

# PANGBOURNE

## First Aid Policy

	SMT REVIEW	SMT REVIEW
<b>Last action</b>	March 2017 by Domestic Bursar	Approved June 2017
<b>Next action</b>	March 2018 by Domestic Bursar	Approval due June 2018

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It is a statutory requirement for an employer to make adequate First Aid provision for all employees. At Pangbourne College it is recognised that the provision should cover all staff, pupils and visitors. It is the aim of the College to provide appropriate First Aid treatment and where necessary, secondary aid as well as to treat all casualties, relatives and others involved with care, compassion and courtesy. This Policy should be read alongside the more detailed [Medical and Self-medication Policy](#), available on the College website. The Health and Safety Executive [publishes guidance to staff](#) on when they may need to use their First Aid training.

## **Provision of First Aid Personnel**

There is a rota to ensure that a qualified nurse is in the Health Centre (ext 425) during the school day. A nurse, either resident or on call, is available during the evenings and weekends. In addition to the nurses who are all fully qualified, many members of teaching and support staff have received basic first aid training, and at least one member of each non-teaching department (bursary, maintenance, grounds, catering) is qualified to deliver first aid which also ensures cover during school vacations when the Health Centre is closed.

The College considers this first aid provision is adequate and appropriate for the number of staff, pupils and visitors on the College site at any time. The College's policy is to ensure that the advanced trained first aiders are re-trained every three years. See appendix one for those who currently hold a qualification.

It is important that all staff are made aware of who the first aiders are in their area, in order that a first aider can respond in the event of an accident, especially out of school hours when the Health Centre is not operating.

A First Aider should be summoned immediately in the case of a minor accident. Use the First Aid box located nearest to the accident, a list of First Aid box locations follows this document.

- Secondary aid from the Health Centre should be sought if necessary. In the event of a serious accident, call 999 and summon an ambulance before contacting the Health Centre. In the case of injury to a pupil their parent / guardian (or other appropriate adult) should be contacted too. If the pupil is taken to hospital, he/she should be accompanied by an appropriate adult or a member of staff if no one else is available.

## **Record Keeping and Administration**

- Within the Common Room pupils with specific medical conditions are identified and a care plan has been produced. The pupils care plan (EHC) can also be found on isams. Members of staff should make themselves aware of pupils, in their care, with care plans, particularly when planning trips away from the College.

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- All accidents must be recorded in the Accident Book (located in the Health Centre). If the incident involves an accident of a more serious nature, resulting in:  
“A death, a major injury, over 3 day injuries – where an employee or self-employed person is away from work or unable to perform their normal work duties for more than 3 consecutive days, some work related diseases or dangerous occurrences.  
Then the incident should be reported using the procedure laid down in Reporting of Injuries, Diseases and Dangerous Occurrences Regulations RIDDOR.
- Inform the Health Centre if a First Aid box has been used so that it may be replenished.

## Location of First Aid Boxes

All Houses (ask Matron if unsure of location)

All School Vehicles

Bursary

Biology Department

CCF Hut

Design technology

Chemistry Department

Common Room (Academic Secretary's office)

Estates office

Sports hall

Maintenance Workshops

Modern Languages Department

Cricket Pavilion

Physics Department

Sports Hall Sports Staff

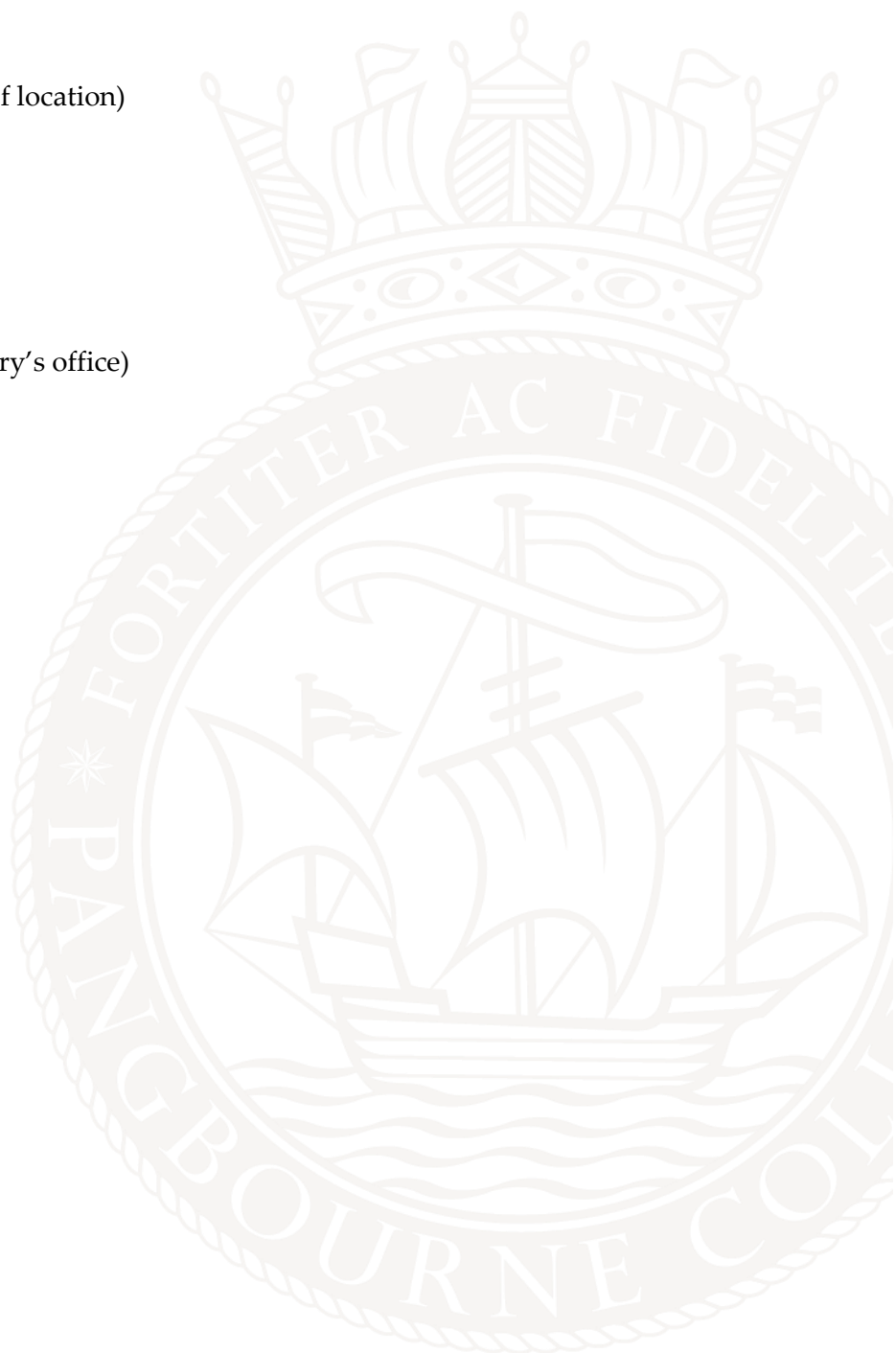
Swimming Pool

Shop

Catering Manager's office

Drake Centre

Boat club at river – 3 kits



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## Procedures - Minor Accidents

- A First Aider should be summoned immediately in the case of a minor accident.
- Use the First Aid box located nearest to the accident. A list of First Aid box locations is shown above in this document.
- Gloves should be worn.
- Clean the wound with alcohol-free wipes before applying a dressing. Bloodstained wipes should be placed in a plastic bag and sealed before disposal.
- Chemical burns should be treated with cold water, and the injured person taken to the Health Centre together with the name of the chemical.

## Disposal of Bodily Fluids

Blood, diarrhoea, urine and vomit spillages should be removed, wearing plastic gloves and aprons, with paper tissues or disposable cloths and placed in a sealed plastic bag. The bag will then be stored in the Health Centre until it is collected by the Waste Disposal Contractor. Stains should be cleaned with diluted disinfectant, and stain remover on carpets. Any washable soiled items should be washed in temperatures in excess of 60°C in the washing machine in the Health Centre.

## Procedures for Games Staff In The Event of Injury to Pupils

For senior rugby fixtures the College will employ suitably qualified sports first aiders who will take control of injured players. They should be overseen and supported by the coaches of the teams.

For all match and/or practice sessions, the following is a list of guidelines to document the appropriate procedure.

1. Attend to the student as soon as you recognise he/she is in distress. (Do not necessarily wait for the game to be stopped).
2. Make an immediate assessment.
3. If an emergency, call 999 for Ambulance **and** contact the Health Centre for help. The ambulance crew will take the child to Royal Berks Hospital in Reading.

**IF YOU HAVE ANY DOUBTS OVER THE EXTENT OF THE INJURY, DO NOT MOVE THE PUPIL - WAIT FOR A QUALIFIED MEMBER OF THE MEDICAL PROFESSION TO ARRIVE.**

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## Health Centre

If you need the services of the Health Centre, summon by phone, take directly yourself, or instruct a responsible student or adult to take the injured party to the Health Centre. Do not allow student to 'change' his/her mind en route. The member of staff should endeavour to give clear information about the type of injury to the medical/nursing staff. This is particularly important in head injuries when the pupil may not always remember exactly what happened.

## Important phone numbers

- Health Centre           0118 976 7425
- Health Centre mobile   07795 670819



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## Appendix one - Our Colleagues – First aiders

Surname	First	Initials	Qualification	Valid From	Valid To
Andrews	Lisa		Emergency Response Course	3/1/2017	2/1/2020
Atack	Rebecca	RJA	Emergency Life Support - All Ages	5/9/2016	4/9/2019
Barton	Susan	SMB	Emergency Life Support - All Ages	5/9/2016	4/9/2019
Bates	Philip	PNB	Emergency Life Support - All Ages	5/9/2016	4/9/2019
Bryan	Vicky	VBr	Emergency Life Support - All Ages	5/9/2016	4/9/2019
Calver	Eleanor	EFC	FAA Level 2 in emergency first aid at work (QCF)	6/7/2015	6/7/2018
Caygill	Andrew	AC	FAA Level 3 Award in First Aid At Work (QCF)	16/12/2015	16/12/2018
Cheeseman	Roger	RGC	Emergency Life Support - All Ages	5/9/2016	4/9/2019
Cheney	Tom	TAC	Emergency Life Support - All Ages	5/9/2016	4/9/2019
Cohen	Susan	SKC	Emergency Life Support - All Ages	5/9/2016	4/9/2019
Conroy	Sheila		Emergency Response Course	3/1/2017	2/1/2020
Coolin	Matthew	MAC	Emergency Life Support - All Ages	5/9/2016	4/9/2019
Crossley	Andy	AMC	First Aid at Work Instructor	27/6/2017	26/6/2020
"	"	"	FAA Level 3 Award in First Aid At Work (QCF)	27/6/2017	26/6/2020
Cruwys	Ryan	RCr	Emergency Life Support - All Ages	5/9/2016	4/9/2019
Davies	Jane	JAD	Emergency Life Support - All Ages	5/9/2016	4/9/2019
De Mulder	Koen	KDM	Emergency Life Support - All Ages	5/9/2016	4/9/2019
Eagers	Matthew	MDE	Emergency Life Support - All Ages	5/9/2016	4/9/2019
Ford	Kelly		Emergency First Aid at Work	12/10/2015	11/10/2018
Grehan	Dawn	DWG	FAA Level 3 Award in First Aid At Work (QCF)	16/12/2015	16/12/2018
Hamblin-Rooke	Lucy	LHR	Emergency Life Support - All Ages	5/9/2016	4/9/2019
Hart	Ian	IH	Emergency Life Support - All Ages	5/9/2016	4/9/2019
Hart	Jo	JEH	Emergency Life Support - All Ages	5/9/2016	4/9/2019
Hearn	Colin	CJH	First Aid at Work	7/6/2016	6/7/2019
Hobby	James	JGH	Emergency Life Support - All Ages	5/9/2016	4/9/2019
Jeffers	Neil	NTJ	Emergency Life Support - All Ages	5/9/2016	4/9/2019
John	Nicky	NCJ	Emergency Life Support - All Ages	5/9/2016	4/9/2019
Jurek	Roza		Emergency Response Course	3/1/2017	2/1/2020
Klymow	Kate	KMK	Emergency Life Support - All Ages	5/9/2016	4/9/2019
Knowles	Alison	ALK	Emergency Life Support - All Ages	5/9/2016	4/9/2019
Lewis	Joe	JJL	Emergency Life Support - All Ages	5/9/2016	4/9/2019
Machnik	Katarzyna		Emergency Response Course	3/1/2017	2/1/2020
Marcinkiewicz	Rafal	RAM	Emergency Response Course	3/1/2017	2/1/2020
McLeod	Benjamin	BCM	Emergency First aid in the workplace	1/9/2015	1/9/2018
Metcalfe	David	DWM	Emergency Life Support - All Ages	5/9/2016	4/9/2019
Newport	Sue	SUN	FAA Level 3 Award in First Aid At Work (QCF)	16/12/2015	16/12/2018
Oakes	Katy	KJO	Emergency Life Support - All Ages	5/9/2016	4/9/2019
Oprawko	Jacek		Emergency Response Course	3/1/2017	2/1/2020

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Oprawko	Katarzyna		Emergency Response Course	3/1/2017	2/1/2020
Patton	Emma	ELP	Emergency Life Support - All Ages	5/9/2016	4/9/2019
Paynter	Daniel	DJP	Emergency First Aid	13/4/2014	14/4/2017
Pickett	Robert	RJP	Emergency Life Support - All Ages	5/9/2016	4/9/2019
Pilkington	Helen	HJP	FAA Level 3 Award in First Aid At Work (QCF)	16/12/2015	16/12/2018
Pluck	Oliver	OP	FAA Level 3 Award in First Aid At Work (QCF)	16/12/2015	16/12/2018
Pollock	Gill	GIP	FAA Level 3 Award in First Aid At Work (QCF)	16/12/2015	16/12/2018
Poynter	Thomas	TCP	Emergency Life Support - All Ages	5/9/2016	4/9/2019
Reynaert	Beth	BAR	Emergency Life Support - All Ages	5/9/2016	4/9/2019
Richardson	Vivienne	VR	Emergency Life Support - All Ages	5/9/2016	4/9/2019
Rizan	Letitia	LMR	Emergency Life Support - All Ages	5/9/2016	4/9/2019
Saddington	Wendy	WMS	FAA Level 3 Award in First Aid At Work (QCF)	16/12/2015	16/12/2018
Smith	Liana	LRS	Emergency Life Support - All Ages	5/9/2016	4/9/2019
Sutton	Chris	CGS	Emergency Life Support - All Ages	5/9/2016	4/9/2019
Temple	Andy	APT	FAA Level 3 Award in First Aid At Work (QCF)	16/12/2015	16/12/2018
Thomas	Tina	TTh	Emergency Life Support - All Ages	5/9/2016	4/9/2019
Walden	Terry	TW	Emergency Life Support - All Ages	5/9/2016	4/9/2019
Waller	Harriet	HMW	National Pool Lifeguard Qualification	9/4/2016	8/4/2018
Webb	Gail	GCW	FAA Level 3 Award in First Aid At Work (QCF)	16/12/2015	16/12/2018
West	Trish	TAW	Emergency Life Support - All Ages	5/9/2016	4/9/2019
Woodcock	Mark	MW	Emergency Life Support - All Ages	5/9/2016	4/9/2019
Wynell-Mayow	Luke	LWM	Outdoor First Aid, with Emergency First Aid at Work	5/6/2015	4/6/2018
Young	Iain	IOY	Emergency Life Support - All Ages	5/9/2016	4/9/2019
Yuille	Fergus	FAY	Emergency Life Support - All Ages	5/9/2016	4/9/2019
Zawadzka	Gosia		Emergency Response Course	3/1/2017	2/1/2020
63 members of staff					
			Enhanced Qualification		