



FIRST AID POLICY

Policy Custodian: *Bursar*

Approving Governors Committee: *Full Governing Body*

Approved: *November 2018*

Next Review: *November 2019*

Context

This policy describes how the School will deliver effective and appropriate First Aid to pupils, staff, and visitors to the School. It describes how the School will meet its legal and moral obligations as in the Occupational Health, Safety and Welfare Management System 2018/2019 (as displayed on Firefly for MTS). This Policy is accessible via the Staff Handbook and via Firefly (at MTS) and on the shared area at MTP– Health & Safety/Health and Safety documents. This policy should be read in conjunction with Manor Surgery Policy & Procedures Document (MTS) and Medicines in School Policy for EYFS and Pre-Prep.

Aim

To provide First Aid to all pupils, staff and visitors across the School site and to pupils and staff during educational visits.

Method

This will be achieved by:

- Nominating sufficient First Aid trained staff to cover all areas of the School.
- Providing First Aid training to nominated staff.
- Providing sufficient First Aid resources and equipment across the School.
- Informing staff, parents and pupils of this First Aid policy.
- Maintaining accident records and reporting serious incidents to the Health and Safety Executive, as required under the 'Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

Responsibilities

Bursar/Head

At MTS, the Bursar is responsible to the Head Master and Chairman of Governors for the health and safety of pupils, employees and visitors on the School premises. At MTP the Head is the responsible person. They will seek to ensure that risk assessments are completed by all staff organising and leading activities and that First Aid training, equipment and resources are provided and maintained. They will seek to ensure that the School maintains adequate insurance cover for all core activities, including professional liability for staff providing First Aid. They will seek to ensure that the School's First Aid policies and procedures are made available to staff, pupils and parents via the School website.

All Staff

All Staff are responsible for providing an immediate response to any First Aid incident and informing a trained First Aid individual as soon as possible.

First Aid Response & Appointed Persons

The School Nurses are highly trained in emergency Aid and nominated as the School's Appointed

Persons. They will take charge of any injury or illness, monitor and replenish first aid equipment across the School and ensure that the emergency services or professional medical support is called when required. In addition:

- The Nurse will provide duty medical cover from 8.30 a.m. to the end of the timetabled school day.
- At MTS cover rugby fixtures during the Autumn Term on Saturdays and weekday matches when notified in advance.
- At MTS operate the School Surgery and respond to the School medical emergency mobile on 07730 064633, the School radio network or via Reception on 01923 820644. At MTP the nurse can be contacted on mobile 07887 700661 or via reception on 01923 825648
- Conduct medical liaison with parents, guardians or next of kin.
- Inform the Head Master (MTS), Head (MTP), Bursar, SLT (MTP), Tutors and other staff of any relevant information as required.
- Complete Accident/Incident Report Forms and inform the Bursar (MTS)/SBM (MTP) of RIDDOR accidents, or near misses.
- At MTS they meet with parents at the new pupil medical prior to starting school, to establish medical history and health requirements. At MTP meetings are arranged as required. Obtain written consent for the administration of medications including emergency medications. Request written and verbal updates of any health needs during the academic year. Prepare individual care plans as required, e.g. diabetes, severe allergies, asthma, and epilepsy.
- Maintain pupil medical information in confidence, give written and verbal information and disseminate as appropriate.
- Hold pupils' own emergency medication e.g. Adrenaline Auto Injector, Salbutamol, insulin/glucose.

Out of Hours / After Timetabled Day

- First aiders will provide cover for other activities.
- Before/After School/Weekend Activities, the activity leader will provide a suitably qualified first aider for the activity; they will carry First Aid Kits and basic instructions on First Aid. They will carry a mobile phone; emergency contact details and accurate medical information for the pupils involved in the activity (see Educational Visits).
- At MTS the On Call Duty Mobile holders can be contacted out of hours. (07710 426780) and used to support a call to Emergency Services.

School First Aiders

The School will maintain a pool of First Aiders with current, regulated qualifications. The current list of First Aid trained personnel is attached (Annex A and Annex M). The very latest up to date list for MTS is located on the school network Firefly-Staff-Qualified First Aiders. At MTP the School Nurse hold this list. First Aiders will:

- Take charge of any medical incident they encounter and give emergency first aid.
- Summon emergency services or professional medical help as required.
- Inform the School Nurse immediately or, in her absence, Reception or the Bursar (MTS)/ SBM & SLT (MTP) if emergency services are required.
- Complete an Accident/Incident Report Form and submit this to the School Nurse.
- Inform the Nurses of all first aid items used in order to allow replenishment.

Informing Parents

Parents will be informed by the school nurse or appointed first aider of all accidents / injuries that require ongoing care or management (at MTP by phone call or the child's organiser). Boys are encouraged to inform parents if they have required first aid during the day if their injuries are minor and they have been able to continue with the school day. Head Injury Instructions or a note of the incident are sent home with the pupil. Parents are called at the Nurse/First aider's discretion. If a boy is given any

medication, they will be issued with a medicine card (MTS) with boy's name, date, medication, and dose taken, to take home. Send a photocopy of the card to the Nurse for recording in boys file.

School Holiday and Out of Hours Provision

At MTS during the School holidays or other periods when the School is closed, the role of Appointed Person is delegated to the School Duty Mobile holder (07710 426 780). All on-site security staff will be able to coordinate a response to medical incidents. At MTP the School Office holds a record of who is on site out of term time and there is an Appointed Person to cover each Breakfast and After School care provision on site.

Off Site School Visits

At MTS the Visit Leader is nominated as the 'Appointed Person' for the duration of the visit. They will liaise with the School Nurse to identify the individual medical requirements of those travelling and provide the Bursar with an information pack before departure.

At MTP an 'Appointed Person' is nominated for each visit, please refer to the Educational Visits Policy.

First Aid Information

In addition to the publication of this First Aid Policy on the School website, the Senior Master at MTS and SLT at MTP will ensure that all teaching staff are informed of the School's First Aid procedures. The School Nurse will:

- Update medical information provided on School notice boards including first aid and the treatment of allergies, asthma, diabetes, epilepsy and other relevant medical conditions.
- Provide designated staff with a list of pupils who are known to be asthmatic, anaphylactic, diabetic and epileptic or have other serious medical conditions.
- The Nurses will keep staff informed of the location of first aid facilities and equipment. At MTS the First Aid Training Coordinator will inform staff of current qualified personnel whenever this list is updated.

First Aid Provision

The School will carry out a risk assessment to establish the level of first aid provision required. This will exceed 1 First Aider to 50 people by providing the following level of medical cover:

Core Activities

A qualified Nurse is available on call by mobile, radio (MTS) or via Reception throughout the School timetabled day. First Aid trained staff provide cover to all Departments and Buildings. In EYFS, there is always at least one person with paediatric training with the children at all times.

School Sports Fixtures

At MTS least one qualified First Aider will be located on the sports pitches during all rugby, hockey, football or other contact sports. At MTS here risk assessments identify additional first aid requirements, this will be resourced externally. At MTP the School Nurse is on call for emergencies. Sports staff, coaches and other staff present will be prepared to assist with coordination of First Aid, liaison with parents and onward movement as required.

Off-site Sports Fixtures

Sports staff and team coaches will act as 'Appointed Persons' and carry First Aid Bags, a mobile phone and basic instructions on First Aid. (Replenishment materials are available from the Nurses).

Educational Visits

Group leaders will act as 'Appointed Persons' and identify their first aiders. They will carry First Aid kits and basic instructions on First Aid. They will carry a mobile phone, emergency contact details and

accurate medical information for pupils on the visit. For adventurous activities, overseas visits or residential visits, at least one member of staff will be a trained First Aider (including at least one with paediatric training for EYFS children) and all staff will be briefed on how to contact the emergency services.

Departments

At MTS all Teaching and Support Staff departments will aim to maintain at least one qualified First Aider, who will ensure that a fixed first aid kit is available and replenished. At MTP the School Nurse maintains the first aid kit contents. Department Heads (MTS), SLT (MTP) will make all staff and pupils aware of the provision in their departments. At MTP refer to Annex S.

CCF (MTS)

First Aid provision for all CCF activities will be provided by CCF Staff in accordance with MOD policy and as directed by the CCF Commanding Officer. The School Staff Instructor (SSI) is nominated as the 'Appointed Person' and will ensure that adequate provision is in place.

Public Events and Productions

Event organisers will conduct a risk assessment to determine the level of First Aid provision required, which will depend upon the number of staff, pupils and members of the public attending.

First Aid Materials, Equipment and Facilities

Surgery

A well-equipped Surgery will be operated by the School Nurse/s during School hours. This will provide a waiting area, treatment room and secure storage for medication and records.

First Aid Kits

First Aid kits are available throughout the School in the locations listed at Annex B for MTS and Annex S for MTP. They will be inspected and replenished each term by the responsible person. Replenishments are available from the Nurses. Department Heads are responsible for inspecting the provision in their departments and informing the Nurses of any deficiencies. All School vehicles will be equipped with a First Aid kit. Sports Staff will carry specific Sports First Aid kits to all home and away fixtures. The contents of School First Aid kits (MTS) will be based on the following (please also see Annex S&T for the MTP contents list):

- First Aid guidance leaflet and emergency contact numbers.
- 4 Student Accident Report Forms
- 20 sterile adhesive dressings of assorted sizes.
- 2 triangular bandages.
- 2 sterile eye pads or medium size sterile non-medicated wound dressings.
- 6 medium-sized sterile non-medicated wound dressings.
- 2 large sterile non-medicated wound dressings.
- 5 pairs of nitrile gloves.
- 4 cold packs.
- 1 medium sized sterile burn dressing.
- 10 saline pods.
- 1 pair scissors.
- 1 emergency Blanket.
- 2 yellow clinical waste bags.

Defibrillators

The list of defibrillators located in the School is at Annex C and a Map of locations. Clear instructions are provided on the equipment, which is available to all staff in emergency situations. (See Defibrillator Policy document for guidance on AED use, maintenance and equipment checks). At MTP the Defibrillator is located in the Staff Work Room.

MTS Eye Wash Stations

The locations of eyewash stations are shown at Annex D. These include either cold mains tap water or at least one litre of sterile water or sterile normal saline (0.9%) in sealed, disposable containers.

MTS Burns Kits

The locations of burns kits are shown at Annex E. These are sited at locations where a higher burn's risk has been identified and include a range of sterile water gel burn dressings.

MTP

The School Nurse carries a burns kit, eye wash kits and facilities are present in the Science Block, Pre-Prep department and in the School kitchen.

Emergency Salbutamol/Asthma Kits

The locations of Emergency Salbutamol kits are shown at Annex F/O. These are sited at locations where trained staff can assist pupils whose prescribed inhaler is not available in an emergency.

Emergency Adrenaline Auto Injectors (AAI's)/Anaphylaxis Kits

The locations of Emergency Adrenaline Auto Injector kits are shown at Annex F 2 (MTS) and Annex P (MTP). These are sited at locations where trained staff can assist pupils/staff whose prescribed AAI is not available in an emergency.

Hygiene / Infection Control

All staff are required to follow "Universal Precautions" to minimise the risk of cross infection during first aid procedures, these are basic hygiene procedures, including hand washing, or use of a gel rub before administering treatment and between treating each individual. Disposable gloves and hand washing facilities are available in each department. Personal Protective Equipment (PPE) must be worn when dealing with blood or body fluids.

PPE includes protective glasses or goggles, gloves and aprons. Blood or body fluids on the ground or other hard surfaces must be removed and the area cleaned. The Head Porter's team at MTS and the Site team at MTP have access to body fluid disposal equipment and can be contacted via the School Reception, or out of hours an emergency biohazard kit is located in the Reception Kitchenette at MTS. All contaminated items and used first aid equipment must be cleared. Dressings and single use items must be disposed of in a clinical waste bag or sharps container as appropriate and sealed securely before disposal.

Clinical Waste

Clinical waste is collected half termly from the Nurses area by an approved contractor. Within MTS, bagged waste is transferred from clinical waste bins in the OMT and Reception area's weekly or earlier if required, to the main clinical waste bin in the Nurses area.

Locations of clinical waste containers are shown at Annex G/Annex Q

MTP staff - Please see the Sharps Policy regarding the safe disposal of Sharps (hypodermic needles, diabetic blood testing lancets etc)

At MTP Items contaminated with blood or other body fluids should be treated in the following ways: -

- Disposable items, unless very small and capable of being flushed away, should be placed in the yellow bin which is situated in the medical room.
- Clothing can be cleaned in an ordinary washing machine on the hot cycle;
- Other equipment and surfaces can be cleaned using a hypochlorite solution e.g. bleach (one-part bleach to ten parts water) or Milton 2.

Response to Incidents

Practical guidance to assist staff during provision of emergency First Aid is attached at Annex H.

Head Injuries

Specific policy relating to Head Injuries is shown at Annex I

Accident Reporting

All accidents and treatment to Students will be recorded on Accident/incident Report Forms by the First Aider and sent to the School Nurse, all staff and adult visitor accidents should be reported completing an Accident Record using an HSE B1510 Accident Book and submitted to School Nurse and a copy to the Bursar's Office at MTS and the SBM at MTP. B1510 and Student Accident/Incident Forms are located on Firefly – Health & Safety Documents – select B 1510 or the Student Accident Form as appropriate.

Completed forms will be collated and sent to the Bursar at MTS or the SMB at MTP for inclusion in the School Incident Log, or the information transcribed onto the Firefly Incident Reporting Form at MTS which will in turn be uploaded to the School Incident Log held on the S Drive

The Bursar (MTS) will inform the Health and Safety Executive, the Nurse will inform on behalf of MTP after approval from SLT, of all reportable injuries, diseases and dangerous occurrences within 10 days of the accident or occurrence, in accordance with RIDDOR 2013. Records will be maintained by the School Nurse and held in the surgery.

This will include:

- Date and method of reporting.
- Time and place of the event.
- Personal details of those involved.
- Brief description of the nature of the event or disease.

Medical Data Protection

All patient information received during assessment, diagnosis and treatment will remain confidential. All patient records will be provided to the School Nurse and stored securely.

First Aid Training

All FAW first aid personnel will have undertaken a 24 hour training course. All EFAW first aid personnel will have undertaken an 8 hour training course. In both cases the qualification is only valid for three years and a requalification course must be taken before the expiry date of their certificate.

The HSE strongly recommends that first-aiders undertake annual refresher training during any three-year FAW/EFAW certification period. Further training will be provided annually as refresher training to maintain basic skills and to keep up to date with any changes to first aid procedures.

The School offers EFAW & FAW first aid training courses. These are organised by the First Aid Training Coordinator (MTS)/ School Nurse (MTP) and can be requested when needed. All requests for ongoing training and updates should be directed to the First Aid Training Coordinator with dates candidates are available and when training can be delivered, this should be cleared first with department heads as appropriate and teaching cover requirement approved by the Second Master. All academic staff carry out an EduCare® online First Aid Essentials course, comprising three tested modules with a certificate awarded on successful completion. An annual inset session will deliver MTS site-specific first aid information reflecting procedures in line with the aim of this policy document. At MTP Paediatric training and Emergency Aid training are refreshed every three years.

Additional training will be given to first aid trained personnel who agree to administer prescription only medications that may be administered to individual pupils to whom they have been prescribed. This must be recorded and updated annually. Guidance and training will be provided on the use of Emergency Salbutamol Inhalers and Emergency Adrenaline Auto Injectors in schools, its administration, recording, reporting use and dose, plus the cleaning and or disposal of delivery devices.

Medications (Students)

At MTS Parental consent is sought for administration of OTC's (over the counter medications) on entry interview; POM's (prescription only medications) are held by the nurse and dispensed as required.

At MTS emergency POM's issued to specific staff members that are taking students on trips must be signed for when issued and returned immediately at the end of the trip. During school holiday periods if the Nurse is not available to sign issues POM's back in, they should be returned to Reception or the Bursar's Office for signature and safe keeping until the Nurse can take control of them.

At MTP parents provide consent to the School Nurse for administration of OTC's. POM's (prescription only medications) are held by the nurse and dispensed as required. Medical forms are completed by parents for each child before School visits.

Medications (Staff)

First aid at work does not include giving tablets or medicines to treat illness. The only exception to this is where aspirin is used when giving first aid to a casualty with a suspected heart attack in accordance with currently accepted first-aid practice. It is recommended that tablets and medicines should not be kept in the first-aid box.

Some workers carry their own medication that has been prescribed by their doctor (e.g. an inhaler for asthma). If an individual needs to take their own prescribed medication, the first-aider's role is generally limited to helping them to do so and contacting the emergency services as appropriate. Any medications brought onto the school site by staff must be kept in a safe and secure place that is not accessible to pupils.

Medication Storage

OTC's and pupils own POM's are stored in a locked cupboard in the Nurses office (MTS & MTP) and in the first Aid hut (MTS only), the exception to this are Adrenaline Auto Injectors (AAI's) and Salbutamol inhalers. Insulin is stored in a fridge in the Nurses office; a daily record of temperature is recorded.

A limited supply of OTC medication is held in a locked medicine cabinet in the reception office (MTS) along with the appropriate control documentation for its supply, this is controlled by the nurse. The reception office is locked when not manned.

References:

DfEE Guidance on First Aid for Schools updated 2/2014

Health and Safety (First Aid) Regulations 1981 (L74) Third Edition reissued with amendments 3/2015

Approved Code of Practice and Guidance: Health and safety of Pupils on educational visits (DfES)

Department of Health: Guidance on the use of Emergency Salbutamol inhalers in schools March 2015

Department of Health: Guidance on the use of Emergency Adrenaline Auto Injectors (AAI's) in schools September 2017

Department of Education: Supporting Pupils at school with medical conditions December 2015

IRB Pocket CONCUSSION RECOGNITION TOOL™

Surgery Emergency Policy & Procedures 5.3

MTS Head Injury Policy & Procedure Document

Reporting accidents and incidents at work, a brief guide to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)

Accident Book B1510, Health and Safety Executive (HSE)

Associated Documents

The following documents are associated with this document

MTS Defibrillation Policy Document
MTS Health and Safety Policy Document
MTP Health and Safety Policy Document
MTP Medical Policies

Bursar
November 2018
Review Date November 2019

Annexes:

- A. MTS list of FAW trained personnel.
- B. MTS list of EFAW trained personnel.
- C. MTS/MTP location of defibrillators.
- D. MTS Location of eyewash stations.
- E. MTS location of burns kits.
- F. MTS location of Salbutamol inhalers and Adrenaline auto injectors.
- G. MTS location of clinical waste containers.
- H. MTS/MTP Practical Management of Illness/Injury on School Site.
- I. MTS/MTP Head injury policy.
- J. MTS IRB Pocket Concussion Recognition Tool.
- K. MTS accident/incident report form.
- L. MTS First Aid Kit contents list.

MTP Additional Annexes:

- M. MTP ambulance liaison, designated first aiders
- N. MTP list of FAW, Paediatric and Emergency First Aid trained personnel.
- O. MTP Location of Salbutamol inhalers.
- P. MTP Location of Adrenaline Auto injectors (AAI).
- Q. MTP Location of Clinical Waste (if relevant).
- R. MTP Accident Form (on site).
- S. MTP Location of First Aid Boxes
- T. MTP Contents of First Aid Kits

ANNEX A

**LIST OF OFQUAL REGULATED, LEVEL 3 AWARD in FIRST AID AT WORK (FAW)
 QUALIFIED STAFF
 (24-hour training course day repeated/refreshed every 3 years)**

NAME			Qualification	Work Place/Tel No	Remarks
1	Marsh	Sheilagh	Nurse	Surgery x 2244	On School radio & mob 07730064633
2	Rose	Julie	Nurse		
3	Alexander	Richard	FAW	PE x 2260	
4	Beck	Jon	FAW	IT x 2247	
5	Blowes	Hannah	FAW	Art x 2231	
6	Caulfield	Rosie	FAW	Asst Hd Outdoor Ed x 2077	
7	Fennell	Dan	FAW	Assistant Bursar x 2006	
8	Firestone	Jason	FAW	Head CCF & Outdoor Ed/Computing	
10	Fothergill	Mark	FAW	Maths x 2268	
11	Gregory	Peter	FAW	IT x 2272	
12	Griggs	Sharon	FAW	Catering x 2239	
13	Hale	Sally	FAW	Maths x 2268	
14	Harratt	John	FAW	Buildings Manager x 2241	
15	Hutchings	Haydn	FAW	D & T x 2235	WC First Aid Cse
16	Johnson	Angela	FAW	Bursar's Secretary x 2212	
17	Jolliff	Jennifer	FAW	HM Secretary & PA x 2218	
18	Lacey	Sandra	FAW	Catering x 2239	
19	Lill	Kadi	FAW	Physics x 2293	
20	Lumsden	Ingrid	FAW	Art x 2231	
21	Maguire	Judith	FAW	Biology x 2233	
22	McCloy	Nevin	FAW	Catering x 2239	
23	McGowan	Ian	FAW	PE x 2260	
25	Mitchell	Ian	FAW	Head of Psychology / English	
27	Sharrock	Kevin	FAW	CCF x 2249	
28	Shearman	Debra	FAW	School Office x 2001	On School radio
29	Spikings	David	FAW	Physics/Science x 2237	
30	Williams	Ian	FAW	Bursar x 2212	
31	Wilson	Karen	FAW	Chemistry x 2255	

ANNEX B

LIST OF OFQUAL REGULATED, LEVEL 2 AWARD in EMERGENCY FIRST AID AT WORK (EFAW) QUALIFIED STAFF (8-hour training course repeated every three years)

NAME			Qualification	Work Place/Tel No	Remarks
1	Adams	Angela	EFAW	Evening Cleaning Team	
2	Angeletta	Peter	EFAW	Maintenance	
3	Copsey	Katrina	EFAW	Accounts	
5	Fereday	Brian	EFAW	Maintenance	
6	Ford	Bob	EFAW	Maintenance	
7	Gimmi	Domenico	EFAW	Maintenance	
8	Harratt	John	EFAW	Maintenance	
9	Innes	Natalie	EFAW	Teacher Geography	
10	James	Edward	EFAW	Teacher Politics	
11	McDonagh	Peter	EFAW	Maintenance	
13	Mytom-Hart	Penny	EFAW	Accounts	
14	O'Donoghue	Nora	EFAW	Accounts	
15	Roberts	Martin	EFAW	Maintenance	
16	Rusu	Ela	EFAW	Accounts	
17	Stillman	Julie	EFAW	Accounts	
18	Stubbs	Joan	EFAW	Teacher Music	
19	Udell	Christa	EFAW	Teacher German	
20	Vignal	Frederic	EFAW	Teacher French	
21	Webb	Garry	EFAW	Maintenance	On Site Security

LOCATION OF FIRST AID KITS

DEPARTMENT	LOCATION	RESPONSIBLE	TEL/EXT
Accounts	Kitchenette	Trina Copsey	2219
Art Block	Art Office	Ingrid Lumsden	2231
Biology	Prep. Room	Judith Maguire	2233
Catering	By Office	Nevin McCloy	2274
CCF	By Armoury Door	Kevin Sharrock	2249
Chemistry	Prep Room	Karen Wilson	2273
Design Centre	Staff Room	Haydn Hutchings	2235
Grounds	Grounds Sheds & Staff Room	Richard Ayling	01923 826667
IT	In IT Office	Peter Gregory	2272
Library	Reserve Collection Room	Amanda South	2254
Maintenance	Metalwork Shop Plumbers Shop Carpenters Shop	John Harratt	2241
Surgery	Office	School Nurse	2244
Mini Buses	One on each Bus	Assistant Bursar	07764 154 207
Main Reception and Reception kitchen	Reception Reception kitchen	Debra Shearman	0 or Radio
Music	Office	Simon Couldridge	2016
Physics	Prep Room Office	Kadi Lill	2293

Pitches	First Aid Post	School Nurse	Radio or Mobile
Porter	Delivery Store	John Reynolds	Radio or 2007
Print Room	Print Office	Steven Wright	2242
Rifle Range	Wall above Phone	Kevin Sharrock	2249
Sports Hall/Enterprises	Cupboard in Hall	Kevin Haigh	2250
Swimming Pool	Side Room	Kevin Haigh	2250
	Plant Room		
Sport and PE	Astro Turf - Sand	Adam Mills	2260
	Astro Turf - Water	Adam Mills	2260
	Tennis Locker	Jon Rippier	2303
Watersports	Sailing Centre	Jason Firestone	2235
	Cricket Pavilion	Ian McGowan	

MTS Personal Kits (Grab Bags)

Location	Kit No	Type	Date Issued	User
Bursar's Office		Large	30/11/2012	Ian Williams
CCF Block		Large	05/03/2009	
D&T		Medium	9/11/2012	
Delivery Depot		Large	01/07/2013	John Reynolds
IT Office		Large	25/02/2013	IT trained Staff
Porters Office		Large	25/02/2013	John Reynolds
Reception		Large	05/03/2009	Debra Shearman
SHINE		Large	9/11/2012	
SHINE		Large	9/11/2012	
Sports Department		Large	16/11/2012	PE

DEFIBRILLATORS

Area	Located	Service/Maintenance
Merchant Taylors' School		
Main Reception & School Office	Outside Reception Office on Wall	The Surgery
Maintenance	Carpenters Shop by FA Kit	The Surgery
Sport and PE Dept.	PE Dept Lobby	The Surgery
24 hour Public Access (PAD)	Main Quad South Gate to fields	The Surgery
Design Centre	Entrance Foyer	The Surgery
OMT War Memorial Club House	Main Foyer, Ground Floor by Lift	The Surgery
OMT Cricket Pavilion (PAD)	Front Wall Facing the Cricket Pitch	The Surgery
Merchant Taylors' Prep		
Staff Work Room	Main Prep Building	Nurse

Public Access Defibrillators

Defibrillators can be used in emergencies without specific training. Instructions on how to use them will begin when the lid of the defibrillator is raised. Training if required, can be given by the Surgery

First Aid Courses

At MTS any request for First Aid courses should be submitted via your HOD to the First Aid Training Coordinator FATC@mtsn.org.uk

At MTP please contact a member of SLT.

ANNEX D

MTS EYEWASH STATIONS

Eyewash Station Number	Location
MTS EY01	School Reception Kitchenette
MTS EY02	Pump Room
MTS EY03	Maintenance Workshop
MTS EY04	Print Room
MTS EY05	CCF Block by Armoury
MTS EY06	Chemistry Prep Room
MTS EY07 & 7.1 .2 .3 .4 .5 .6	Physics Office & all PH Classrooms PH 11-16
MTS EY08	Main School Kitchen
MTS EY09	Art Department 1
MTS EY10	Surgery
MTS EY11	First Aid Hut
MTS EY12	Design Centre
MTS EY13	Art Department 2
MTS EY14	Art Department 3
MTS EY15	Design Centre
MTS EY16	Design Centre
MTS EY17	Design Centre

ANNEX E

MTS BURNS KIT

Burns Kit Number	Location
MTS BK01	Main School Kitchen
MTS BK02	Art Department
MTS BK03	Art Department
MTS BK04	Art Department
MTS BK05	Design Centre GE01
MTS BK06	Design Centre GE02
MTS BK07	Design Centre GE03
MTS BK08	Design Centre GE04
MTS BK09	Design Centre Hot work
MTS BK10	Design Centre Pillar Lift
MTS BK11	Design Centre Technicians Workshop

ANNEX F

SALBUTAMOL INHALERS FOR EMERGENCY USE

(Re. guidance on the use of emergency salbutamol inhalers in schools, March 2015)

Area	Designated Person & Contact Details
Surgery	School Nurse 07730 064633
Hut	School Nurse 07730064 633
Reception	Debra Shearman x 0 or school radio
First Aid Training Coordinator	Kevin Sharrock x 2249
PE Dir. Sport's Office	Luke Foot x 2295

Kit Contents

- A salbutamol metered dose inhaler;
- At least two plastic spacers compatible with the inhaler;
- Instructions on using the inhaler and spacer;
- Instructions on cleaning and storing the inhaler;
- Manufacturer's information;
- A checklist of inhalers, identified by their batch number and expiry date, with monthly checks recorded;
- A note of the arrangements for replacing the inhaler and spacers;
- A list of children permitted to use the emergency inhaler as detailed in their individual healthcare plans;
- A record of administration (i.e. when the inhaler has been used)

ANNEX F 2

ADRENALINE AUTO INJECTORS (AAI's) FOR EMERGENCY USE

(Re. guidance on the use of emergency AAI's in schools, September 2017)

Area	Designated Person & Contact Details
Surgery	School Nurse 07730 064633
Reception	Debra Shearman x 0 or school radio
Main Kitchen	David Fayer x 2067

Kit Contents

- 1 or more AAI(s).
- Instructions on how to use the device(s).
- Instructions on storage of the AAI device(s).
- Manufacturer's information.
- A checklist of injectors, identified by their batch number and expiry date with monthly checks recorded.
- A note of the arrangements for replacing the injectors.
- A list of pupils to whom the AAI can be administered.
- An administration record.

ANNEX G

CLINICAL WASTE CONTAINERS

	Location
Clinical Waste Bin	Surgery Reception
	Reception Office
	OMT Club House physiotherapy room
Sharps Box	Surgery
	Nurses Hut
	Reception Office
	Biology

Practical Management of Illness/Injury on School Site

For an Unconscious Casualty (Unresponsive but Breathing)

Place on side - in the recovery position. Ensure airway is open and person is breathing. Administer First Aid if competent to do so. **Do not leave the casualty alone.**

MTS Call for help - phone emergency services **112/999** - then during School hours phone **Reception on Ext 0 or 2001**, the **Nurse/School Ext 2244 or 07730 064 633**. (Out of hours phone Emergency Services directly on 112 or 999 then Duty Mobile on 07710 426 780)

MTP Call for help - phone emergency services **112/999** - then during School hours phone **Reception on Ext 101 or 100**, the **Nurse/School Ext 161 or 07887 700661**. (Out of hours phone Emergency Services directly on 112 or 999)

Phone the Emergency Services 112/999 (use mobile phone or send someone else to make the call). You will need the following information:

- Address:
Merchant Taylors' School
Sandy Lodge
Northwood
Middlesex
HA6 2HT
OS Grid Ref TQ 09280 – 93874
- Address
Merchant Taylors' Prep School
Moor Farm
Sandy Lodge Road
Rickmansworth
WD3 1LW
OS Grid Ref TQ 08351 93783
- Sex and approximate age of casualty
- Details of what happened injury/illness
- Condition: conscious/unconscious, breathing/ not breathing, bleeding, injury
- Time of injury/onset of symptoms

Contact the School Reception MTS- Ext 0 or 01923 820644 or MTP – 100/101 or 01923 825648 to advise of the situation and to **arrange via Reception, for an ambulance to be met at School entrance** by the Porter's Team (MTS), Site Team (MTP) or by a responsible adult and directed to the casualty. Keep Reception updated as the situation changes.

At the earliest opportunity contact parents or casualties NOK. Reception will be able to assist with this if required

MTS – Inform Head Master or member of Senior Management Team once casualty is safe.

MTP – Inform the Head or a member of the Senior Leadership Team (SLT) once casualty is safe.

After incident complete entry in Accident/Incident report form and send to the nurse and inform Health & Safety Officer (MTS) or the SBM and Site Manager at MTP to assess for RIDDOR report.

For a Conscious Casualty-

Administer emergency First Aid if competent to do so.

MTS- Minor injuries/illness—cover any wounds and if the casualty is able to walk, escort to the Main School Reception.

MTP Minor injuries/illness—cover any wounds and if the casualty is able to walk, escort to the Nurses Room.

All other injuries/illness or if you are unsure - do not move casualty unnecessarily.

AND

Call for help – during School hour's phone for assistance Nurse/School Reception
(Out of hours, phone emergency services directly if necessary)

Severe Allergic Reaction (Anaphylaxis) - caused by exposure to an allergen, for example an insect sting or food substance.

If a person is experiencing **ANY** of the following symptoms after exposure to allergen:

Difficulty in breathing, wheezing, hoarseness

Weakness, floppiness or fatigue

Steady deterioration

Collapse or unconsciousness

Action

USE Adrenaline Auto Injectors (e.g. EpiPen/Emerade/Jext) immediately if prescribed for the casualty. Administer a second dose of intramuscular adrenaline if symptoms are not relieved by initial dose of adrenaline within 5 minutes, a second intramuscular dose of adrenaline may also be required if symptoms re-occur.

Call Emergency Services 112/999

Call School Nurse

Adrenaline Auto Injectors for emergency use (they are located as at Annex F 2/ Annex P)

Asthma Attack

If person is experiencing the following symptoms:

Coughing

Shortness of breath

Wheezing feeling tight in the chest

Being unusually quiet

Difficulty speaking normally or unable to complete a full sentence on one breath

Salbutamol inhalers for emergency use (they are located as at Annex F/O)

Action

Keep calm

Encourage person to sit up and slightly forward

Encourage two puffs of their Salbutamol reliever inhaler (usually blue) immediately and preferably through a spacer followed by two puffs every 2 minutes to a maximum of 10 puffs repeated at 10 minute intervals, (Salbutamol inhalers for emergency use are located at Annex F/O)

Loosen tight clothing

Reassure

Call School Nurse

Call Emergency Services 112/999 if:

Emergency Salbutamol unavailable

There is no improvement in 5-10 minutes

The condition is not resolving as expected

Person is too breathless or exhausted to talk

Has blue lips

If you are in any doubt

Diabetes (Type1 Insulin Dependent)

Signs of Hypoglycaemia–(low blood glucose, below 4 mmol/L):

Hunger
Trembling or shakiness
Sweating, Pallor
Anxiety or irritability
Mood change
Lack of concentration or vagueness
Drowsiness

Action

Immediately give glucose tablets equating to glucose 15-20g (4 to 5 ‘Dextro’ tablets) or something sugary, coke, fruit juice or other non-diet drink or ‘GlucoGel’

FOLLOWED BY

Cereal bar or two biscuits
Roll/sandwich
Portion of Fruit
Their meal if it is due
Call School Nurse

Call Emergency Services 112/999

If condition does not resolve quickly
If person becomes unconscious
Place into the Recovery Position if unconscious
Cover with a blanket and monitor constantly until ambulance/EMS arrives

Signs of Hyperglycaemia (high blood glucose, over 11 mmol/L):

Sweet smelling breath (pear drops)
Thirst
Frequent urination
Tiredness/ dry skin
Nausea
Blurred vision

Action

Call School Nurse who will arrange blood glucose test, contact parents (at MTP to gain consent) and extra Insulin if required

Call Emergency Services 112/999 if:

There is deep and rapid breathing
Levels of consciousness deteriorate
Vomiting
Breath smells of nail polish remover (acetone), Ketones

EPILEPSY, SEIZURES & FITTING

Signs:

Loss of consciousness, body stiffens and falls to the ground
Jerking movements for a minute or two
Blue tinge around the mouth
Loss of bladder/bowel control
Consciousness slowly returns

Action

Protect the person from injury (remove harmful objects from nearby)
Protect the head from injury with soft padding
Once seizure has finished place in recovery position and keep monitoring breathing
Keep calm, reassure the person and stay until recovery is complete
Call School Nurse

Call Emergency Services 112/999 if

It is the first seizure
It lasts for more than 5 minutes
One seizure immediately follows another
The person is injured or you think may need urgent medical attention

Head Injury Policy

Aims

- To ensure staff have a clear understanding of how to deal with someone who has sustained a head injury.
- To record all injuries and carry out any relevant investigations or critical review.
- To ensure a safe return to all activities after injury, particularly after concussion. In order to effectively and consistently manage these injuries, practical management guidelines have been developed to ensure pupils and staff with head injuries are identified, treated and referred appropriately, receive appropriate follow up medical care and are fully recovered prior to returning to school/work activities.

Definition

‘Head Injury’ for the purposes of this policy is defined as any trauma to the head, other than superficial injuries to the face or scalp.

Assessment

At MTS where possible, the head injured person will be assessed by the Nurse or a First Aider using the IRB Pocket CONCUSSION RECOGNITION TOOL™ guidance (Annex J refers) and will make an assessment according to their first aid training and summon appropriate assistance, e.g. emergency services.

An Accident/Incident Report Form will be completed documenting the injury/incident and actions taken. Completed forms are to be sent to the School Nurse by the next school day.

At MTS Practical management of Head Injuries and return to sport is detailed within the Manor Surgery Policy and Procedures Document via S Drive – Staff Handbook and via Firefly – Health & Safety – Health and Safety Documents – Manor Surgery Policy.

Teaching on the assessment of head injuries will be included in the internal staff training programme.

Recording and Monitoring

All head injuries must be documented using the appropriate form:

MTS and visiting Pupils, Accident/Incident Report Form (in all first aid bags)

Staff and adult visitors/contractors

Or the Accident Book (located within all wall mounted MTS first aid boxes).

Head injury instructions with a note of the incident are sent home with the pupil. Parents are called at the Nurse/First aider’s discretion.

The School Nurse is responsible for monitoring accident reports and informing the Bursar (MTS)/SLT (MTP) and the Health & Safety Committee of any areas of concern for risk assessments.

A separate Head Injury Advice instruction sheet is to be given to anyone who sustains an injury to the head. Forms and the IRB Pocket CONCUSSION RECOGNITION TOOL™ guidance, are in all the first aid kits/bags. **Please read RESUSCITATION 2015 FIRST AID GUIDELINES below.**

IRB Pocket CONCUSSION RECOGNITION TOOL™

Pocket CONCUSSION RECOGNITION TOOL™

To help identify concussion in children, youth and adults



RECOGNIZE & REMOVE

Concussion should be suspected **if one or more** of the following visible clues, signs, symptoms or errors in memory questions are present.

1. Visible clues of suspected concussion

Any one or more of the following visual clues can indicate a possible concussion:

- Loss of consciousness or responsiveness
- Lying motionless on ground/Slow to get up
- Unsteady on feet / Balance problems or falling over/Incoordination
- Grabbing/Clutching of head
- Dazed, blank or vacant look
- Confused/Not aware of plays or events

2. Signs and symptoms of suspected concussion

Presence of any one or more of the following signs & symptoms may suggest a concussion:

- Loss of consciousness	- Headache
- Seizure or convulsion	- Dizziness
- Balance problems	- Confusion
- Nausea or vomiting	- Feeling slowed down
- Drowsiness	- "Pressure in head"
- More emotional	- Blurred vision
- Irritability	- Sensitivity to light
- Sadness	- Amnesia
- Fatigue or low energy	- Feeling like "in a fog"
- Nervous or anxious	- Neck Pain
- "Don't feel right"	- Sensitivity to noise
- Difficulty remembering	- Difficulty concentrating

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3. Memory function

Failure to answer any of these questions correctly may suggest a concussion.

"What venue are we at today?"
 "Which half is it now?"
 "Who scored last in this game?"
 "What team did you play last week/game?"
 "Did your team win the last game?"

Any athlete with a suspected concussion should be IMMEDIATELY REMOVED FROM PLAY, and should not be returned to activity until they are assessed medically. Athletes with a suspected concussion should not be left alone and should not drive a motor vehicle.

It is recommended that, in all cases of suspected concussion, the player is referred to a medical professional for diagnosis and guidance as well as return to play decisions, even if the symptoms resolve.

RED FLAGS

If ANY of the following are reported then the player should be safely and immediately removed from the field. If no qualified medical professional is available, consider transporting by ambulance for urgent medical assessment:

- Athlete complains of neck pain
- Increasing confusion or irritability
- Repeated vomiting
- Seizure or convulsion
- Weakness or tingling/burning in arms or legs
- Deteriorating conscious state
- Severe or increasing headache
- Unusual behaviour change
- Double vision

Remember:

- In all cases, the basic principles of first aid (danger, response, airway, breathing, circulation) should be followed.
- Do not attempt to move the player (other than required for airway support) unless trained to do so
- Do not remove helmet (if present) unless trained to do so.

from McCrory et al, Consensus Statement on Concussion in Sport. Br J Sports Med 47 (5), 2013

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RESUSCITATION 2015 FIRST AID GUIDELINES

Recognition of concussion

Although a concussion scoring system would greatly assist first aid providers in the recognition of concussion, there is no simple validated scoring system in use in current practice. An individual with a suspected concussion should be evaluated by a healthcare professional.

Minor head injuries without loss of consciousness are common in adults and children. The first aid providers may find it difficult to recognise concussion (minor traumatic brain injury (TBI) due to the complexity of the symptoms and signs, and this can lead to a delay in providing proper concussion management and post-concussion advice and treatment.

In sport, the use of a sport concussion assessment tool is widely advocated and used. This tool is advocated for use by healthcare professionals and requires a two-stage assessment, before competition and post-concussion. It is therefore not appropriate as a single assessment tool for first aid providers.

From the European Resuscitation Council Guidelines for Resuscitation 2015 Section 9 First Aid

Bursar
November 2018

ANNEX K

MERCHANT TAYLORS' SCHOOL ACCIDENT/INCIDENT REPORT
MERCHANT TAYLORS' SCHOOL
ACCIDENT/INCIDENT REPORT

Date: Time of incident

Date/Time of report if not immediate:

Surname First name

DOB: Age: Not seen/reported:

Tutor Form Visitor:

Name of School:

Teacher/Coach:

Copy to School:

Supervising member of staff:

Sport: Home / Away game / Training

School Trip- Location

Witnesses:

Accident location/team:

History of events/injury:

Immediate action & treatment

Follow-up / Instructions

Place treatment given: Surgery / Hut / Pitch / Reception / Other-state

Outcome: Back to school / Back to game / End of game / A&E / Minor injuries /

Home / Not to play on? Other – state:

Parents informed / Present: Yes / No

HM / secretary informed; Yes / No

Report to HSE? Yes / No

SM / secretary informed: Yes / No

Signature:

Print Name:

Position:

*Date from completed if different to above:
Information from:*

Send completed form to the School Nurse

Portable Large & Medium First Aid Kitbag Layout and Contents Lists

LARGE GREEN FIRST AID KITBAG LAYOUT & CONTENTS

<p>Blanket x 1 First Aid guidance leaflet x 1 Vomit Bags x 4 Accident Forms x 6 Resus Face Shield x 1 Large Kitbag list of contents & layout x 1</p>	
<table border="1" style="margin: auto;"> <tr> <td>Lid Section Pocket Contents List</td> </tr> </table>	Lid Section Pocket Contents List
Lid Section Pocket Contents List	

500ml Bottle Saline x 1 20ml saline undines x 15	Ice Packs x 5 Pack containing Gloves x 5 pairs Saline wipes x 20 Clinical waste bags x 5 Pack containing Small plaster Pack x 20 Hypoallergenic Plasters Small x 5 Medium x 5 Large x 5	Large Dressings x 4 Medium Dressings x 6 Cohesive Bandages x 2	
Burn Dressing x 2 Triangular Bandage x 5 Microporous Tape x 4		Gauze 4 packs of (5) 10x10cm 4 packs of (5) .5x7.5cm 4 packs of (5) 5x5cm	
	<table border="1" style="margin: auto;"> <tr> <td>Base Section Pocket Contents List</td> </tr> </table>	Base Section Pocket Contents List	
Base Section Pocket Contents List			
Tuff Cut Shears x 1 in rear pocket			

Replace used materials or out of date / damaged components as soon as possible

MEDIUM FIRST AID KITBAG LAYOUT & CONTENTS

Triangular Bandage x 2 Cohesive Bandage x 1 Microporous Tape x 1	Large Dressings x 2 Medium Dressings x 2 Gauze 2 packs of (5) 10x10cm 2 packs of (5) 7.5x7.5cm 2 packs of (5) 5x5cm	Hypoallergenic Plasters Small x 5 Medium x 5 Large x 5 Small plaster Pack x 20
<div style="border: 1px solid black; padding: 5px; display: inline-block;">Rear Section Pocket Contents List</div>		
Burn Dressing x 1 20ml saline undines x 10 Accident Forms x 2 Medium Kitbag list of contents & Layout x 1	Gloves x 5 pairs Saline wipes x 20 Clinical waste bags x 2	Ice Pack x 1
<div style="border: 1px solid black; padding: 5px; display: inline-block;">Front Section Pocket Contents List</div>		
Tuff Cut Shears x 1 under Front Flap		

Replace used materials or out of date / damaged components as soon as possible

ANNEX M

AMBULANCE LIAISON FOR MTP

Name	Location responsibility	Telephone Extension
Tessa Douch	School Office	102
Emma Sadler	School Office	101

DESIGNATED FIRST AIDERS FOR MTP

Name	Location responsibility	Telephone Extension	Certificate Expiry Date
Nancy Chan-Maguire School Nurse	Dovecott Medical Centre	161 07887 700661	November 2020
Fran Nye	Senior School	170	January 2021
Gemma Ladbury Sharon Thompson	Manor	01923 828857	November 2018 January 2020
Sally Funnel Julie Sheeky	Pre-Prep	168 135	F/S October 2021 November 2018

List of OFQUAL regulated, List of FAW, Paediatric and Emergency First Aid trained personnel

NAME			Qualification	Work Place/Tel No	Title/Remarks
1	Chan-Maguire	Nancy	FAW/ Paediatric First Aid	161 Dovecott Medical Centre 07997 700661	School Nurse
2	Andrews	Julie	Emergency First Aid	127 Kitchen	Kitchen Staff
3	Bates	Lauren	Emergency First Aid	135 Pre-Prep	TA Pre-Prep
4	Bowman	Richard	Emergency First Aid	111	Head of Geography
5	Burke	Claire	Emergency First Aid	114	Head of Science
6	Carritt	Danielle	Paediatric First Aid	Manor: 01923 828857	Nursery Teacher
7	Ciccone	Cassy	Paediatric First Aid	172 Hub	Co Tutor
8	Crook	Andrew	Emergency First Aid	107	SLT
9	Dandeker	Lesley	Emergency First Aid	172 Hub	Co Tutor
10	Daniel	Louise	Paediatric First Aid	Manor 01923 828857	TA Manor
11	Davies	Helen	Paediatric First Aid	Manor: 01923 828857	TA Manor
12	Denham	Jack	National Rescue Award	133 PE Office	Games Teacher
13	Douch	Tessa	Emergency First Aid	102 School Office	Administrator
14	Evans	Simon	National Rescue Award	133 PE Office	Games staff
15	Fisher	Nina	Emergency First Aid	127 Kitchen	Kitchen staff
16	Fran	Nye	FAW	170 Work Room	Designated First Aider-Senior School
17	Funnel	Sally	Forest school First Aid	168 Pre-Prep Manor 01923 828857	SLT Designated First Aider-Manor
18	Gadd	Sue	Paediatric First Aid	113	Co Tutor
19	Gillies	Jenny	Emergency First Aid	Manor 01923 828857	TA Manor
20	Goddard	Darren	Scouts Association First Aid Award	114 Science Office	Science Teacher/Scouts Leader
21	Greenish	Jonathan	Emergency First Aid	111	Maths Teacher
22	Hair	Colleen	Emergency First Aid	162 Dovecott	Admin Manager
23	Harper	John	Emergency First Aid	103 07415 872944	Site Manager
24	Higgins	Julie	Emergency First Aid	Manor 01923 828857	Reception Teacher
25	Honey	Lynn	Emergency First Aid	127 Kitchen	Kitchen staff
26	Horne	Mex	Emergency First Aid	113	Co Tutor
27	Iqbal	Zakria	Emergency First Aid	127 Kitchen	Kitchen staff
28	Isaacs	Millie	Paediatric First Aid	Manor 01923 828857	TA Manor
29	Knight	Marc	Emergency First Aid	110	Head of English
30	Knowles	Angela	Emergency First Aid	Manor 01923 828857	TA Manor
31	Ladbury	Gemma	Paediatric First Aid	Manor 01923 828857	Designated First Aider-Manor

32	Leach	Elicia	Emergency First Aid	135	1L Teacher
33	Lehane	Chris	National Rescue Award	133 PE Office	Games staff
34	McManus	Caroline	Paediatric First Aid	110	TA Late Club
35	McNamara	Billy	Emergency First Aid	133 PE Office	Games staff
36	Nuth	Joy	Emergency First Aid	127 Kitchen	Kitchen staff
37	O'Brien	Shaun	Emergency First Aid	133 PE Office	Games staff
38	Patel	Nimisha	Paediatric First Aid	Manor 01923 8288577	TA Manor
39	Quick	Louise	Emergency First Aid	127 Kitchen	Kitchen staff
40	Roach	Daniel	Emergency First Aid	134 Art room	Head of Art & Design
41	Sadler	Emma	Emergency First Aid	101 School Office /Reception	
42	Scales	Laura	Emergency First Aid	110	Head of Y3/4
43	Sheeky	Julie	Paediatric First Aid	135 Pre-Prep	Designated First Aider: Pre Prep
44	Stainer	Atsuko	Emergency First Aid	Manor 01923 828857	Kitchen staff
45	Steed	Patricia	Emergency First Aid	135	Y2S Teacher
46	Stevens	Jane	Emergency First Aid	100 School Office	Admissions Secretary
47	Thompson	Sharon	Paediatric First Aid	Manor 01923 828857	Designated First Aider: Manor/Breakfast Club
48	Todd	Dominic	National Rescue Award & Sports First Aid	133 PE Office	Director of Sport
49	Vohora	Kavita	Emergency First Aid	110	TA Y4
50	Waddington	Marina	Emergency First Aid	135 Pre-Prep	TA Pre-Prep
51	Waddington	Richard	Emergency First Aid	164	SLT
52	Webb	Michelle	Emergency First Aid	127 Kitchen	Kitchen staff
53	West	Louise	Emergency First Aid	Manor 01923 828857	TA Manor
54	Winn	Dave	Emergency First Aid	134	IT Technician

ANNEX O

Emergency Asthma Inhaler Kit

School Department	Area	Designated Person & Contact Details
Prep School Emergency Asthma Inhaler Kit	KS2 cupboard next to the printer	School Nurse 07887 700 661
Pre-Prep's Emergency	Pre-prep Medical room medicine cupboard.	School Nurse 07887 700 661
The Nursery's (Manor)	Staff room medical cupboard.	School Nurse 07887 700 661

Kit Contents

A salbutamol metered dose inhaler;
 At least two plastic spacers compatible with the inhaler;
 Instructions on using the inhaler and spacer;
 Instructions on cleaning and storing the inhaler;
 Manufacturer's information;
 A checklist of inhalers, identified by their batch number and expiry date, with monthly checks recorded;

- A note of the arrangements for replacing the inhaler and spacers;
- A list of children permitted to use the emergency inhaler as detailed in their individual healthcare plans;
- A record of administration (i.e. when the inhaler has been used)

ANNEX P

ADRENALINE AUTO INJECTORS (AAI's) FOR EMERGENCY USE

(Re. guidance on the use of emergency AAI's in schools, September 2017)

Area	Designated Person & Contact Details
Dovecott Medical Centre	School Nurse 07887 700661
Pre-Prep Medical Cupboard	Pre-Prep Office 135 / School Nurse 07887 700661
Medical bag	School Nurse 07887 700661
School Kitchen/Dining Hall	School Nurse 07887 700661
Manor staff room	Head of Nursery 01923 828857

*We have six spare Adrenaline Auto Injectors: 3 Adrenaline Auto Injectors Junior under 30kg, and 3 Adrenaline Auto Injectors Adult over 30kg

Kit Contents

- 1 or more AAI(s).
- Instructions on how to use the device(s).
- Instructions on storage of the AAI device(s).
- Manufacturer's information.
- A checklist of injectors, identified by their batch number and expiry date with monthly checks recorded.
- A note of the arrangements for replacing the injectors.
- A list of pupils to whom the AAI can be administered.
- An administration record.

ANNEX Q

CLINICAL WASTE CONTAINERS

	Location
Clinical Waste Bin	Nurses Office
	Disabled Toilets (Theatre Foyer, KS3 area)
Sharps Box	Nurses Office



MERCHANT TAYLORS'
Prep

Accident/Incident Medical Record

Pupil Name: _____ **Class:** _____ **Date:** _____

Statement from Person Reporting the Accident/Incident	Nurse Statement - Actions Taken/ Treatments	Parents Contacted Follow Up A&E, X-rays	Date Return to School/Action Required

ANNEX S

First Aid Boxes

At Merchant Taylors' Prep. First aid boxes are situated in:

- The Sports Hall
- Science Laboratories
- The New Barn Theatre
- Art & Design Technology/Kiln Room
- The School Kitchen
- The Off-site Nursery/Reception
- The Pre-Prep department
- The Key Stage 2 Foyer of Prep department
- The Medical Room (Dovecott Centre)
- The School Office
- The three school minibuses (1x in each)

ANNEX T

First Aid Kit- minimum stock of items:

- HSE Leaflet: Basic Advice on First Aid at Work;
- 20 individually wrapped sterile adhesive dressings (assorted sizes);
- NB. Blue detectable dressings should be available in food preparation areas
- 2 sterile eye pads;
- 4 individually wrapped triangular bandages (preferably sterile);
- 6 medium sized individually wrapped, sterile un-medicated wound dressings (approximately 12 cm x 12 cm);
- For Nursery and Pre-Prep department – 4 small sized individually wrapped, sterile un-medicated wound dressings;
- 2 large sterile individually wrapped, un-medicated wound dressings (approximately 18 cm x 18 cm);
- One pair of disposable gloves;

NB Where no mains water is readily available, a small supply of sterile water should be available for eye irrigation

*First aid boxes must be restocked as soon as possible after use and checked at least once a term. The School Nurse is responsible for restocking as soon as possible after use and checking at least once a term.