut or bruise), their parents will be informed, usually by the Health Centre, her Housemistress/master or a senior member of staff. Parents are welcome to contact the Health Centre or House at any time to discuss any concerns about their daughter's health.

Pupils with Special Circumstances or Particular Medical Conditions

Parents of new pupils complete a Health Questionnaire form which they pass to the Health Centre. Information such as asthma, epilepsy, anaphylaxis and diabetes are put into a central database. Data included on the database is that which is required for the staff to ensure the welfare of the girls in their care, both in school and on school trips. Teachers are trained yearly so that are aware of any medical conditions of pupils for whom they are responsible. In addition, they should read the Asthma, Anaphylactic Shock and Diabetes Procedures where arrangements for their care are outlined in more detail. The Health Centre will provide additional training for staff as required, e.g. on the management of diabetes or anaphylaxis. Confidential medical information may be sent to staff as long as the pupils safety is not compromised. Pupils with specific medical conditions will have a Care Plan available to staff.

First Aid Cover for Staff

A member of staff who is injured on site should attend the Health Centre. Treatment will be given and, as appropriate, the member of staff will be referred to the Minor Injuries Unit or an ambulance will be called. This recorded within the Health Centre and reported via an accident report on Smartlog.

Emergency Use of Oxygen

Signed agreement with head mistress in place enabling health centre nurses to administer Oxygen in an emergency. Where clinically indicated, all peri-arrest and critically ill students, or those without effective breathing, should be given 100% oxygen (15 l/m using a non re breathing mask with a filled reservoir bag) whilst awaiting emergency, 999 support (NHS England 2023). This should be emergency use only and administered within practitioners' field of competency. Nurses to cover use of Oxygen in yearly BLS training. This is kept in the clinical room, in the health centre on a hook next to the door. Caution must be taken when using defibrillation in the presence of supplemental oxygen. If

supplemental oxygen is being delivered by a face mask, remove the face mask and place it at least one metre away before delivering a shock. Do not allow this to delay shock delivery.

St Mary's has a contract with BOC LIFELINE (annual service contract). BOC Limited supplies the Customer with emergency oxygen equipment pursuant to an agreement incorporating BOC's General Conditions of Supply. After Installation BOC shall perform one Service approximately every twelve (12) months at the school. Each subsequent Service shall be approximately every twelve (12) months thereafter. In the event that an oxygen cylinder is found by BOC during the Service not to be suitable for use BOC shall promptly replace such oxygen cylinder.

Product queries and re ordering (including Oxygen canisters if out of date or less than half full) and questions can be directed to BOC on 0800 111 333, quoting account number 2746614.

Appendices

Appendix A – List of Qualified First Aid Trained Staff

Appendix B – Locations of First Aid Kits and Eye Wash Stations

Appendix C – Contents of First Aid Kits and Supplementary Items

Appendix D – Accident Policy Flowchart

Appendix E – Accident Guidelines

Appendix A

(listed in the Staff Handbook Section 6.05.2g)

LIST OF FIRST AID QUALIFIED STAFF

Name		Course Type	First Aid Training Completed	First Aid Training Expires
ABINI, David	PE	BLS	19.03.2025	19.03.2028
ARTHUR, Marie-Claire	Music	FAW Level 3	06.01.2025	06.01.2028
BALDWIN, Natalie	PE	FAW Level 3	06.01.2025	06.01.2028
BOLTON, Claire	WSLT/MFL	EFAW	24.03.2023	24.03.2026
CARTER, Simon	WSLT (Co-Curricular)	FAA Outdoor First Aid REC	15.11.2024 10.06.2022	15.11.2027 10.06.2025
CLARK, Stephen	Driver	EFAW / EPFAW	19.03.2025	19.03.2028
COBB, Joseph	Science Technician	EFAW / EPFAW	19.03.2025	19.03.2028
CORRIPIO-LOPEZ, Hugo	Computer Science	FAA Outdoor First Aid	15.11.2024	15.11.2027
CALDWELL, Robyn	House staff/drama	FAW Level 3	06.01.2025	06.01.2028
CARTER, Alison	House Staff	EFAW	01.12.2023	30.11.2026
CAVANAGH, Louise	Classics	EFAW	15.04.2024	14.04.2027
CHALK, Deborah	House staff	EFAW	01.12.2023	30.11.2026
CLARKE, Josie	H/C, Pastoral	EFAW	15.04.2024	14.04.2027
COX, Rachel	PE	FAW Level 3	06.01.2025	06.01.2028
CURRAN, Dan	Geography	EFAW	15.04.2024	14.04.2027
DAVIES, Lucy	Equestrian Coordinator	EFA	18.04.2023	17.04.2026
DAVIS, Julian	Premises	EFAW / EPFAW	19.03.2025	19.03.2028
DRIVER, Matthew	Catering	EFAW / EPFAW	19.03.2025	19.03.2028
DWYER, Deborah	Assistant Houseparent	FAW Level 3	06.01.2025	06.01.2028
EMBLETON, Alice	Housemistress/History	FAW Level 3	06.01.2025	06.01.2028
ENGLISH, Louise	St Margaret's Prep	EFAW / EPFAW	19.03.2025	19.03.2028
FIRTH, Victoria	Housemistress/Science	EFAW	24.03.2023	24.03.2026
FOSSA, Charlotte		FAA Outdoor First Aid	15.11.2024	15.11.2027
HARRIS, Nikki	Swimming	FAW Level 3	06.01.2025	06.01.2028
HAYES, Chris	House staff	EFAW	05.07.2024	05.07.2027
HILTON, Ash	Biology	FAW	16.06.2023	16.06.2026

LONG, Lucy	PE	EFAW	24.03.2023	24.03.2026
MASON, Giles	Computing	FAA Outdoor First Aid	15.11.2024	15.11.2027
MATTIAS WILLIAMS, Emma	Geography	EFAW	15.04.2024	14.04.2027
MCMAHON, Debra	Housemistress/English	FAW Level 3	06.01.2025	06.01.2028
MORGAN, Karen	Grounds	EFAW / EPFAW	19.03.2025	19.03.2028
MUIR, Fiona	Housemistress/English	EFAW	24.03.2023	24.03.2026
NEWAY, Colette	H/C	EFAW	03.08.2023	02.08.2026
NOON, Charlotte	H/C	EFAW	03.08.2023	02.08.2026
OWEN, Annabel	Art	FAW Level 3	06.01.2025	06.01.2028
PARKINSON, Debbie	H/C	EFAW	03.08.2023	02.08.2026
POLLITT, Lizzie	PE	EFAW	24.03.2023	24.03.2026
RILEY, Dawn	Tennis	EFAW / EPFAW	19.03.2025	19.03.2028
ROSE, Matthew		FAA Outdoor First Aid	15.11.2024	15.11.2027
SANDON-WILLIAMS, Mark	Music	EFAW / EPFAW	19.03.2025	19.03.2028
SEARLE, Kevin	Assistant Houseparent	FAW Level 3	06.01.2025	06.01.2028
TOD, Kirsty	Housemistress	EFAW	24.03.2023	24.03.2026
TOLAND, Sophie	SLT	EFAW	15.04.2024	14.04.2027
TURLEY, Helen	Dep HsM	FAW Level 3	06.01.2025	06.01.2028
WALDRON, Ellie	Psychology	EFAW	15.04.2024	14.04.2027
WALDRON, Tim	Dep HsM	EFAW	24.03.2023	24.03.2026
WILLCOX, Hannah	RS/PD	EFAW	15.04.2024	14.04.2027
WRIGHT, Emma	Dep HsM	EFAW	15.04.2024	14.04.2027

BLS – BASIC LIFE SUPPORT

EFAW- EMERGENCY FIRST AID AT WORK (ONE DAY)

EPFAW – EMERGENCY PEDIATRIC FIRST AID AT WORK

FAW- FIRST AID AT WORK (3 DAYS)

FAW – FIRST AID AT WORK LEVEL 3

FAA OUTDOOR FIRST AID LEVEL 3 (RQF)

REC - REMOTE EMERGENCY CARE – OUTDOOR FIRST AID LEVEL 2 (16 hours)

EFA – ESSENTIAL FIRST AID (4 hours)

Sports Centre Staff who are first aid trained can be found in the Sports Centre First Aid Guidelines.

(April 2025)

Appendix B

LOCATIONS OF FIRST AID KITS AND EYE WASH STATIONS

First Aid Kits are Located:	Eye Wash Stations are Located:
<p>School House St. P's House St. C's House Gibbins House JW House Florence Dyas House Helen Wright House</p> <p>Science Department x 9 (Main Prep Rm x 2, Chemistry Prep Rm, Newton, Franklin, Einstein, Curie, Darwin, Hodgkin)</p> <p>Art Department</p> <p>PE Lacrosse/Hockey shed PE Department 3 x for matches PE Rucksack for Beversbrook sport</p> <p>Main Office Staff Room School Kitchen</p> <p>Carpentry Workshop Maintenance Workshop</p> <p>Cookery Room</p>	<p>Carpentry Workshop</p> <p>Science Department (Long rubber hose attached to tap for continuous flow in Newton, Franklin, Einstein, Curie and Darwin)</p> <p>Art Department</p> <p>All School Kitchens</p>

A defibrillator is kept in the main School Reception.

Appendix C

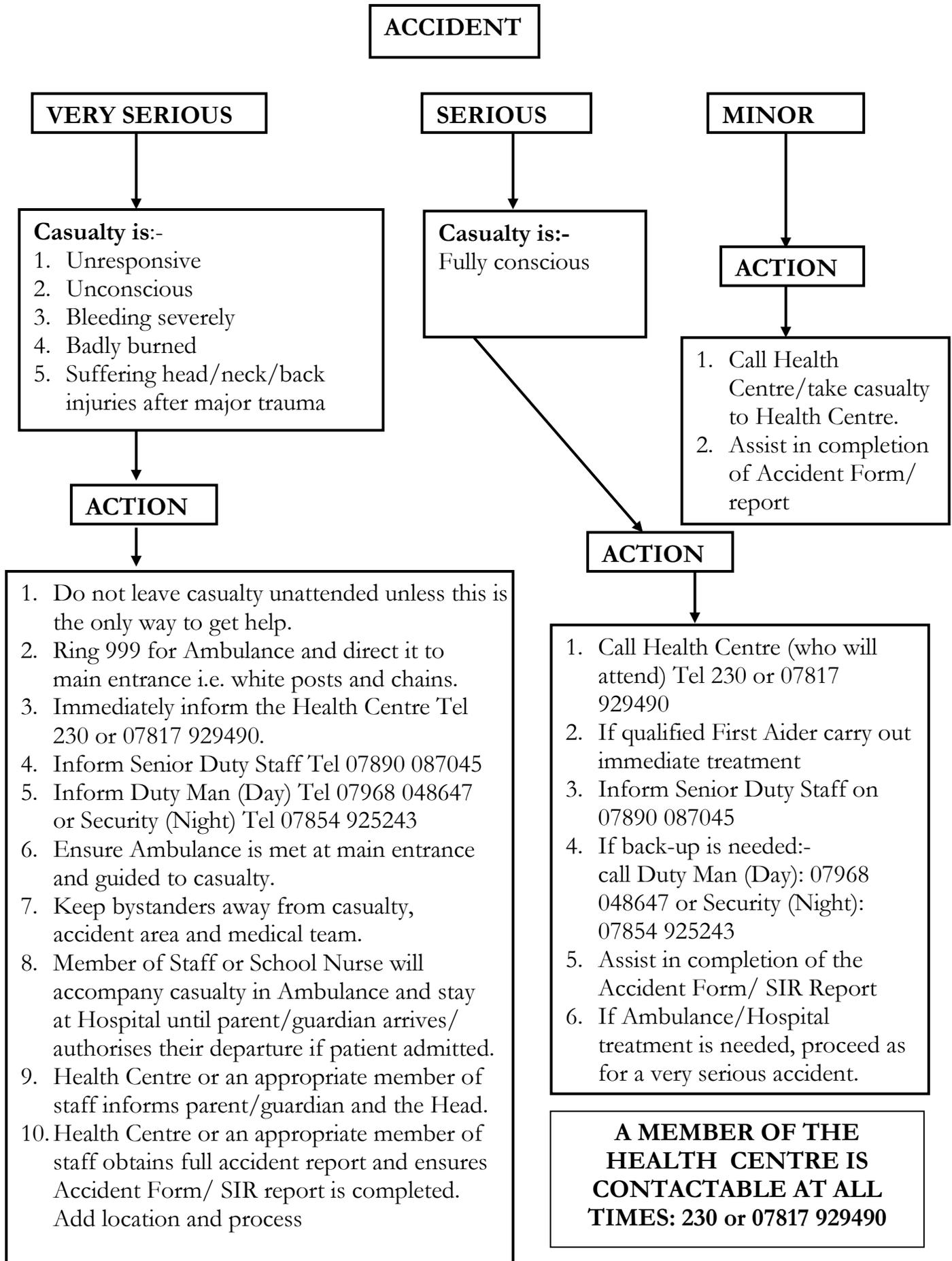
FIRST AID KIT AND SUPPLEMENTARY ITEMS

The supplementary items are provided to ensure the care of the girls in specific circumstances e.g. in House or on a residential trip.

House First Aid Kit:	Main Office First Aid Kit:	Minibus First Aid Kit:
10 Wipes 20 Plasters (Varying Size) 3 Pair of Gloves 1 Clinical Waste Bag 1 Scissors 1 Tweezers 1 Bandage Wrap 1 Tubigrip 4 Sterile Wound Dressings (2 Large, 2 Small) 1 Ambulance Dressing 1 Triangular Bandage w Safety Pins 1 Eye Pad 1 Saline Flush 1 Personal Shield 1 First Aid Manual 1 Roll of Tape Supplementary items with 1st Aid Kit 1 Tube of Anthisan Cream 1 Tube of Arnica Cream 1 Tube of Germolene Cream 2 Burnshield Burn Gel 1 Ice Pack	10 Wipes 20 Plasters (Varying Sizes) 3 Pair of Gloves 4 Sterile Gauze 1 Bandage Wrap 1 Roll of Tape 1 Tubigrip 1 Scissors 2 Sterile Dressings 1 Triangular Bandage w Safety Pins 1 Tweezers 1 Personal Shield 1 Clinical Waste Bag First Aid Manual 1 First Aid Log Book Supplementary items with 1st Aid Kit 2 Tampons 2 Pads	10 Wipes 24 Plasters (Varying Sizes) 3 Pair of Gloves 1 Bandage Wrap 4 Sterile Gauze 1 Roll of Tape 1 Tubigrip 1 Scissors 1 Tweezers 2 Sterile Dressings 2 Triangular Bandage w Safety Pins 1 Personal Shield 1 Clinical Waste Bag 1 First Aid Manual 1 First Aid Log Book Supplementary items with 1st Aid Kit 1 Tampon 1 Pad 12 Assorted Safety Pins
Sports First Aid Kit:	School Trips First Aid Kit:	Science Dept First Aid Kit:
10 Wipes 20 Plasters (Varying Sizes) 3 Pair of Gloves 1 Scissors 1 Tweezers 1 Bandage Wrap 1 Tubigrip 4 Sterile Wound Dressings (2 Large, 2 Small) 1 Ambulance Dressing 1 Triangular Bandage w Safety Pins 1 Eye Pad 1 Saline Flush 1 First Aid Manual 1 First Aid Log Book 1 Roll of Tape 1 Personal Shield 1 Clinical Waste Bag Supplementary items with 1st Aid Kit 2 Pads 2 Tampons 1 Tube of Deep Heat 2 Burnshield Burn Gel 2 Ice Packs	10 Wipes 20 Plasters (Varying Sizes) 3 Pair of Gloves 1 Scissors 1 Tweezers 1 Bandage Wrap 1 Tubigrip 4 Sterile Wound Dressings (2 Large, 2 Small) 1 Ambulance Dressing 1 Triangular Bandage 2 Safety Pins 1 Eye Pad 1 Saline Flush 1 First Aid Manual 1 First Aid Log Book 1 Roll of Tape 1 Personal Shield 1 Clinical Waste Bag Supplementary items with 1st Aid Kit 2 Pads, 2 Tampons 2 Burnshield Burn Gel 1 Ice Pack	10 Wipes 20 Plasters (Varying Sizes) 1 Bandage Wrap 4 Sterile Gauze 1 Ambulance Dressing 1 Triangular Bandage w Safety Pins 1 Eye Pad 2 Saline Flush 1 First Aid Manual 1 First Aid Log Book 1 Roll of Tape 1 Personal Shield 1 Clinical Waste Bag 1 Scissors 1 Tweezers 3 Pairs of Gloves Supplementary items with 1st Aid Kit 2 Burnshield Burn Gel 1 Ice Pack

Art Dept First Aid Kit:	Cookery Dept First Aid Kit:	Maintenance/Groundsmen First Aid Kit:
10 Wipes 20 Plasters (Varying Sizes) 1 Bandage Wrap 4 Sterile Gauze 1 Ambulance Dressing 1 Triangular Bandage w Safety Pins 1 Eye Pad 2 Saline Flush 1 First Aid Manual 1 First Aid Log Book 1 Roll of Tape 1 Personal Shield 1 Clinical Waste Bag 1 Scissors 1 Tweezers 3 Pairs of Gloves Supplementary items with 1st Aid Kit 6 Burnshield Burn Gel 1 Ice Pack	10 Wipes 20 Plasters (Varying Sizes) 1 Bandage Wrap 4 Sterile Gauze 1 Ambulance Dressing 1 Triangular Bandage w Safety Pins 1 Eye Pad 2 Saline Flush 1 First Aid Manual 1 First Aid Log Book 1 Roll of Tape 1 Personal Shield 1 Clinical Waste Bag 1 Scissors 1 Tweezers 3 Pairs of Gloves Supplementary items with 1st Aid Kit 6 Burnshield Burn Gel 1 Ice Pack	10 Wipes 40 Plasters (Varying Sizes) 2 Bandage Wraps 10 Sterile Gauze 2 Ambulance Dressings 1 Triangular Bandage w Safety Pins 2 Eye Pads 2 Saline Flush 1 First Aid Manual 1 Roll of Tape 1 Personal Shield 1 Clinical Waste Bag 1 Scissors 1 Tweezers 3 Pair of Gloves Supplementary items with 1st Aid Kit 2 Burnshield Burn Gel 1 Ice Pack
Staff Room First Aid Kit:	Long Distance Trips (e.g. Bude) 1 st Aid Kit and Medical Kit	1 Coach Trip First Aid Kit
10 Wipes 20 Plasters (Varying Sizes) 3 Pair of Gloves 1 Scissors 1 Tweezers 1 Bandage Wrap 4 Sterile Wound Dressings (2 Large, 2 Small) 1 Ambulance Dressing 1 Triangular Bandage 2 Safety Pins 1 Eye Pad 1 Saline Flush 1 First Aid Manual 1 First Aid Log Book 1 Roll of Tape 1 Personal Shield 1 Clinical Waste Bag Supplementary items with 1st Aid Kit 2 Pads 2 Tampons 2 Burnshield Burn Gel 1 Ice Pack	20 Wipes 40 Assorted Plasters + 1 Kit blister covers 1 Scissors 1 Tweezers 1 Bandage Wrap 1 Crepe Bandage 1 Tubigrip 4 Sterile Wound Dressings (2Large,2Small) 1 Ambulance Dressing 1 Triangular Bandage 2 Safety Pins 1 Eye Pad 4 Saline Flushes 1 First Aid Manual 1 First Aid Log Book 1 Roll of Tape 3 Pair of Gloves 1 Personal Shield 1 Clinical Waste Bag Medical Kit: 1 Sunblock 1 Aftersun 1 Arnica Cream 4 Ice Packs 1 Insect Repellent 1 box of Strepsils 1 Cough Medicine 5 Travel Sickness Bags 1 Anthisan Cream 1 box Pads & 1 box Tampons 1 Deep Heat Rub	10 Wipes 20 Plasters (Varying Sizes) 3 Pair of Gloves 1 Bandage Wrap 4 Sterile Gauze 1 Roll of Tape 1 Tubigrip 1 Scissors 1 Tweezers 2 Sterile Dressings 1 Triangular Bandage w Safety Pins 1 Personal Shield 1 Clinical Waste Bag 1 First Aid Manual 1 First Aid Log Book Supplementary items with 1st Aid Kit 1 Tampon 1 Pad

ACCIDENT POLICY FLOWCHART



ACCIDENT

VERY SERIOUS

SERIOUS

MINOR

Casualty is:-
 1. Unresponsive
 2. Unconscious
 3. Bleeding severely
 4. Badly burned
 5. Suffering head/neck/back injuries after major trauma

Casualty is:-
 Fully conscious

ACTION

1. Call Health Centre/take casualty to Health Centre.
 2. Assist in completion of Accident Form/report

ACTION

1. Do not leave casualty unattended unless this is the only way to get help.
 2. Ring 999 for Ambulance and direct it to main entrance i.e. white posts and chains.
 3. Immediately inform the Health Centre Tel 230 or 07817 929490.
 4. Inform Senior Duty Staff Tel 07890 087045
 5. Inform Duty Man (Day) Tel 07968 048647 or Security (Night) Tel 07854 925243
 6. Ensure Ambulance is met at main entrance and guided to casualty.
 7. Keep bystanders away from casualty, accident area and medical team.
 8. Member of Staff or School Nurse will accompany casualty in Ambulance and stay at Hospital until parent/guardian arrives/authorises their departure if patient admitted.
 9. Health Centre or an appropriate member of staff informs parent/guardian and the Head.
 10. Health Centre or an appropriate member of staff obtains full accident report and ensures Accident Form/ SIR report is completed. Add location and process

ACTION

1. Call Health Centre (who will attend) Tel 230 or 07817 929490
 2. If qualified First Aider carry out immediate treatment
 3. Inform Senior Duty Staff on 07890 087045
 4. If back-up is needed:- call Duty Man (Day): 07968 048647 or Security (Night): 07854 925243
 5. Assist in completion of the Accident Form/ SIR Report
 6. If Ambulance/Hospital treatment is needed, proceed as for a very serious accident.

A MEMBER OF THE HEALTH CENTRE IS CONTACTABLE AT ALL TIMES: 230 or 07817 929490

Appendix E

ACCIDENTS - GUIDELINES

The action required will depend on the severity of the Accident. Girls who are First Aiders may be able to help Staff.

In the event of a serious accident, in addition to ensuring that a bystander is sent to summon help (Nurse/first aider/ emergency services) it is of key importance for the member of staff who remains with the casualty to:

- Keep calm, assess the situation and take charge.
- Send other girls away from the scene of the accident unless they are able to be of immediate help (younger or very upset girls should be put in the care of an adult if possible).
- Carry out immediate First Aid while waiting for nurse and the Ambulance to arrive.
- Leave the casualty where found, unless it is imperative that she is removed from danger.
- Reassure the casualty and keep her still and warm.

For an apparently unconscious casualty:

D – Check for, and remove, sources of **Danger**

R – Can the casualty **Respond**? Is she conscious? *Hello, can you hear me? Open your eyes.*

If you are alone, and the casualty is unconscious, yell for **help!**

A – If unconscious, open her **Airway** by placing one hand on her forehead and gently tilting her head back, using just 2 fingers to lift her chin.

(If you suspect spinal/neck injury, place your hands on either side of her face and gently lift her jaw with your fingertips to open the airway without tilting her neck.)

B – Is she **Breathing**? Look, listen and feel for up to 10 seconds.

Send a helper to dial 999 for an ambulance at this point and seek help

Breathing but Unconscious, without suspected spinal injury: put her in the recovery position on her side. (For suspected spinal injury, maintain open airway in position found).

Not Breathing and No Signs of Life: Carry out Cardio Pulmonary Resuscitation (CPR) as follows:

For a young person or child give 5 initial rescue breaths. Follow these with 30 chest compressions and 2 rescue breaths (once safe to do so as deemed by Resus Council due to covid-19 pandemic), repeating this sequence until help arrives or the casualty's breathing restarts.

For an **Adult**, kneel at the side of the casualty and start 30 chest compressions:

- placing the heel of your hand at the centre of the chest,
- place the other hand on top and interlock your fingers
- Keep arms straight and position yourself vertically above the casualty's chest
- Press down on the breast bone to a depth of 5-6 cms then release all the pressure without losing contact between your hands and the chest
- Open the airway again and give 2 rescue breaths (once safe to do so as deemed by Resus Council due to covid-19 pandemic)

- Return your hands without delay to the centre of the chest and give another 30 chest compressions
- Continue with chest compressions and rescue breaths at a ratio of 30:2

NB: During covid-19 pandemic give chest compressions and omit rescue breaths.

For a badly bleeding casualty: call 999

- Lie the casualty down, with the injured part raised.
- Start controlling the bleeding using direct pressure over the wound (or beside it, if it contains e.g. glass).
- Apply a large wound dressing (pad and bandage) or an improvised dressing, to control the bleeding.

For a casualty who is burnt:

- Cool the burnt area with cold water for at least 10 minutes (nurse will arrive well before this).
- Protect burn blisters – never break them.

For a casualty who has taken a poison: call 111 (for advice if patient is stable) or 999 in an emergency

- Quickly try to find out **what** has been taken, **how much** and **when?**
- Put the casualty in the **recovery position**, even if conscious, as unconsciousness and vomiting are very likely. Ensure that the casualty stays in this position until help arrives.