



QUEEN ETHELBURGA'S COLLEGIATE

FIRST AID POLICY

to be read in conjunction with the MEDICAL POLICY

<p>Reviewed: 30 June 2023</p> <p>Due for review: June 2024</p>	<p>This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:</p> <p>The Education (Independent School Standards) Regulations 2014</p> <p>Keeping children safe in education 2023</p> <p>Statutory framework for the Early Years Foundation Stage (DfE, 31 March 2014, updated 12 July 2023) Applies from 4 September 2023</p> <p>National minimum standards for boarding schools, in force from 5 September 2022</p> <p>Working Together to Safeguard Children 2018 (updated 1 July 2022)</p> <p>Supporting students with medical conditions at school updated Aug 2017</p> <p>Health and Safety at work etc. Act 1974</p> <p>Health and Safety (First- Aid) Regulations 1981 guidance on Regulations (2013)</p> <p>Management of Health and Safety at Work regulations 1992, 1999</p>	<p>To be viewed alongside the following related policies and documentation:</p> <p>Allergen Policy</p> <p>Behaviour and Discipline Policy</p> <p>EYFS and CH – Health and Illness Procedure</p> <p>Health and Safety policies and procedures, including Emergency Procedures</p> <p>Medical Policy</p> <p>Smoking Alcohol and Misuse of Drugs</p> <p>Supporting students with medical conditions</p>	<p>Publication and availability for Staff, Parents, Carers and Prospective Parents:</p> <p>This policy is published on the QE website and on the Parent Portal. It is available to staff on SharePoint.</p>
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<p>Promoting the Medical Centre of looked-after children</p> <p>SEND code of practice: 0 to 25 years updated April 2020</p> <p>First aid in schools, early years and colleges - updated February 2022</p> <p>Statutory framework for the early years foundation stage Sep 2023</p> <p>Reporting on injuries, Diseases and Dangerous Occurrences Regulations 2013</p> <p>Social Security (Claims and Payments) Regulations 1979</p> <p>The Social Action, Responsibility and Heroism Act</p> <p>The Road Vehicles (Construction and Use) Regulations 1986 (for minibuses)</p> <p>The Public Service Vehicles (Conditions of Fitness, Equipment, Use and Certification) Regulations 1981</p> <p>Human Medicines (Amendment) Regulations 2017</p> <p>Mental Capacity Act 2005</p> <p>This policy has regard to the following guidance and advice:</p> <p>Consent to treatment - NHS (www.nhs.uk)</p> <p>Spare Epi-pen in schools guidance</p> <p>Consent to treatment: Children and young people NHS guidelines</p> <p>Spare Epi-pen in schools guidance</p> <p>Anaphylaxis allergy training for schools</p> <p>Asthma in schools</p> <p>Guidance on the use of emergency salbutamol inhalers in schools</p> <p>First Aid & The Law Part 1 - Duty of Care — REAL First Aid</p>		
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1. Introduction

- 1.1. This policy statement applies to Queen's Kindergarten and Chapter House Preparatory School, King's Magna Middle School, Queen Ethelburga's College, The Faculty of Queen Ethelburga's and Queen Ethelburga's Services (QES) - hereafter referred to as "**the Collegiate**". Staff from across the Collegiate are collectively known, and will be referred to, as "Team QE". This policy also applies to Queen Ethelburga's holiday programmes, including Holidays@QE; QE Summer Schools; and Camp QE.
- 1.2. This policy sets out the Collegiate principles for administering first aid and should be read in conjunction with the Medical Policy and Supporting Students with medical conditions Policy.
- 1.3. All staff should read and be aware of this policy, know who to contact in the event of any illness, accident or injury and ensure this policy is followed in relation to the administration of first aid.
- 1.4. All staff will use their best endeavours, at all times, to secure the welfare of the students, staff and visitors.
- 1.5. Anyone on the Collegiate premises is expected to take reasonable care of their own and others' safety.
- 1.6. This policy supports other Collegiate policies aimed at safeguarding children in all circumstances.

2. Aims

- 2.1. The aims of our first aid policy are to:
 - 2.1.1. Ensure the health and safety of all staff, students and visitors.
 - 2.1.2. Ensure that all staff are aware of their responsibilities with regards to health and safety and first aid.
 - 2.1.3. Provide a framework for responding to an incident and recording and reporting the outcomes.
 - 2.1.4. Provide timely and competent administration of first aid to ensure the welfare of students, staff, and visitors.
 - 2.1.5. **For the avoidance of doubt, staff should dial 999 for the emergency services in the event of a medical emergency. This policy should not affect the ability of any person to contact the emergency services in the event of a medical emergency.**

3. Purpose

- 3.1. This policy is based on the [Statutory Framework for the Early Years Foundation Stage](#), advice from the Department for Education on [first aid in schools](#) and [health and safety in schools](#), guidance from the Health and Safety Executive (HSE) on [incident reporting in schools](#),



and the following legislation:

- 3.1.1. [The Health and Safety \(First Aid\) Regulations 1981](#), which state that employers must provide adequate and appropriate equipment and facilities to enable first aid to be administered to employees, and qualified first aid personnel
- 3.1.2. [The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees
- 3.1.3. [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- 3.1.4. [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive (HSE), and set out the timeframe for this and how long records of such accidents must be kept
- 3.1.5. [Social Security \(Claims and Payments\) Regulations 1979](#), which set out rules on the retention of accident records
- 3.1.6. [The Education \(Independent School Standards\) Regulations 2014](#), which require that suitable space is provided to cater for the medical and therapy needs of students.

4. Confidentiality and Record Keeping

- 4.1. This policy has been reviewed in accordance with the **Data Protection Act (2018)** and the UK **General Data Protection Regulation (UK GDPR, 1 January 2021)**. You can find out more about UK GDPR on the [Information Commissioner's Office \(ICO\)](#) website.
- 4.2. The Collegiate accepts it has a duty of care to ensure individuals' data is kept safe and secure and the Collegiate privacy notices for staff, parents and students provide information regarding the personal information we collect and hold; what we do with it; who we can share it with; and how long we retain data. A privacy notice is available to view on the Collegiate website.
- 4.3. The Collegiate has a Data Protection officer (DPO) who can be contacted should you have any questions at dpo@qe.org. When sharing confidential information about a member of staff or student, the Collegiate has regard to its responsibilities under the **Data Protection Act (2018) and to the UKGDPR (1 January 2021)**, and where relevant, the **Education (Pupil Information) (England) Regulations (2005)**. Data Protection does not prevent the sharing of information for the purposes of keeping children safe.

5. Roles and Responsibilities

5.1. Queen Ethelburga's Leadership Team (QELT)

- 5.1.1. QELT oversees policies including the First Aid Policy.
- 5.1.2. These reviews are conducted annually or more frequently if regulations change and include relevant departments who have first aid responsibilities.



5.2. Operations Manager and GP

- 5.2.1. The Operations manager is responsible for oversight of the medical provision across the Collegiate including review of all medical procedures and policies.
- 5.2.2. The Operations Manager and GP works closely with the Emergency and First Aid Manager and QE Academy to deliver and oversee all the first aid and emergency medicine training on site.

5.3. Emergency Care and First Aid Manager

- 5.3.1. The Emergency and First Aid Manager is responsible for the emergency care and First Aid across site, this includes but not limited to, overall responsibility for FREC Trained Staff, First Aid at Work and Emergency First Aid trained staff in an emergency response/first aid capacity and all emergency and first aid equipment and kit across site.
- 5.3.2. The Emergency and First Aid Manager will support QE Academy with the provision of first aid and emergency medicine training on-site.

5.4. The Medical Centre Team

- 5.4.1. The Medical Centre team support First Aid trained Staff and First Response Emergency Care team during the working hours with responding to and treating medical emergencies and first aid incidents.
- 5.4.2. The Medical Staff team assist the Emergency Care and First Aid Manager with maintaining the emergency and first aid equipment and kits across site.

5.5. First Response Emergency Care Team (FREC)

- 5.5.1. The Collegiate has a team of FREC trained staff who administer emergency first aid across site in the out of hours periods over the evenings and weekends. The FREC team are managed by the Emergency Care and First Aid Manager.
- 5.5.2. They are part of the escalation pathway and are available to respond to Emergency and First Aid situations on site that require more skills and knowledge than a First Aid at Work qualification gives.

5.6. First Aid trained Staff

- 5.6.1. The Collegiate ensures sufficient staff that are trained in First Aid at Work, Paediatric First Aid, Emergency First Aid at Work, with high numbers trained in areas deemed to be higher risk e.g., sport, technology.
- 5.6.2. These trained staff members are responsible for providing immediate first aid to students, staff or visitors when needed should they feel comfortable to do so. If the situation is out of their scope of practice, they are responsible for the escalating of the care to the Medical Centre, the Emergency Care and First Aid Manager or FREC trained staff following the **First Aid Escalation Pathway (see Appendix E)**.



5.7. All staff

- 5.7.1. Staff may be asked to carry out first aid duties but are under no obligation to carry these out. First aid training is offered to all staff as an option.
- 5.7.2. Teachers and other staff working with students and students themselves are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of the students in education in the same way that parents might be expected to act towards their children. In general, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.
- 5.7.3. All staff are required to be aware of where their nearest first aid box is located.

5.8. Health and Safety Team

- 5.8.1. Store and review all accident forms to look for trends and patterns in accident reporting.
- 5.8.2. Records of ambulance calls are also stored on the accident analysis form.

5.9. QE Academy

- 5.9.1. QE Academy plan, book and record all first aid training for staff, maintain a comprehensive record of the training provider, course undertaken, certificates and renewal dates.
- 5.9.2. See Appendix F for list of first aid trained staff including FREC and Paediatric.

6. Consent

- 6.1. If an individual is conscious and refuses first aid treatment, providing they have the capacity to make this decision and are made aware of the risks of refusing such treatment and the consequences, their wishes can be respected.
- 6.2. It is important to consider other factors in the refusal, such as, in an emergency, where treatment is vital and waiting for parental consent would place the child at risk, treatment can proceed without consent.
- 6.3. The medical team must be aware of any incidents on site within working hours and/or BMT team out of hours. If a patient is unconscious then approach and treat accordingly, within the scope of practice of your training. The **Social Action, Responsibility and Heroism Act 2015** helps protect 'good Samaritans'.

7. First Aid arrangements

- 7.1. First aid is provided to all people on site, including staff, students and visitors.
- 7.2. All staff on site are offered the opportunity to complete First Aid training.
- 7.3. Staff may be asked to complete first aid duties but are under no obligation to do so if they do not wish to.



- 7.4. In departments where risk is considered to be higher, more first aid trained staff will be present e.g., PE, Science.
- 7.5. Queen's Kindergarten and Chapter House will have appropriate staff trained in paediatric first aid, and all newly qualified staff in the Early Years setting will have a paediatric first aid qualification.
- 7.6. First Aid Posters around the Collegiate site detail a list of trained staff. This list is updated at least once a year, after the annual INSET session. The list is also appended to this policy, which is available to staff on SharePoint.
- 7.7. All staff should familiarise themselves with where their nearest first aider is based should they need their assistance. Locations of these can be found on posters around the site and also on the QE Power App.

8. Emergency and First Aid Kits and Equipment

- 8.1. The Collegiate has several emergency kits and equipment across site in a number of buildings as well as specific kits in specialist areas. This includes standalone first aid kits, burns kits, eyewash kits, Automated External Defibrillators, Catastrophic bleed kits, Asthma kits, Travel First Aid Kits, and Vehicle First Aid Kits. The precise location of the kits can also be found on the First Aid section of the QE Power App.

9. First Aid, Burns and Eye Wash Kits

- 9.1. Sitewide first aid, burns and eye wash kits (not including boarding or sports kit bags) will be checked at the end of each term, by the Medical Centre team. These checks will include immediate restock of missing items and expired items.
- 9.2. Boarding Kit re-stocks will be the responsibility of the FREC/First Aid Trained Staff who utilise the kits in the boarding houses. When it is recognised that Items are low, boarding staff will email firstaid@qe.org and request a restock of items. They will be informed via reply when the items are ready for collection from the Medical Centre. This will allow accurate data of what is being used most in what areas, and therefore kits can be tailored to suit needs. The condition of the kits are reviewed annually by the Medical Centre.
- 9.3. Sports First Aid Kit bag re-stocks will be the responsibility of the First Aid trained P.E Staff who utilise the kits. When it is recognised that Items are low, P.E staff will email firstaid@qe.org and request a restock of items. They will be informed via reply when the items are ready for collection from the Medical Centre or the first aid office in Genesis. This will allow accurate data of what is being used most in what areas, and therefore kits can be tailored to suit needs. The condition of the kits is reviewed annually by the Medical Centre.



10. Minibus First Aid Kits

- 10.1. In Line with **The Road Vehicles (Construction and Use) Regulations 1986 (for minibuses)** and/or the **Public Service Vehicles (Conditions of Fitness, Equipment, Use and Certification) Regulations 1981 (for larger vehicles)** each of our collegiate minibuses has a suitable, clearly marked first aid box readily available and in good condition.
- 10.2. These kits are checked at the end of each term alongside site wide first aid kits, however, if equipment is used, minibus drivers (who are all first aid trained staff) are advised to email firstaid@qe.org to request restock, to ensure the kits are in line with regulations. The condition of the kits is reviewed annually by the Medical Centre.

11. Travelling First Aid Kits

- 11.1. Travelling First Aid Kits are kept by Co-Curricular in Connors, Wimbledon and Community Assistants in Court Staff Room.
- 11.2. When Co-Curricular or the Community Assistants are informed of a kit being used, they can email firstaid@qe.org and request a restock of items. They will be informed via reply when the items are ready for collection from the Medical Centre. This will allow accurate data of what is being used most in what areas, and therefore kits can be tailored to suit needs. The condition of the kits are reviewed annually by the Medical Centre.
- 11.3. **All staff** should familiarise themselves with where their nearest first aid kit is located. The QE Power App contains a First Aid tab to include this information for convenience.



11. Location of First Aid Kits, Burns and Eye Wash Kits

Location				
Building	First Aid Kits		Burns Kits	Eye Wash Kits
Atrium	Court Office	Main Kitchen	Kitchen Server	n/a
Armorial Hall	PA to Head Office	Bramwell First Floor	n/a	n/a
Bronte	Pastoral Office		n/a	n/a
Canteen Stores	Kitchen		Kitchen	
CCF Armoury	Utility Building		n/a	n/a
Chapter House	Mrs Kilkenny's Office Newby Art Room Petworth Science Room Benjamin Bunny	Peter Rabbit Sleep Room Sutton DT/Cooking Room Ginger & Pickles	Sutton DT/Cooking Room	n/a
Estates Canteen	Canteen		Kitchen	
Genesis	Gym Performance LCO Staff Room Swimming Pool Brunell	Turner Hockney Cavalli Lloyd Wright Telford	n/a	n/a
Kings Magna	Science Prep First Floor Moschino First Floor	Eastnor HE	Kitchen	Science Room
Laundry	Utility Building		Kitchen	n/a
Muggles	Office	Kitchen	Kitchen	n/a
Olympic Court	Staff Room		n/a	n/a
Passenger Waiting Area	Shelter		n/a	n/a
Phoenix Centre	Drama Office Theatre Foyer	Theatre Sound Booth Kitchen	Kitchen	n/a
Reception	First Floor Corridor	Woodlands Coffee Shop Kitchen	Woodlands Coffee Shop Kitchen	n/a
Undercroft	Main Kitchen Upstairs Washroom	Pot Wash Delivery Room First Floor Stores	Main Kitchen Fryer Area	n/a
Wimbledon	Hewitt	Connors – Student Welfare Evert – Student Welfare	n/a	n/a

12. Automated External Defibrillator's (AEDs)

12.1. The Collegiate has several AEDs across the site. AEDs are fully automated and give verbal instructions on how they should be used. **If an AED is required, it can be used by anyone.** In Line with the recommendations from the British Heart Foundation, all AEDs on site are checked weekly by the Medical Centre staff.

12.2. Location of AEDs:

1. The Medical Centre
2. Muggles
3. Estates Canteen
4. Insurance Emporium
5. HR Reception (Management, Executive and Administration Centre)
6. Estates Office (Management, Executive and Administration Centre)
7. Bronte
8. Genesis
9. Passenger Waiting Area
10. Sports Field (Code required)

*Please see map also detailing locations (see Appendix G). The locations of these are also available on posters across site and on the QE Power App.

13. Catastrophic Bleed Kits

13.1. Due to the size and location of our site and considering the findings following recent national events and the forthcoming Protect Duty, the Collegiate has several catastrophic bleed kits across site. These kits are for use on patients with catastrophic bleeding. All First Aid Trained Staff receive training in catastrophic bleeds as an add on to their training.

13.2. **All staff** should familiarise themselves with where their nearest catastrophic bleed kit is located should they need to use it or assist in its use. The locations of these are also available on posters across site and on the QE Power App.

13.3. **Location of Catastrophic bleed kits:**

The Medical Centre
Kings Theatre
Security Office
Lloyd-Wright Classroom in Design Technology
Boarding BMT Pastoral Office
Genesis – Sports Department Office
Estates CMU building and Canteen
Grounds

14. Adrenaline Auto-Injectors (AAIs)

- 14.1. Adrenaline Auto-Injectors (AAIs) are prescribed to people with allergies who are at risk of a severe allergic reaction (anaphylaxis). The brands available in the UK are Epi-pen, Jext, Emerade.
- 14.2. From 1 October 2017, the [Human Medicines \(Amendment\) Regulations 2017](#) allows schools to purchase their own supply of AAI(s) from a pharmaceutical supplier (such as a local pharmacy) without a prescription, if they wish to. The Collegiate has purchased their own supply for emergency use and spares.
- 14.3. There are Emergency AAI Bags located in three Kitchens; Undercroft Front Office (with 3 AAIs), Atrium Office (with 2 AAIs) and Muggles (with 2 AAIs). These AAIs are checked by the Kitchen Staff, who inform the Medical Centre when they are near to reaching their expiry dates or any other issues, so replacements can be ordered.

15. Bodily Fluids

- 15.1. It is recognised that there may be instances across the Collegiate when bodily fluids may be present, either intentionally or unintentionally. Bodily fluids pose a potential infection and/or contamination risk and therefore should also be treated with caution.
- 15.2. The guidelines for dealing with bodily fluids are below:
 - 15.2.1. **Vomit bows and clinical yellow bags** are available in the Medical Centre and in EYFS, which should be used to dispose of any bodily fluids. These are to be provided by the Medical Centre and supplies are monitored. Appropriate PPE such as gloves and aprons are also available, and staff should ensure that these are worn before commencing any cleanup of bodily fluids.
 - 15.2.2. **Disposable laundry bags (Red bag)** to be used for soiled linen and safe management of these. These are provided by Housekeeping.
 - 15.2.3. **Cleaning supplies** to be supplied by Housekeeping to the boarding house and in and around the Collegiate, where required.
 - 15.2.4. **Body fluid kits** in place in the boarding house in the event of a blood and /or body fluid spillage. To be provided by the Medical Centre.
- 15.3. More information on bodily fluid removal and infection control procedures can be found in the **Medical policy**.

16. Mental Health First Aid (MHFA)

- 16.1. QELT have received the Mental Health First Aid training and all members of the Staff wellbeing team have MHFA training. The Collegiate also have a Designated Mental Health Lead and an Assistant Mental Health Lead to assist with mental health issues and crises, should the need arise.



17. Medical Conditions that may need First Aid and/or Emergency Treatment

- 17.1. The medical secretary produces an up-to-date list of students who may need immediate medical treatment due to medical conditions, these are commonly, but not exclusively: Severe Allergy, Asthma, Diabetes and Epilepsy. Students with medical conditions are highlighted on ISAMS by use of the Medical flag, so that staff can identify which students are at risk.
- 17.2. **Severe Allergy**
 - 17.2.1. Students with a severe allergy carry their own AAI (Adrenaline Auto Injectors) and have a spare AAI in the Medical Centre. Boarding Students have an additional AAI in their boarding houses and additional AAIs are on site as mentioned above.
 - 17.2.2. The Medical Centre team are responsible for checking the AAIs in the Medical Centre, ensuring they are intact and in date.
- 17.3. **Asthma**
 - 17.3.1. All students they are intact and in date.
- 17.4. **Epilepsy**
 - 17.4.1. with asthma carry their own inhalers and ensure they have a spare in the Medical Centre. The Medical Centre team are responsible for checking the inhalers in the Medical Centre, ensuring
 - 17.4.2. All students who have declared on the Medical Annex form that they have a diagnosis of with epilepsy will have an Individual Healthcare Plan (IHP) from a healthcare professional following diagnosis. This will be reviewed with the Medical Centre team for management.
- 17.5. **Diabetes**
 - 17.5.1. All students who have declared on the Medical Annex form that they have a diagnosis of Diabetes will have an Individual Healthcare Plan (IHP) from a healthcare professional following diagnosis. This will be reviewed with the Medical Centre team for management.
- 17.6. Further Information on the management of long-term medical conditions can be found in the Supporting Students with Medical Conditions Policy.

18. Procedure in the event of a serious accident or injury

- 18.1. The **Emergency Medical procedure** is detailed in Appendix C and should be followed in the event of a serious accident or injury as a guide to practical arrangements at the point of need. Please see Appendix C for more information.
- 18.2. Please read Appendix D for **Guidance when calling the Ambulance**.



19. Reporting and recording

- 19.1. For any accident, on or off site, an **Accident Report Form** should be filled in by the member of staff responsible for the child/student at the time of the injury. An electronic blank version is available on SharePoint.
- 19.2. Completed forms should be sent to Health and Safety Team on healthandsafety@qe.org and/or nurse@qe.org, where appropriate. Completed forms are kept in the office of the Principal's PA.
- 19.3. Any witness statements and follow-up details must be recorded. (See also **Emergency Medical Procedure and Procedure for Reporting Accidents**). First-aiders and medical staff will add their details for any child/student treated by them.
- 19.4. In cases of illness or accident other than involving a child in the EYFS setting (see below), a judgement will be made by an appropriate person re: the need to contact parents e.g., medical personnel, senior boarding staff, senior pastoral staff.
- 19.5. For EYFS children, parents or carers are notified within 24 hours. The DSL will notify the NYSCP of any serious accident, illness or injury to, or death of a student while in the Collegiate's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.
- 19.6. Accident records will be forwarded to the Health and Safety Team, who will assess the need for a follow up investigation or RIDDOR reporting, where appropriate. If a RIDDOR is appropriate, this must be made to the HSE as soon as is reasonably practicable and in any event within 10 days of the incident. Fatal and major injuries and dangerous occurrences will be reported without delay and followed up in writing within 10 days.
- 19.7. Reportable injuries, diseases or dangerous occurrences include:
 - 19.7.1. Death
 - 19.7.2. Specified injuries, which are:
 - Fractures, other than to fingers, thumbs and toes
 - Amputations
 - Any injury likely to lead to permanent loss of sight or reduction in sight
 - Any crush injury to the head or torso causing damage to the brain or internal organs
 - Serious burns (including scalding) which:
 - Covers more than 10% of the whole body's total surface area; or
 - Causes significant damage to the eyes, respiratory system or other vital organs
 - Any scalding requiring hospital treatment
 - Any loss of consciousness caused by head injury or asphyxia



- Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness or requires resuscitation or admittance to hospital for more than 24 hours.

19.8. For students in King's Magna, College and Faculty, Parents/Carers are informed by the Medical Centre staff in line with competency, consent and confidentiality guidelines.

19.9. Chapter House/Kindergarten

19.9.1. Staff should use the specific form for their age group.

19.9.2. For all EYFS children, parents will be informed of any accident, injury to or first aid treatment provided on the same day or as soon as reasonably practicable within 24 hours.

19.9.3. In Kindergarten, staff should refer the incident to the Nursery Manager or senior member of staff. Parents are shown the form on collection of their child and asked to sign it. This is then to be kept in the Kindergarten office.

19.9.4. Forms for Chapter House are emailed to the Chapter House school secretary and copied to the Head Teacher, who maintains a file of minor accidents. The secretary then emails a copy of the form to parents, with a read request to ensure parents have seen it. A note is made on the overview sheet and a copy is attached to the child's ISAMS file. For Foundation Stage children, a sticker will be placed in the planner to inform parents that first aid has been given, so that they know they will have received an email.

19.9.5. Any accidents beyond minor bumps and scrapes are notified to the Health and Safety Team, who will undertake investigations where necessary.

19.9.6. The Collegiate must notify Ofsted and local child protection agencies, as appropriate, of any serious accident or injury to, or the death of, any EYFS child whilst in their care and act on any advice given.

20. School trips

20.1. The Collegiate offers a wide variety of co-curricular opportunities for students to access. These activities run with the following stipulations for first aid:

20.1.1. There should be a first aider on every trip out of school.

20.1.2. Travelling first aid kits are to be taken on every trip.

20.1.3. On trips including children from EYFS, at least one person must have a paediatric first aid certificate.

20.2. Medical, Dietary and Allergy information is pulled from ISAMS onto Evolve by the trip leader for trips going off-site. A letter containing information about the trip is sent to parents to request further medical information if any medical needs have changed, prior to the trip departure.

21. Events on site

21.1. Event organisers check medical information of students on ISAMS which can be then pulled onto Evolve prior to the event taking place. First aiders are allocated to events to ensure sufficient coverage should there be a medical need.



Version Control Table

Version Number	Purpose/Change	Author	Date
1.0	<ul style="list-style-type: none">Annual policy review concluded on 30 June 2023.Policy was published for the new academic year, with effect from 01 September 2023.	<ul style="list-style-type: none">Head of Student Welfare (DSL)	01.09.2023
1.1	<ul style="list-style-type: none">The Emergency Medical Procedure was reviewed to reflect updated contact details for the Medical Centre – please refer to Appendix C.	<ul style="list-style-type: none">Head of Regulation	14.10.2023



Appendix A ANAPHYLACTIC SHOCK PATHWAY

 Medicines & Healthcare products
Regulatory Agency

The correct use of your Adrenaline Auto-Injector (AAI)

Recognise the signs of anaphylaxis



➔ Swelling in the throat, tongue or upper airways.
(Tightening of the throat, hoarse voice, difficulty swallowing).



➔ Sudden onset wheezing, breathing difficulty, noisy breathing.



➔ Dizziness, feeling faint, sudden sleepiness, tiredness,
confusion, pale clammy skin, loss of consciousness.

Don't delay



If you have any signs of anaphylaxis, use your
AAI immediately. If in doubt, use it. Don't delay.
Then dial 999 straight away.

What to do in an emergency



Use your AAI without delay.



Immediately dial 999
say anaphylaxis. ("ana-fill-axis")



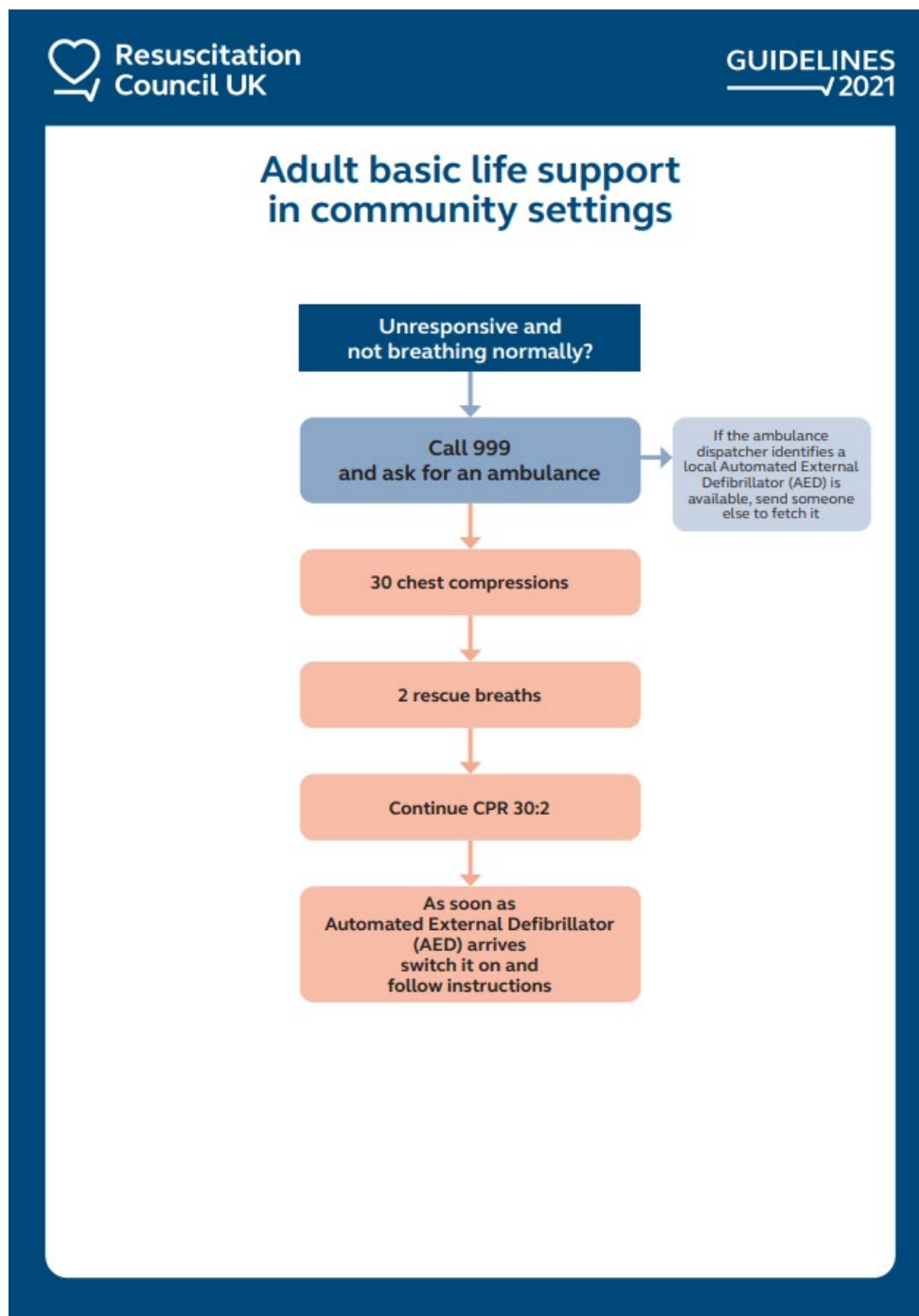
If you are not already lying down,
then do so. (see positioning below)



Use your second AAI if you haven't
improved after 5 minutes.



Appendix B BASIC LIFE SUPPORT PATHWAY





Appendix C EMERGENCY MEDICAL PROCEDURE

Ascertain the seriousness of the incident and provide Emergency Aid.

Do not move the injured person if in any doubt.

If the accident is serious

If the accident involves a serious bleed, unconscious casualty, severe pains (e.g., a rugby or football injury), severe chest pains, asthmatic attack, a choking casualty, or **if the incident is life-threatening (e.g., Airway, Breathing or Circulation)**:

- Call for an Ambulance **immediately, calling 999** and continue to give emergency aid.
- Call the **Medical Centre immediately** - ring **01423 452995** or call **07594169039** or send a student to bring a nurse.
- Tell the Medical Centre what has happened and give the casualty's name so the team can bring the appropriate equipment.
- As soon as the medical team arrives, they will take over but may still require your assistance.

If the Medical Centre is closed

- In the event of a serious, life-threatening medical emergency, **call an ambulance immediately on 999** and continue first aid.
- Contact the FREC Level 3 staff member who will assist as these staff are available 24 hours/7 days a week. They can be contacted on **07513 324020** which is the duty phone for the FREC member of staff on duty.
- Call security (**07572586729**) and ask them **to meet the Emergency Vehicle** at the nearest gate.
- Another student or member of staff can meet security and the emergency vehicle at the entrance to the location and direct them to the exact location.

If after medical assessment the casualty needs to be transported to Accident & Emergency Dept, but not by an ambulance:

- Call the Medical Centre for medical support **01423 452995** or **07594169039**.
- **Day students** - a member of the medical will contact the parents and inform of the incident and discuss transportation of child to A&E. If the parents are unavailable, the Collegiate will arrange appropriate transport and chaperone when needed. In the event of a serious emergency, the Collegiate will arrange immediate transport and liaise with parents.
- **Boarders** - Following assessment from the medical team, the senior member of boarding staff will be contacted on **07763472198**.

They will:

- Arrange for a suitable driver and a chaperone to take the student to hospital.
- Ensure that the student's contact and known medical and allergy details are sent with them including any medication they are currently taking.
- Contact the parent or guardian once the student is en-route to hospital, to inform them of the incident.
- If required, utilise staff in other houses to transport the student or to provide adequate cover for the remainder of the night. On receiving significant information such as admittance or upon closure of the incident contact the parent/guardian with an update and send an email to nurse@qe.org, copied to the BMT (bmt@qe.org) and the Health and Safety Team (healthandsafety@qe.org) with the outcome.
- As soon as practically possible, send an email outlining details of the incident to nurse@qe.org copied to the BMT (If boarder), and complete an accident form. This **must** be sent to Health and Safety Team.
- BMT will update the Principal, DSL, Head of Boarding, Head of Student Wellbeing, Medical Centre when a student is taken to hospital.

If you are unsure and require advice or additional support, never hesitate to contact a member of BMT on **07763472198**.

All incidents require an accident form to be completed. The Health and Safety team must be informed of **all** incidents – email healthandsafety@qe.org



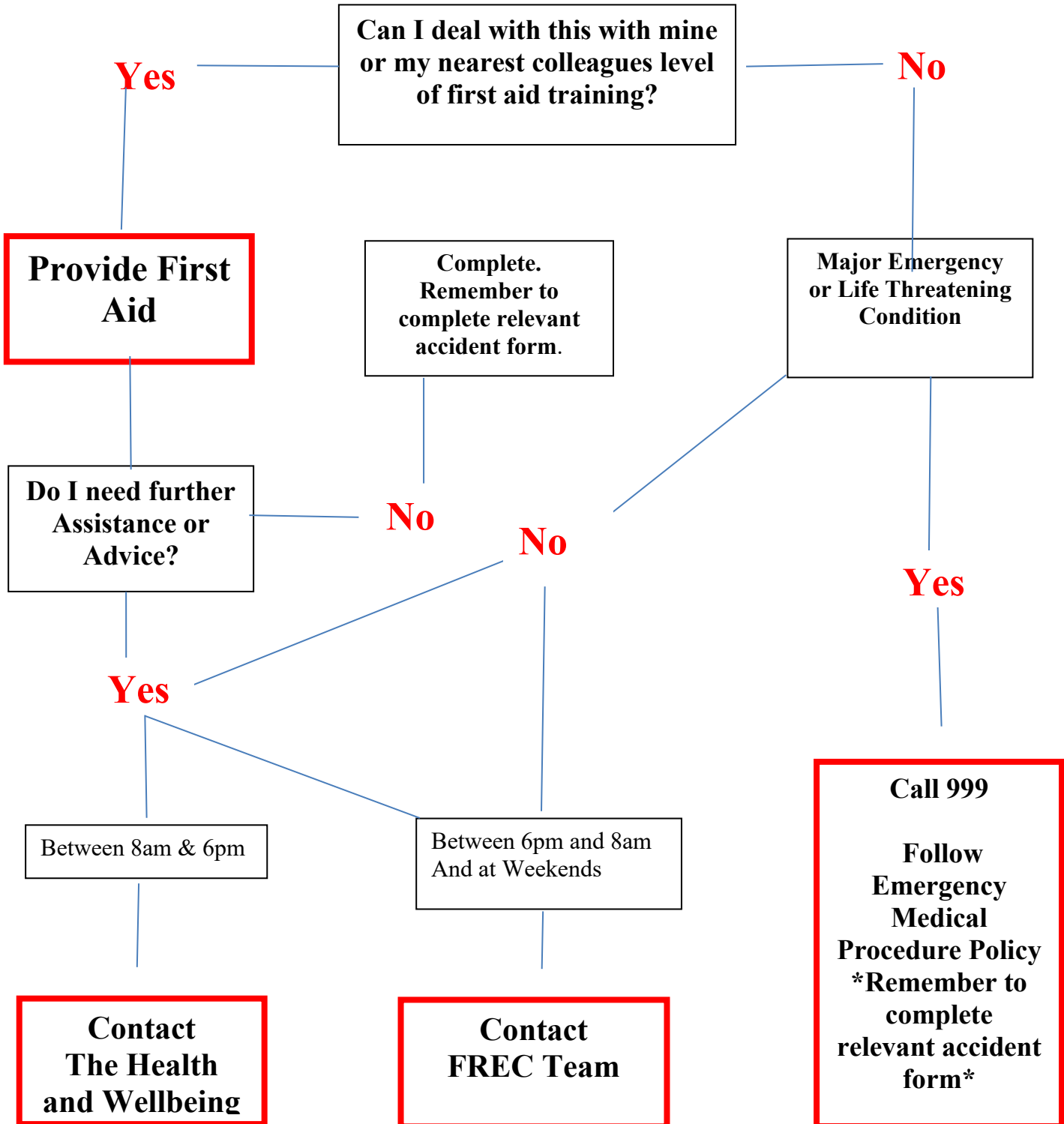
Appendix D - Guidance for calling an ambulance

- Call 999 on any telephone or send someone to call 999 if you cannot leave the casualty
- Inform call handler of the incident- giving name, age and location of child.
- Give details of incident and any medical history you may be aware of. Do not worry if you do not have a full history as this will be provided at a later date, where appropriate.
- Send another member of staff to notify the Medical Centre and security to expect the Ambulance arrival on site.
- Direct Ambulance via gate F. If in doubt, ask security to clarify which gate to access if in a different location in the school.
- Remain on the telephone with the call handler to monitor situation.
- Remain with the casualty, offering reassurance. Remain calm and reassuring as it is likely the student will be emotional and anxious.
- **If a boarder**, notify BMT.
- **If a day student**, contact parents to notify of incident. This can be delegated to an appropriate person if the FREC team are fully utilised.
- Following the incident, ensure that the Principal, BMT, HOY and the Health and Safety Team have been notified.
- Email the Health and Safety Team with an accident form once the child has been collected by the ambulance.



Appendix E: First Aid Escalation Pathway

First Aid Incident





Appendix F – Details of First Aiders available to all staff members



Appendix G - AED site map

Location	Defibrillator Location
Passenger Waiting Area	By seating area
MEAC	By the reception waiting area
MEAC	In the Estates Office next to the safe
Insurance Building	1st Floor at the top of the main stairs
Estates Canteen	Between clocking-in machines in main entrance
Muggles	In the back office
Bronte	Between the Heads of Boarding offices in Pastoral
Medical Centre	In the waiting area
Sports Pitches	By the hard standing area between pitches 15, 20 & 21
Genesis Centre	Ground Floor entrance corridor to gym and changing rooms.

Queen Ethelburga's Collegiate
Campus Map