

**The Mill Hill School Foundation
Walker House, Millers Close, The Ridgeway, Mill Hill,
London NW7 1AQ**

**Mill Hill School
Belmont, Mill Hill Preparatory School
Grimsdell, Mill Hill Pre-Preparatory School**

First Aid Policy

**Independent Co-educational Day School for Pupils aged 3 to 18
years and Boarding School for Pupils aged 13 to 18 years**

Effective September 2011

THE MILL HILL SCHOOL FOUNDATION

FIRST AID POLICY

1. Introduction

- 1.1 It is a requirement of The Education (Independent School Standards) (England) (Amendment) Regulations 2004 that schools in the independent sector have a written First Aid Policy (“the Policy”).
- 1.2 The Court of Governors recognise that under the Health and Safety at Work etc Act 1974 they have a legal duty to ensure, so far as is reasonably practicable, the health, safety and welfare of all their employees and that this should include arrangements for First Aid. This policy forms part of the Mill Hill School Foundation Health and Safety Policy (“Health and Safety Policy”).
- 1.3 The Mill Hill School Foundation (“Foundation”) recognises First Aid as the first assistance or treatment given to a casualty for any injury or sudden illness before the arrival of a qualified Nurse or other medical practitioner or the emergency services.
- 1.4 The Head is responsible for the health and safety of the pupils, staff, parents and visitors when on their School site, the implementation of this Policy and the effective cooperation of staff at all levels with regard to the working of this Policy in accordance with the Health and Safety Policy.
- 1.5 This Policy sets out the Foundation’s responsibility to ensure adequate and appropriate equipment and facilities for providing First Aid to pupils, parents, staff and visitors and the procedures in place to meet that responsibility.
- 1.6 This Policy operates in accordance with the Early Years Foundation Stage (EYFS) at Grimsdell, Mill Hill Pre-Preparatory School.
- 1.7 This Policy has been developed having due regard for the DfE good practice guide ‘Guidance on First Aid for Schools’.
- 1.8 This Policy is reviewed annually.

2. Statement

2.1 The Policy of the Foundation is to:

2.1.1 identify the First Aid provision required to meet the need of the School to ensure that pupils, parents, staff and visitors to the Foundation injured or taken ill during an activity organised by the Foundation both when on Foundation property and also when off Foundation property whilst on a School visit, are provided with adequate first aid assistance or treatment as far as is practicable.

2.2 To this end the Foundation will:

2.2.1 provide sufficient and appropriate resources and facilities, and maintain first aid kits in those areas designated in accordance with the Health and Safety Policy

2.2.2 ensure that all first aid kits are kept in clearly marked and accessible positions to enable first aid treatment to be given as and when required

2.2.3 provide mobile or other telephone facility when deemed appropriate by the School for academic staff undertaking a Foundation activity with pupils e.g. school trips, sporting activity distant from the main building campus

2.2.4 provide a first aid kit in each school minibus in accordance with the Health and Safety Policy

2.2.5 provide the appropriate number of suitably trained staff as Appointed Persons and First Aiders in possession of a current first aid certificate as is deemed necessary by the school to meet the needs of the School and ensure that appropriate first aid cover is available as far as is practicable during normal school hours in term time and normal working hours during school holiday periods

2.2.6 provide relevant training and ensure monitoring of training requirements

2.2.7 maintain accident records and to report to HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995

2.2.8 inform staff and parents of the School's First Aid arrangements. The Head is responsible for ensuring that Staff are informed of the School's First Aid arrangements and procedure, including notices, induction training for new Staff and through the Staff Handbook.

2.2.9 at Grimsdell, the Mill Hill Pre-Preparatory School, the additional provisions for the EYFS apply to this policy.

3. Foundation Health and Safety Officer

3.1 The Foundation Health and Safety Officer will:

- 3.1.1 ensure that a list of staff with current first aid certificates is held at Walker House and at each School in the office of the Deputy Head with delegated responsibility for Health and Safety
- 3.1.2 ensure that all staff are given information on the location of equipment and the names of First Aiders within each School
- 3.1.3 organise certificated training courses in first aid for staff to be renewed every three years or more frequently in accordance with best practice or as required by the Executive Health and Safety Committee and the requisite refresher courses for trained staff
- 3.1.4 support the Schools in their organisation of first aid INSET

4. Appointed Person

- 4.1 The Foundation recognises that it is good practice to have Appointed Persons who are not trained First Aiders but have received emergency First Aid training.
- 4.2 An Appointed Person should not give First Aid treatment for which he/she has not been trained.
- 4.3 An Appointed Person will:
 - 4.3.1 take charge when someone is ill or injured
 - 4.3.2 monitors the First Aid equipment and informs the School Nurse as and when required on the restocking of First Aid boxes
 - 4.3.3 ensure that the emergency services or other professional medical help is summoned when appropriate

5. First Aider

5.1 The Foundation recognises that a First Aider is a voluntary post. When selecting a member of staff to be a First Aider the Head will consider the following criteria:

- 5.1.1 reliability and communication skills
 - 5.1.2 aptitude and the ability to absorb new knowledge and learn new skills
 - 5.1.3 ability to cope with stressful and physically demanding emergency procedures
 - 5.1.4 the normal duties of the individual and his/her ability to attend immediately an emergency
- 5.2 A First Aider must have completed a Health and Safety Executive approved first aid training course and refresher courses in accordance with this Policy. The training course and refresher courses will be paid for by the School.
- 5.3 The duties of a First Aider are:
- 5.3.1 give immediate help to casualties with common injuries or illnesses or those arising from specific hazards at School
 - 5.3.2 when necessary, ensure that the emergency services or other professional medical help is called

6. School Nurse

- 6.1 The Foundation employs a RN Nurse experienced in emergency treatment and who is First Aid qualified at each School throughout the school day during term time.
- 6.2 The School Nurse is provided with accommodation suitable for medical treatment and care of the School pupils during the school day with easy access to a WC.
- 6.3 It is the policy of the Foundation to refer all non-urgent injuries and illnesses to the School Nurse in the first instance. The School Nurse will be called to all urgent injury or illnesses that occur on the School site.
- 6.4 Maintenance of adequate accident records at the School and the reporting of those necessary to the Foundation Health and Safety Officer will be the responsibility of the School Nurse as the medical professional.
- 6.5 The School Nurse is responsible for ensuring that the First Aid boxes provided meet laid down statutory requirements and are restocked as necessary every 3 months in accordance with the Health and Safety Policy or more frequently as and when required on the advice from an Appointed Person.

7. Assessment of Need and Provision of First Aid

- 7.1 The Foundation recognises that Schools are low risk environments although the awareness of hazards in subject teaching areas, activities, school times and locations may indicate a different level of provision required to meet the assessed need.
- 7.2 The Head in consultation with the Foundation Health and Safety Officer will consider the levels of provision when assessing the need based on the specific risk assessment/s.
- 7.3 Risk assessment reviews are undertaken annually by the School and when circumstances alter and recommendations made to prevent or control identified risks. The Head in consultation with the Foundation Health and Safety Officer will determine the School's First Aid need following alterations in circumstances, such as Staff changes, building works, activities etc.
- 7.4 The Foundation Health and Safety officer (see Section 3 above) will monitor the number of trained First Aiders and informs the Head and the First Aider of refresher courses and arranges the training.
- 7.5 The Head will monitor the number of Appointed Persons at the School and their emergency training and alert them to and arrange for refresher training.
- 7.6 The Foundation will provide a minimum of one First Aider at the School when pupils in its care are present and aims to provide on average during a school day one First Aider per 100pupils/staff.
- 7.7 The School will provide the number of Appointed Persons it considers necessary to meet the needs of the School and which will be based on the level of provision required to meet the different need of subject teaching areas, activities, school times and locations.

8. Accident reporting and record keeping, including RIDDOR

- 8.1 During term time all accidents that require medical attention, no matter how trivial, should be reported to the relevant School Nurse who is responsible medical professional for the School. The School Nurse will complete Accident Report Forms and inform the Head and/or the Foundation Health and Safety Officer at Walker House if and as appropriate. At other times of the year all accidents should be reported directly to the Foundation Health and Safety Officer at Walker House.

- 8.2 When a pupil is involved in an accident that requires first aid medical treatment the School Nurse or other member of the School Pastoral Care Team responsible for that pupil will arrange for the parents/guardians of the pupil to be informed.
- 8.3 The Schools and Mill Hill School Enterprises will take all necessary steps to comply with the Reporting of Injury, Diseases and Dangerous Occurrences Regulations 1995
- 8.4 Whenever any of the following injuries arising from accidents connected with work occur involving any person, except a pupil, it must be reported immediately to the Foundation Health and Safety Officer and in the case of a pupil it must be immediately reported to the Head of the School and as soon as reasonably practicable to the Foundation Health and Safety Officer:
- 8.4.1 the death of any person as a result of an accident arising out of or in connection with work
- 8.4.2 any person suffering any of the following injuries or conditions as a result of an accident arising out of or in connection with work:
- Fracture other than to fingers, thumbs and toes
 - Amputation;
 - Dislocation of the shoulder, hip, knee or spine;
 - Loss of sight, temporary or permanent
 - Chemical or other hot metal burn to the eye or any penetrating injury to the eye;
 - Injury resulting from electric shock or electrical burn leading to unconsciousness, or requiring resuscitation or admittance to hospital for more than 24 hours;
 - Any other injury: leading to hypothermia, heat-induced illness or unconsciousness; or requiring resuscitation; or requiring admittance to hospital for more than 24 hours;
 - Unconsciousness caused by asphyxia or exposure to harmful substance or biological agent;
 - Acute illness requiring medical treatment, or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin;
 - Acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material

- Is an accident connected with work (including an act of physical violence) and the person working on Foundation premises, suffers an injury which is not 'major' but results in the injured person being absent from work or unable to do their full range of normal duties for more than three days (an 'over-three-day injury').

- 8.5 In the case of death, specified major injury or condition involving any person the Head of the School and the Foundation Health and Safety Officer must be notified immediately e.g. by telephone, and this must be followed up within three (3) days by an Accident Report to the Foundation Health and Safety Officer. The Foundation Health and Safety Officer will make arrangements to ensure that the Health and Safety Executive is notified immediately by telephone and by a written report to the Health and Safety Executive on Form F2508.
- 8.6 In the case of over three day injury to a person at work, an Accident Report must be sent to the Foundation Health and Safety Officer within seven (7) days of the accident. The Foundation Health and Safety Officer will ensure a written report is sent to the Health and Safety Executive on Form F2508.
- 8.7 The Schools will keep records of all reportable injuries containing the date and time of the accident causing the injury and the following particulars about the person affected:
- 8.6.1 full name
 - 8.6.2 occupation
 - 8.6.3 nature of injury or condition
 - 8.6.4 date, time and location where the accident happened
 - 8.6.5 brief description of the circumstances
 - 8.6.6 treatment given by First Aider and/or School Nurse
 - 8.6.7 what happened to the injured/ill person immediately after treatment
 - 8.6.8 name and signature of First Aider and/or School Nurse who gave treatment
- 8.8 The Foundation Health and Safety Officer will keep a copy of each completed Form F2508 on file with other accident records for a minimum of 7 years in accordance with DSS Accident Book BI 510 guidance.
- 8.9 Maintenance of adequate accident records and the reporting of those necessary to the Foundation Health and Safety Officer will be the responsibility of the Medical Centre.
- 8.10 A written report on accidents investigated by the School will be sent to the Foundation Health and Safety Officer at Walker House. Where appropriate, a copy of the report

will be made available for discussion at the next Court of Governors Meeting, Executive or Foundation Health and Safety Committee Meeting or Staff Meeting.

- 8.11 Currently the preferred method of reporting to the Health and Safety Executive is directly to the Incident Contact Centre. This may be done online at www.hse.gov.uk/riddor/report.htm, telephone 0845 3009923 or in writing to the Incident Contact Centre, Caerphilly Business Park, Caerphilly, CF83 3GG

9. Identification of pupils with particular medical conditions

- 9.1 The School Nurse will circulate a list of pupils with particular medical conditions (such as asthma, epilepsy, diabetes) to all First Aiders at the start of each term and will update that list as and when required during a school term.
- 9.2 The School Nurse will provide in-service training for First Aiders and other members of the Pastoral Care Teams in the emergency treatment of pupils with particular medical conditions.

10. Hygiene and infection controls

- 10.1 The Foundation requires staff to follow basic hygiene procedures.
- 10.2 The School Nurse and Cleaning staff will be trained in the cleaning up spillage of body fluids and will be provided with Single-use disposable gloves.
- 10.3 It is the policy of the Foundation to comply with Personal Protective Equipment at Work Regulations 1992 based on the guidance in Booklet L25. The Foundation recognises that Personal Protective Equipment is a last resort and that wherever possible, risks should be controlled by other means. Where the risks cannot be controlled by other methods or it is assessed that there is a residual risk, then suitable Protective Equipment will be provided to Staff.
- 10.4 Single-use disposable gloves must be worn by the First Aider, Appointed Person and School Nurse when treatment involves blood or other body fluids. Single-use disposable gloves will be provided in First Aid boxes.
- 10.5 Care should be taken when disposing of used dressings or equipment. The School Nurse will have access to a sharps disposal and medical waste disposal facility.

11. Emergency Services

- 11.1 The Foundation considers that a First Aider or Appointed Person is competent to take charge of a situation if someone is ill or injured and to ensure that professional medical help, namely the School Nurse, and/or the emergency services is summoned if required. The emergency service or School Nurse will assume responsibility for the treatment of the injured or ill person on their arrival and the First Aider or Appointed Person will assist them as directed.
- 11.2 If the emergency services are summoned the First Aider or Appointed Person in charge is responsible to ensure that full details are given to the emergency service on arrival and to contact the Head or member of the School SMT as soon as possible to advise him/her of the situation.
- 11.3 If the assessment by the First Aider or Appointed Person or School Nurse determines that an ambulance or other emergency service should be called then the ambulance or other service should be immediately contacted by the First Aider or Appointed Person or School Nurse.

12 Early Years Foundation Stage (EYFS)

At Grimsdell, the Mill Hill Pre-Preparatory School, where there is provision for the EYFS, the following additional provisions apply to this policy:

- 12.1 At least one person who has a current paediatric first aid certificate must be on the School premises at all times when children are present.
- 12.2 There must be at least one person on all School trips/outings who has a current paediatric first aid certificate. First Aid Training must be approved by the Local Authority and be consistent with guidance set out in the Practice Guidance for the Early Years Foundation Stage.
- 12.3 The School must notify Ofsted of any serious accident or serious injury, or the death of, any child whilst in their care, and of action taken in respect of it. Notification must be made as soon as is reasonably practicable, but in any event within 14 days of the incident occurring,
- 12.4 The School must notify Local Child Protection Agencies of any serious accident or serious injury, or the death of, any child whilst in their care, and act on any advice given.

- 12.5 The School must discuss with parents the procedure for children who are ill or infectious.
- 12.6 The School must implement an effective policy on administering medicines, including effective management systems to support individual children with medical needs, keep written records of all medicines administered to children and inform parents, and obtain prior written permission for each and every medicine from parents before medication is given.

13 First Aid boxes and equipment

- 13.1 The list of contents of a First Aid box is attached at Annex A.
- 13.2 The location of First Aid boxes is attached at Annex B
- 13.3 List of First Aiders is attached at Annex C

Last review: September 2011

By resolution of the Pastoral Sub-Committee on behalf of the Court of Governors of the Mill Hill School Foundation

Signed
Dr Amanda Craig
Chairman

Date

ANNEX A

First Aid Box List of Contents

- First Aid leaflet
- Resuscitation face shield
- Single-use disposable gloves
- Scissors
- Eyewash pods/eye pads
- Assorted plasters
- Triangular sling
- Propax dressings
- Assorted bandages
- Assorted tubigrips
- Surgical tape
- Gauze pads
- Cleansing pads
- Burn gel
- Savlon cream
- Waspeze spray (Summer and Autumn terms only)
- Burneze spray (Kitchen and Maintenance boxes only)

ANNEX B

Location of First Aid Boxes

Mill Hill School

- Burton Bank House
- Collinson House
- Cedars House
- Ridgeway House
- St. Bees House
- McClure House
- Murray House
- Priestley House
- School House
- Weymouth House
- Biology Department
- Chemistry Department
- Physics Department
- Design Technology Department
- School Office
- Common Room
- Kitchens
- Sixth Form Centre
- Sports Hall (Duty Manager's Office)
- Angela Rumbold Swimming Pool
- Parks Pavilion
- Medical Centre
- School Minibus - the glove compartment or under the front passenger seat
- Ground Staff Office

Belmont School

- Nurse's Room
- Common Room
- Kitchens
- School Office
- Science Department
- Changing Room (Staff)
- Pavilion
- School Minibus - the glove compartment or under the front passenger seat
- Maintenance Workshop

Grimsdell School

- Common Room
- Nursery
- Medical Room

Walker House

- Walker House Main Office
- Maintenance Workshop (Walled Garden)

ANNEX C

First Aiders

Mill Hill

Liz Evesham
Laura Sutherland
Valerie Miner
Diana Sherlock
Jane Simpson
Carolyn Elliott
Mike Gibson
Lesley Lamb
Liz Croft-Baker
Stuart Hendy
John Barron
Rita Harris
Patricia Newsome
Nathalie Seymour
Breeze Toumasou
Louise Arnold
Adam Morton

Belmont

Rosie McGinness
Gill Ellen
Katie Hockley
James Fleet

Grimsdell

Anita Hurst (and Paediatric First Aider)
Kevin Dobson (Paediatric First Aider)
Nicole Heath (Paediatric First Aider)
Jo Barnett (Paediatric First Aider)
Tanja Oechler (Paediatric First Aider)
Lorraine Staniford (Paediatric First Aider)
Jo Golden

Walker House

Susan Phillips
Tracy Williams