

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.

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 in each classroom. This poster must be regularly reviewed taking into account any significant changes in personnel.

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

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 (e.g. 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.

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 1 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 (e.g. if a mirror falls off the wall and breaks but no one is harmed).

An accident book is held by the Principal. Pages should be completed with details of the accident, then the page removed and given to the Principal, who will keep this document in an envelope in their safe, for confidentiality.

FIRST AID EQUIPMENT

FIRST AID BOXES

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

- Student Services Office (1st floor)
- Common area (2nd floor)
- Common area (3rd floor)
- Staffroom (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 once a month) by the Principal. If any of the Basic Contents are missing, these must be replaced as soon as possible.

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.

HEALTH RECORDS

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

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 (i.e. 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 Fidelo 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 licensed 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 the storage room at 77GR, 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 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

Student Services keep a record of local:

- 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 yearly, or whenever the Student Handbook is revised.

We also keep a list of London hospitals, with contact details on the shared drive.

APPENDIX 1

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 2: 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: Claire Granados
- Deputy: Garth Younghusband

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

- H&S Officer: Family Programme Manager

WELFARE TEAM

- Claire Granados (Executive Principal)
- Daria Wrzesinska (Head of Student Engagement)
- Layla El-Khatib (Director of Studies)

- Jo Love (Family Programme Manager)
- Jacob Tucker (Student Services Officer)
- Marcela Kuchtova (Student Services Officer)
- Precious Serwaa-Kusi (Student Services Officer)

FIRST-AID QUALIFIED STAFF

The below-listed staff are all first-aid qualified.

- Permanent employees are in **bold**
- Hourly paid workers are in *italics*

NAME	Exp Date
Claire Granados	Sept 2024
Daria Wrzesinska	March 2027
Layla El-Khtabi	March 2027
Jo Love	Feb 2027
Jacob Tucker	April 2027
Marcela Kuchtova	March 2027
<i>Nika Borsic</i>	Feb 2027
<i>Francesca Sullivan</i>	Feb 2027
<i>Joe Cooper</i>	Feb 2027
<i>Chris Tobin</i>	March 2027
<i>Geoff Nursey</i>	March 2027

Mental Health First Aider: Claire Granados

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