



1 Statement of Intent

The First Aid policy at The Chorister School has been written to ensure that there is an adequate provision of appropriate First Aid cover at all times so that where individuals have been injured there are suitable mechanisms in place to provide remedial treatment, in a timely and competent manner.

For the purposes of this document Choristers and boarders are considered to be day pupils once they have registered as being present in school with their form teacher. The Housemothers are their 'in loco parentis' contact in the case of sickness, injury, accident or an emergency. This policy covers all pupils, including those in EYFS.

It is emphasised that the First Aid team consists of qualified First Aiders and not trained doctors or nurses.

In the event of an accident all members of the school community should be aware of the support available and the procedures available to activate this.

The purpose of the policy is therefore:

- That the School will have at least one qualified person on site when the pupils are present
- That there will be a qualified First Aider at the Cathedral when the Choristers are singing in a service
- To provide effective First Aid cover for pupils, staff and visitors
- To ensure that all staff and pupils are aware of the system in place
- To provide awareness of Health and Safety issues within school, boarding house and on school trips to prevent, where possible, potential dangers or accidents

The term First Aider refers to those members of the school community who are in possession of a valid First Aid at Work certificate or equivalent. At least one person who has a current paediatric First Aid certificate must be on the Pre-School premises at all times, and must accompany children on any Educational outings.

Medical care

This procedure is limited to the provision of First Aid, but the school has arrangements in place for:-

dealing with pupils who have special educational needs or specialist medical needs
provision of medical examinations and immunisations
holding medical records
dealing with medicines and treatments brought into school for pupils

2 Principles and Practice of First Aid

First Aid is the skilled application of accepted principles of treatment on the occurrence of any injury or sudden illness, using facilities or materials available at the time. It is the approved method of treating a casualty until placed, if necessary, in the care of a doctor or removed to hospital.

First Aid treatment is given to a casualty to preserve life, to prevent the condition worsening and to promote recovery.

The treatment of minor illnesses such as the administration of tablets and/or medicines falls outside the definition of First Aid. For this reason the treatment of minor illnesses does not form part of the training of a First Aider and therefore First Aiders should not administer tablets and/or medicines. The only exception to this being residential school trips, where permission has been given by parents following the school administration of medicines policy guidelines.

EYFS

For the administration of medicines there are 4 members of staff who are fully trained (see Appendix 1) and at least one of them is on duty at any time in the School. Parents are informed on the same day of any medication given.

For pupils in EYFS the School will ensure that parents are informed on the same day of any accident or incident.

The Pre-School Handbook for parents advises that parents should not bring their child in to Pre-School if they are already feeling unwell or showing signs of any illness or rash. Invariably these children need to be sent home for their own sake or in the interests of the other children. If there is any doubt regarding a child's health then it is better for the child to be at home for a while.

3 First Aid arrangements

3.1 Trained and qualified First Aiders

Trained and qualified First Aiders are those members of staff who have attended a course of training of First Aid (ie First Aid at Work or Refresher course, Early Years First Aid, Paediatric First Aid, Emergency First Aid at Work) and have a current First Aid certificate issued by an organisation approved by the Health and Safety Executive under the Health and Safety (First Aid) regulations 1981. The First Aid certificate is valid for three years and has to be updated by means of a refresher course. It is the responsibility of the First Aider to ensure that their qualification is renewed by the date required on their certificate.

Appendix 1 is a list of qualified First Aiders who have a current approved First Aid certificate. For reference a copy of these certificates is kept in the First Aid policy file in the First Aid cupboard in the staffroom.

Appendix 2 is a list of the names, locations and telephone extension numbers (where available) of the trained and qualified First Aiders in school. Clearly identifiable lists are also prominently displayed in the following areas – the School entrance, the staff room, Pre-Prep department, Pre-School and the Sports Hall.

The duties of the trained and qualified First Aiders are:

- To give immediate help to those with common injuries or illnesses and those arising from specific hazards and where necessary, to ensure that an ambulance or other medical help is called
- To always attend a casualty when requested to do so and treat the casualty to the best of their ability in the safest way possible. This includes to assess the situation, give immediate and appropriate treatment, wear gloves where any loss of blood or body fluid is evident and call for help from other First Aiders or the emergency services. (Please see Section 3.2 below for more information on the handling of bodily fluids.)
- To ensure that First Aid cover is available throughout the working hours of the school week, in each area of the school premises
- To help fellow First Aiders at an accident and provide support during the aftermath
- To act as a person who can be relied upon to help when the need arises
- To ensure that their portable First Aid kits are adequately stocked and always to hand
- To arrange, without delay, for the casualty to be transported to a doctor, hospital or home, according to the seriousness of the condition.
- To ensure that a child who is sent to hospital by ambulance is:
 - a. Accompanied in the ambulance at the request of the paramedics
 - b. Followed to hospital by either a member of staff or on duty housemother to act in loco parentis if a relative cannot be contacted
 - c. Met at the hospital by a relative or housemother acting in loco parentis
 - d. The First Aider need not be the member of staff to accompany the casualty to hospital, however an appropriate person should be sent. Once the casualty is in the care of the doctor, a nurse or other appropriate person the responsibility of the First Aider or accompanying member of staff is ended. However, they should not leave the hospital until they have ascertained that they can be of no further help
- To insist that any casualty who has sustained a significant head injury is seen by a professional at the hospital, either by sending them directly to hospital or by asking parents or the housemother to pick up a child to take them to hospital
- To ensure that the casualty's parents or the duty housemother are made aware of all head injuries promptly
- To wear gloves whilst ensuring that any contaminated or used items are cleared away and that every dressing etc is put in a yellow bag for contaminated/used items and sealed tightly before disposing of the bag in a bin.

- To contact the Catering manager or her assistant to deal with any spillage of blood or other body fluids with the use of specialised Emergency Spill Compound. (Refer to 3.2)
- To record details of each student attended to, the nature of the injury and any treatment given.

All injuries in the Prep School are dealt with by the Housemother; in her absence a First Aider will record the incident in the Minor Injuries and Accidents/Incidents Form and leave the form for the Housemother to follow up.

In the case of a more serious accident both parts of the accident book provided in the staff room First Aid cupboard must be completed. The tear off portion should then be given to the Bursar who will retain it for referral at the next Health and Safety meeting (In line with the requirements of RIDDOR 2013)

3.2 Access to First Aid

All pupils and staff will be given information on the provision of first aid at their induction.

3.3 Bodily Fluids

In order to maintain protection from disease, all bodily fluids should be considered infected. To prevent contact with body fluids the following guidelines should be followed:

When dealing with any body fluids wear disposable gloves.
 Wash hands thoroughly with soap and warm water after the incident.
 Keep any abrasions covered with a plaster.
 Spills of body fluids must be cleaned up **immediately**.

Body fluids include blood, faeces, nasal and eye discharges, saliva, vomit

3.4 Appointed Persons

The Appointed Person is the Housemother on duty. In their absence another First Aider will act as the Appropriate Person.

This person should be responsible for:

Taking charge of the situation relating to an injured or ill person ie telephoning for a doctor or an ambulance

Taking charge of the First Aid equipment and facilities

Housemother Housemothers' Office Ext 316

3.5 First Aid boxes, travelling First Aid kits and other supplementary equipment

First Aid boxes

The location of First Aid boxes, travelling First Aid kits and other supplementary equipment is listed below. They are clearly identified by a green First Aid sticker.

Pre-School, Pre-Prep, Registrar's Office, Head's P.A. office, Staff room, DT room, Science lab, Sports hall, Kitchen, Campus Manager's store, top floor landing, Entrance Hall, Art Room, Lower Ground Floor at number 8 (Middle School), Quiet Room in Boarding House
Each First Aid Box contains the following:

1. large sterile dressings x1
2. Eye pad x2
3. medium sterile dressing x4
4. triangular bandage x2
5. alcohol free wipes x20
6. waterproof plasters (including sterile plasters) x40
7. medium gloves x6
8. safety pins x1 bag
9. Sterile plasters assorted
10. Micropore tape x1
11. Sterile finger dressings x2
12. Resuscitation face mask x1
13. Foil blanket x1
14. Hydrogel burn dressing x1
15. Scissors x1
16. Conforming bandage x1

Travelling First Aid kits

A First Aid kit for off site visits is available from the First Aid cupboard in the staff room, and should be returned there immediately on return from visits and the contents replenished

Supplementary equipment

First Aid kits are also located in the following places:

Mini buses x 3, girls games department (x2), boys games department (x2), boarding house sick bay, Potters Bank pavilion

It is the responsibility of staff to inform the Housemother of First Aid items which may need to be replaced during the term. The Housemother will regularly check the contents of First Aid boxes to ensure that they comply with the official contents list. A copy of this is in the First Aid cupboard in the staff room.

2 defibrillators – kept at Reception Desk and collected for use at the Sports Fields.

3.6 School Visits

The First Aid requirements and procedures for calling for help or skilled assistance in the event of an accident or other emergency are laid down when school visits are being planned including educational visits abroad.

A travelling First Aid kit will be provided for all school visits and is available from the First Aid cupboard in the staff room

First Aid provision is available at all times while pupils are on school premises and also off the premises whilst on school visits

Any trip involving a child who carries an Epi-pen must be accompanied by a member of staff trained in its' administration. Cathedral organists have been trained in the use of Epi-pens.

3.7 Out of hours use of school premises

The level of First Aid cover, First Aid equipment and access to a telephone is in line with that required when the school is in use.

3.8 Emergency Contact Numbers

In addition to any head injury and loss of consciousness an ambulance should be considered for the following reasons:

- Any suspected fracture
- Severe allergic reactions and ALWAYS if an Epi-pen has been used
- Asthma attacks where breathing is severely compromised
- Epileptic seizures
- Open wounds requiring suturing
- If in any doubt as to the patient's safety

Instructions for taking charge of the situation relating to an injured or ill person i.e. telephoning for an ambulance, a doctor or the nearest hospital

If an ambulance is required:

- Dial 999
- Tell the operator that you want the Ambulance Service
- Give your name and the school's telephone number – 0191 3842935
- Wait for the Ambulance Service to answer
- Give the address where help is needed – the Chorister School, The College, Durham DH1 3EL
- Give any other relevant information

The nearest doctor to the school is:

Claypath Medical Practice,
26 Gilesgate,
Durham
Telephone number: 0191 3746888

The nearest hospital to the school is:

Accident and Emergency,
University Hospital of North Durham,
North Road,
Durham

Telephone number: 0191 3332333

4 Arrangements for pupils in the case of sickness/ accident in school

In the first instance, staff should refer the pupil to reception, sending them to reception with an accompanying pupil. The pupil will then be assessed.

The person at reception will then decide on one of the following options:

- Return the pupil back to lessons in the case of a minor injury or affliction that poses no immediate health concern. In this circumstance there would be no need to inform parents.
- Contact the duty housemother. She may decide to contact parents to collect their child from school or take the sick pupil to sick bay.
- Parents are informed, by the end of the day, if their child has been given any medicine, the housemother having checked with the pupil's permission form.
- In the case of an accident where it is necessary to seek outside intervention then a parent is informed immediately by telephone. Such injuries could include: a head injury, unexpected swelling, continuous vomiting, suspected breaks, fractures or sprains, dental concerns, extreme temperatures, loss of consciousness or fainting.
- Pre-School and Pre-Prep parents are informed of all incidents and Pre-School a written record of accidents is kept in the department and a copy given to parents. Minor injuries such as a slight graze would be reported verbally to the parents at the end of the school day.
- Pre-School child protection agencies are notified of any serious accident or injuries to or the death of, any child whilst in their care and act on any advice given.

5 Arrangements for pupils with particular medical conditions

On entry to the school parents are required to complete a medical questionnaire for their child, which is kept in the school office. At the start of each academic year the Housemothers will produce a list of students who are known to be asthmatic, anaphylactic, diabetic, epileptic or have any other serious illness (allergy and medical conditions list)

This information will be kept in the First Aid policy file in the First Aid cupboard and in the staff room, in the Pre-Prep and Pre School departments, Reception Desk, Housemothers flat, kitchen, after school club, school bursar, music department and regularly updated throughout the year, with the previous document being destroyed.

Medication required for the emergency treatment of a pupil with any of the above medical conditions is kept in the First Aid cupboard in the Staff Room Pre-Prep Pre-School Kitchen and sick bays, in clearly labelled boxes, which have a photograph of the pupil for identification purposes.

6 Advice to Teaching staff

Pupil briefing each Tuesday morning includes any updated medical information available to Housemothers. Daily updates are put on the staff room board. Unqualified teaching staff should familiarise themselves with the First Aid procedures in operation and ensure that they know who the current First Aiders are and the location of First Aid boxes. They need to be aware of the particular medical conditions of individual pupils as publicised each term by the office and Housemothers.

In the event of an emergency staff should initially have regard for their own personal safety. Unless the casualty is in immediate danger they are advised to never move a casualty until he/she has been assessed by a qualified First Aider. They should send for help to either reception or the staff room as soon as possible, either by a person or telephone ensuring that the messenger knows the precise location of the casualty. Wherever possible confirmation that the message has been received must be obtained. Whilst waiting for help to arrive they should reassure but never treat a casualty unless they are in possession of a valid Emergency First Aid Certificate. Such staff can obviously start emergency aid until a First Aider arrives at the scene or instigate simple airway measures if clearly needed. They should then support the First Aider in calling for an ambulance or contacting the Housemother and/or relatives.

A pupil who has minor injuries should be sent to Housemother via the reception desk. This pupil may need to be accompanied.

When organising a school trip teaching staff should ensure that they have a current medical consent form for every pupil, which indicates any specific conditions or medications of which they should be aware.

EYFS

Staff working in EYFS and taking medication must seek medical advice if they are taking medication which may affect their ability to care for children and staff medication must be stored securely.

7 Execution of the First Aid Policy

The execution of this policy will be monitored by the Health and Safety Committee and Governors, who will need to:

- Provide adequate First Aid cover as outlined in the Health and Safety (First Aid) Regulations 1981
- Ensure new staff and pupils are made aware of First Aid procedures in school
- Monitor and respond to all matters relating to the health and safety of all persons on school premises in line with the requirements of RIDDOR 1995. A copy of these is in the staff room and PRE-SCHOOL.

Review

This policy will be reviewed in January 2018.

External Training

Name	Location	Date of training	Date of renewal	Qualification	Certificate
Katie Randle	Office 1	13/08/15	11/08/18	Emergency First Aid	Yes
Elizabeth Hobson	No 8	26/01/15	26/01/18	Emergency First Aid	Yes
Alison Jenkinson	Pre-School	20/10/17	19/10/20	Paediatric First Aid & Defibrillator	Yes
Nicola Robinson	Purple	20/10/17	19/10/20	Paediatric First Aid & Defibrillator	Yes
Abby Syers	After School	20/10/17	19/10/20	Paediatric First Aid & Defib	Yes
Michelle Emberson	Pre-School	20/10/17	19/10/20	Paediatric First Aid & Defibrillator	Yes
Lisa Nichols	No 8	15/09/17	14/09/20	Paediatric First Aid & Defibrillation	Yes
Jennifer Hebblethwaite	Purple	20/10/17	19/10/20	Paediatric First Aid & Defibrillator	Yes
Mandy Walker	Boarding House	25/03/15	24/03/18	HSE First Aid at Work.	Yes
		18/07/17	17/07/18	Administration of Medication in Schools	Yes
		23/02/16	22/02/19	12 Hour Paediatric First Aid.	Yes
		25/07/15	Ongoing	Infection control	Yes
		07/07/15	06/07/18	First Aid at Work including AED (Automated External Defibrillator)	Yes
Penelope Davey	Prep School	13/03/15	12/03/18	12 Hour Paediatric First	Yes

				Aid	
Rachel Faulkner-Walford	Prep School Boarding House	18/07/17	17/07/18	Administration of Medication in Schools.	Yes
		07/07/17	06/07/20	Paediatric First Aid	Yes
Susan Round	Boarding House	24/03/15	23/03/18	HSE First Aid at Work	Yes
		18/07/17	17/07/18	Administration of medication in Schools	Yes
		23/07/15	22/07/18	Paediatric First Aid	Yes
		25/07/15	Ongoing	Infection Control	Yes
Caroline Dunn	Pre-Prep	19/06/15	18/06/18	Paediatric First Aid	yes
Dorothy Storey	Boarding House	23/07/15	22/07/18	Paediatric First Aid	Yes
		28/04/16	28/04/19	First Aid at work	Yes
		18/07/17	17/07/18	Administration of medication in school	Yes
		25/07/15	ongoing	Infection control	Yes
		26/07/12		Supporting children with medical conditions school	Yes
		29/12/14	06/07/18	Assist in the Safe Management of Medication in an Educational or Early Years Setting. Level One	Yes
07/07/15	06/07/18	First Aid at Work including AED (Automated External Defibrillator)	Yes		
Pip Dugdale	Pre-Prep	19/06/15	18/06/18	Paediatric First Aid	Yes
Jill Wilson	Pre-Prep	16/10/15	15/10/18	Paediatric First Aid	Yes

Cathedral Vergers

Jeffery Hewitt	Vergers Vestry extension 219
Rebekah Hewitt	Vergers Vestry extension 219
Trevor Chesterton	Vergers Vestry extension 219
Neil Milburn	Vergers Vestry extension 219
Richard Hilton	Vergers Vestry extension 219 (Relief)
John Ristway	Vergers Vestry extension 219 (Relief)

QUALIFIED FIRST AID STAFF

Internal Training

Name	Location	Date of training	Date of renewal	Qualification	Certificate
Annie Field	Prep School	05/09/16	04 /09/19	Emergency First Aid	Yes
Gary Brown	Prep School	05/09/16	04/09/19	Emergency First Aid	Yes
David Penny	Prep School	05/09/16	04/09/19	Emergency First Aid	Yes
Joe Jenkinson Boarding House	Prep School	05/09/16	04/09/19	Emergency First Aid	Yes
Jon Bland	Prep School	05/09/16	04/09/19	Emergency First Aid	Yes
James Smith	Prep School	05/09/16	04/09/19	Emergency First Aid	Yes
Matthew Headdock	Prep School	05/09/16	04/09/19	Emergency First Aid	Yes
Elaine Plummer	Prep School	05/09/16	04/09/19	Emergency First Aid	Yes
Barbara Dunn	Prep School	05/09/16	04/09/19	Emergency First Aid	Yes
Jo Barber	Prep School	05/09/16	04/09/19	Emergency First Aid	Yes
Kayleigh Debil Boarding House	Prep School	05/09/16	04/09/19	Emergency First Aid	Yes
Robert Macdonald	Middle School	05/09/16	04/09/19	Emergency First Aid	Yes

APPENDIX 2 LOCATION OF QUALIFIED FIRST AID STAFF

Name of qualified staff	Area in School	Classroom	Phone number
Elizabeth Hobson	Middle School		Ext 318
Katie Randle	Registrar Office or Prep School		Ext 303
Alison Jenkinson	Pre-School	Pre-School	Ext 305
Michelle Emberson	Pre-School	Pre-School	Ext 305
Jennifer Hebblethwaite	Pre-Prep	Pre-Prep	Ext 304
Nicola Robinson	Purple	Purple	Ext 304
Caroline Dunn	Pre-Prep	Pre-Prep	Ext 304
Jill Wilson	Pre-Prep	Pre-Prep	Ext 304
Barbara Dunn	Learning Support		Ext 308
Jo Barber	Prep School	Art	Art Room
Pip Dugdale	Pre-Prep Prep School Middle School	Purple	Ext 304 Ext 317
Matthew Headdock	Prep School	History	History Room
Kayleigh Debil	Prep School and Boarding House	French & Pre-Prep Quiet Room	French Room 314
Robert Macdonald	Whole School	Middle School	Ext 317
Annie Field	Prep School and Middle School and Sports Hall/Field	Top Floor maths room Sports hall/yard Durham School astro Potters Bank	
Jon Bland	Prep School and Sports Hall/Field Durham School pool	Durham School pool Sports hall/yard Palmer's Garth	
Elaine Plummer	Prep School and Sports Hall/Field Durham School pool	Sports hall/yard Durham School astro Durham School pool Potters Bank	
Gary Brown	Prep School and Sports fields	Pastoral office DT room	DT Room
James Smith	Prep School	Geography	Geography Room
David Penny	Prep School	Science lab	Science Room
Joe Jenkinson	Prep School and Boarding House	Sports hall/yard Palmer's Garth Durham School pool Pre-Prep Boarding House	Ext 314
Susan Round	Boarding House	Boarding House	Ext 316
Dorothy Storey	Boarding House	Boarding House	Ext 316
Mandy Walker	Boarding House	Boarding House	Ext 316

APPENDIX 3

EIPEN USE AND HOW TO HANDLE ASTHMA

Training date: Tuesday 01 March, 2016

Pre-School and Pre-Prep		Non-teaching staff	
Member of staff	Department	Member of staff	Department
Alison Jenkinson	Pre-School	Malcolm Carling	Bursar
Nicola Robinson	Purple class		
Jill Wilson	Gold class	Jill Finch	Reception
Jenny Hebblethwaite	Purple class	Elizabeth Hobson	No 8
Caroline Dunn	Pre-Prep		
Pip Dugdale	Pre-Prep	Michelle Emberson	Pre-School
Michelle Emberson	Pre-School		

Prep School

Member of Staff	Department	Member of staff	Department
James Randle	Director of Music	Elaine Plummer	Games staff
Lisa Nicholls	3 rd Form	Joe Jenkinson	Games staff Boarding House
James Smith	Geography	Jon Bland	Games staff
Barbara Dunn	SEN	Annie Field	Games staff Mathematics
Matthew Headdock	History	Jo Barber	Art
David Penny	Science	Rachel Faulkner-Walford	English Boarding House
Kayleigh Debil	French	Gary Brown	Design Technology
Yvette Day	Headmistress	Laura Wilkinson	2 Form
		Katie Randle	RE

Boarding House

Dorothy Storey	Housemother	Mandy Walker	Housemother
Susan Round	Housemother		

Training Date 9th November 2016

Member of Staff	Department		Member of Staff	Department
Alex Maw	Prep-Prep		Angela Rogers	Kitchen
Amelia Warne	Prep-School			
Michelle Emberson	Pre-School		Tracey Britton	Kitchen
Deborah Appleton	Reception		Tai Beddoes	Kitchen
Penny Davey	Prep School		Tina Robinson	Kitchen
Corinne Batty	Middle School		Leanne Hunter	Kitchen
Jenny Tasker	Music Practice Rooms		Miranda Wright	Music Practice Rooms Chorister Song School/Cathedral
Peter Wood	Practice Music Supervisor		Jonathan Allsopp	Chorister Song School/Cathedral
Samantha Spruce	Practice Music Supervisor		Francesca Massey	Cathedral/Song School
Abigail Grocock	Practice Music Supervisor		James Lancelot	Cathedral/Song School
Jessica Bryden	Practice Music Supervisor		Dorothy Storey	Boarding Housemother
Joseph Goody	Practice Music Supervisor			

APPENDIX 4 – USE OF DEFIBRILLATOR

Training Date 20 April 2017

Nicola Robinson
Alex Maw
Amelia Warne
Laura Wilkinson
Robert Macdonald
Penny Davey
Jon Bland
Gary Brown
James Smith
Annie Field
Kayleigh Debil
Rachel Faulkner- Walford

Jill Wilson
Alison Jenkinson
James Randle
Corinne Batty
Jo Barber
Malcolm Carling
Joe Jenkinson
Matthew Headdock
Darren Adamo
Elaine Plummer
India Wilson
David Penny

APPENDIX 5 – DIABETIC TRAINING

Name	Location	Date
Mandy Walker	Housemother	27/April 02/May 2017
Dorothy Storey	Housemother	27/April 02/May2017
Susan Round	Housemother	27/April 02/May 2017
Rachel Faulkner-Walford	Housemistress	27/April 02/May 2017
Alison Jenkinson	Pre-School	27/April 02/May 2017
Nicola Robinson	Pre-School	27/April 02/May 2017
Jennifer Hebblethwaite	Pre-School	27/April 02/May 2017
Caroline Dunn	Pre-School	27/April 02/May 2017
Michelle Emberson	Pre-School	27/April 02/May 2017
Jill Wilson	Pre-School	27/April 02/May 2017
Pip Dugdale	Pre-School	27/April 02/May 2017
Alex Maw	Pre-School	27/April 02/May 2017