



WESTMINSTER  
SCHOOL

# FIRST AID

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## WESTMINSTER SCHOOL

### FIRST AID

#### **INTRODUCTION**

The School seeks to ensure a safe environment for all members of the community. As such, the arrangements for First Aid are intended to cope with all foreseeable incidents in the School, during Station, as well as on Expeditions and School trips.

#### **MEDICAL CARE**

##### **Pupils**

Any pupil (both boarding and day) requiring medical attention should in the first instance contact their House Matron who will be available from first thing in the morning until 13h30 and then from 16h30 onwards from Monday to Friday and from first thing in the morning until 13h00 on Saturdays.

Surgery is situated in Grant's basement and is open from 08h30 to 17h00 from Monday to Friday and from 08h30 to 13h00 on Saturday during term time only. Pupils may be referred on to Surgery by their House Matrons during House Matron working hours and from 13h30 to 16h30, pupils may present directly to Surgery.

Outside of these hours and at the weekend, the Duty Matron should be contacted on 07909 996159 and emergency care sought as indicated in the Out of Hours Notice.

##### **Staff**

Members of staff should seek medical care from their primary care provider or from Accident and Emergency, a walk-in centre / a minor injury unit or 111 depending on the nature of the concern.

Assistance may be provided by a member of staff qualified in first aid or Surgery staff; however, the expectation is that this will be an interim response prior to seeking support from primary care providers.

##### **Emergencies**

If there is a medical emergency, 999 / 911 should be dialled immediately and then additional support sought.

## **STAFF WITH FIRST AID TRAINING**

### **House Matrons**

All House Matrons will undergo a three-day First Aid course in order that they may provide First Aid cover as required by the HSE and to enable them to act as Duty Matron.

Certificates for three-day courses are issued for a three-year period at the end of which re-qualification and certification are necessary. A refresher course consists of two days and must be completed before the certificate expires in order to ensure continuity and validity of the training.

### **Advanced First Aiders on the Staff**

Certain members of staff will undergo a three-day First Aid course to enable them to lead the more hazardous expeditions in their role, for example, as Mountain Leaders.

Certificates for three-day courses are issued for a three-year period at the end of which re-qualification and certification are necessary. A refresher course consists of two days and must be completed before the certificate expires in order to ensure continuity and validity of the training.

### **Teaching staff**

All other members of the teaching staff will receive a basic one-day course in First Aid in the Workplace. Teaching staff will receive this training as soon as possible after joining the School as part of their induction.

Regular refresher sessions are offered to staff and it is the member of staff's responsibility to ensure that they attend these sessions when offered in order to ensure that their qualification is renewed every three years. This will enable all staff to provide basic First Aid wherever there is an incident at which they are present and to recognise when more specialist help is required. A list of those qualified is kept up Surgery by the Medical Receptionist and is updated as required.

## **AVAILABILITY OF FIRST AID STAFFING**

### **On site**

First Aid staffing is to be available in all Houses, teaching blocks, Sports Centre, the Millicent Fawcett Hall and the Manoukian Music Centre, and all Station venues. In addition, First Aid is to be available in the School's Administrative areas, in the kitchens and dining halls.

### **Off site**

Where Station is conducted at external sites, the Master in Charge of the Station is to ensure that the First Aid provision at that site is assured and is understood by the Westminster pupils and the staff taking the Station.

Adequate First Aid cover must be provided during School Expeditions and Trips, at home and abroad, planning for which will ensure that there is the right number of accompanying staff and that their qualifications are relevant, valid and current.

The number of certified First Aiders in the School will not be less than the number required by law, which is a minimum of one per site.

## **FIRST AID BOXES IN SCHOOL**

Each site will have a First Aid box which is checked by a member of the School Surgery team at least once a term or when alerted to the need to restock. Each site will also have a sign prominently displayed giving the telephone number of both the School Nursing Sister (020 7963 1101) and the Duty Matron (07909 996159), as well as the location of the nearest First Aid box. All staff should be made aware of the location of the First Aid box. The First Aid box should be readily accessible in an emergency and not locked away.

There is no mandatory list of items for a first-aid container. The following list is based on the HSE recommendations and goes beyond the recommended minimum provision of first-aid items and will be present in each First Aid box:

- A leaflet giving general advice on first aid.
- 20 individually wrapped sterile adhesive dressings (assorted sizes).
- Two sterile eye pads.
- Four individually wrapped triangular bandages (preferably sterile).
- Six safety pins.
- Six medium (approximately 12cm x 12cm) sized individually wrapped sterile unmedicated wound dressings.
- Two large (approximately 18cm x 18 cm) sterile individually wrapped unmedicated wound dressings.
- Two pairs of disposable gloves of different sizes.
- A pair of scissors.
- Micropore adhesive tape.
- Five sachets of sterile normal saline (0.9%).

## **TRAVEL FIRST AID KITS**

The contents of travel First Aid kits should be appropriate to the circumstances under which they are likely to be used. The following list is based on the HSE recommendations and goes beyond the recommended minimum provision of first-aid items and will be present in each First Aid box:

- A leaflet giving general advice on first aid.
- 10 individually wrapped sterile adhesive dressings (assorted sizes).
- Two sterile eye pads.
- Two individually wrapped triangular bandages (preferably sterile).
- Four safety pins.
- Two large (approximately 18cm x 18 cm) sterile individually wrapped unmedicated wound dressings.
- Two pairs of disposable gloves of different sizes.
- A pair of scissors.
- Micropore adhesive tape.
- Five sachets of sterile normal saline (0.9%).

Non-prescription medication (specifically paracetamol, ibuprofen and cetirizine) should be added to Travel First Aid kits with the non-prescription medication should always remain within the original box. The Travel First Aid kits will be prepared by a member of the School Surgery team: the trip leader will be required to sign the boxes out of Surgery and return them to Surgery at the end of the trip.

If travelling to the School house in Nenthead, an Auto Adrenaline Injector (AAI) should be taken in addition to the usual First Aid supplies.

Pupils should not bring medication with them on trips unless prescribed for them and written instructions for these should be given to the staff member in charge of the trip.

Any prescribed medication should only be taken by the person that it is prescribed for and, in the case of Ritalin or Concerta, this must be kept by the staff member in charge of the trip and dispensed at the time required after having had training from the School Nursing Sister. A record should be kept of all medication given on a trip.

## **PROTOCOLS IN RESPONSE TO CONDITIONS**

For specific incidents, there is a sequence of medical protocols published by the School Surgery and available up Firefly.

In addition, advice can also be sought from the NHS website: <https://www.nhs.uk/conditions/>.

## **ACTION IF THERE IS AN INCIDENT ON SITE**

The First Aider on site will deal with an incident as it occurs. In addition, the School Nursing Sister should be contacted on 020 7963 1101 or the Duty Matron should be contacted on 07909 996159 outside of Surgery opening hours. Where possible and appropriate, the patient should be brought to Surgery where a wider range of medical facilities can be provided.

## **ACTION IF THERE IS A SPORTING INCIDENT AT VINCENT SQUARE**

When pupils are engaged in activities on Vincent Square or at the Sports Centre, there should always be a First Aid trained staff member onsite to respond appropriately should an incident occur. On match days and Station days there will generally be a Chartered Physiotherapist on hand to provide immediate pitch side assessment.

Any pupil injured up Fields should have an initial assessment by an appropriately qualified member of staff (this is likely to be a member of teaching staff, a coach or a member of the Westminster School grounds team).

Following assessment, the first responder should take whatever action is appropriate, which may, on occasion, mean an immediate 999 call. Notably, any suspected neck or back injuries should not be moved until cleared by a medical professional. The Surgery team during Surgery hours / Duty Matron if Surgery is closed can be contacted for assistance; however, establishing contact with them should never result in a delay to a 999 call being made if this is what the casualty requires. If the casualty is assessed as non-emergency, then help and advice can be obtained from Surgery or the NHS 111 service which is available 24/7, and accessible by phone or online (<https://111.nhs.uk/>). If necessary, the pupil can be taken to St Thomas's Hospital Accident and Emergency Department.

If a pupil requires further follow up by the physiotherapist an appointment should be arranged by emailing [surgery@westminster.org.uk](mailto:surgery@westminster.org.uk).

## **ACTION IF THERE IS AN INCIDENT OFF-SITE**

### **Local activities**

Station is conducted at external sites and the Master in Charge of the Station is to ensure that the First Aid provision at that site is assured and is understood by the Westminster pupils and the staff

taking the Station. Visits to theatres, museums, galleries and the like require the same checks to be made by the trip leader.

No pupil who has been injured off-site during Station should return home without first being examined further by the School Nursing Sister or the Duty Matron, as appropriate.

### **Trips and expeditions**

The trip leader will:

- Take charge of the emergency if able so to do.
- Notify the Base Contact as quickly as possible with:
  - The names of the casualties
  - The extent of their injuries as far as is possible
  - The date and time of the incident.
- Contact Chubb Insurance in the case of an emergency for advice – details are on the Emergency Instruction Card provided for the trip.
- Ensure a member of staff accompanies any injured pupil to hospital; ideally the member of staff should be the same gender as the pupil.
- Ensure that all members of the trip know about the incident.
- Notify the Police if necessary.
- Notify the British Embassy / Consulate if overseas.
- Notify the tour operator if appropriate.
- Write down accurately and as soon as possible after the incident:
  - All the relevant facts
  - Witness detailsand preserve any vital evidence.
- Keep a written account of all events, times, and contacts after the incident.

The Base Contact will:

- Notify the Head Master as quickly as possible.
- Notify the Chair of Governors if directed by the Head Master.
- Assist the trip leader in contacting parents.
- Notify the School's insurers either directly or through the Bursar's office.

### **GOING TO HOSPITAL**

Any pupil who needs to go to hospital must always be accompanied by a member of staff who must notify the pupil's Housemaster, School Nursing Sister, House Matron and the Duty Matron if the incident happens out of hours.

Where possible, the Duty Matron or House Matron will be asked for assistance in providing an escort to accompany the pupil to attend either St Thomas' or Chelsea and Westminster Hospitals.

If the incident requires urgent hospital treatment and an ambulance is called, a member of staff will need to accompany the pupil: if the pupil is taken to St Thomas' or Chelsea and Westminster Hospitals; the Duty Matron or House Matron will then seek to relieve the member of staff when they arrive at the hospital; if the pupil is taken to a hospital that is further afield, the accompanying member of staff will need to remain with the pupil in the first instance until a parent or guardian arrives.

## NOTIFYING FAMILY

Both the pupil's parents / guardian or emergency contact and Housemaster must be informed of any medical issue as soon as possible by the School Nursing Sister or the House Matron (or the Duty Matron out of hours).

## HANDING OVER RESPONSIBILITY FOR HOSPITALISED PUPILS

Day pupils' parents or emergency contacts should meet the pupil at the hospital to relieve the staff escorting the pupil. This ensures that they are present should consent be required for a procedure or an operation. Where possible, boarders' parents or guardians are also encouraged to meet the boarding pupil at hospital as well. An incident report should be submitted for all occasions which result in a hospital attendance.

## SENDING A PUPIL HOME AFTER IN-SCHOOL TREATMENT

Any pupil who is treated up Surgery after an incident, which has not required hospital treatment, may only be sent home after the School Nursing Sister or Duty Matron has obtained the parents' consent. If a parent is not able to collect the pupil from School and the School Nursing Sister or Duty Matron does not feel that the pupil is well enough to go home alone, then the pupil will need to remain up Surgery until this closes, whereupon their care will pass to the Duty Matron.

## CALLING AN AMBULANCE

In an emergency situation involving any pupil, member or staff or visitor, an assessment should be made by the first person who responds, ideally a trained first aider, who should instigate appropriate action, which may involve calling 999 / 911.

If it is appropriate to summon assistance by calling 999 / 911, this action should not be delayed because there is no member of the Surgery team at the incident. In this situation the Surgery team should only be contacted once the emergency services have been called.

<https://firstaidforlife.org.uk/> proffers the following advice:

**We strongly advise you to immediately administer First Aid and call an ambulance if someone experiences:**

- *Unconsciousness – whether breathing or not breathing.*
- *Abnormal breathing.*
- *Obvious serious wound or suspected skull fracture.*
- *Bleeding or clear fluid from the nose, ear or mouth.*
- *Lack of co-ordination, disturbance of speech or vision, pupils of unequal size – following a head injury.*
- *Weakness or paralysis – following a head injury, or could possibly indicate a Stroke – think FAST test.*
- *Neck pain or stiffness, either following a fall or accident, or if extremely unwell.*
- *Fitting and seizures – particularly if this is the first time.*
- *Repeated vomiting following a head injury.*
- *For a baby or young child – err on the side of caution. Children can deteriorate quickly.*
- *Inability to pass urine, for a baby – a dry nappy for over 6 hours.*
- *An acute anaphylactic attack.*
- *An asthma attack that will not resolve with the inhaler.*

- *Serious bleeding – particularly if it is bright red frothy blood or pulsating blood and will not stop with direct pressure.*
- *Serious burns – give immediate first aid under cool running water, treat for shock and get help fast.*
- *Showing signs of shock.*
- *Possible indications of Sepsis or meningitis.*

**You probably don't need ambulance transport, but you should take someone straight to A&E if they have:**

- *A fever and are floppy and lethargic – but conscious.*
- *[Severe] Abdominal pain.*
- *A bleeding wound that will probably need stitches or gluing, if they have amputated a finger or if have something embedded in the wound.*
- *A leg or arm injury and can't use the limb.*
- *Swallowed poison or tablets and are not showing any adverse effects. (calling 111 can also give you advise from the poisons database – if they are behaving strangely or experiencing any symptoms from the poison; call an ambulance immediately).*

The person calling 999 / 911 should ideally give the postcode for the location of the injured person. A full list of School postcodes is available on the intranet "Quick Links" section under Emergency. If possible, the emergency services should also be given a "3 word location" (<https://what3words.com/>). Westminster School Reception should then be notified of the incident and requested to appoint a marshal to greet the emergency vehicle and deal with access issues.

### **NOTE-TAKING**

Contemporaneous notes should be kept of all incidents and logged as both clinical interventions and School incidents up Intranet.

### **RIDDOR: THE REPORTING OF INJURIES, DISEASES AND DANGEROUS OCCURRENCES REGULATIONS 2013**

Incidents fall into one of the following categories,

1. Specified injuries to workers
2. Specified occupational diseases
3. Dangerous occurrences
4. Incidents requiring hospital treatment to non-workers
5. Incidents resulting in incapacitation for more than 7 days
6. The death of any person at work

In order to verify whether an incident falls into one of these categories, those responsible for initiating a report will consult the HSE website (<https://www.hse.gov.uk/index.htm>) and seek further advice from the School's external Health and Safety Consultant where necessary.