




ST. ANDREW'S COLLEGE
Cambridge

FIRST AID & MEDICAL CARE POLICY

ST ANDREW'S COLLEGE POLICY DOCUMENT	
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This policy will be reviewed at least annually, and/or following any concerns and/or updates to national and local guidance or procedures.

Introduction

The Health and Safety (First-Aid) Regulations 1981 place a duty on employers to provide adequate First Aid equipment, facilities and personnel to their employees. In its guidance, HSE strongly recommends that employers include non-employees in their assessment of First Aid needs and that they make provision for the needs of visitors to the college site. In order to ensure that adequate First Aid provision is provided for staff, students, contractors and visitors to the College, it is St Andrew's College's policy that:

- a qualified First Aider is available when students are present on-site;
- sufficient numbers of trained First Aid personnel, together with appropriate equipment, are available to ensure that there is someone competent in basic First Aid techniques who can attend an incident during times when the College is occupied; and
- appropriate First Aid arrangements are in place whenever staff and students are engaged in offsite activities and visits. Further information can be found in the College's Policy for Educational Visits and other off-site activities.
- first aid is to be provided in a 'timely and competent' manner.

In emergency situations any member of staff may engage in emergency care including those who are not first aid trained. The College must ensure that there are sufficiently trained staff to meet the statutory requirements and assessed needs. The Governors of St Andrew's College ("the College"), who are responsible for the provision of First Aid at the College, have charged the Head of Boarding and Pastoral Care with reviewing the policy regularly, and making any changes to procedures that are considered necessary in the light of accidents and injuries reported.

The College will contact parents or guardians if a student suffers anything more than a trivial injury, or becomes unwell whilst at College, or if there are any worries or concerns about their health.



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Access to First Aid

All new students and staff are given information on where to go for help in the event of an accident as part of their induction process into the College.

Accident Reporting

The College complies with the National Health and Safety legislation regarding accident reporting as required by The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR), as amended April 2012. The Facilities Manager must keep a record of any reportable injury, disease or dangerous occurrence. The College has a separate Health & Safety policy which contains RIDDOR procedures.

The College maintains paper accident report books at the following locations:

- Station Road
- Boarding Houses

At the end of each term, the accident report books should be reviewed by the Head of Boarding and Pastoral Care

Ambulances

Staff should always call an ambulance if:

- there are signs of a stroke, poisoning, drug overdose or evidence of a suicide attempt;
- a casualty is trapped, unconscious, has sudden or severe back pain, chest pain or broken bones;
- there is a serious head injury;
- there is any sign of a heart attack such as severe chest pain or pain in the patients arm or jaw
- a casualty has suffered a fall from height
- there is severe bleeding;
- a severe burn;
- there is a severe or growing allergic reaction (anaphylaxis);
- there is a seizure.

In the event that the First Aider in attendance considers that they cannot deal adequately with the presenting condition by the administration of First Aid or if they are unsure of the correct treatment an ambulance should be summoned.

Guidance on how to call an ambulance:

From all landlines in the College phone 999. From a mobile phone 112/999.

- They will ask you what service you require. Say 'ambulance'.
- They will ask where you are located. Be as precise as possible.



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- They will ask you how many casualties. If a child (18 and under), state 'a child'
- They will ask what is wrong with casualty. Tell them what you are sure of: they are likely to ask for further information such as the casualty's name, date of birth, GP surgery (Woodlands surgery) etc. If the casualty is not near a telephone, you will find it helpful to enlist another member of staff to help you with making the call and relaying details.
- They will ask if other services required.
- After you hang up you must wait with the casualty until the ambulance arrives, and send someone to direct the ambulance (or contact Reception to assist with this).

If an ambulance is called then the First Aider should make arrangements for the ambulance to have access to the location of the injured person.

Arrangements should be then made to ensure that any student is accompanied in the ambulance, or followed to hospital, by a member of staff if it is not possible to contact the parents in time.

Compliance Issues

This Policy complies with the following legislation:

- Health and Safety (First Aid) Regulation 1981
- The Education (College Premises) Regulations 2012
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995
- Data Protection Act 2018

Confidentiality

Information given by parent(s) and/or guardian(s) regarding their child's health will be treated in confidence and only shared with other staff when necessary or appropriate.

Disposal of contaminated products

All body fluids should be treated as 'clinical waste' and disposed of appropriately in a securely sealed yellow bag to be collected by a nominated waste disposal company for incineration. Non-disposable equipment should be washed thoroughly and disinfected using bleach (kept in locked cleaning cupboard); items that need laundering (clothes, bedding etc) should be flagged to Laundry staff. Staff should wash hands thoroughly. For small spillages, anti-viral/anti-bacterial wipes are available from the Medical Centre. Gloves should be worn and waste disposed of in a yellow bag as detailed above.

Emergency Medical Treatment

In accepting a place at the College, parents are required to authorise the principal to consent to their child receiving emergency medical treatment, including general anaesthetic and surgical procedure under the NHS, on the advice of an appropriately qualified medical specialist. Every effort will be made to contact parents prior to any treatment being



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given, and this measure will only be taken if there is insufficient time available to contact parents/guardians beforehand, or where parents are uncontactable in an emergency situation.

Emergency Procedures

If the member of staff taking charge of the incident judges that an ambulance should be called, they should do so immediately, without hesitation and without waiting for a First Aider to arrive at the scene. If necessary, a First Aider should be summoned. The First Aider in attendance will make the decision as to whether to call the emergency services. If the First Aider present considers that they can deal adequately with the presenting condition they should arrange for the injured person to access appropriate medical treatment without delay.

Epilepsy, Diabetes and Asthma

Attacks An individual care plan will be constructed by the College's staff for any student living with diabetes, epilepsy, asthma or any other known medical condition which may require emergency treatment at college. Further details of this plan are available on request from the College.

First Aid Boxes

First Aid boxes are placed in all the areas of the College where an accident is considered possible or where it is convenient to have a box, such as:

- Science Department
- Boarding Houses
- Art Department
- College Vehicles
- Medical rooms
- Main college building
- Every teaching building

First Aid boxes are always made available to groups of students who go out of college on organised trips or participate in sporting events. All boxes are checked by the Facilities Manager on a regular basis but staff must inform the Facilities Manager immediately when items have been used so that they can be replaced if necessary.

First Aiders

The College arranges for training selected members of staff in First Aid. Lists of members of staff who are qualified as First Aiders or have been trained as Appointed Persons are displayed on notice boards across the College, and are listed in Appendix 1. A rolling programme provides for current staff or new staff to be trained at least every three years.

The College always ensures that a member of staff who is qualified in First Aid accompanies students on overnight or high-risk activity visits out of college. This member of staff will administer First Aid if a student suffers an injury during an outing, and deal with any accident or emergency as appropriate, including summoning an ambulance if necessary. The First Aid staff of sites visited will also be utilised. College senior leadership are always available to offer advice over the phone.



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Hygiene/Infection control/HIV Protection

Staff should take precautions to avoid infection and must follow basic hygiene procedures. Staff should take care when dealing with such fluids, and when disposing of dressings or equipment. Make sure any waste (wipes, pads, paper towels etc.) are placed in a disposable bag and fastened securely. Any students' clothes should be placed in a plastic bag and fastened securely ready to take home.

The First Aider should take the following precautions to avoid risk of infection when providing first aid:

- cover any cuts and grazes on their own skin with a waterproof dressing;
- wear suitable disposable gloves when dealing with blood;
- use devices such as face shields, where appropriate, when giving mouth to mouth resuscitation;
- wash their hands after every procedure.

If the First Aider suspects that they or any other person may have been contaminated with blood and/or other bodily fluids which are not their own, the following actions should be taken without delay:

- wash splashes off skin with soap and running water;
- wash splashes out of eyes with tap water or an eye wash bottle;
- wash splashes out of nose or mouth with tap water, taking care not to swallow the water;
- record details of the contamination;
- report the incident to Head of Boarding and Pastoral Care and take medical advice if appropriate.

Medical Care

All parents are required to complete a medical questionnaire before their child joins the College. If any specific medical needs are identified, discussion will take place between the parents and the College and appropriate measures will be taken.

It is the responsibility of parents to advise the College of any changes to their child's medical condition once a child has commenced at the College.

Medical Records

The College keeps records of all treatments that a student receives while under the care of the College. This includes records of all accidents and injuries to a student and all medicines administered. The College may advise parents if their child has received medical treatment, provided this does not contravene any confidentiality legislation.

All medical records will be stored safely until a students' 25th birthday.

The College also keeps records of all accidents and injuries, and has a procedure in place for ensuring that they are reviewed regularly in order to minimise the likelihood of recurrence.



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Medicines and Treatments Brought to College for Students

The Medical Staff are unable to dispense any medication that is from overseas that is not written in English and registered for dispensing in the United Kingdom. Parents are responsible to arrange for all medication to be given to the college. If a student has a medical condition which necessitates regular access to medication, college staff must be advised so that an appropriate regime can be devised. The relevant staff will be informed, in confidence, of any condition that is likely to affect a student in any area of college life and the College will work with parents in making arrangements that work best for them.

The College has a separate procedure for administering medicines - please refer to the 'Administration of Medicines Policy' which is available on demand from the college.

As part of the admissions procedure the College seeks written consent from parents and permission from for the administration of every medication before it is allowed to be given to a student. If medication is deemed necessary by a medical professional, parents may not be contacted and informed if the student is aged 16 or over, or has been assessed against the Fraser Guidelines and/or Gillick Competency.

Individual Healthcare Plans

Some students with medication in school will require an Individual Healthcare Plan. Individual Healthcare Plans are for those students whose needs lie outside the care and provision that the college would normally provide.

When a medical condition is brought to a member of staff's attention, he/she should pass any information to the Head of Pastoral Care. If further information is required, she will endeavour to obtain it from the student, agent or parents. She will assess whether an IHP is required and then work together with Gethin Thomas to write the plan. The plan should then be signed off by the student's parents and communicated to the house manager, host parent and any other members of staff that may be required to know.

Further information about IHPs can be found in the Care of Students with Medical Conditions policy.

The Principal is responsible for:

- putting the policy into practice and for ensuring that detailed procedures are in place
- ensuring that parents are aware of the College's Health and Safety Policy, including the arrangements for First Aid, by making both policies available on the college's website
- overseeing the adequacy of First Aid cover including organisation of qualified staff training programmes and equipment
- ensuring that appropriate arrangements are followed for off-site activities/trips and out of hours activities.

The Head of Boarding and Pastoral Care is responsible for:

- reviewing the College's First Aid and Medical Care Policy;
- reviewing the operation of the First Aid and Medical Care Policy to determine any changes that might be required to the College's First Aid provision.



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- organising and carrying out First Aid training for staff
- drawing up a rota to ensure that suitable numbers of First Aiders are available when students are onsite and for events out of hours;
- assessing the First Aid needs throughout the School;
- maintaining accurate records in the pupil's MIS system medical record of first aid or any treatment given in the Medical Centre;
- checking the Emergency Asthma kits at the beginning of each term and after each occasion when they have been used.
- Ensuring that the Medical Lists/Photoboards detailing pupils with existing conditions that require prompt action such as severe allergies, asthma, epilepsy and diabetes is kept up to date and can be viewed on Teams/All Staff Information/Surgery Public/Public Information List. The Lists/Photoboards must be available for staff.

The facilities Manager is responsible for:

- ensuring that an up to date list of qualified First Aiders is available on Teams and staff noticeboards as well as in Appendix 1 to this Policy; and
- on behalf of the Health and Safety Committee, is responsible for making reports under RIDDOR where appropriate.
- maintaining records of accidents:
- organising the ordering, provision and replenishment of First Aid equipment to ensure that First Aid boxes and kits are adequately stocked at all times.

Qualified first aiders (see Appendix 1) are responsible for:

- responding promptly to calls for assistance;
- providing first aid support within their level of competence;
- summoning medical help as necessary; and
- recording details of treatment given.

Staff responsible for taking sporting activities:

- ensuring that First Aid kits are taken on all off site sporting activities and also during practice sessions;
- restocking the off-site First Aid kits on an ongoing basis, in liaison with the Facilities Manager (who will stock the kits at the start of each term and provide supplies for restocking);
- ensuring the collection of EpiPens, asthma inhalers and any other medication for pupils who require them on sporting activities; and checking that such pupils are also carrying their own medication;
- liaising with the Head of Boarding and Pastoral Care to ensure that they have up-to-date awareness and knowledge of the medical needs of students.



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Science department staff are responsible for:

- ensuring that they are aware of the location of the first aid kits in their laboratories; and
- ensuring that risk assessments are done for any practical work taking place in their laboratories.

Arts department staff are responsible for:

- ensuring risk assessments are in place for times when they are incorporating practical work into their lessons for example, the use of saws and other potentially high risk equipment.

All staff have a duty of care towards pupils and should respond accordingly when First Aid situations arise. All staff should:

- familiarise themselves with the list of qualified First Aiders displayed on staff notice boards, and at Appendix 1 to this policy; and
- understand that in general the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.

Supporting sick or injured pupils

With reference to sick pupils and medicine the School:

- Will make every effort to keep abreast of new information relating to infectious, notifiable and communicable diseases and local health issues and contact the Health Protection Agency for advice, through the Head of Boarding and Pastoral Care, if we are unsure about a health problem.
- Will isolate a pupil if we feel that other pupils or staff are at risk and contact parent(s) and/or guardian(s) to support if they are feeling unwell/being sick/have diarrhoea/have had an accident/may have an infectious disease, respecting confidentiality.
- Will ring emergency contact numbers if the parent(s) and/or guardian(s) cannot be reached.
- Will make every effort to care for the pupil in a sympathetic, caring and sensitive manner.
- Keep other parent(s) and/or guardian(s) informed about any infectious diseases that occur and expect parent(s) and/or guardians to inform the College if their child is suffering from any illness or disease that may put others at risk.

Related Policies

- Adminstrating Medicines Policy
- Data Protection Policy
- Eating Disorders Policy
- Educational Visits Policy
- Health and Safety Policy



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- Medication Policy
- Mental Health Policy
- Pandemics Policy
- RIDDOR Policy
- Supporting Pupils with Medical Conditions Policy

Next review: July 2024