

FIRST AID POLICY

Prior Park Schools

Policy Owner PPC Lead Nurse	Applies to Prior Park Schools (Trust Wide)	Superseded documents First Aid Policy-2019
Associated documents As stipulated in the policy below.	Review frequency Every year (unless the legislation/regulations update before this time) Implementation date 1 May 2020	Legal Framework Department of Health Health Protection Agency HSE DfE related regulations ISI related regulations NICE Guidelines

1. Introduction

Prior Park Schools (PPS) comprises three schools. Two of those schools, Prior Park College (PPC) and The Paragon School (TP) are incorporated in England as Prior Park Educational Trust Ltd. The third school, Prior Park School Gibraltar (PPSG), is incorporated in Gibraltar as Prior Park School Ltd. Both are companies limited by guarantee and registered charities.

2. Policy Statement

First Aid procedures vary significantly between the three Prior Park Schools (PPS). Accordingly, these procedures are outlined separately in appendices at the end of this policy.

First Aid is the immediate and temporary care given until the services of a medical practitioner can be obtained.

The object of First Aid is to give help at once to students, staff, or visitors to the schools, who are injured or suddenly taken ill before expert help from a doctor, nurse or the emergency paramedic arrives. The principal aim is to help recovery, save life and prevent the injury from becoming worse.

This policy applies to children in the EYFS classes.

3. Provision of First Aid

PPS recognises the need to provide First Aid facilities for the care of students, staff or visitors who become injured or suddenly ill.

The purpose of this policy is to ensure First Aid is administered in a timely and competent manner by outlining the key information related to First Aid, which is primarily provided by the Health and Wellbeing Centre/Sick Bay at each school. For more information on these please refer to the PPS Medical Policy.

4. Guidance for the Management of Specific Conditions

There is a significant amount of guidance on the management of specific conditions in place across the three Prior Park Schools. Any such guidance is made readily available on request.

Appendix A- Prior Park College First Aiders

Appendix B- Prior Park College Location of First Aid Kits/Spill Kits

Appendix C- Paragon School First Aiders

Appendix D- Paragon School Location of First Aid Kits/Spill Kits

Appendix E- Prior Park School Gibraltar First Aiders

Appendix F- Prior Park School Gibraltar Location of First Aid Kits/Spill Kits

Appendix G- PPS Accident Form

FIRST AID ARRANGEMENTS AT PRIOR PARK COLLEGE

Arrangements for First Aid

- First Aid is primarily provided by the Prior Park College Health & Wellbeing Centre which is manned during the school day by the nursing team. The hours of operation are Monday to Friday 08:00 - 18:00, Saturday 12:00 - 18:00.
- During opening hours, a student or adult will attend the Health & Wellbeing Centre for assessment of their injury or condition and treatment. In the event of an accident where the student or adult cannot be moved, the nursing team should be informed immediately (Tel: 01225 831019, ext 219, or mobile for Lead Nurse 07584 016123, or mobile for nursing sisters 07584 016034)
- For boarding students, first aid provision returns to boarding houses outside of opening hours.
- First Aid kits are in designated areas within PPC (Appendix B shows the location of these).
- Heads of Department are to appoint custodians for each First Aid kit. Custodians are to check the contents regularly and arrange with the Health & Wellbeing Centre staff to replenish the kits as necessary. Each First Aid kit/box is checked and restocked annually by the PPC Nursing Team.
- It is the responsibility of each member of staff to familiarise themselves with the College's First Aid Policy.
- During the Michaelmas Term when rugby matches are being played an ambulance is on site to support with any injuries.

First Aid Training

- Designated members of school staff beside the PPC Nursing Team have received a differing level of First Aid training dependent on their role. (The list of trained staff can be found in attached Appendix A).
- Levels of training are also dependent upon government legislation and guidelines. Refresher courses are taken annually.
- The Lead Nurse at PPC is a qualified first aid trainer.
- Where and when appropriate significant changes in First Aid practice are circulated to staff by the Lead Nurse.
- Training for the use of resources within spill kits is managed by the Nursing Team.
- All new students and staff are informed of where to go for help in the event of an accident as part of their induction.
- Qualified staff also offer First Aid training to students, via DofE, CCF and Prior4Life

Reporting of Accidents and Incidents

- Records are kept of all accidents, injuries and near misses. A procedure is in place to ensure Accident Records are reviewed regularly, where possible, in order to minimise the likelihood of recurrence.
- Details of an incident and of First Aid administered will be recorded by the Nursing Team or trained member of staff using an Accident Record form.
- All students who receive an injury through games, P.E. or other sporting activities should be advised to report to the Health & Wellbeing Centre for advice/treatment even if a minor injury is sustained.
- When an Accident Record is completed, this is passed to the Nursing Team and a copy will be taken and filed at the Health & Wellbeing Centre. The original record is initially passed to the Director of Operations and Finance to be registered and then to the Director of Estates for review. An email will be sent to the student's Housemaster/Housemistress.
- When an accident or injury occurs off-site, a report needs to be completed on return and passed to the Health & Wellbeing Centre to be dealt with in the same way as above.
- Completed accident forms are recorded on a spreadsheet and then filed in the student/staff file. The Health & Safety committee will review the accident form spreadsheet on a termly basis and decide if any further action needs to be taken e.g. Health and Safety issue, premises maintenance, risk assessment review, reporting under RIDDOR, report to the Headmaster.
- If a child sustains anything more than a trivial injury or receives treatment from the Nursing Team or emergency services, parents will be contacted and informed as soon as possible.

Management of Specific Conditions and Emergencies

- Students at PPC may suffer from health conditions such as asthma, epilepsy, diabetes and allergies. Information on individual students with special health needs is collated from their health records. With permission, this basic and essential information is disseminated to those who need to know in order to keep the child safe, e.g. House Parents, Catering team, tutors and other staff. This will be in the form of a 'Care Plan'.
- Those students whose condition would require an emergency response e.g. epilepsy, diabetes, allergies, anaphylaxis, convulsions, hypoglycaemia, are identified to a wider group of staff. To aid identification, a list of these students is displayed on a designated notice board within the academic staff work room, within the Catering Manager's office and the Health Centre area on the intranet.
- Severe Allergies: Student 'named' EpiPens are available for each individual student who may require administration of adrenaline to treat anaphylactic shock. At PPC one is kept by the individual student and one in the Health & Wellbeing Centre. Staff are trained how to use EpiPens; in particular when there is a student with severe allergies in their class or within their care. Training is provided to staff by the Lead Nurse at PPC.

- Asthma: At PPC students with asthma should always have their inhalers with them. Spare inhalers may be stored in the Health & Wellbeing Centre. It is the responsibility of parents of day students to provide inhalers and to ensure that they are 'in date'. Inhalers for Boarders will be provided under the care of the SMO (School Medical Officer). Asthma cards are used at PPC and consent forms for additional emergency treatment are to be signed by parents.
- Instructions on the management of other specific conditions, general First Aid and CPR can be found within the Health & Safety Manual.
- The Group Leader of any educational visit which includes within the group a student with a known health condition should consult the Health & Wellbeing Centre staff for advice before leaving. Named medication such as inhalers and/or EpiPens will be given, if necessary, to the Group Leader or the nominated First-Aider if this is not the same person. It is the Group Leader's responsibility to ensure that information and support has been sought from Health & Wellbeing Centre Staff before the group leaves school. At least one First Aid Kit is to be taken on all school trips. The Group Leader should also consult with the Health & Wellbeing Centre to ensure that the Kit reflects the needs of the trip.
- Defibrillators are in situ at PPC in the Sports Centre and in Mansion Hall reception. Staff are trained in the use of defibrillators annually.

Summoning Help in an Emergency situation

- The priority, in any emergency or injury situation, is the safety and well-being of the child or adult affected. Therefore, the member of staff present at any emergency must decide whether to call the Nursing Team (if not present) or the Emergency Services first.
- This decision will be influenced to some degree by the knowledge, skill and training of the staff present but also by the injury or condition of the student/adult. However, if in any doubt, the Emergency Services (Paramedic Team) should be summoned by dialling 999 before asking for support from the Nursing Team. It may well be that these two tasks can be performed simultaneously if other staff are present.

Conditions whereby ambulance/paramedic help should be summoned immediately include:

- An unconscious student or adult
- Where there is difficulty breathing or breathing has ceased
- Where there has been a head injury and the student/adult is drowsy and not responding to verbal stimulus
- Where there is an obvious fracture of a limb(s)
- Where there is a neck or spinal injury with pain and/or loss of function in limbs/breathing difficulties
- Where First Aid protocols for asthma, epilepsy, diabetes, anaphylaxis have been carried out and the student/adult does not respond
- Drowning or near drowning
- Cardiac arrest

If the Emergency Services are called, staff should state:

- That the ambulance service is required
- What has happened
- Whether the casualty is breathing or unconscious
- The name and age of the person injured

- The location of the school (Ralph Allen Drive, Bath, BA2 5AH) or location if off-site
- The Health & Wellbeing Centre staff should be informed as soon as possible on:
Tel: 01225 835353 ext 219 or 01225 831019
Lead Nurse Melanie Gittins 07584 016123
Duty School Nurse; 07584 016034
- If the casualty is a student, the parents/guardians should be contacted immediately and given all the information required. If the casualty is an adult, the next of kin should be called immediately. All contact numbers for parents and staff are kept on the school MIS system 'SchoolBase', which is readily accessible to staff.
- During the Michaelmas Term an Ambulance is contracted to provide a mobile team of fully qualified First-Aiders for all rugby matches.

Hygiene Procedures for dealing with Spillage of Body Fluids

- Emergency clean up kits ('Spill kits') are located at appropriate places around PPC (see Appendix B).
- No person must treat a student who is bleeding without protective gloves. These can be found in any First Aid box or Spill kit.
- All bodily fluid spillages (vomit, diarrhoea and blood) must be cleaned immediately to reduce the spread of infection. The Health & Wellbeing Centre can be contacted to advise on the situation and ask another member of staff to assist with any clean up.
- Training in the use of the resources within the Spill kit is managed by the Nursing Team. Appropriate staff also receive training on induction.
- Sponges and water buckets should not be used for First Aid to avoid the risk of contamination.
- If a spill kit is used this should be reported by the person managing the 'spill', to the Nursing Team or trained First-Aider, who will replenish the kit.

The following additional PPS and PPC guidance should be used in conjunction with this policy:

Medicines Policy

Minor Ailments Policy

Policy on Response to Incidents involving Blood and Bodily Fluid Spillage

Protocol for the Management of Anaphylactic Shock (on campus)

Protocol for the Management of Anaphylactic Shock (off campus)

Protocol for Allergies

Protocol for Asthma

Management of Hypoglycaemia (on and off campus)

Management of Seizures

Allergies Information Sheet of Current Students (confidential for teaching staff)

List of students with Asthma (confidential for teaching staff)

Minor Head Injury Policy

APPENDIX A
PPC TRAINED FIRST AIDERS

Ms K Bishop	Mr T Jenkins
Dr J Blackwell	Mrs J Jones
Mr M Blaikley	Mr M Jones
Mr M Bond	Miss N Jozefowiz
Mrs C Brasher	Miss R Lampard
Mrs L Bryant	Mr A Lovat
Mr J Buckley	Dr K McGowran
Mr S Burt	Mr T Maxwell
Mr A Bygott	Mr D Moore
Mrs D Cairney	Mrs G Newman
Mrs J Caunt	Mr G Nix
Mr K Chard	Mr R Pandya
Mrs A Colquhoun	Miss Z Parfitt
Miss N Cordon	Mrs S Peacock
Ms H Cox	Mrs H Prynne
Miss K Duncan	Mrs V Quinn
Mrs J Eatwell	Mrs L Redman
Mr J Elliott	Mr R Robertson
Mr M Ewins	Mr D Sackett
Mr R Faulkner	Mrs C Saunders-Prouse
Mr J Fitzpatrick	Mrs S Scollo
Ms L Galache-Brown	Mrs S Seville
Mr C Gamble	Mrs L Seward
Miss T Gibson	Mr M Stier
Mr A Gilard	Mr P Stroud
Mrs M Gittins (Paediatric First Aid)	Mr T Tootill
Mr J Gunn	Mr S Tripp
Mr R Gwilliam	Mrs K Trott
Mr J Healy	Dr R Trott
Mrs S Hearn	Mrs K Underwood
Mrs M Hill	Mr A Watkinson-Trim
Mr P Hull	Mrs H Watson
Mr D Holmes	Miss E Wickham
Mrs A Hudson	Mrs R Wilson-Brown
Miss E Humphrey	Miss L Young
Mrs C Jenkins	

APPENDIX B
LOCATION OF FIRST AID BOXES AND CONTENTS AT PPC

AREA	KIT	Month in which it should be checked
MANSION		
Reception	1 first aid box & spill kit Defibrillator	May 2020 Monthly
Sixth Form Centre	1 first aid box & spill kit	Feb 2020
SMT offices	1 first aid box	Feb 2020
Finance	1 first aid box	Feb 2020
Laundry Room	1 first aid box & spill kit	Feb 2020
Catering Department	4 first aid boxes	March 2020
Admin floor	1 first aid box	March 2020
Common Room	1 first aid box & spill kit	March 2020
Music Department	1 first aid box & spill kit	June 2020
ST PETERS		
Clifford House	1 first aid bag & spill kit	March 2020
Burton House	1 first aid bag & spill kit	March 2020
St. Peters Cleaning Cupboard	Small first aid bag & spill kit	March 2020
Photography	1 first aid box & eye care kit	Feb 2021
Art Department	2 first aid boxes & spill kit	Feb 2021
CCF	1 first aid bag	April 2020
Design Technology	2 first aid boxes & spill kits	May 2020
Swimming Pool	1 first aid box & eye care kit	March 2020
The Clock Tower (kitchen)	1 first aid box	June 2020
SCIENCE BLOCK		
ICT Department	1 first aid box	March 2020
Science Department	6 first aid boxes & 4 spill kits	April 2020
MAIN TEACHING BLOCK		
JS Theatre Cleaning Cupboard	Small first aid bag & spill kit	Feb 2020
Dance Studio	1 first aid box & spill kit	March 2020
Theatre	1 first aid box & spill kit	March 2020
ESL Department	1 first aid box	March 2020
Brownlow House	1 first aid box & spill kit	March 2020
Baines Cleaning Cupboard	1 first aid box & spill kit	May 2020
Baines House	2 first aid boxes & spill kit	May 2020
Theology	1 first aid box & spill kit	May 2020
SPORTS HALL & DEPARTMENTS		
Sports Hall Reception	Spill kit, Asthma box, Epipen, Defibrillator	April 2020 Monthly
Gym	1 first aid box	April 2020
Physio Room	1 first aid box	April 2020
Pavilion	1 first aid bag	May 2020
Cricket Bags	6 first aid bags	April 2020
Rugby Bags	8 first aid bags	June 2020
Hockey/Netball Bags	7 first aid bags	June 2020
ARUNDELL HOUSE		
Arundell House	1 first aid box & spill kit	May 2020

Maintenance	5 first aid boxes & spill kits	May 2020
Grounds Department	1 first aid box & eye care kit	May 2020
ALL SAINTS		
Fielding House	1 first aid box & spill kit	Feb 2020
English House	1 first aid box & spill kit	Feb 2021
ST MARYS/PRIORY		
St Marys' House	1 first aid box & 2 spill kits, Asthma box	March 2020
St Marys' Matron Office	1 first aid box	March 2020
ST PAULS		
St Paul's Office	2 first aid boxes, 2 bags, 2 spill kits Asthma box	April 2020
St Paul's Cleaning Cupboard	1 first aid box	April 2020
TRANSPORT		
Minibuses	6 first aid bags	June 2020
HEALTH CENTRE		
School Trip Bags	6 first aid bags	Ongoing
Burns Box	1 first aid box	Jan 2021
Emergency Grab Bag	1 large first aid bag	Sept 2020
Asthma Box	1 box	Sept 2020
Anaphylaxis Box	1 box	Sept 2020
Diabetic Emergency	1 kit	Sept 2020

FIRST AID ARRANGEMENTS AT THE PARAGON SCHOOL

Arrangements for First Aid

- At The Paragon (TP) First Aid is primarily provided by a small Sick Bay located next to the PA's Office. There are no nurses at TP and First Aid is primarily the responsibility of the class teacher. Minor accidents should be dealt with on the spot by a member of staff on duty, using the nearest First Aid kit/box. Children should only be sent to reception for First Aid if the injury cannot be dealt with. In the event of an accident where the student or adult cannot be moved, reception should be informed immediately (Tel: 01225 310837 Internal 200).
- First Aid kits are located in various locations within TP (See Appendix D). Teaching Assistants are responsible for replenishing the First Aid kits on a regular basis. Receptionists order supplies for first aid kits through PPC Medical Centre.
- A child who is ill or infectious should immediately be removed from their class and taken to reception. The reception team would immediately isolate the child by taking the child to the medical room. A member of staff would settle the child in the medical room whilst a member of the reception team would phone the child's parents outlining the illness and requesting for the child's parents to come and collect their child as soon as possible. Until the child is collected, they would remain in the medical room, accompanied by a member of staff.
- A defibrillator is stored at the reception desk in Lyncombe House. Staff are trained in using this as part of the 3-year first aid training cycle.

First Aid Training

- Teachers, teaching assistants and office staff receive training on a three-year cycle. At least one teacher and/or teaching assistant with a current Paediatric First Aid certificate will be on the school premises at all times when children are present and accompanying children on school trips and sports matches/fixtures. A suitably qualified Paediatric First Aider must be on the premises at all times when EYFS children are present and accompanying children on outings. (A list of these personnel is attached at Appendix C).
- First Aid training for staff is provided by the Lead Nurse at PPC.
- Significant changes in First Aid practice are circulated to staff by the Prior Park College School Nurse.
- Training for the use of resources within spill kits is managed by the PPC School Nurse.
- All new students and staff are informed of where to go for help in the event of an accident as part of their induction.
- Any Level 2/3 EYFS workers who qualified on or after 30 June 2016 are required to have a full or emergency PFA certificate before commencing employment at the school.

Reporting of Accidents and Incidents

- Out of lesson times, minor accidents should be dealt with on the spot by a member of staff on duty, using the First Aid kit kept in the Lyncombe House entrance hall or the school hall.
- If a teacher provides First Aid of any description it must be recorded on an Accident Form (in the First Aid kits and stored at reception). The Medical Logbook (stored in Sick Bay) must be completed when treatment is given to a child in the Sick Bay. Teachers also have personal First Aid books for recording any treatment they administer.
- Entries should include the child's name, date, time and signature of the teacher. This will help a teacher if they are asked at a later date to detail what treatment has been administered.
- Parents are informed at the end of the day, by the class teacher or the receptionist (by arrangement), of any serious accidents.
- For serious accidents where a child or adult has gone to hospital - for example, those involving a fracture - an Accident Investigation Report should be completed. The Deputy Headmaster will advise the relevant member of staff regarding completion of the form. All serious accidents must be reported to the Deputy Headmaster.
- The member of staff who administered the First Aid, in consultation with reception staff and/or the Deputy Headmaster, will decide if any further action needs to be taken; e.g. Health and Safety issue, maintenance requirement, risk assessment review, reporting under RIDDOR, report to the Headmaster.

Management of Specific Conditions and Emergencies

Blow to the head

If a child receives a blow to the head (or more than a trivial injury) reception will inform the parents by telephone and also by email. Any member of staff who attends to such an accident will ensure an ice pack is applied and that the child is given an 'I've bumped my head' sticker (available in First Aid boxes/bags). The Minor Head Injury Policy and Protocol will then be followed.

Allergies

Students at TP may suffer from health conditions such as allergies, asthma, diabetes and epilepsy. Information on individual students with special health needs is collated from their health records. With permission, this basic and essential information is disseminated to those who "need to know" in order to keep the child safe, e.g. class teachers, specialist teachers, catering team and other staff. This will be in the form of a 'Care Plan'.

Those students whose condition would require an emergency response e.g. asthma, breathing difficulties, allergies, anaphylaxis, diabetes, hypoglycaemia, epilepsy, convulsions, are identified to a wider group of staff. To aid identification, a list of these students is distributed to the relevant staff.

Nut Allergies

TP is a nut free zone. This includes the staff room. Staff must ensure that nuts are not brought onto TP premises. Chocolates, chocolate bars and cakes should always be checked before bringing them into the school. Parents are reminded of this frequently via educational

visit letters and bulletins. Staff must remain vigilant when children do bring these items onto TP premises.

EpiPens

Any member of staff who is fully trained should be prepared to administer Piriton and an EpiPen in an emergency situation to a child to whom an EpiPen has been prescribed. (Note that medicine can only be administered if parents have completed, signed and returned the authorisation slip.)

It is crucial that EpiPens are taken by staff when children are off site.

EpiPens are stored in locked individual First Aid boxes in the classrooms of students who are prescribed an EpiPen. The key is kept on top of the box.

Recent legislation allows schools to keep spare EpiPens. The spare devices can only be used on students at risk of anaphylaxis - where consent from doctors and parents has already been obtained. Spare EpiPens are kept at the following locations:

- Medical room toilet - in tall cupboard
- Sports Office - on top shelf

Grazes

Only the Steripods in the First Aid kits should be used for irrigation. For grazes, there are alcohol free wipes which can be used. If the Steripods are used, staff must throw these away. Open Steripods should not be stored in the First Aid kits. The swabs also need to be thrown away after being opened. First Aid kits should be returned to reception/the hall at the end of playtime.

Asthma

Parents are asked to sign an asthma consent form on their child joining TP and if the child develops asthma.

Summoning Help in an Emergency situation

- The priority, in any emergency or injury situation, is the safety and well-being of the child or adult affected. Therefore, the member of staff present at any emergency situation must decide whether to call reception (if not present) or the Emergency Services first.
- This decision will be influenced to some degree by the knowledge, skill and training of the staff present but also by the injury or condition of the child/adult. However, if in any doubt, the Emergency Services (Paramedic Team) should be summoned by calling 999.

Conditions whereby ambulance/paramedic help should be summoned immediately include:

- An unconscious student or adult
- Where there is difficulty breathing or breathing has ceased
- Where there has been a head injury and the student/adult is drowsy and not responding to verbal stimulus
- Where there is an obvious fracture of a limb(s)
- Where there is a neck or spinal injury with pain and/or loss of function in limbs/breathing difficulties
- Where First Aid protocols for asthma, epilepsy, diabetes have been carried out and the student/adult does not respond.
- Whenever an EpiPen has been used to treat symptoms of anaphylaxis.
- Drowning or near drowning

- Cardiac arrest

If the Emergency Services are called, staff should state:

- That the ambulance service is required
 - What has happened
 - Whether the casualty is breathing or unconscious
 - The name and age of the person injured
 - The location of the school (The Paragon School, Lyncombe House, Lyncombe Vale, Bath, BA2 4LT) or location if off-site.
 - Reception should be informed as soon as possible.
- If the casualty is a child, the parents/guardians should be contacted immediately (if the injury is considered serious enough) and given all the information required. If the casualty is an adult, the next of kin should only be called if the patient is incapacitated or upon request.
 - Hygiene Procedures for dealing with Spillage of Body Fluids
 - Emergency First Aid kits are located at appropriate places around TP (see Appendix B).
 - When dealing with injuries it is important that staff pay attention to their own safety. Plastic gloves should be worn when attending to wounds. These can be found in any First Aid kit.
 - All bodily fluid spillages (vomit, diarrhoea and blood) must be cleaned immediately to reduce the spread of infection.
 - Sponges and water buckets should not be used for First Aid to avoid the risk of contamination.

Please see PPS Spillage Blood and Bodily Fluids Policy.

Additional Medical/First Aid Information/Documentation

The staff at The Paragon only administer medication which has been prescribed by a doctor, dentist, nurse or pharmacist. In these cases, staff follow the administration instructions on the packaging for the medication. Written permission is obtained from parents before a medicine is administered. The staff at The Paragon only administer prescription medication to students and the parents made aware of the dosage and times at which the medication has been administered. Medicines must be clearly labelled with contents, the owner's name and dosage and must be kept in a locked cupboard (or refrigerated in the office fridge if necessary).

Please see PPS Medical Policy.

The following additional TP guidance is obtainable on request:

Anaphylactic Shock Protocol
Notes on Anaphylaxis Training
Guidance on managing severely allergic students
Accident Investigation Report
Asthma Consent Form
Minor Head Injury Policy

APPENDIX C
PARAGON SCHOOL TRAINED FIRST AIDERS

2 Day Paediatric First Aid		Basic Paediatric First Aid	
Sarah James	Jan-20	Chris Guest	Jan-20
Miranda Williams	Jan-20	Magnus Hinde	Jan-20
Clare Batstone	Jan-20	Alex Hucks	Jan-20
Dawn Pitchford Pecchia	Jan-20	Tom Isherwood	Jan-20
Clare Champion	Jan-20	Rose Barnes	Jan-20
Amelia Hart	Jan-20	Gareth Millar	Jan-20
Jo Taylor	Jan-20	Caroline Strachan	Jan-20
Beccy Hughes	Jan-20	Adrianna Ciechomska	Jan-20
Georgina Martin	Jan-20	Kate Butters	Jan-20
Sophie van Gerwen	Jan-20	Rachel Hammonds	Jan-20
Germaine Greig	Jan-20	Sam Millard	Jan-20
Nina Pugh	Jan-20	Verity Johnston	Jan-20
Anna Harvey	Jan-20	Jo Johnson	Jan-20
Bryony Ares	Jan-20	Emily Hughes	Jan-20
Emily Murphy	Jan-20	Becky Braithwaite	Jan-20
		Joe Garlington	Jan-20
		Berenice Goddard	Jan-20
		Caroline Kay Mouat	Jan-20
		Emma Soper	Jan-20
		David Barratt	Sep-18
		Emma O'Connor	Sep-18
		Sarah Kettlety	Sep-18
		Lisa Jane Caesar	Sep-18
		Ginny Perrin	Sep-18
		Nicola Rogers	Sep-18
		Clair Hurst	Sep-18
		Fiona Clague	Sep-17
		Justine Wright	Sep-17
		Nina Pugh	Sep-17
		Cordelia Scott	Sep-17
		Vincent Ramond	Jul-17
		Andrew Harvey	Sep-17
		Fiona Bromley	Sep-17
		Toby Goodman	Sep-17
		Sam Crichard	Sep-17

APPENDIX D

LOCATION OF FIRST AID BOXES AND CONTENTS AT THE PARAGON

There is a First Aid cabinet in:

- Each classroom
- Library
- Hall
- Ladies Toilets (next to the kitchen)
- Entrance to Lyncombe House
- Minibuses

Please make yourself aware of the location of the nearest first aid box/kit.

First Aid kits must be taken by staff when they are taking students off the school campus, e.g. educational visits and sporting activities. Staff must also take a school mobile phone on such occasions - this is stored at reception.

Defibrillator- stored in reception (Lyncombe House)

Classroom First Aid Box Contents:

- 1 box (latex free)/ hypo-allergenic plasters (for minor wounds)
- 6 large mepore (latex free) / hypo-allergenic fabric plasters
- 10 medium mepore (latex free) / hypo-allergenic fabric plasters
- 10 saline solution Steripods - for wound cleaning
- 10 packets sterile gauze swabs - for wound cleaning
- 2 wound bandages (bandages with dressing pad already attached)
- 1 sling
- 1 roll micropore (latex free) and hypo-allergenic tape
- 1 pair scissors
- Safety pins
- Disposable vomit bowls
- 1 box tissues
- Latex free gloves
- Red bags - for soiled laundry
- Yellow bags - for soiled dressings
- Baby wipes (in Pre-Prep only)

Staff are responsible for restocking any items that they use. These are kept in the cupboard in the medical room toilet. Collect them from there or email reception to request replacement of medical supplies.

FIRST AID ARRANGEMENTS AT PRIOR PARK SCHOOL GIBRALTAR

Arrangements for First Aid

- Within the hours of 8:30am - 5:00pm all on site medical issues can be referred to the School Receptionist, who will triage and make onward referrals to the Lead First Aider in the Medical Room as appropriate.
- There are no nurses at PPSG, and First Aid is primarily provided by the Lead First Aider, who is based in the Medical Room (G15) Monday - Friday between the hours of 9:00am and 3:30pm and can be contacted on telephone Ext: 215
- During the opening hours of the Medical Room, a student or adult may attend for assessment and First Aid treatment. In the event of an accident where the student or adult cannot be moved, the Lead First Aider should be informed immediately Tel: 00350 2006 2006 Ext:215
- The Lead First Aider is to assess the incident and respond as per PPS Policy and First Aid Training.
- All student presentations to the Medical Room are to be recorded in the Treatment Section of School Base.
- First Aid Kits and Spill Kits are placed in designated area around PPSG (Appendix F shows the locations of these).
- Outside of these hours or off site, the incident is to be dealt with, by the teacher present and/or their Nominated First Aider.
- It is the responsibility of each member of staff to familiarise themselves with PPSG's First Aid Policy.

First Aid Training

- Designated members of staff have received different levels of First Aid training dependent on their role. (The list of trained staff can be found in attached Appendix E). It is also practice to include; half a day First Aid refresher at the start of the Academic year for all staff.
- Levels of training are also dependent upon government legislation and guidelines. Refresher courses are taken annually.
- Where and when appropriate significant changes in First Aid practice are approved by the Headmaster and circulated to staff by the Lead First Aider.
- Training for the use of resources within spill kits is managed by the Lead First Aider.
- All new students and staff are informed of where to go for help in the event of an accident, as part of their induction.

Reporting of Accidents and Incidents

- Records are kept of all accidents, injuries and near misses. A procedure is in place to ensure Accident Records are reviewed regularly, where possible, in order to minimise the likelihood of recurrence.
- The attending Teacher or nominated First Aider will complete an Accident Form in case of an incident/injury. Lead First Aider is responsible for collecting and finalising the record. This record will then be inputted into School Base treatment section
- All students who receive an injury through games, P.E. or other sporting activities on the PPSG school site should be advised to report to the Medical Room for advice/treatment even if a minor injury is sustained. Offsite injury is to be dealt with by the PE Teacher/Nominated First Aider.
- When an Accident Record is completed, this is passed to the Facilities and Resources Manager, for filing and discussion in the H&S Meetings if necessary. A notification will be sent to the student's Tutor for awareness.
- When an accident or injury occurs off-site, a report needs to be completed and on return to school passed to the Lead First Aider for recording.
- Information from completed accident forms is recorded on a spreadsheet and then filed in the student/staff file. The Health & Safety committee will review the accident form spreadsheet on a regular basis and decide if any further action needs to be taken e.g. Health and Safety issue, premises maintenance, risk assessment review, reporting under RIDDOR, report to the Headmaster.
- If a child sustains anything more than a trivial injury or receives treatment from a member of staff or emergency services, parents will be contacted and informed as soon as possible.

Management of Specific Conditions and Emergencies

Please refer to the supporting protocols for the Management of specific conditions

- Students at PPSG may suffer from health conditions such as allergies, asthma, diabetes and epilepsy. Information on individual students with special health needs is collated from their health records. With permission, this basic and essential information is disseminated to those who "need to know" in order to keep the child safe, e.g. Tutors, Catering team and other staff. This will be in the form of a 'Care Plan'.
- Those students whose condition would require an emergency response e.g. asthma, breathing difficulties, allergies, anaphylaxis, diabetes, hypoglycaemia, epilepsy, convulsions, are identified to a wider group of staff. To aid identification, a list of these students is displayed on a designated notice board within the academic staff room, and in the Medical Room with consent
- Severe Allergies: Student 'named' EpiPens are available for each individual diagnosed student, who may require administration of adrenaline to treat anaphylactic shock. At PPSG one is kept by the individual student and one in the Medical Room. Staff are trained how to use EpiPens; in particular when there is a student with severe allergies in their

class or within their care. Training is provided to staff by the Gibraltar Health Authority GHA at PPSG.

- Asthma: At PPSG students with asthma should always have their inhalers with them. Spare inhalers may be stored in the Medical Room. It is the responsibility of parents of students to provide inhalers and to ensure that they are 'in date'.
- Medical alerts on SchoolBase and Careplans will detail how to treat certain students' conditions. Consent is sought at admissions stage for additional emergency treatment.
- Instructions on the management of other specific conditions, general First Aid and CPR can be found within the Health & Safety Manual.
- The Group Leader of any educational visit which includes within the group a student with a known health condition should consult the Medical Room staff for advice when planning the trip. Named medication such as inhalers and/or EpiPens will be given, if necessary, to the Group Leader or the nominated First Aider if this is not the same person. It is the Group Leader's responsibility to ensure that information and support has been sought from Medical Room Staff before the group leaves school.
- At least one First Aid Kit is to be taken on all school trips. The Group Leader should also consult with the Medical Room to ensure that the Kit reflects the needs of the trip.

Summoning Help in an Emergency situation

- The priority, in any emergency or injury situation, is the safety and well-being of the child or adult affected. Therefore, the member of staff present at any emergency must decide whether to call the Lead First Aider (if not present) or the Emergency Services first.
- This decision will be influenced to some degree by the knowledge, skill and training of the staff present but also by the injury or condition of the student/adult. However, if in any doubt, the Emergency Services (Ambulance Paramedic Team) should be summoned in Gibraltar by dialling 190, before asking for support from the Lead First Aider. It may well be that these two tasks can be performed simultaneously if other staff are present.

Conditions whereby ambulance/paramedic help should be summoned immediately include:

- An unconscious student or adult
- Where there is difficulty breathing or breathing has ceased
- Where there has been a head injury and the student/adult are drowsy and not responding to verbal stimulus
- Where there is an obvious fracture of a limb(s)
- Where there is a neck or spinal injury with pain and/or loss of function in limbs/breathing difficulties
- Where First Aid protocols for asthma, epilepsy, diabetes, anaphylaxis have been carried out and the student/adult does not respond
- Drowning or near drowning
- Cardiac arrest

If the Emergency Services are called, (the telephone number for Gibraltar is 190) staff should state:

- That the ambulance service is required
- What has happened

- Whether the casualty is breathing or unconscious
- The name and age of the person injured
- The location of the school (Prior Park School Gibraltar, Sacred Heart Terrace, Old Town, Gibraltar GX11 1AA Telephone Number 00350 2006 2006) or location if off-site

- The Lead First Aider in the Medical Room should be informed as soon as possible on:
Tel: 00350 2006 2006 Ex:215
Lead First Aider Tracy Marsh

- If the casualty is a student, the parents/guardians should be contacted immediately and given all the information required.

- If the casualty is an adult, the next of kin should only be called if the patient is incapacitated or upon request. All contact numbers for parents and staff are kept on the school Management Information System, 'SchoolBase', which is readily accessible to staff.

Hygiene Procedures for dealing with Spillage of Body Fluids

- Emergency clean up kits ('Spill kits') are located at appropriate places around PPSG (see Appendix F).

- No person must treat a student who is bleeding without protective gloves. These can be found in any First Aid Kit or Spill Kit.

- All bodily fluid spillages (vomit, diarrhoea and blood) must be cleaned immediately to reduce the spread of infection. The Medical Room can be contacted to advise on the situation and ask for assistance from the Caretaking Team with any clean up.

- Training in the use of the resources within the Spill kit is managed by the Support staff also receive training on induction.

- Sponges and water buckets should not be used for First Aid to avoid the risk of contamination.

The following additional PPS and PPSG guidance should be used in conjunction with this policy:

Medicines Policy

Minor Ailments Policy

Policy on Response to Incidents involving Blood and Bodily Fluid Spillage

Protocol for the Management of Anaphylactic Shock (on campus)

Protocol for the Management of Anaphylactic Shock (off campus)

Protocol for Allergies

Protocol for Asthma

Management of Hypoglycaemia (on and off campus)

Management of Seizures

Allergies Information Sheet of Current Students (confidential for teaching staff)

List of students with Asthma (confidential for teaching staff)

Minor Head Injury Policy

APPENDIX E
PRIOR PARK SCHOOL GIBRALTAR TRAINED FIRST AIDERS

Staff	Qualification Held
Chloe Amsellem	Nominated person
Robert Azopardi	Nominated person
Jamie Comber	3 Day EFAW - Level 3
Colleen Devincenzi	Nominated person
Mae Easter	Nominated person
Fiona Garbett	Nominated person
Karen Lawton	1 Day EFAW
Mirna Lnenicek-Allen	Nominated person
Hector Lozano	Nominated person
Tracy Marsh	3 Day EFAW - Level 3
Paul Martyn	Nominated person
Molly Mor	1 Day EFAW
Peter Watts	Nominated person
Ryan Woodward	1 Day EFAW
Jonny Younge	1 Day EFAW

APPENDIX F
LOCATION OF FIRST AID KITS AND SPILL KITS AT PRIOR PARK SCHOOL GIBRALTAR

Location	Type of Kit
Medical Room	First Aid supplies and Mini First Aid Kits for use on school trips Spill Kits
Reception	Large First Aid Kit
Main Hall	Medium First Aid Kit
Lower Ground Floor (Outside Science Faculty Room)	Small First Aid Kit and Eye wash station
Staff Room	Burns Kit
PE Team	Small First Aid Kit (Taken off site daily as PPSG PE lessons are conducted off site at the local Sports Stadium)
Caretaker's Office	Spill Kits

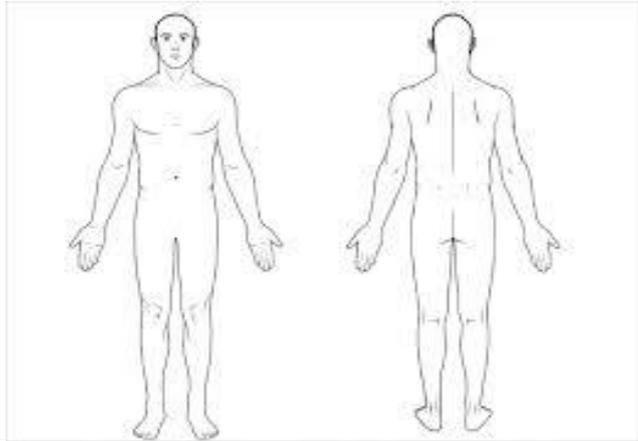
Staff are responsible for restocking any items that are used from supplies held in the Medical Room. These may be collected in person or you may email either the Medical Room or Reception to request replacement of used medical supplies.

APPENDIX G
PRIOR PARK SCHOOLS ACCIDENT REPORT FORM

ABOUT THE PERSON WHO HAD THE ACCIDENT		
Name:		
Address [if student circle appropriate school: PPC/Paragon/PPSG]:		
Town:	Postcode:	Telephone:
Occupation/Tutor Group/Form:		
DETAILS OF PERSON REPORTING THIS ACCIDENT		
Name:		
Role:		
DETAILS OF ACCIDENT/INJURY		
Date:	Time:	
Where did the accident/injury take place?		
How did the accident/injury happened (giving a cause if you can)?		
Details of injury and any treatment that was administered:		

Details of current medication/illnesses (if known):

BODY MAP AND HEAD INJURY INFORMATION



Head injury assessment required: Yes/No

Any 'red flags': Yes/No

Safety netting given and explained: Yes/No

Has parent or next of kin been informed.
(Please state name of person contacted)

Yes/No
Name:

Signed by person reporting accident:

Date:

FOR THE PERSON WHO HAD THE ACCIDENT ONLY

By signing below, I give my consent to the school/my employer to disclose necessary personal information and details of the accident which appear on this form to medical, health & safety representatives and representatives of student/employee safety for them to carry out health and safety functions given to them by law.

Signed by person who had the accident
(PPC/PPSG student only):

Date:

PPS USE ONLY

Is this incident reportable under RIDDOR (Reporting of Injuries, Diseases and dangerous Occurrences Regulations 2013): Yes/No

If yes, how was it reported and by whom?

Signed:

Date:

NURSE OR FIRST AIDER CONFIRM HSM OR TEACHER HAS BEEN INFORMED

YES/NO

POST ACCIDENT INFORMATION/DETAILS

Please use this space to document any necessary changes needed following the accident and/or any measures in place to support student/staff or visitor.