3.2 First Aid in School

3.2.1 First Aid Risk Assessment

The school is situated in the Meads, Eastbourne on a single site, with three main buildings and various classroom blocks, sports hall and outbuildings. First Aid equipment is based in all main buildings. The Medical Department is the main centre for first aid and is on the 2nd floor of School House. The School is for girls aged 2 years to 20 years, additionally from 0 in the co-educational Nursery. The majority of pupils are day children but there is also a substantial boarding community based in School House and Boston.

Some girls have specific requirements (e.g. Asthma and allergies). It is the responsibility of the parents to notify the School of any special requirements and any changes in their child’s condition or treatment. Staff are made aware of these requirements through medical caution lists and regular Common Room meetings. The School Sisters also provide basic knowledge and training of such conditions to alleviate any concerns held by the staff.

Please see separate policies for particular medical issues e.g. Asthma Emergency, Communicable diseases, drugs and misuse, eating disorders, head lice and smoking.

Based on previous accident records, areas of most common injuries are caused through sport, pathways, playgrounds, stairways, and Science experiments. The majority of these injuries are cuts, bruises, sprains and burns.

First aid courses are held for girls participating in Duke of Edinburgh scheme, and basic principles are covered during PSHE lessons. An adult resuscitation practise manikin is kept in the medical department and used throughout the school. A child pool rescue manikin is kept in the swimming pool for illustrating life saving techniques.

3.2.2 First Aid Procedures

On School Premises
- In any life-threatening situation Dial 999 for ambulance, then contact the School Sister on duty.
- If injury or illness does not permit movement, contact Sister via School Office. Sister may also be contacted by mobile Tel. 07954 225672 (Sister Bushnell) or 07954 895223 (Sister Freeborn).
- If the injury or illness allows, escort pupil to Medical Department (Sick Bay) for treatment via School office to check that Sister is in department.
- All accidents must be reported to the Nursing Sister/Senior Leadership Team or the Principal immediately and logged in the School’s Accident Report Book.
- If Sister is away from the premises during the school day, then report injuries or illness to the school office, who will direct you to the first aider on duty. Sister can be called back to school if needed.
Off Site Activities

- Ensure Risk Assessment completed.
- A first aid kit must be ordered from Sister at least 24hrs in advance with details of activity. For example, number of girls, type of activity, length of stay, special requirements, so that adequate provision can be made. Kits must be returned immediately after use and any accidents reported in writing.
- In any life threatening situation or when injury or illness does not permit movement by staff Dial 999.
- Administer first aid. Telephone school office if assistance is required.
- Report any accidents to sister on your return.
- Contact parents (as below)

Weekend / Night time cover
First aid equipment is available in both boarding houses. Extra equipment is kept in the Common Room and School Office.

See separate procedure for House Staff.

Procedure for accompanying pupils to hospital

Minor Treatments:

- Parents should be contacted and asked to escort their daughter to casualty.
- If parents unavailable or pupil a boarder then:
  - Junior School Pupils: escorted by a member of the boarding house or Junior School Staff.
  - Senior School Pupils: School Sister on duty, member of Staff, depending on age and severity of injury.
  - 16 years and over: School Sister on duty will arrange transport and liaise with casualty. Depending on nature of injury a fellow pupil may accompany if tutor permission sort.

NB Diagnosis and treatment prescribed by the casualty officer should be relayed to Sister on return.

If Sister is required to escort a pupil to casualty and has girls within the department then a member of staff will be made available to ensure their safety.

Emergency/ Serious injury or illness
Parents will be contacted as soon as possible to inform them of the incident. The Sister or a member of staff must accompany the child to hospital until the parents arrive. In the event of a boarder being admitted to hospital, Sister and the Housemistresses will liaise with the hospital and parents.

Minor Incidents
In the event of minor incidents, parents will be contacted by, Sister, tutor, school secretary or a letter sent home.

The Health & Safety Executive (HSE)
The local office at East Grinstead, tel: 01342 334200 must be informed of dangerous occurrences, fatal and major accidents, or injuries resulting in hospital admission or is
absent from School for three days as a result of injury. The office can be contacted by e-mail or a form F2508 sent by post. We comply with all regulations connected to RIDDOR. In Sister’s absence during night times and weekends and holidays, the senior member of staff on duty becomes the appointed person.

Medical Department Nursing Hours & Procedures for House Staff in Nurses’ Absence

Monday to Friday
Cover by qualified Nurse 08:15 until 15:15
Late surgery on Tuesdays and Thursdays 19:00 until 21:00

Saturdays
Surgery between 09:00 and 11:00

Sundays
Surgery between 19:00 and 21:00

In the event of a girl requiring nursing cover beyond these hours the nurse on duty will arrange cover. The Housemistress on duty is to assess the needs of the girl and take one of the following actions:

- **Life threatening EMERGENCY** - Dial 999
- **Serious concern** - telephone the **GP 01323 410088 or NHS DIRECT 111**
- **Minor ailment** - headache, period pain etc. Check allergy list, give paracetamol unless contra-indicated. Complete the drug sheet and incident book.

**NB:** No other drugs to be administered by house staff unless instructed by GP or Nurse.

**ADVICE:** Contact the Sister on duty that evening

If a boarder requires Hospital treatment then a member of staff must escort her. If out of nursing hours, the School Sister should be contacted in the event of a life threatening emergency or a serious concern.

No girl is to be admitted to the medical department without permission and must not be left alone without adequate supervision.

**NB:** No responsibility can be placed on nursing staff for any accident or ailment occurring in their absence.

**The Nursing Sisters**

Audrey Bushnell  Monday to Tuesday 08:15 to 15:15hrs
Tuesday 19:00 to 21:00hrs
Wednesday 08:15 to 12:15
Alternate Saturdays 09:00 to 11:00
Alternate Sundays 19:00 to 21:00
Nicola Freeborn

Wednesday 11:15 to 15:15
Thursday to Friday 08:15 to 15:15
Thursday 19:00 to 21:00hrs
Alternate Saturdays 09:00 to 11:00
Alternate Sundays 19:00 to 21:00

Management of bodily waste

We use Sanitaire a biodegradable, non-toxic emergency treatment for the safer control of all accidents involving body fluids, such as vomit, urine and blood, as well as food and drink spillages.

Sanitaire contains a powerful bactericide, effective against gram positive and gram negative bacteria. It is suitable for use on all surfaces and fabrics, even upholstery.

Sanitaire should be sprinkled liberally over the spillage and contaminated area. You should then wait for about 90 seconds. Sanitaire will absorb the spillage and trap odour-bearing droplets within an inert jelly that can then be scooped or swept up with a stiff brush. Dispose of into a toilet or suitable receptacle. The area can then be thoroughly cleaned.

3.2.3 Location of First Aid Equipment

Medical Department and Sick Bay
Situated on the second floor of School House. It provides a First Aid room plus four beds in Sick Bay and one bed in an Isolation Room. The department contains Adrenaline, Manual suction and ventilation.

First Aid kits are located in the following areas:

<table>
<thead>
<tr>
<th>Area</th>
<th>Risk</th>
<th>Location/Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sports Hall Staff</td>
<td></td>
<td>Tag Sealed Regulation Box - 3 bum bags</td>
</tr>
<tr>
<td>School Office</td>
<td></td>
<td>On shelving just inside office door (left hand side)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1 large solid box</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1 small solid box</td>
</tr>
<tr>
<td>Finance Office</td>
<td></td>
<td>Near Operation Manager's Office</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1 large solid box</td>
</tr>
<tr>
<td>Swimming Pool</td>
<td>Low</td>
<td>Manager's Office</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2 solid boxes</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1 bum bag</td>
</tr>
<tr>
<td>Food Technology</td>
<td></td>
<td>1 Food Hygiene</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1 small kit</td>
</tr>
<tr>
<td>Junior School</td>
<td>Low</td>
<td>Front Office</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1 large solid box fixed to wall</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1 large soft bag in cupboard</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3 bum bags in cupboard</td>
</tr>
<tr>
<td>Junior School PE Department</td>
<td>Low</td>
<td>1 bum bag</td>
</tr>
<tr>
<td>Nursery School</td>
<td>Low</td>
<td>Office</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1 large solid box</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1 small solid box</td>
</tr>
</tbody>
</table>
### Table: First Aid in School Areas

<table>
<thead>
<tr>
<th>Area</th>
<th>Risk</th>
<th>Location/Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boston House</td>
<td></td>
<td>Sixth Form Office + Epipen, 1 solid box fixed to wall, 1 bum bag, 1 burns kit</td>
</tr>
<tr>
<td>School House</td>
<td></td>
<td>School House Office, 1 solid box fixed to wall, 1 burns kit, Epipen</td>
</tr>
<tr>
<td>Science Lab</td>
<td>Medium</td>
<td>Wall mounted Prep room, Physics lab, Cupboard, 1 large solid, 1 small solid</td>
</tr>
<tr>
<td>Design and Technology</td>
<td>Medium</td>
<td>1 large kit</td>
</tr>
<tr>
<td>Tadd Art Room</td>
<td>Medium</td>
<td>1 small kit</td>
</tr>
<tr>
<td>Kitchen</td>
<td>Medium</td>
<td>Regulation blue kitchen kit for 11-50 employees + Epipen, 2 large solid boxes, 1 burns kit</td>
</tr>
<tr>
<td>Laundry</td>
<td>Low</td>
<td>1 large soft bag</td>
</tr>
<tr>
<td>Maintenance</td>
<td>Medium</td>
<td>Wall mounted - 1 large soft kit</td>
</tr>
<tr>
<td>All Minibuses</td>
<td></td>
<td>Stocked as per Minibus regulations 1980/82, 8 Soft kits (1 in each minibus)</td>
</tr>
</tbody>
</table>

All School First Aid kits contain a minimum of:

- Leaflet of basic lifesaving procedures
- 10 individually wrapped assorted plasters
- 1 sterile eye pad No. 16
- 1 medium sterile dressing
- 1 large sterile dressing
- 1 triangle bandage
- 1 pair disposable gloves
- 6 safety pins
- 6 Antiseptic wipes
- 1 pair scissors
- **Restocking is done annually or as required.**

Staff are responsible for notifying the School Sister on duty when any item is used from a kit as it is the School Sisters’ responsibility to maintain first aid equipment.