Manchester Grammar School
First aid policy

Preamble

The first aid policy at The Manchester Grammar School is a whole school policy which operates to ensure that every student and member of staff, together with every visitor to the School site, will be properly looked after in the event of accident or illness, no matter how minor.

In addition to the trained medical staff employed in the Medical Room of The Manchester Grammar School, a larger team of qualified first-aiders drawn from staff members also exists. The latter are employees of the School who are in possession of a valid first aid at work certificate or its equivalent. It is important to note that they are not trained doctors or nurses.

The purpose of this policy is to:

- Ensure that medical and first aid care is available on the School site from 8.30 a.m.-5.00 p.m. during term time, and that appropriate first aid care is available during evenings and the school holiday periods.
- Provide effective and safe first aid support for all students, staff and visitors;
- Ensure that all staff members are aware of the first-aid arrangements in place to support this policy; and
- Raise awareness of health and safety issues within School and on educational visits provided by School so as to encourage the introduction of measures to reduce the risk of members of the School community becoming the victim of accidents.

The Governors of The Manchester Grammar School

The Governors are responsible for ensuring that appropriate first-aid arrangements are in place at The Manchester Grammar School. To fulfil this obligation they should satisfy themselves that:

- A first-aid risk assessment has been drawn up;
- A properly resourced Medical Room (staffed by suitably qualified nursing staff) continues to function;
- A member of staff takes overall responsibility for managing the provision of first-aid (the Appointed Person);
- An appropriate number of qualified first-aiders drawn from staff members is maintained;
- Staff members receive training appropriate to their responsibilities under this policy and have sufficient understanding, confidence and expertise commensurate with same;
- An appropriate number of first-aid containers, properly stocked, are placed in locations determined by the Appointed Person;

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- First-aid arrangements are made for educational visits; and
- Finally, that additional first-aid arrangements are in place for out-of-hours activities on the School site.

The Governors should also ensure that the School's insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employment.

The High Master

The High Master of The Manchester Grammar School is responsible for putting into practice both this policy and more detailed first-aid arrangements in order that the Governors of the Manchester Grammar School can properly discharge their responsibilities as set out above.

The High Master will be assisted in the discharge of his duties under this policy by the Bursar (who is also the Appointed Person during vacations and Chair of the Health and Safety Committee), the Assistant Head (Health & Safety) and Sister Fran McNamara (the Appointed Person during term time), to whom he may delegate particular responsibilities in addition to those stated elsewhere in this document.

The Bursar

It shall be the responsibility of the Bursar to ensure that this policy, together with more detailed first-aid arrangements, is supported by an accurate risk assessment, updated periodically as appropriate.

The Bursar, after taking the advice of Medical Room staff, must also ensure that the Medical Room at the Manchester Grammar School has the capacity to fulfil its several functions under this policy. The Bursar will also act as the Appointed Person during School vacations and will organise and publicise a first-aid duty rota.

The Bursar should keep a record of the number of qualified first-aiders and ensure that they are sufficient to comply with School’s statutory duties. The Bursar will also advise individual staff when it is necessary to update their training and arrange for this to be done.

The Bursar will be responsible also for ensuring that the Manchester Grammar School meets its statutory obligations under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (1995). The Bursar will ensure that accidents and incidents are reported to the Health and Safety Committee.

The Assistant Head

In addition to assisting the High Master and Bursar as set out above, the Assistant Head must ensure that this policy, together with more detailed first-aid arrangements, remain fit-for-purpose.
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The Assistant Head should ensure that the Manchester Grammar School conducts its own internal inquiries into accidents on the School site or on educational visits organised by School and, where appropriate, that remedial measures are put in place.

The Assistant Head must also ensure that any changes to this policy and associated first-aid arrangements are effectively communicated to members of staff and others as appropriate.

The Appointed Person

The Appointed Person, when present in the school, will take charge of any situation where someone is injured or becomes ill on the school site. This includes ensuring that an ambulance is called where appropriate.

On Saturday mornings when sporting fixtures are taking place at School, the responsibilities of the Appointed Person will pass to Sister Caroline Mellor.

The Appointed Person must maintain the first-aid equipment provided by the Manchester Grammar School for the purposes set out in this document, including the restocking of first-aid containers.

The Appointed Person will also decide on the contents, number and location of first-aid containers, subject to any legal requirements. The location of first aid kits will be notified to staff.

The Appointed Person is responsible for maintaining readily accessible records of accidents and any first-aid treatment given by employees of the Medical Room and qualified first-aiders, in order that the Manchester Grammar School meet its statutory duties in this respect.

The Appointed Person is also responsible for drawing up and implementing procedures for contacting the parents/guardians (or, where relevant, named contacts) of those pupils of the Manchester Grammar School who are involved in accidents or other medical emergencies.

More generally, the Appointed Person will work to ensure that all detailed arrangements for first-aid are properly understood by the staff at the Manchester Grammar School. In particular, she will ensure that appropriate advice is given to staff members responsible for taking pupils off-site.

Qualified Health Care Professionals Employed in the Medical Room

Medical Room staff will take the lead in assessing and treating any individual who has sustained an injury or otherwise become ill whilst at the Manchester Grammar School, using their own professional judgement and best practice advice and guidance from their professional associations. This will include taking decisions as to when an ambulance will be called and when a person will be referred to hospital. It will also include arranging for parents/guardians/named contacts to collect pupils from the School, advising the latter in individual cases and arranging for pupils to be accompanied to hospital prior to the arrival of a responsible parent, relative or guardian.

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Medical Room staff will coordinate the work of first-aiders and other staff members at the scene of on-site accidents or other medical emergencies. In particular, they will arrange for the scene of an accident or medical emergency to be cleared of gloves, dressings, contaminated items, etcetera and for the appropriate disposal of the latter. Medical Room staff will also arrange for the scene to be thoroughly cleaned, typically of bloodstains and any other bodily fluids.

Medical Room staff, in conjunction with the Appointed Person, will compile, maintain and as appropriate provide others with a list of students with known and serious medical conditions, including in particular those with asthmatic, anaphylactic, diabetic, epileptic illnesses.

Medical Room staff will also compile and update annually a file of medical consent forms for every student at the Manchester Grammar School. However, it is the responsibility of the parents/guardians of MGS students to return the consent forms on request of the Medical Room.

Medical Room staff will look after and administer any medicines and treatment brought into School for pupils.

Medical Room staff will determine the location of Automated External Defibrillators (AEDs) across the site and ensure that a sufficient number of staff are trained in their use.

First Aiders

A list of qualified first aiders is available in the ‘emergency medical procedures’ folder on the Y drive of the School network (Y:\staff guidance\emergency medical procedures).

The principal duties of a first aider are to give immediate help to casualties with common injuries or illnesses, or medical conditions arising from specific hazards at The Manchester Grammar School.

They should always attend a casualty when requested to do so and treat that casualty to their best of their ability and in the safest way possible. In particular, first-aiders must wear gloves when loss of blood or other bodily fluids is evident.

Where it is reasonable and practical to do so, first-aiders should always request the assistance of the employees of the Medical Room. First-aiders should also offer assistance to Medical Room staff and other first-aiders when the need arises or when requested to do so.

In the event that neither the Appointed Person nor other Medical Room staff are available, first-aiders will take the lead in managing accidents or other medical emergencies. In particular, this will involve:

- Insisting that any casualty who has or appears to have sustained a significant head injury is seen by medical professionals in hospital, either by calling for an ambulance or contacting parents/guardians (or named contacts), informing them that a head injury has occurred and requesting that they pick up the casualty and take him to hospital themselves;
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- Ensuring that a child who is sent to hospital by ambulance is accompanied by a member of staff employed by the Manchester Grammar School when requested by the ambulance crew, or followed to hospital by a member of staff who can act in the student’s interests until his parent/guardian arrives;

- Arrange for a parent/guardian or other relative to arrive at the hospital; and

- Liaising with the Portering and Cleaning Staff to ensure that the scene of an accident or medical emergency is properly cleaned.

First-aiders must ensure that their first-aid qualifications and insurance are valid and that their training is updated every three years, or otherwise as appropriate.

They should also assist the Appointed Person and other Medical Room staff with the discharge of their duties under paras 19 and 23 respectively.

Members of Staff Other Than Qualified First-Aiders

Members of staff should familiarise themselves with this policy.

It is particularly important that members of teaching staff make themselves fully aware of the medical conditions of individual students when advised by the Medical Room or a member of the pastoral team. Further, they must always liaise with the Medical Room staff to ensure that the interests of pupils with known and serious medical conditions are met whenever the latter are taken off-site in the course of an educational visit or other activity organised by the Manchester Grammar School.

In the event of an accident or other medical emergency on the School site during term time, staff members should immediately seek support from the Medical Room staff or qualified first-aiders by whatever means they deem most practical and effective. They should not attempt to treat a casualty unless they know the correct procedures for doing so.

In addition, all staff members should make themselves aware of the following: the extension number of the Medical Room, the names of qualified first-aiders (especially those likely to be working in close proximity to them) and the location of first-aid containers in or close to their departmental areas.

When working on the School site outside term time, they should also study the first-aid duty rota (copies will be placed at reception and are emailed to staff) and note how to summon help in the event of an accident or emergency.

Where a casualty does not appear to be breathing, or is struggling to breathe, a member of staff should call an ambulance immediately. Medical Room staff and/or first-aiders should be contacted after this point.

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In other circumstances, where neither a member of Medical Room staff nor a qualified first aider can be easily contacted, members of staff must consider whether the casualty is unconscious, has sustained a significant head injury or is otherwise displaying symptoms which suggest that (s)he is in need of urgent medical assistance. Where this is the case, (s)he should ensure that an ambulance is called for immediately. (S)he should then loosen any clothing around the neck of the casualty. The member of staff should also make every practical effort to contact the casualty's parents or next of kin and advise them of the situation. The member of staff is also expected to remain with the casualty and offer whatever assistance they can to the ambulance crew.

As soon as is practical, the member of staff should arrange for the Portering and Cleaning Staff to clean the scene of an accident of medical emergency. The Estates Manager, Cleaning Manager, Site Manager and Evening Caretaker are all available to assist in these circumstances.

Where a person has minor injuries or generally feels unwell on the School site, (s)he should be accompanied to the Medical Room or to the nearest first aider.

Related policies

This policy should be read together with the School’s policy for Health and Safety which can be accessed on the School’s website here.

Monitoring and evaluation

The monitoring and evaluation of the effectiveness of this policy and its implementation will be carried out by the Bursar, taking account of information provided by the Pastoral Deputy Head, Assistant Head (Health & Safety), Surmaster and School Nurse. The Senior Management Team will meet annually to review the effectiveness of the policy.

SMT lead: Bursar

Date reviewed by the Governing Body: 29 November 2018

Next Governing Body review: Michaelmas Term 2021

Appendix 1

The Medical Room

The Medical Room staff are:

- Sister Fran McNamara
- Charge Nurse David Brown

The Medical Room is open from 0830-1700 every day during term time. Its extension number is 222.

On Saturday mornings, medical care is provided by Sister Caroline Mellor. She can be connected on short-wave radio via any member of MGS staff, or on her mobile phone.