



St Andrew's School, Turi

First Aid Policy

| | |
|----------------------|---------------------|
| Compiled by: | School Doctor |
| Approved by: | Operations Director |
| Date of review: | May 2025 |
| Date of next review: | May 2028 |

1 Policy

1.1 Policy statement

The School recognizes its statutory and moral responsibilities to provide First Aid to those who require it.

1.2 Scope

This policy and any associated procedures relate to the provision of initial First Aid management on the School site.

It is not a First Aid Manual, nor is it a replacement for proper training in the delivery of First Aid. It does not cover the delivery of ongoing or non-emergency medical care – please refer to the Medical Care Policy.

1.3 Definitions

| | |
|-----------------------|--|
| <i>First Aid</i> | The help given to someone who is, or who is thought to be, unwell or injured, until further medical care is available. |
| <i>The Patient</i> | Anyone who is, or is thought to be, unwell or injured. |
| <i>Teaching Staff</i> | Anyone employed by the School to teach or supervise students, including during non-academic activities. |
| <i>Student</i> | Anyone attending St Andrew's School as a pupil or student. |

1.4 Review

This policy will be subject to review every three years by the Head of the Medical Department.

2 Roles and responsibilities

2.1 The Board

The Board ensures that there is adequate funding for and provision of medical care facilities and personnel and their training to enable the School to deliver quality First Aid to those who may need it, both on the School site, and for those under the care of the School while off-site on organised trips.

2.2 The Head teachers

The Head teachers are responsible for ensuring that there are appropriate numbers of adequately trained staff to provide First Aid.

2.3 The Head of the Medical Department

The Head of the Medical Department ensures that systems are in place for the provision of quality medical care, including overseeing the provision of First Aid training, and reports any significant issues to the Operations Director.

2.4 The School Nurses and Medical Centre Assistants

The School Nurses and Medical Centre Assistants assist other trained staff in the delivery of First Aid, and take responsibility for assessment as to whether more definitive medical care is required, involving the School Doctor as appropriate.

2.5 Houseparents, Matrons and Teaching Staff

Houseparents, matrons and teaching staff are responsible for provision of First Aid to any student under their care who requires it, prior to contacting the medical team.

3 Principles

First Aid is delivered on the principles of giving simple but definitive treatment and/or taking measures to prevent or reverse problems while further medical attention is sought.

4 Facilities

The School has Medical Centres on the Senior School and Prep School sites; while these locations are generally better-equipped for the provision of First Aid than other areas of the school, a decision must be made by the responsible adult as to whether first aid should be administered prior to (or instead of) moving the patient to one of the Medical Centres. Administration of First Aid should generally be performed in the closest safe location.

5 Personnel

First Aid should be administered by the nearest person with appropriate training.

Any school trip should have an identified member of staff who has been trained in the provision of first aid.

Sports events and fixtures are risk-assessed by the Director of Sports who makes a decision as to whether a pitch-side first aider (or nurse or doctor or ambulance with paramedics) is required in advance of the event; this is then provided by the medical team upon request.

First Aid training and updates should be undertaken annually by the following staff groups:

- Medical Assistants
- Teaching Staff
- Matrons
- School Drivers
- Maintenance Department Supervisors

A member of one of these groups is likely to be best-positioned to provide First Aid to the patient.

The School also employs Medical Assistants who are trained in First Aid provision, and are based at the Medical Centres. They can be called upon (using the Medical Centre Emergency Numbers) to provide or assist with First Aid.

There is also 24/7 cover by qualified Nurses who can be contacted using any one of the four widely-

published Medical Centre Emergency Numbers.

At selected events a First Aid team from an external organisation is contracted to provide services to the School.

6 Communication in and after an emergency

There is a nurse on duty in each Medical Centre every day, from 7am to 9pm at the Prep School, and from 7am to 10pm at the Senior School. Outside of these hours, there are two nurses (one for each school) on the School site and available to call by mobile telephones using the Medical Centre Emergency Numbers.

In the event of a significant injury or incident, the Nurse on duty can be contacted via the internal telephone extensions at the Medical Centres or via mobile telephone.

Call the Nurse at the Medical Centre closest to the patient, regardless of the patient's age or attendance at Prep or Senior School.

The Nurse on duty is then responsible for

- providing satisfactory telephone advice enabling appropriate First Aid provision to the patient,
- and/or sending a Medical Assistant to the patient,
- and/or attending the patient.

The Nurse will remain responsible for the patient until either

- adequate medical care has been provided and he/she can be discharged from the care of the medical team, or
- the patient is attended by the Doctor, or
- the patient is handed over to an appropriately-trained person for further management

In the event of failure to contact a Nurse, staff should phone the main gate and ask security to find the Nurse on duty (and failing that, the Doctor or any other Nurse on site).

The School Doctor can be also contacted via mobile telephone. This should normally only be done by the Nurse on duty if further assistance is required, but other staff are free to call the Doctor if they have concerns about a patient.

School staff are encouraged to save the four Medical Centre Emergency Numbers to their mobile phones.

7 Equipment

7.1 Medical Centres

A range of first aid equipment is located in both Medical Centres. This includes basic first aid equipment as well as nebulisers, oxygen cylinders, resuscitation equipment, emergency injectable medication (including adrenaline in the event of anaphylactic shock) and spinal stretchers.

7.2 First Aid Boxes

7.2.1 Locations

First Aid boxes are placed in all areas of the school where the risk of an accident or injury is thought to be significant.

Prep School first aid boxes are located in the staff room corridor, catering department, maintenance department office, science labs, DT room, food technology room, sports hut, swimming pool, riding stables, Turitots, and each dormitory.

Senior School first aid boxes are located in the staff room, catering department, maintenance department office, science laboratories, DT room, art room, sports centre, top sports hut and all boarding houses.

All St. Andrew's School vehicles are equipped with first aid boxes which can be recognised by a red cross on a wooden box; these contain non-perishable items but no medication, and are supplemented by a portable first aid kit carried by the member of staff in charge of first aid provision on the trip.

All staff are made aware of the location of first aid boxes.

A first aid kit is taken to all off site activities, including organised trips and sporting events. These are requested by the teaching staff responsible for the trip and supplied by the nursing staff.

7.2.2 Restocking

The First Aid boxes are checked at the start of each half term by the medical team.

House parents are responsible for requesting for boxes in boarding houses to be re-stocked if required during term-time.

First Aid boxes in school vehicles are checked regularly by the school drivers who are responsible for requesting that boxes be re-stocked by the nurses as required.

First Aid boxes supplied for school trips are checked before the trip by the medical team.

7.2.3 Contents

The contents of first aid boxes and kits is customised to the requirements of specific activities and trips, and reviewed by the School Doctor. Current routine contents are listed on laminated sheets inside each first aid kit/box, along with instructions for use of treatments.

8 Communication

8.1 Consent to treatment

Parents are required to sign in advance agreeing that a member of staff may administer first aid if deemed necessary. The Admissions Team is responsible for ensuring these consent forms are held for each student.

8.2 Responsibility for students with medical issues

Teaching/supervising staff are responsible for communicating to the Medical Centre by email to medicalcentre@turimail.co.ke the names of students who will be in their care, and the School Nurses are then responsible for alerting the member of staff to any relevant medical details of these students, including known allergies.

8.3 Accident Reporting

Any accident or incident involving any staff member or student should be reported to either of the Medical Centres. Both Medical Centres hold confidential records of accidents and incidents which have occurred, allowing review and analysis in order to, where possible, minimise the likelihood of recurrence. This review may be done by the School Doctor, Executive Management team, the Board of Governors and the School Health and Safety Committee.

8.4 Communication with parents and others

Parents or guardians, and boarding house parents, of students are contacted in the event of significant injuries or accidents, if a student is admitted to the medical centre for observations, if a student requires an x-ray or hospital treatment, if a student is seen by the School Doctor, or if there are any significant concerns about a student's health.

In the event of a head injury, matrons, house parents and relevant teachers will be informed by the School nurses in order that appropriate monitoring can take place.

9 Hygiene and Infection Control

School Staff are made aware of the potential hazards when dealing with blood, body fluids and clinical waste. There is a protocol in place for cleaning body fluids, with dedicated buckets and yellow bin bags for this purpose. These are placed in each medical centre, and in each dormitory and boarding house.

To minimise the risk to themselves and others, staff dealing with injuries and sick children have access to hand-washing facilities and protective equipment. Disposable gloves are available in every First Aid box. Clinical waste is disposed of via the Medical Centres.

Disposable gloves should be used for provision of first aid. After use the gloves should be incinerated. When work is completed, staff should wash and dry their hands. In an emergency, direct mouth-to-mouth resuscitation should not be withheld, but shields and bag-valve-mask apparatus are available for resuscitation and are strongly recommended.

Minor cuts, open or weeping skin lesions and abrasions should be covered with waterproof dressings. If staff have cuts or abrasions they should not administer First Aid if another member of staff can provide it. The burning/incineration of all used disposable gloves, soiled linen/clothes, etc. should be done after 'double bagging' the contaminated items.

Containers for the disposal of sharps are in the Medical Centres.

PPE for suspected COVID or other infectious disease cases is available in the Medical Centres.

10 Hospital Treatment

In the event of a student needing an x-ray or hospital treatment a School Nurse or an appropriately trained person will accompany the child in school transport.

If transfer to hospital is needed for a visiting student to the school (for example during a home sports fixture) they should be offered St. Andrew's school transport with a driver. They may be accompanied by one of the School Nurses or an appropriately trained member of staff, taking any relevant medical and personal details with them. If there is little risk of deterioration and the illness or injury is considered to be minor then the student may return in their own school transport, and their teacher, parent or guardian may accompany the child to hospital.

Where a student is injured or becomes seriously ill while on an off-site activity or away sports fixture, an accompanying member of St. Andrew's school staff should travel with the child to hospital. Alternatively a member of staff from the host school may accompany the child, taking any relevant medical and personal details. A list of all emergency contacts and medical information relating to pupils and students should be taken to off-site activities.

Once in hospital, the nurse or staff member accompanying the child, should remain until the parent/guardian has arrived or until completion of treatment.