

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, t

(MTP) or Medical Centre (MTS) upon request).

Educational Visits

Group

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

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

- 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 (MTS) and the Head Injury Action Plan (MTP).

Accident Reporting

All accidents and treatment to Students

18 hours over three days
-qualifying 12 hours over two days
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:

12 hours over two days
6 hours over one day

For Combined FAW/PFA total contact hours should be a minimum of 25

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 & Combined FAW/PFA first aid training courses. These are organised by the EMT (MTS) / School Nurse (MTP) and can be requested when needed. All requests for ongoing training and updates should be directed to the EMT with dates that candidates are available. This should be cleared first with Department Head as appropriate and any 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 OTCs (over the counter medications) when completing the new pupil medical questionnaire; POMs (prescription only medications) are held by the Medical Centre on request and dispensed as required.

At MTS, emergency POMs issued to specific staff members that are taking students on trips must be

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

OTCs and pupils own POMs 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 (AAIs, Antihistamine and care plans) and Asthma Inhalers.

Insulin is stored in a fridge in the Medical Centre (MTS) or Medical Centre (MTP); the temperature is regularly checked and 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:

Reception	Large	Debra Shearman
PE Department	Large	Director of Sport
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 C

MTS EYEWASH STATIONS

Eyewash Station Number	Location
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	

ANNEX

ANNEX F

CLINICAL WASTE CONTAINERS (MTS)

	Location
Clinical Waste Bin	Medical Centre
Sharps Box	Medical Centre
	Biology

ANNEX G

AMBULANCE LIAISON FOR MTP

Name	Location responsibility	Telephone Extension
Tessa Douch	School Office	102
Emma Sadler	School Office	101

ANNEX H

EMERGENCY ASTHMA INHALER KIT (MTP)

School Department	Area	Designated Person & Contact Details
Prep School Emergency Asthma Inhaler Kit	Medical Suite	School Nurse 07510 076 128

ADRENALINE AUTO INJECTOR *CCK+HQ* EMERGENCY USE

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Area	
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ANNEX J

FIRST AID BOXES (MTP)

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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:

- Ø HSE Leaflet: Basic Advice on First Aid at Work;
- Ø 20 individually wrapped sterile adhesive dressings (assorted sizes);
- Ø NB. Blue detectable dressings should be available in food preparation areas
- Ø 2 sterile eye pads;
- Ø 4 individually wrapped triangular bandages (preferably sterile);
- Ø 6 medium sized individually wrapped, sterile un-medicated bandages (should be available in 2 sizes)

MTS - AMBULANCE & EMERGENCY SERVICES PROCEDURES

MTS PROCEDURE FOR CALLING EMERGENCY SERVICES

**O gtej cpv'Ve{ mt u'Uej qqn
Sandy Lodge Lane, Northwood. HA6 2HT**

<p>During School Day (Mon-Fri 0800-1800)</p>	<p>Outside School Hours (Weekends, evenings after 6pm etc...)</p>
<p>Emergency Services Required Location HA6 2HT</p>	<p>Emergency Services Required Location HA6 2HT</p>
<ol style="list-style-type: none"> 1. Call - 112/999 2. Inform School Reception via <ul style="list-style-type: none"> • Radio • X4000 • 01923 820 644 3. Relay relevant information <p style="margin-left: 20px;"><i>112/999 Called for XXXX due to an incident at XXXX. I need:</i></p> <ul style="list-style-type: none"> • Assistance; • A Buggy; • Equipment; • Open Gates etc.” 4. Someone must be nominated to meet and direct Emergency Services to required Location. 	<ol style="list-style-type: none"> 1. Call - 112/999 2. Call Duty Phone 07710 426 780 to advise of incident and ask for assistance in meeting Emergency Services. 3. Relay information 4. Duty Phone holder to Support by: <ul style="list-style-type: none"> • Facilitating access - Open Gates etc. • Meet* and direct Emergency Services to required Location. • Standby to offer further support as required.
	<p><i>*Normal place to meet Emergency Services would be 1&2 East Lodge, at</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.