

FIRST AID POLICY

No member of staff is ever to attempt to give first aid unless they have been first aid trained.

TRAINING

Frances King aims to have a very high ratio of staff with first aid training.

- 100% of activity leaders on the London Teenager Programme will be first aid trained
- 100% of residential staff on the London Teenager Programme will be first aid trained
- 100% of Centre Managers will be first aid trained
- 100% of permanent Student Services staff will be first aid trained
- The Activity Programme Manager must be first aid trained. If a risk assessment states that a first-aid kit is required, then at least 1 leader must be first aid trained.
- At least 80% off all Student Services staff (by hours worked) should be first aid trained
- At least 80% of permanent teachers should be first aid trained
- At least 80% of admin staff should be first aid trained
- At least 50% of staff on any class trip on the Family Programme (juniors)
- All fixed term teachers who ask for first aid training should be offered a place on our summer first aid training slots.
- Any member of staff who wants to take a first aid qualification at other points in the year can apply for a paid day off work in order to attend a training session. These days will be approved by their line manager at their discretion. If the line manager rejects the request, they can appeal to the Health & Safety Officer.
- If six or more members of staff require training at any time other than our regular training window (June/July) then the school will organise an in-house session.

If new staff in the 100% categories do not have a valid first aid qualification, they should be trained:

- LTP staff: during induction
- Centre Managers: before assuming responsibility for the centre
- Other staff: within 3 months if they have an out-of-date qualification, or within 1 month if they have never had any first aid training.

NON-ELIGIBLE STAFF

For their own protection, the following people will not be expected to give first aid to other staff or students:

- Anyone with a heart condition where strenuous exercise can be dangerous for them
- Anyone who is pregnant
- Anyone who is immunosuppressed, whether this is a temporary or permanent state

FIRST AID INFORMATION

A poster showing a list of first-aid qualified staff is displayed on each floor. This poster must be updated every summer, when our first aid training sessions are usually held. If there are any significant changes in personnel before this time, then the H&S Officer for 77GR should update the list then.

The list shows the expiry date for each member of staff's qualification, and whether they are DBS checked or not (non-DBS checked staff cannot give first aid to under 18s without a chaperone).

The poster also displays the locations of all first aid boxes.

At least one poster is displayed on each floor.

A list of all first-aid qualified staff is also kept inside each first aid box.

GIVING FIRST AID

No member of staff should give first aid assistance beyond their level of training. If in any doubt at all, an ambulance should be called.

Any member of staff who sees someone who needs first aid, should ask someone (staff or student) to go and inform a senior member of staff (eg an academic manager or member of Student Services) that first aid assistance is needed (even if they are first-aid qualified themselves), and should remain with the person who needs help.

If they are first aid trained, the member of staff should start assessing the situation, and taking first steps in first aid provision, this can include calling an ambulance.

If they are not first aid trained, the member of staff should not give any first aid, and should instead wait for another member first-aid trained staff to come to help. If the injury is serious the staff member should immediately call an ambulance.

When called to assist in a first-aid situation, the trained member of staff should collect a first aid kit and take it to the situation.

First aid on its own should only be used to assist in minor injuries, such as a small cut or twisted ankle. For anything serious professional medical assistance should be sought:

- For serious illness or injuries an ambulance should be called straight away by dialling 999 from a mobile or 9-999 from a company desktop phone. 112 can also be used.
- For less serious injuries or unexplained illness, the staff members should call the NHS support line by dialling 111 from a mobile or 9-111 from an company desktop phone.

MEDICATION

Members of staff must never give medication to anyone else, even if the other person requests it.

If a student asks for painkillers or antihistamines, they should be directed to the nearest pharmacist.

If someone needs use of prescription medication, such as an inhaler, the member of staff can assist them, but should not administer it themselves. An explanation of how this works should be explained during first aid training.

However, this restriction does not apply to the administration of prescription only medication specified in Schedule 19 of the Medicines Regulations 2012 (see Appendix 2 for list), where this is for the purpose of saving life in an emergency, for example – using an Epi-pen when the person is too ill to do so themselves.

If a student is in need of life-saving medication (such as an inhaler) but does not have it with them during an attack, they should be taken as quickly as possible to the nearest pharmacy – where a pharmacist should be able to provide the medication as an emergency measure. However, if there is no pharmacy close by, or if the person is already severely ill, then an ambulance must be called without delay.

RECORDING EVENTS

ACCIDENT BOOK:

Any accident that occurs on school premises, to students or staff in the area immediately surrounding the school or during an offsite event organised by the school should be entered in to the accident book, even if the accident does not result in any injury (eg if a mirror falls off the wall and breaks but no one is harmed).

An accident book is kept in each first aid box. Pages should be completed with details of the accident, then the page removed and given to the H&S officer for that building, who will keep this document in an envelope in the safe, for confidentiality.

INCIDENT LOG

For all incidents, members of staff should complete an incident report. This can be done directly in the incident log if the person has access (it's kept in a confidential file, accessible by the Welfare Team) or completed as a Word document, saved in FrancesKing:\CLIENT SERVICES\Welfare\INCIDENTS. This document and the information will then be transferred to the log by a member of the Welfare Team, who may contact the staff member to clarify details.

FIRST AID EQUIPMENT

FIRST AID BOXES

There are three first aid boxes kept in the main school:

- Student Services Office (1st floor)
- Teachers' Room (2nd floor)
- 1-to-1 Office (4th floor)

Each box is wall-mounted in a marked location.

The boxes should always be kept in these locations unless being used or the contents checked.

The contents should be checked regularly (minimum of twice a month) using the checklist kept in the Buildings File in Student Services. If any of the Basic Contents are missing, these must be replaced as soon as possible. A supply of spares is kept in a box in Student Services.

When we open extra buildings, a first aid box must be kept in the staffroom, even if the building already has their own first aid boxes in place.

FIRST AID BAGS

Several first aid bags are kept for offsite trips. If the risk assessment requires a first aid kit, then the contents should be checked before leaving the building.

A contents check list should be included in each bag. A copy of the contents lists can be found FrancesKing:\CLIENT SERVICES\London\Building\FIRST AID

HEALTH RECORDS

All students are asked about existing health conditions during the registration process. Any information given is recorded on Gnosis in the Notes section.

For **under-18s** on the adult programme, further medical questions are asked in the Parental Consent form. This information is recorded on the Notes section of Gnosis.

For juniors on the **Family Programme** (ages 6-16) we ask further specific questions upon arrival, which parents must answer:

- Does your child have asthma?
- Does your child have epilepsy?
- Does your child have any allergies?
- Is your child taking any medicine?
- Does your child have any other medical condition we should know about?

Each question is Yes/No with an information box for more detail.

We also ask permission for staff to give basic first aid following a minor accident – but stipulate that first aid will always be given in a life-threatening situation.

On the **London Teenager Programme** (ages 12-17) detailed information is taken in the registration process, as many students are residential. A copy of the current Medical Information section of the registration form can be found in Appendix 1.

This information is kept on file in the LTP office onsite, is stored on Gnosis, and can be exported as a report for all students, for Leaders to take on off-site trips. This information is kept in a sealed envelope on trips, which is only opened in the event that health information is needed. Leaders and residential staff are briefed in advance of any students with medical issues they may need to monitor, such as epilepsy, asthma or diabetes.

TRANSPORTING SICK STUDENTS

If a student is injured or taken ill and has to go home or to hospital, then a member of the Welfare Team needs to be involved in the plan for their transportation.

UNACCOMPANIED TRAVEL

If the student is leaving simply because they have a mild condition, such as headache or period pains, then the Welfare Office will probably feel it is OK for them to travel home alone. They should, however, first ask the student to explain how they are going to get there, to make sure they are clear on how to get there, and have means (ie enough money or a travelcard).

BY AMBULANCE

For any serious injury or illness, an ambulance should be called and a member of staff should accompany the student to hospital. The staff member should be given any medical notes we have on the student. A member of the Welfare Team can retrieve this information from Gnosis and put it in a sealed envelope for the staff member to give to hospital staff.

The staff member should contact a member of the Welfare Team to confirm they have arrived at the hospital and update them on the situation.

BY TAXI

We do not allow staff to take students to hospital in private vehicles, but a taxi is ok, provided a) it is a licenced cab, and b) their condition is not serious enough for medical treatment likely to be needed on route.

Taxi drivers are usually reluctant to take someone who is vomiting. If necessary, the staff member should take some of the vomit bags that are kept in Reception at 77GR and in the Staffroom on the LTP and Family Programme at 5GG, which will usually suffice for most drivers.

The staff member should contact a member of the Welfare Team to confirm they have arrived at the hospital and update them on the situation.

PRIVACY

Any student or member of staff who is taken ill has a right to privacy, and if they refuse to have a member of staff accompany them then this must be respected.

However, this does not apply to under-18s, or if the student is unconscious.

UNDER 18S

Under-18s are never allowed to go to the hospital on their own and must always be accompanied by a member of staff. Any staff member who transports an under-18 student home or to hospital must be DBS checked.

EMERGENCY CONTACTS

All staff and students are required to supply the name of an emergency contact when joining the school. If they are taken to hospital for any reason, then this person will be contacted by a member of the Welfare Team who will inform the person that they have been in an accident/injured/become ill and taken to xxx Hospital. They should inform them of the severity of the situation, but unless the sick/injured person has given their permission, they should not give out specific information about their condition.

INFORMATION FOR STUDENTS

ADVICE ABOUT REGISTERING WITH A GP

Students are given information about local health provision in the Student Handbook, and all long-term students are encouraged to register with a GP.

During the induction students are advised to go to Student Services for information about medical services and registering with a doctor in the UK.

Homestay hosts are asked to provide long-term students with the name of their GP and encourage them to register.

Residences provide students with details of the nearest doctor/dentist when they arrive.

CONTACT LIST

Each Frances King centre must keep a contact list of the nearest:

- GP
- Pharmacy
- AED
- Dental Centre
- Hospital Dental Unit
- Walk-in Centre
- Minor Injuries Unit
- A&E
- Back-up A&E

This information is checked and updated by Student Services at least twice a year (in June and December), or whenever the Student Handbook is revised. Copies for the relevant centre are kept in Student Services, the Family Programme teachers' room and the LTP office.

We also keep a list of London hospitals, with contact details in FrancesKing:\CLIENT SERVICES\Welfare\Medical

APPENDIX 1

Medical Information

Students are accepted on the understanding that they are in good health. If we are not told in advance about a physical or medical condition we reserve the right to exclude students from the course. **Please answer all questions so that we can process your enrolment.**

European Health Insurance Card Number (EU students only)*: _____

*Please bring your European Health Insurance card and keep it with you

Does your child take any regular medication which he/she will bring with him/her? Yes No

Will your child bring any other medication? Yes No

Does your child suffer from any serious illnesses, allergies or behavioural problems?
(e.g. asthma, diabetes, epilepsy, nut allergy, panic attacks, etc.) Yes No

Additional Information regarding the above: _____

In the case of minor pain or illness, such as headaches, mild cold or sore throat, do you agree to your child being given non-prescription medicine such as paracetamol, cough medicine, throat pastilles, anti-histamines, travel sickness tablets? Yes No

If no, please explain your reason: _____

Emergency Hospital Treatment

In case of a medical emergency, every effort will be made to contact you, the child's parents/guardians, as quickly as possible. If your child needs an emergency operation, do you give permission for the Course Director to sign the necessary consent form? Yes No

Food and Dietary Needs

Is your child allergic to any foods? Yes No

Is there any other information we need to ensure the health and well-being of your child? This information will be treated as confidential. Yes No

Additional Information regarding the above: _____

APPENDIX 2

SCHEDULE 19 REGULATION 238

Medicinal products for parenteral administration in an emergency. Items in bold are those more likely to be seen/used in emergency first aid.

- **Adrenaline 1:1000 up to 1mg for intramuscular use in anaphylaxis (eg EpiPen)**
- Atropine sulphate and obidoxime chloride injection
- Atropine sulphate and pralidoxime chloride injection
- Atropine sulphate injection
- Atropine sulphate, pralidoxime mesilate and avizafone injection
- Chlorphenamine injection (antihistamine)
- Dicobalt edetate injection
- **Glucagon injection (for diabetics with severe hypoglycemia)**
- **Glucose injection (for diabetics with severe hypoglycemia)**
- **Hydrocortisone injection (for severe allergic reactions)**
- **Naloxone hydrochloride (for opioid overdoses)**
- Pralidoxime chloride injection
- Pralidoxime mesilate injection
- Promethazine hydrochloride injection (antihistamine)
- Snake venom antiserum
- Sodium nitrate injection
- Sodium thiosulphate injection
- Sterile pralidoxime

APPENDIX 3: PERSONNEL

These details must be checked and updated at every review or after a significant change in personnel.

H&S OFFICERS

77 Gloucester Road (year-round)

- H&S Officer: Kelly Harding
- Deputy: Maricel Samson

5 Grosvenor Gardens (June-August)

- H&S Officer: Centre Manager (Currently: Jo Love)
- Deputy: Academic Manager (appointed annually)

London Teenager Programme (July-August)

- H&S Officer: Centre Manager (Currently: Gavin Hards)
- Deputy: Activity Manager (appointed annually)

Queen's Gate School (July-August) – satellite building for 77GR

- H&S Officer: Academic Manager (appointed annually)

WELFARE TEAM

- Kelly Harding (Student Services)
- Joanna Modrzewska (Student Services)
- Marcella Dias (Student Services)
- Maricel Samson (Academic Manager)
- Ainsley Roberts (Academic Manager)
- Jo Love (Academic Manager)
- Gavin Hards (Centre Manger LTP) Currently on sabbatical until May 2019
- Laurine Tastet (Emergency Phone Co-ordinator)

(Updated February 2019)

FIRST-AID QUALIFIED STAFF

The below-listed staff are all first-aid qualified. Some are occasional or summer-only employees.

- Permanent employees are in **bold**
- Occasional workers are in *italics*
- Employees on sabbatical, parental or maternity leave are in grey

NAME	Exp Date
<i>Danielle Fawcett Walsh</i>	<i>30/05/2021</i>
<i>Daria Wrzesinska</i>	<i>30/05/2021</i>
<i>Gavin Hards</i>	<i>30/05/2021</i>
<i>Geoff Nursey</i>	<i>31/05/2021</i>
James Kelly	30/05/2021
Jo Love	11/07/2020
<i>Joana Dorobantu</i>	<i>31/05/2021</i>
Joanna Modrzewska	31/05/2021
<i>Kanwal Narula</i>	<i>30/05/2021</i>
Kelly Harding	11/07/2020
<i>Laura Ablit</i>	<i>31/05/2021</i>
<i>Liz porter</i>	<i>31/05/2021</i>
Marcella Dias	11/07/2020
<i>Margherita Narracci</i>	<i>30/05/2021</i>
Maricel Samson	23/06/2019
Mark Carter	30/05/2021
<i>Maz Aghili</i>	<i>30/05/2021</i>
Steve Darwen	30/05/2021
<i>Tina Picozzi</i>	<i>30/05/2021</i>
Trish Bovis	31/05/2021
<i>Victoria Garcia</i>	<i>11/07/2020</i>
Yoko Moriya	31/05/2021

(Updated February 2019)