



---

## FIRST AID POLICY

**Policy Custodian:** Bursar

**Approving Body:** Health & Safety Committee

**Approved:** November 2022

*(This policy is shared with Merchant Taylors' Prep)*

### **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 2022/2023. This Policy is accessible at MTS via the Staff Handbook and via the Staff SharePoint page and on the shared area at MTP.

### **Aim**

To manage the provision of 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 (HSE), 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, safety and welfare 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.

Staff and parents should refer to email communication sent periodically for advice on changes to Covid-19 procedures.

#### **All Staff**

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

## **First Aid Response & Appointed Persons**

At MTS, the Medical Centre Staff (School Nurse and Emergency Medical Technician/EMT) are nominated as the School's Appointed Persons. At MTP this is the School Nurse. They will take charge of any injury or illness, hold the stock for First Aid kits and ensure that the emergency services or professional medical support is called when deemed necessary. In addition:

- At MTS, the Medical Centre will provide duty medical cover from 0815 until 1730 Monday to Friday and cover Sports fixtures and training on Saturdays
- At MTS, the School Nurse and EMT will operate the Medical Centre 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 07510 076 128, direct dial 161 or via reception on 01923 825648
- Conduct medical liaison with parents, guardians or next of kin.
- Inform the Head Master (MTS), Head (MTP), Bursar, SLTs, 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 & MTP, meetings are arranged as required with parents subject to any issues raised on completing and returning the new pupil medical questionnaire.
- Request written updates of any health needs during the academic year.
- Securitise the individual care plans submitted by parents 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 if required subject to parental discussion.

## **Out of Hours / After Timetabled Day/Co-Curricular activities**

First Aiders may need to provide support:

- 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 trained First Aiders with current, regulated qualifications. The current list of MTS First Aid trained personnel is available on the School's SharePoint site. At MTP the School Nurse holds 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 Medical Centre immediately or, in their absence, Reception or the Bursar (MTS)/ SBM (MTP) or SLTs if emergency services are required.
- Complete an Accident/Incident Report Form and submit this to the Medical Centre
- Inform the Medical Centre of all first aid items used in order to allow replenishment.

## **Informing Parents**

Parents will be informed by the Medical Centre (MTS) or School Nurse (MTP) 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/EMT/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. A copy of the card is sent to the Medical Centre for recording in boy's file. At MTP consent for administering medication is provided in advance, parents will be informed of any emergency treatment (by phone call, email or a note in the pupil diary).

### **Taking a Pupil to Hospital**

There may be occasions when a pupil's condition requires them to attend Hospital, but is not severe enough to qualify for a priority ambulance service. Should this occur at MTS, the pupil's parents will be advised and asked to collect their child from the School as soon as possible before taking them to their nearest Hospital. Should the parents be unable to get to the site within a short time, the School Nurse (MTS), or appropriate pastoral figure or member of SLT (MTP) will accompany the child to the local Hospital, supported by a colleague if so required. While the Nurse is off site attending to the casualty, all other First Aid trained members of staff are required to provide cover as needed, in their absence. Once the parent is able to relieve the School Nurse at the relevant Hospital, the School Nurse will return to site.

### **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 426780). 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/EMT to identify the individual medical requirements of those travelling and provide the relevant staff 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.
- 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/EMT 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, at least one qualified First Aider will be located on the sports pitches during all rugby, hockey, football or other contact sports. At MTS, where 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 School Nurse (MTP) or Medical Centre (MTS) upon request).

## **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 J.

## **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. This will depend upon the event or activities and number of staff, pupils and members of the public attending.

## **First Aid Materials, Equipment and Facilities**

### **Surgery**

A well-equipped Medical Centre will be operated by the School Nurse/EMT 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 A for MTS and Annex J for MTP. They will be inspected and replenished each term by the responsible person. Replenishments are available from the School Nurses. Department Heads are responsible for inspecting the provision in their departments and informing the School 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 J for the MTP contents list):

Minimum First Aid Kit contents:

- First Aid guidance leaflet and emergency contact numbers.
- 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.
- 2 pairs of nitrile gloves.
- 10 Sterile wipes
- Disposable apron
- Disposable face mask
- Safety glasses (Disinfected after use)
- Resuscitate face shield

### **Defibrillators**

The list of defibrillators located in the School is at Annex B alongside a map of locations. Clear instructions are provided on the equipment, which is available to all staff in emergencies. At MTP, the Defibrillators are located in the Staff Work Room and outside the Sports Office.

### **MTS Eye Wash Stations**

The locations of eyewash stations are shown at Annex C. 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 D. These are sited at locations where a higher burns risk has been identified and include a range of gel burn dressings.

### **MTP**

The School Nurse carries a burns kit, eyewash kits and facilities are present in the Science Block, Pre-Prep medical room and in the School kitchen.

### **Emergency Salbutamol/Asthma Kits**

The locations of Emergency Salbutamol kits are shown at Annex E (MTS) / H (MTP). These are sited at locations where trained staff can assist pupils (or other staff) 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 also shown at Annex E (MTS) and Annex H (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. Please see Annex K for COVID-19 control measures.

## **Clinical Waste**

Clinical waste is collected as required by an approved contractor. Within MTS, bagged waste is transferred from clinical waste bins weekly or earlier if required, to the main clinical waste bin in the Medical Centre. Locations of clinical waste containers are shown at Annex F (MTS) /Annex I (MTP).

MTP staff are to refer to 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 MTS staff during an incident is included within the MTS Incident Management Plan. Guidance on what to do when an Ambulance or similar emergency service is required is shown at Annex L - MTS Ambulance & Emergency Services Procedures

## **Head Injuries**

Specific policy relating to Head Injuries is provided in the MTS Head Injury Policy document.

## **Accident Reporting**

All accidents and treatment to Students will be recorded on Accident / Incident Report Forms by the First Aider and sent to the Medical Centre (MTS) or School Nurse (MTP). All staff and adult visitor accidents should be reported using an HSE B1510 Accident Book and submitted to the Medical Centre (MTS) or School Nurse (MTP), with a copy sent to the Bursar's Office at MTS and the SBM at MTP. At MTS, BL510 and Student Accident/Incident Forms are located on the staff SharePoint– select BL510 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 SharePoint 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 of all reportable injuries, diseases and dangerous occurrences within 10 days of the accident or occurrence, in accordance with RIDDOR 2013. At MTP, the Nurse will submit this report after receiving approval from SLT. Records will be maintained and held in the Medical Centre (MTS) and Surgery (MTP)

These records 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.

In cases of a reportable death, specified injury, or dangerous occurrence, the enforcing authority must be notified without delay within 10 days of the incident. Over-seven-day injuries must be reported within 15 days of the incident.

## **Medical Data Protection**

All patient information received during assessment, diagnosis and treatment will remain confidential. All patient records will be provided to the Medical Centre (MTS) and School Nurse (MTP) and stored securely.

## **First Aid Training**

The number of contact hours for First Aid Training (time set aside for direct teaching and assessing excluding breaks) for each qualification is as follows:

For First Aid at Work (FAW) / Emergency First Aid at Work (EFAW) the total contact hours should be for a minimum of:

- First Aid at Work – 18 hours over three days
- First Aid at Work Re-qualifying – 12 hours over two days
- Emergency First Aid at Work – 6 hours over one day

Extra contact time will be required for add on training modules e.g., tourniquets etc

For Paediatric First Aid (PFA) / Emergency Paediatric First Aid (EPFA) the total contact hours should be for a minimum of:

- Paediatric First Aid – 12 hours over two days
- Emergency Paediatric First Aid – 6 hours over one day

In all cases, the qualification is valid for three years and a requalification course must be taken before the expiry date of their certificate.

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. At MTP staff in conjunction need to pass a practical session with the School Nurse. 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. We provide site specific information at staff induction and an annual reminder.

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) when completing the new pupil medical questionnaire; POM's (prescription only medications) are held by the Medical Centre and dispensed as required.

At MTS, emergency POMs 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 issued 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 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 Medical Centre office (MTS) and the Medical Centre (MTP). The exceptions to this are Anaphylaxis Emergency kits ( AAI's, Antihistamine and care plans) and Asthma Inhalers.

Insulin is stored in a fridge in the Medical Centre (MTS) or Medical Centre (MTP); 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, the Medical Centre controls this. The reception office is locked when not staffed.

### **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™

MTS Head Injury Policy

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

Accident Book BL510, Health and Safety Executive (HSE)

JRCALC UK Ambulance Services Clinical Practice Guidelines 2019

European Resuscitation Council Guidelines for Resuscitation 2015 Section 9. First Aid

HSE First aid during the coronavirus (COVID-19) pandemic

MTS Incident Management Plan

### **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



**Annexes:**

- A. MTS Location and content of First Aid Kits
- B. MTS/MTP location of defibrillators.
- C. MTS Location of eyewash stations.
- D. MTS location of burns kits.
- E. MTS location of Salbutamol inhalers and Adrenaline auto injectors.
- F. MTS location of clinical waste containers.
- G. MTP ambulance liaison, designated first aiders
- H. MTP Location of Salbutamol inhalers and Adrenaline Auto injectors
- I. MTP Location of Clinical Waste (if relevant).
- J. MTP Location and Contents of First Aid Boxes
- K. HSE First aid during the coronavirus (COVID-19) pandemic
- L. MTS Ambulance & Emergency Services Procedures

**ANNEX A**

**LOCATION OF FIRST AID KITS (MTS)**

<b>DEPARTMENT</b>	<b>LOCATION</b>	<b>RESPONSIBLE PERSON FOR THE FIRST AID KIT – WALL MOUNTED MEDIUM</b>	<b>TEL/EXT</b>
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	Michael Anderson	2249
Chemistry	Prep Room	Karen Wilson	2273
Design Centre	Staff Room	Andrew Duffey	2235
Grounds	Grounds Sheds & Staff Room	Richard Ayling	01923 826667
IT	In IT Office		Jon Beck
Library	Reserve Collection Room	Amanda South	2254
Maintenance	Metalwork Shop Plumbers Shop Carpenters Shop	John Harratt	2241
Medical Centre	Office	School Nurse/EMT	2244
Mini Buses	One on each Bus	Head of Operations	07764 154 207
Main Reception and Reception kitchen	Reception Reception kitchen	Debra Shearman	0 or Radio
Music	Office		
Physics	Prep Room Office	Kadi Lill	2293
Porter	Delivery Store		
Print Room	Print Office	Steven Wright	2242
Rifle Range	Wall above Phone	Michael Anderson	2249
Sports Hall/Enterprises	Cupboard in Hall	Kevin Haigh	2250
Swimming Pool	Side Room Plant Room	Kevin Haigh	2250

Sport and PE	Astro Turf - Sand	Gareth Roots	2260
	Astro Turf - Water	Gareth Roots	2260
	Tennis Locker	Jon Rippier	2303
Water sports	Sailing Centre	Jason Firestone	2235
	Cricket Pavilion	Ian McGowan	

### MTS Personal Kits

Location	Type	User
Bursar's Office	Large	Ian Williams
CCF Block	Large	CCF/DoE - Kevin Sharrock Michael Anderson/Jason Firestone
D&T	Medium	Andrew Duffey
Delivery Depot	Large	Kevin Sharrock
IT Office	Large	IT trained Staff
Reception	Large	Debra Shearman
PE Department	Large	Gareth Roots
PE Department	Pitch side	PE Department Staff Rugby
PE Department	Pitch side	PE Department Staff Hockey Cricket
PE Department	Pitch side	PE Department Staff Rugby

## ANNEX B

### DEFIBRILLATORS

Area	Located	Service/Maintenance
<b>Merchant Taylors' School</b>		
Main Reception & School Office	Outside Reception Office on Wall	Medical Centre
Maintenance	Carpenters Shop by FA Kit	Medical Centre
Sport and PE Dept.	PE Dept. Lobby	Medical Centre
24 hour Public Access (PAD)	Main Quad South Gate to fields	Medical Centre
Design Centre	Entrance Foyer	Medical Centre
OMT War Memorial Club House	Main Foyer, Ground Floor by Lift	Medical Centre
OMT Cricket Pavilion (PAD)	Front Wall Facing the Cricket Pitch	Medical Centre
Goods In Depot	Mounted on wall near Staff Room door	Medical Centre
Water Sports Centre	On wall by door	Medical Centre /Head of Outdoor Education
Medical Centre	Between Main Entrance & Office Door	Medical Centre
<b>Merchant Taylors' Prep</b>		
Staff Work Room	Main Prep Building	Nurse
Sport Department	Outside Sports Office	Nurse



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 School Nurses

## ANNEX C

### MTS EYEWASH STATIONS

<b>Eyewash Station Number</b>	<b>Location</b>
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	Medical Centre
MTS EY11	Design Centre
MTS EY12	Art Department 2
MTS EY13	Art Department 3
MTS EY14	Design Centre
MTS EY15	Design Centre
MTS EY16	Design Centre

## ANNEX D

### MTS BURNS KIT

<b>Burns Kit Number</b>	<b>Location</b>
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 E

### SALBUTAMOL INHALERS FOR EMERGENCY USE (MTS)

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

Area	Designated Person & Contact Details
Medical Centre	Medical Centre 07730 064633
Reception	Debra Shearman x 0 or school radio
First Aid Training Coordinator	Paul Roberts x 2120
PE Dir. Sport's Office	Gareth Roots 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)

### ADRENALINE AUTO INJECTORS (AAI's) FOR EMERGENCY USE (MTS)

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

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

#### Kit Contents

- 2 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 F

### CLINICAL WASTE CONTAINERS (MTS)

	<b>Location</b>
Clinical Waste Bin	Medical Centre
Sharps Box	Medical Centre
	Biology

## ANNEX G

### AMBULANCE LIAISON FOR MTP

<b>Name</b>	<b>Location responsibility</b>	<b>Telephone Extension</b>
Tessa Douch	School Office	102
Emma Sadler	School Office	101

## ANNEX H

### EMERGENCY ASTHMA INHALER KIT (MTP)

<b>School Department</b>	<b>Area</b>	<b>Designated Person &amp; Contact Details</b>
Prep School Emergency Asthma Inhaler Kit	Medical Suite	School Nurse 07510 076 128
Pre-Prep's Emergency	Pre-prep Medical room medicine cupboard.	School Nurse 07510 076 128
The Nursery's (Manor)	Staff room medical cupboard.	School Nurse 07510 076 128

### 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)

## 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
Medical Treatment Suite	School Nurse 07510 076 128 / Nurse 161
Pre-Prep Medical Cupboard	Pre-Prep Office 135 / School Nurse 07510 076 128
Medical bag	School Nurse 07510 076 128
School Kitchen/Dining Hall	School Nurse 07510 076 128
Manor staff room	Deputy Head of Pre-Prep: 01923 845 990

\*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 I

### CLINICAL WASTE CONTAINERS (MTP)

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

## ANNEX J

### FIRST AID BOXES (MTP)

#### 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 Medical Room  
The Key Stage 2 Foyer of Prep department  
Medical Treatment suite  
Dovecott Centre  
The School Office (kitchen)  
The four school minibuses (1x in each)

#### First Aid Kit- 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
- Disposable apron x 1
  - Disposable face mask x1
  - Safety glasses x1
  - Resus face shield x1

*\*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.*



## **ANNEX K**

### **FIRST AID DURING THE CORONAVIRUS (COVID-19) PANDEMIC**

This guidance aims to help first aid trained staff feel confident so that they can continue to help someone injured or ill at school during the coronavirus (COVID-19) pandemic.

First aiders should take account of the specific guidance on giving cardiopulmonary resuscitation (CPR) from the Resuscitation Council UK. The link to the training video and associated guidance has been distributed to all MTS first aiders. This link can be re-sent upon request. At MTP training is provided by the School Nurse.

#### **Guidance for first aiders**

Try to assist at a safe distance from the casualty as much as you can and minimise the time you share a breathing zone.

If they are capable, tell them to do things for you, but treating the casualty properly should be your first concern. Remember the 3P model – preserve life, prevent worsening, promote recovery.

#### **Preserve life: CPR**

- Call 999 immediately – tell the call handler if the patient has any COVID-19 symptoms
- Ask for help. If a portable defibrillator is available, ask for it
- Before starting CPR, to minimise transmission risk, use a resuscitation mask contained in the first aid kit or a cloth or towel to cover the patient's mouth and nose, while still permitting breathing to restart following successful resuscitation
- If available, use:
  - a fluid-repellent surgical mask
  - disposable gloves
  - eye protection
  - apron or other suitable covering
- Only deliver CPR by chest compressions and use a defibrillator (if available) – **do not** do rescue breaths. (Hypa Guard face shields are included in Department First Aid kits should rescue breaths be absolutely necessary)

#### **Prevent worsening, promote recovery: all other injuries or illnesses**

- If you suspect a serious illness or injury, call 999 immediately – tell the call handler if the patient has any COVID-19 symptoms
- If giving first aid to someone, you should use the recommended equipment listed above if it is available
- You should minimise the time you share a breathing zone with the casualty and direct them to do things for you where possible

#### **After delivering any first aid**

- Ensure you safely discard disposable items and clean reusable ones thoroughly
- Wash your hands thoroughly with soap and water or an alcohol-based hand sanitiser as soon as possible

Follow the school control measures which are:

## **CONTROL MEASURES TO HELP PREVENT AND RESPOND TO ANY SUSPECTED CORONAVIRUS (COVID-19) INFECTION**

1.1 Symptoms consistent with possible coronavirus infection include:

- High temperature (37.8°C or more)
- New continuous cough
- Loss or change in taste or smell

1.2 School staff will assist pupils and parents through the NHS Test and Trace process. All pupils, staff and other adults should have regard to the latest Government guidance and do the following:

- Not come into school if they have coronavirus symptoms or have tested positive in the last 10 days (Please contact the school in the usual way to inform us of absence).
- Book a test if they are displaying symptoms of coronavirus infection. Please inform the school immediately of the results of a test.
- Provide details of anyone in the School community they have been in close contact with if they were to test positive for coronavirus or if asked by NHS Test and Trace.
- Self-isolate for 10 days if other members of their household (including any siblings) develop coronavirus symptoms or test positive for coronavirus.

1.2.1 If an MTS/MTP pupil or staff member displays coronavirus symptoms whilst in school they will be placed in an isolated room/area on site immediately and asked to put a face mask on to minimise further spread. A member of the School staff will contact a family member of the pupil to arrange immediate transportation home (this includes any siblings in the school). Where more than one pupil/staff member has symptoms at the same time, a second space will be used.

1.2.2 The School Nurse or other designated member of staff will manage the individual directly and will be required to wear the following Personal Protective Equipment (PPE):

- fluid resistant face mask
- disposable apron
- gloves
- face shield

Any members of staff or any pupils who have been in close contact with someone with symptoms do not need to go home to self-isolate unless they develop symptoms themselves (in which case they should arrange a test) or if the symptomatic person subsequently tests positive or they have been requested to do so by NHS Test and Trace.

Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned appropriately and fully sanitised/quarantined as required before next use.

Government advice will be adhered to throughout the pandemic and we will remain flexible to adapt to future changes in guidance.

# MTS PROCEDURE FOR CALLING EMERGENCY SERVICES

**Merchant Taylors' School,  
Sandy Lodge Lane, Northwood. HA6 2HT**

<b>During School Day (Mon-Fri 0800-1800)</b>	<b>Outside School Hours (Weekends, evenings after 6pm etc...)</b>
<p data-bbox="236 779 695 855">Emergency Services Required Location HA6 2HT</p> <ol data-bbox="197 904 778 1774" style="list-style-type: none"><li data-bbox="197 904 480 940">1. Call - 112/999</li><li data-bbox="197 990 719 1160">2. Inform School Reception via<ul data-bbox="264 1039 564 1160" style="list-style-type: none"><li data-bbox="264 1039 411 1075">• Radio</li><li data-bbox="264 1084 411 1120">• x2001</li><li data-bbox="264 1128 564 1160">• 01923 820 644</li></ul></li><li data-bbox="197 1209 683 1245">3. Relay relevant information</li></ol> <p data-bbox="245 1294 762 1370"><i>“112/999 Called for XXXX due to an incident at XXXX. I need:</i></p> <ul data-bbox="264 1384 603 1554" style="list-style-type: none"><li data-bbox="264 1384 507 1420">• Assistance;</li><li data-bbox="264 1429 469 1464">• A Buggy;</li><li data-bbox="264 1473 507 1509">• Equipment;</li><li data-bbox="264 1518 603 1554">• Open Gates etc.”</li></ul> <ol data-bbox="197 1653 778 1774" style="list-style-type: none"><li data-bbox="197 1653 778 1774">4. Someone must be nominated to meet and direct Emergency Services to required Location.</li></ol>	<p data-bbox="900 779 1359 855">Emergency Services Required Location HA6 2HT</p> <ol data-bbox="861 904 1442 1765" style="list-style-type: none"><li data-bbox="861 904 1144 940">1. Call - 112/999</li><li data-bbox="861 990 1442 1160">2. Call Duty Phone 07710 426 780 to advise of incident and ask for assistance in meeting Emergency Services.</li><li data-bbox="861 1209 1203 1245">3. Relay information</li></ol> <p data-bbox="852 1294 1407 1370"><i>“112/999 Called for XXXX due to an incident at XXXX”</i></p> <ol data-bbox="861 1420 1442 1765" style="list-style-type: none"><li data-bbox="861 1420 1407 1765">4. Duty Phone holder to Support by:<ul data-bbox="861 1509 1442 1765" style="list-style-type: none"><li data-bbox="861 1509 1343 1590">• Facilitating access - Open Gates etc.</li><li data-bbox="861 1599 1407 1680">• Meet* and direct Emergency Services to required Location.</li><li data-bbox="861 1688 1442 1765">• Standby to offer further support as required.</li></ul></li></ol> <p data-bbox="810 1814 1391 1930"><i>*Normal place to meet Emergency Services would be 1&amp;2 East Lodge, at the School's Main entrance.</i></p>

**Note:** The Emergency Control Centre sees your mobile phone location, which as we have discovered is not always the same as the School Post Code so be aware of this.