



Francis Holland Schools

First Aid, Accident Reporting and Investigation Policy

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First Aid, Accident Reporting and Investigation Policy

This policy applies to:

Francis Holland Regent's Park

Francis Holland Sloane Square

Francis Holland Prep

Where there are differences between the schools these have been clearly highlighted.

Related Policies:

EYFS Administration of Medicines Policy

Health and Safety Policy

Risk Assessment for Pupil Welfare Policy

Allergy and Anaphylaxis Prevention and Management Policy

1. Introduction

The School is committed to providing appropriate first aid to pupils (including those in EYFS where relevant), staff, parents and visitors. This policy outlines the procedures in place to meet that commitment, as well as for appropriate reporting and investigation of accidents.

2. Aims & Objectives

- to ensure that first-aid provision is available whilst pupils and staff are on school premises and also off the premises on school visits;
- to ensure that there are sufficient first aid trained staff;
- to provide sufficient and appropriate resources and facilities;
- to ensure that the procedures in place are effective and well understood;
- to keep accident records and to report to the Health and Safety Executive as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR), 1995 including the changes from April 2012;
- to provide awareness of Health and Safety issues within school and on school visits and to prevent, where possible potential accidents;
- to investigate accidents as appropriate, in some cases, in contemplation of legal proceedings and with the protection of legal privilege.

3. Provision

The Schools are considered generally a low-risk environment and staffing levels are set with this in mind. Risks are higher in certain areas (e.g. Science, Art, and Physical Education) and representatives in these areas will always be trained. Paediatric First-aid training is provided where appropriate and risk assessments for school trips will consider First Aid provision.

4. First Aid Training

First Aid training will be as follows:

- The schools maintain an appropriate number of staff with adequate first-aid training, who are our certified first-aiders. A number of other staff are offered a more basic level of first-aid training. At the Prep School, all teaching and support staff have certified first-aid training;
- All PE Staff undertake certified first-aid training;
- Catering staff and cleaning staff will be trained according to the policies operated by the catering and cleaning contractors respectively;
- It is strongly advised that one person on a school trip (day or residential) has basic first-aid knowledge. An appropriate first-aid kit must be taken on all trips and first-aid provision

considered as part of the risk assessment process. In the Prep School, a first-aid kit is taken out to the playground at break times by the Prep staff;

- All staff will be given annual training in allergy and anaphylaxis management. For full details, please see the Allergy and Anaphylaxis Prevention and Management Policy. This includes Epi-Pen training.
- Under the Early Years Foundation Stage requirements, at least one person on outings with children at that stage must have a twelve-hour trained paediatric First-aid certificate;
- Usually, a hazardous trip should be organised through an external provider which will provide qualified first aiders. If this is not the case, advice must be sought from the member of SLT with responsibility for school trips; the trip might not be able to go ahead;
- A notice giving the names of personnel with first-aid training is displayed prominently throughout the school with at least one in each of the school buildings and in the Staffroom.

5. First Aid and Accident Reporting Procedures

5.1 Reporting Accidents

All serious or significant incidents are reported to the parents, usually by telephoning them.

The Schools are aware that under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, 1995 (RIDDOR), some accidents to pupils, employees or visitors must be reported to the Health and Safety Executive. Details of what is reportable are found on www.hse.gov.uk/riddor/guidance.htm but currently comprise:

- Deaths;
- Major injuries;
- Over-seven-day injuries;
- An accident causing injury to pupils, members of the public or other people not at work;
- A specified dangerous occurrence where something happened which did not result in an injury but could have done.

HSE will be notified by telephone (0845 300 99 23) or by completing the on-line Form 2508 of fatal and major injuries and dangerous occurrences. The Governor with responsibility for Health and Safety will be informed of any such report. Other reportable accidents will be reported to HSE within ten days on the on-line Form 2508.

The responsibility for RIDDOR reporting has been delegated by the Health and Safety Committee and the Heads, to the following 'responsible persons':

- Deputy Head Operations (SSq)
- Assistant Head Operations (RP)
- Operations Manager (FHP)

5.2 Procedure in the Event of an Illness or Accident

- If a pupil is feeling ill, she must be sent to the school nurse or the school office (in the nurse's absence) for a First-aider/Paediatric First-aider to assess her condition;
- If a student in the Sixth Form is unwell, they may see the school nurse, a First-Aider or a member of the senior pastoral team or SLT to assess their condition;
- The school nurse or a First-aider (in the nurse's absence) will make a judgement as to the appropriate course of action which may include contacting the pupil's parents and requesting that the pupil be collected. An unwell Senior School pupil will not be allowed to go home unaccompanied unless the Head or Deputy Head Pastoral and her parent(s) have given her permission. Sixth Formers may be allowed to go home unaccompanied

unless the illness demands otherwise. An unwell Prep School pupil will never be allowed to go home unaccompanied;

- If there has been an accident in school the nearest available first-aider should take charge of the situation and summon assistance from an additional First-aider. A person who witnessed the accident or was first at the scene should ensure that a correct report is made in the accident book.

5.3 When to Call an Ambulance

The decision to call an ambulance will normally be made by the person with the casualty to ensure there is no delay. The person calling the ambulance should then ensure that the school Nurse or a First-Aider, the Head or Senior Deputy Head is notified as soon as is practical.

5.4 Storage and Administration of Medication

Where possible, all pupil medication should be administered at home and not be brought into school.

However, we recognise that there are times when pupils may be on prescribed medication which requires administration during school hours. Equally there may be occasions where pupils require non-prescription or over the counter medication.

5.4.1 Storage of Medication in School

- All medication brought into school must be taken to the medical room for storage. No pupil should carry medication on their person (with the exception of inhalers for asthmatics and autoinjectors for those with allergies). Separate, individual health care plans will be present for these pupils.
- All medication will be stored in a lockable, wall mounted, washable cupboard.
- This cupboard will be kept locked at all times and keys held securely by the medical room staff and a spare set in a lockable drawer in the main school office.
- All medication will be stored at room temperature unless specifically stated that it needs to be kept in a fridge. A dedicated, lockable medicines fridge is available in the medical room (RP and SSQ); at Prep the fridge is kept in a manned or locked room, so cannot be accessed by anyone except medical staff.

5.4.2 Administration of Prescribed Medication

- Primary responsibility for a child's health lies with the parent/guardian who is responsible for supplying medication and for providing school with the information necessary for it to be administered safely.
- All parents must complete and sign an "Administration of Medication" form for each medicine a child requires. No prescription medication can be administered without this.
- Medication must be in the original pharmacy packaging with the original label clearly identifying the name of the medication, dosage, expiry date and name of child.
- Where the above is not clear and the medication & child cannot be identified, the school may refuse to administer it.
- All medication should contain the information leaflet to accompany it detailing possible side effects where possible.
- School keeps a generic autoinjector and salbutamol inhaler in accordance with Guidance on the use of adrenaline auto-injectors in schools (Dept of Health 2017) & Guidance on the use of emergency salbutamol inhalers in schools (Dept of Health 2015).

- Individual health care plans and authorisation for the administration of specific drugs such as buccal midazolam (epilepsy) and hypostop gel (diabetes) will be gained from parents for individual pupils.

5.4.3 Administration of Non-Prescription (Over-the-counter medication)

- The School keeps a supply of over-the-counter medication. This may include paracetamol, ibuprofen (not at FHP or SSq), piriteze and throat lozenges (not at RP).
- Upon admission, parents consent to the administration of these medicines for the following reasons; Paracetamol for headaches, period pains and minor injuries; Antihistamines, for allergic reactions and hayfever; throat lozenges for the relief of sore throats.
- Staff will seek parental permission should Ibuprofen be required, and this would not be administered to asthmatic pupils.
- Where parents have not consented to administration of medication, a record of this is kept under the medical flag on ISAMS.

5.4.4 Controlled Drugs

A small number of pupils in school may be prescribed controlled drugs for the treatment of conditions such as ADHD. These should principally be administered at home and not at school. In exceptional circumstances where a dose is required during school hours, the above process for the administration of prescribed medication will be followed. In addition, a specific CD record book is kept in the medical room, and the medication will be signed for by two members of staff.

5.4.5 Herbal/ Trial medication

This will not usually be administered in school. In exceptional circumstances, a Doctor's letter may be required.

5.5 Record Keeping

A written or electronic record of administration of all prescription medication will include; date, time, dose, signature & initial of staff.

Non prescription (over the counter medication) will be recorded on the ISAMS electronic database, to include date, time, dose, reason for administration & initials.

5.6 Management of Adverse Incidents

Should a pupil suffer an adverse reaction suspected to be due to taking either a prescription or over the counter medication, initial first aid measures will be followed, and emergency protocol should this be necessary. Parents will be informed accordingly.

5.7 Disposal of Old or Expired Medication

Any old, unused or expired medication will be returned to parents for disposal.

5.8 Educational Visits / Trips

- Parents are responsible for informing trip staff of medication their child is required to take. They will be asked to supply all medication in a clearly named pharmacy container as per the school policy.

- All medication must be handed in to staff prior to trips. No medication is to be held by pupils. One member of staff will take responsibility for holding pupil medication.
- Administration will be recorded in a specific record book.
- All residential trips will be accompanied by a qualified first aider.

5.9 Hygiene Procedures

All staff must take precautions to avoid infection and must follow basic hygiene procedures. Staff have access to single-use disposable gloves in First-aid kits and also to hand washing facilities. They must wear single-use disposable gloves when dealing with blood or other body fluids. They must use Biohazard bags when disposing of dressings or equipment.

6. Arrangements for Pupils with Particular Medical Conditions

Parents should inform the School of their child's medical condition when completing the medical history form when their daughter joins Francis Holland Schools. If a condition develops later, the parents should notify us as soon as possible. There are a few pupils who have potentially serious medical conditions e.g. asthma, diabetes, epilepsy, and allergies. Teaching staff will be made aware of the names and medical concerns of any such pupil.

Parents should teach their child about management of her own condition in an age-appropriate way and how and when to alert an adult, for example:

- for pupils with an allergy: avoiding trigger substances and always carry an EpiPen.
- Parents are also responsible for ensuring that their child does not share an EpiPen with any other pupil;
- for pupils with asthma: carrying their reliever inhaler at all times and using it whenever they need to;
- for pupils with diabetes: being aware of triggers, knowing about their equipment and knowing how to administer their medication.
- Younger pupils in the Prep School will have their EpiPen/ inhalers looked after at the front office/ medical room.

If it is necessary to keep medication on the school premises, the advice for storage will be followed and guidance given on where to take the medication and its disposal. Parents are responsible for ensuring any medication that is stored on school premises is replaced when it expires.

Taking part in sports, games and activities is an essential part of school life. Pupils with particular medical conditions will not be excluded from school visits or from participating in exercise and activity. For example, PE teachers (and all classroom teachers) will encourage pupils to use their inhaler during a lesson if they need to.

Staff organising school trips will be advised of the necessary precautions and risk assessments will be conducted and copied to parents before a visit. Parents will need to complete a detailed medical history form/consent form prior to departure, which will include the name of the medication, reason for medication, dosage, frequency/time of administration, length of treatment. Once the parent has completed the form, the school nurse will explain the consent form to the first aider on school trips, in order for them to administer any required medication. Senior School pupils need to carry any medication/ equipment that they would normally carry during the school day e.g. EpiPen. In the Prep school the trip leader will carry all medication. In the event of loss or damage to medication, it will be the parents' responsibility to provide extra medication with full storage details. The teacher organising the trip will aim to ensure that there are available relevant storage facilities for the medication.

The school nurse holds procedures for the following medical conditions: asthma, diabetes, epilepsy, head injuries and severe allergic reactions. The nurse also holds procedures on how to administer medication and school nurse confidentiality.

7. Dealing with a Biohazard

The aim of this procedure is to decrease the exposure risk to blood-borne and body fluid pathogens. Adherence to this policy is the responsibility of all staff who may come into contact with spillages of blood or other body fluids. All staff need to be aware of their personal responsibilities in preventing the spread of infection.

Disinfection aims to reduce the number of micro-organisms to a safe level. Whilst a variety of chemical disinfectants is available, high concentration chlorine-releasing compounds provide an effective method of treating body fluid spills with activity against a range of bacteria and viruses.

The Schools have a duty to protect its staff from hazards encountered during their work: this includes microbiological hazards (COSHH 2002). For the purposes of this policy, biohazards are defined as:

- Blood;
- Respiratory and oral secretions;
- Vomit;
- Faeces;
- Urine;
- Wound drainage;
- Gastric aspiration.

7.1 Procedure For Dealing with a Biohazard

All staff dealing with a biohazard spill are to:

- Take precautions so as not to come into contact with blood or body fluids, wet or dry, either on themselves, their clothing or protective equipment. In particular avoid blood or body fluids reaching the eyes or areas inside the mouth and nose;
- Immediately after every clean-up of blood or body fluid, hands including arms to the elbow, must be washed with warm water and soap. This should be performed even if gloves have been worn. Soiled disposables should be placed in a biohazard disposal bag and incinerated;
- A child's soiled clothing should be placed in a plastic bag and given to the adult collecting that child.

8. Accident Investigation

All serious or significant accidents and any RIDDOR reportable incident should be notified to insurers by the Chief Operating Officer or Director of Facilities & Estates. The Chief Operating Officer or Director of Facilities & Estates will also consult with the School's retained specialist Health & Safety lawyer and in appropriate cases, at that lawyer's request, an internal incident investigation will be conducted under the protection of legal privilege for the dominant purpose of obtaining legal advice in anticipation of potential legal proceedings. The Chief Operating Officer will determine in consultation with the lawyer whether school staff or independent consultants should conduct the internal investigation.

In other less serious cases, an internal investigation may be conducted for the dominant purpose of preventing a recurrence. In either event, the Chief Operating Officer and Head shall seek to ensure that appropriate lessons are learnt, and remedial steps are taken to reduce the likelihood of a recurrence.

9. Review

Policy author/s	RP: Deputy Head Pastoral and Designated Safeguarding Lead. SSq: Senior Deputy Head Pastoral & Designated Safeguarding Lead/Deputy Head Operations Prep: Senior Deputy Head & Designated Safeguarding Lead
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The Francis Holland Schools Trust is an educational charity which manages three leading independent girls' schools in central London, across three sites.

Registered charity number: 312745

Registered office: Francis Holland Schools Trust, 35 Bourne Street, London SW1W 8JA

Appendix 1: Location of First Aid Kits and Automated External Defibrillators

Regent's Park	Sloane Square	FH Preparatory School
Ivor Place	The Office	School Office
Basement:	The Kitchen	School Hall
Pool - entrance	The Caretakers' Office	Library
Gymnasium - entrance	The Staff Room	Staffroom
Kitchen prep area	The Old School House	STEAM Room
Caretaker's office	The Library (CCL)	Music Classroom
Science laboratories – B9, B10, B12, B13, B14 (science prep room)	The Gym Store	Medical Room
	The Biology Prep Room	Dining Room
Ground floor:	The Chemistry Prep Room	Kitchen (for Cookery Club)
School office	ICT	Vestibule LG Floor for Playground
Library	Art	Each Classroom from Rec to Y6
Medical room	Main Reception	Fire Exit to Manresa Road from Y6
Science laboratories – G11, G14	Music Office – Carmel Hall	
First floor:	Medical Room	
Staffroom – F14 - entrance		
Second floor:		
Art rooms – S16, S17		
Linhope House:		
Front Office		
Head of Sixth Form office		
Staff room		

AED – Automated External Defibrillator

Sudden cardiac arrest is when the heart stops beating; it can happen to people of any age and without warning. If this does happen, quick action in the form of early cardiopulmonary resuscitation (CPR) and defibrillation can help save lives. A defibrillator is a machine used to give an electric shock to restart a patient's heart when they are cardiac arrest. Modern defibrillators are easy to use and safe.

An AED is available in the following locations:

Regent's Park	Sloane Square	FH Preparatory School
Ivor Place: Ground floor on the staff staircase Linhope House: Ground floor in the Common Room	Pupil Entrance/Exit next to Year 7&8 locker room	Main entrance next to the front door

These are fully automatic and designed to be used in a cardiac emergency by anyone. AEDs are designed to be used without any specific training and by following step by-step instructions on the AED at the time of usage. Modern AEDs undertake regular self-tests and, if a problem is detected, will indicate this by means of a warning sign or light on the machine.

The AEDs are checked by the School Nurse on a monthly basis (RP and SSQ) who replenishes any used or expired items as necessary. First Aid notices situated around the School inform staff where their nearest AED is located.

At FHP, the AED is checked weekly and is on the London Circuit for access by members of the public / ambulance services during term-time.

Appendix 2: Resources and Facilities

First Aid Kits

- First-aid kits, correctly marked, are provided in key areas of the school. See Appendix 1.
- A notice giving the location of First-aid kits is displayed prominently throughout the school with at least one in each of the school buildings and in the Staffroom.
- A travelling First-aid kit is provided for staff accompanying any off-site activities.

Checking First Aid kits:

- RP: The contents of First-aid kits are checked and replenished regularly by the School Nurse. The Nurse keeps a log of checks.
- SSq: the contents of first-aid kits are checked and replenished regularly by the School Nurse. The Nurse keeps a log of checks.
- Prep: The contents of First-aid kits are checked and replenished regularly by the School Medical Administrator. The medical administrator keeps a log of these checks in the school office.

The Medical Room is provided with a bed, ventilation and sink and there is a WC nearby. The room is kept clean and tidy. Medicines are stored as follows:

	Regent's Park	Sloane Square	FH Preparatory School
Medicines	Under lock and key in the Medical Room	Under lock and key in the Medical Room	In the medical room fridge (not accessible to pupils without supervision & locked at all times).
EpiPens	Girls who require an EpiPen are asked to have these with them at all times; an additional EpiPen is stored in the medical room.	Girls who require an EpiPen are asked to have these with them at all times; an additional EpiPen is stored in the Medical Room	Girls who require an EpiPen are asked to have two in school at all times. These are kept in the School Office and in the Medical Room. At playtime, one of the two EpiPens are taken outside as part of the playtime First Aid kit.

Appendix 3: Record Keeping

The schools keep written accident records in the School Office (Medical Room at RP), in a statutory accident book or other appropriate format. These records are kept for a minimum of three years. They include the date, time and place of the accident, the name and form of the injured person, details of the injury and what first-aid was given. The record is signed by the School Nurse or a Senior First-aider or person dealing with the accident.

The school keeps a written central record in the School Office/Medical Room (Prep), on ISAMS at SSQ and Operoo at RP of any First-aid treatment. This gives the date and time of treatment, details of the illness, what First-aid was given. The record is signed by:

Regent's Park	Sloane Square	FH Preparatory School
School Nurse/Health & Safety Officer	School Nurse	A Senior First-aider or the Medical Administrator

The school will keep a separate RIDDOR record in the event of major injury, dangerous occurrence, or reportable disease.