

## Millfield Schools First Aid Procedure

*This policy refers to the Senior School, Preparatory School, Pre-Preparatory School and EYFS*

First aid saves lives and prevents minor injuries becoming major ones.

### Introduction

A risk assessment has been completed which assesses the needs of Millfield as a whole, this document forms our policy. This procedure is in line with the assessment.

First aid is provided by the Medical Centres and first aiders for staff, pupils and visitors. The Medical Centre can be contacted on ext. 6220 Senior, ext. 7503 MPS and the Campus First Aid Team dial 0. Staff and pupils must know where, when and how to access a first aider and first aid equipment while on or off site.

Should medical treatment be necessary the member of staff, pupil or school visitor will be advised to seek treatment from their GP or nearest accident & emergency. Boarding pupils will be seen at the Medical Centre.

Currently Millfield has 5 defibrillators for emergency use. They are located in areas which are accessible to staff and central within the campuses;

Staff Rooms at Prep  
Staff Senior Schools  
Mantel Pavilion  
Senior Swimming Pool  
MPS Sports Pavilion

Further information is available on the staff Xtranet [defibrillator page](#). A risk assessment has been completed; see staff Xtranet [Whole School Risk Assessments - Defibrillator](#).

### The Law

The Health & Safety (First-Aid) Regulations 1981; require adequate and appropriate equipment, facilities and personnel to be available.

### Responsibilities

Heads of Department, Managers, Houseparent's, and/or Tutors in Charge must ensure that their staff are aware of the first aid arrangements in place for them. This includes the arrangements for first aid personnel during term time, outside of term time, how to contact the first aid personnel, the location of first aid kits and the requirements for first aid provision off site. Examples include a department trip first aid kit, the nearest location of first aid to their office/workplace, within the vehicle, the boarding house for house cleaning staff, a first aid kit for each coach.

### **Risk Assessment – meeting the department's needs**

The [Whole School Assessment](#) has taken into account, as far as possible, the needs of the different departments, such as teaching areas, D&T, Food & Nutrition, PE, Games, Science Laboratories and non-teaching areas such as Estates, Grounds & Gardens, Swimming Pool, Boarding Houses etc.

The Head of Department, Manager, Houseparent, Tutor in Charge should still carry out their own assessment to ensure that they are satisfied with the arrangements as they are fully conversant with the activities of their department.

#### Emergency Arrangements

Should an emergency situation occur, for example a person has collapsed, not breathing, broken bone, the emergency services should be called; dial 999 or 112 from any phone (including internal phones) within school.

Should the emergency services be called contact the Medical Centre; they will also then be able to assist you. Plus consider the need for the defibrillator.

#### **Emergency Grab Sheet**

Each building has an “Emergency Grab Sheet” located in the foyer area of the building; generally by the fire panel or main door. This sheet provides the address of the building and instruction for the emergency services to locate the building.

#### Arrangements

Millfield operates all year round and therefore there are many different first aid requirements.

The document [Whole School Risk Assessment for First Aid](#) has taken the following into account:-

- Term Time (day Time)
- Term Time (evening)
- Outside of Term Time
- Sports
- Adventure Activities
- Boarding House
- Millfield Enterprises
- First Aid Courses Offered
- Records and Organisation of Training
- First Aid Kits Supplies and Locations

When staff carry out their own risk assessment the above document will assist them to determine the level of first aid personnel and equipment.

#### Record of First Aid Provided and the Reporting of Accident/Incidents

If first aid is administered there is a requirement to record the incident. To avoid duplication complete the [Accident/Incident Form](#) and state the first aid provided and by whom.

There are a number of specific departmental arrangements in place; these include a sports incident form, riding incident book and MPPD for monitoring of playground incidents and informing parents.

Millfield is required to report certain incidents under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). Please ensure that the Accident/Incident Form is completed as soon as possible so that the Health & Safety Adviser is able to inform the Health & Safety Executive within the required period of time.

Accidents should be reported in a timely manner. Parents of children involved in an accident should be informed the same day, as far as is reasonably practicable (EYFS)

#### Medical Information

Information for staff on pupil’s medical history and the permissions given for over the counter medicines is held on iSAMS – Pupil Health Information Report.

The Medical Centre(s) provide training for staff on medical conditions such as how to administer a epipen, information on epilepsy, inhalers etc and over the counter medicines available each year. Staff are advised to attend every 3 years or sooner should they identify a need.

There may be situations where a member of staff has a medical condition which they have chosen to share with their colleagues – please be aware of their condition and respect their wishes accordingly.

#### Spillage of Body Fluids

It is advisable that all staff are aware of the arrangements to take should a situation occur - see the [Guidance document “Universal Precaution and Spillage of Body Fluids”](#).