# FIRST AID POLICY

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KINGS COLLEGE SCHOOL: FIRST AID POLICY

1. Introduction

It is the responsibility of the governing body of King’s College School to ensure that, under the Health and Safety at Work Act 1974 (HSWA), appropriate first aid provision is made available:

- at all times when there are pupils, staff or visitors on the school premises, and
- for staff and pupils during off-site visits and activities.

It is the school policy that:

- a sufficient number of personnel are qualified to administer first aid, and they, and appropriate equipment, are always available during school teaching hours;
- appropriate first aid arrangements are made whenever staff and pupils are engaged in off-site activities and visits.

2. Aims

- To identify and access competent first aid assistance for pupils and staff.
- To identify those trained to provide first aid.
- To highlight reporting and review procedures.

3. Responsibilities

3.1. Health & Safety Committee

The Health & Safety Committee reports to the Governing Body on health and safety issues. It comprises:

- the school health and safety officer,
- representatives from the teaching staff of each of the junior and senior schools, the sports staff, catering, maintenance, administrative departments and the school nurse.

It is responsible for:

- regular review of the health & safety policies;
- reporting and making recommendations to the Governing Body;
- acting as a clearing house for complaints; and
- investigating incidents.

3.2. The school nurse is responsible for:

- ensuring that appropriate first aid cover is available at all sports activities;
- providing first aid support during school hours;
- informing parents/guardians of injuries or illness that cause concern;
- organising the transfer of injured pupils by ambulance to hospital;
- liaising with the Health and Safety Committee on first aid issues;
- organising provision and regular replenishment of first aid equipment;
• maintaining records of pupil injuries/illness and accident reports of all injuries on and off site and to visiting pupils;
• helping to prevent the spread of infection in school and working closely with Public Health England and/or the local environmental health department as appropriate;
• providing ongoing support to pupils with medical and emotional needs;
• informing staff of those pupils who have medical conditions (on a need to know basis and within the realm of confidentiality);
• updating all relevant medical information on the school database, within the realm of confidentiality.

3.3. Qualified first aiders are responsible for:

• responding promptly to calls for assistance;
• providing first aid support within their level of training;
• summoning medical help as necessary;
• recording details of treatment given by submitting the information on KLP.

3.4. Sports teachers are responsible for:

• ensuring that first aid kits, are taken to all practice sessions, matches and rowing events;
• being aware of all pupils’ medical conditions and passing the information on to a staff substitute if relevant;
• ensuring the safe transfer of injured pupils from pitch side/river into the care of the parent/guardian or medical care;
• completing the Accident Report forms.

3.5. All staff

All staff in charge of pupils are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of the pupils at the school in the same way that parents might be expected to act towards their children. They are expected to:

• be familiar with school guidance on the Pupils’ Hospitalisation Procedure at King’s (Appendix 1) and the Pupils’ Hospitalisation Procedure at the KCS Boathouse (Appendix 1.1) which includes guidance on when to call an ambulance and emergency treatment;
• accurately submit all accidents on KLP and forward these to the health and safety officer / director of operations;
• carry out risk assessments for any off-site trips and ensure adequate first aid provisions are taken;
• discuss any medical concerns with the school nurse and familiarise themselves with pupil’s medical condition and their care, if appropriate.

4. Training

4.1. The health and safety officer carries out continuous risk assessment to ascertain:

• the numbers of first aiders needed
• the equipment and facilities needed

4.2. A first aider is qualified to give immediate help to casualties with common injuries and illnesses and those arising from specific hazards in school and must:

• complete a 3-day “First Aid at Work” (FAW) training course, and
• hold a valid certificate of competence; the certificate is valid for 3 years and Reception will organise refresher training before the expiry date.

Games and PE staff are encouraged to hold the FAW certificate.

4.3. An appointed person:
• is not a first aider but, in the absence of the first aider, can take charge of an injured person until a first aider arrives and takes responsibility for first aid equipment.
• must complete a 4-hour training course in basic first aid.

4.4. First aid training includes information specific to the school and emergency treatment for asthma, anaphylaxis, diabetes and epilepsy. The school nurse invites all new and existing staff to volunteer to become a first aider or an appointed person.

Kitchen staff in the main kitchen/ Rushmere kitchen are offered training in first aid and anaphylaxis treatment enabling them to recognise food allergies.

Fourth form pupils are also offered a one day first aid course.

4.5. All courses are arranged on site by reception staff and are delivered by external instructors.

4.6. Members of staff who agree to become first aids/appointed persons do so on a voluntary basis unless the provision of first aid cover is part of their contract of employment.

4.7. All first aiders/appointed persons are fully indemnified by King's College School against claims for negligence, provided that they are suitably trained and are acting within the scope of their employment and within the school’s guidelines for the administration of first aid.

4.8. A list of qualified first aiders/appointed persons is regularly updated on the school’s intranet (KIM/Extras/Medical) Appendix 2 and sent to all heads of department. The list is also posted in a visible position above each first aid box in both the junior and senior school. The school ensures that there is a qualified first aider/appointed person available in each teaching and administrative department on the school site.

5. First aid boxes and locations:

5.1. The school nurse is responsible for stocking and checking the boxes on a regular basis. The contents of the first aid box may vary depending on the needs of a particular location (for example, blue detectable plasters and burns dressings in kitchens). Alcohol gel is included in first aid boxes for away trips where hand washing facilities may not be readily available.

5.2. First aid boxes are green and marked with a white cross, and are sited at the locations shown in Appendix 3 (First Aid Boxes and Locations) in this policy, along with:

• the current list of qualified first aiders/appointed persons (also on KIM/Extras/Medical)
• hospitalisation procedures for pupils (Appendices 1 and 1.1)

The location list of all first aid boxes is maintained by the medical room and posted on KIM.

5.3. First aid boxes are kept:
• on all school minibuses,
• in the ball room outside the head of groundsmen’s office and Colman’s ball shed (for playing at King’s),
• in the groundsmen’s office (for playing fields at Kingsway)
• in the Putney boathouse and on every launch boat,

and can be collected from:

• the porters’ lodge for away games
• the medical room for trips and outings

and in each case returned afterwards.

6. First aid for accidental spillages to eyes

Eye wash stations, specifically for emergency eye irrigation, are located in all SS and JS laboratories and the Art department and are clearly identified by Eye Wash Irrigation posters.

If an accidental spillage occurs to the eye, eye irrigation must be carried out immediately for at least twenty minutes and the medical room notified. Posters on emergency treatment for chemical spills and eye care are posted in visible positions in both junior school and senior school science laboratories.

7. First aid provision for games

7.1. General

The teacher-in-charge must ensure that a first aid box is at each pitch side during each home and away fixture or training session. This ensures that pupils with open wounds/nose bleeds can be provided with a suitable dressing to stem the bleeding at the pitch side and do not need to walk across the pitches with uncontrolled bleeding.

Pupils/staff who row on the river should ensure that they are covered for tetanus. Pupils should be diligent in hand washing after rowing and cover all open wounds prior to rowing to reduce the danger of infection from Weil’s disease.

Rowing staff must be aware of pupils with allergies (especially those allergic to insect stings), asthmatics and ensure they have their emergency medication with them at all times with spare medication in the boat club office. Medication must be stored in a visible area and with easy access. Rowing staff follow the Guidelines on Regulations of Water Safety for British Rowing as well as school guidelines.

7.2. Home fixtures

The medical room is responsible for arranging that first aid cover is provided at all school matches involving visiting teams on Saturdays and weekdays as follows:

• Rugby and Football: Two first aiders (and an ambulance for first team) at Kingsway and school playing fields;
• Hockey: One first aider at the Kingsway playing fields.

The ambulance is equipped with Entonox and oxygen but is not for the use of transfer of injured pupils. If a hospital transfer is required 999 should be dialled and the Pupils’ Hospitalisation Procedure followed.
7.3. Away fixtures

While the hosting school will usually provide the appropriate level of first aid cover, the King’s teacher-in-charge will:

- bring a separate first aid box for each fixture;
- ensure that the injured King’s pupil has received appropriate first aid care, an Accident Form (injury report) has been submitted on KLP and the school nurse informed at the earliest opportunity;
- notify parent/guardian of the nature of the injury;
- ensure that suitable arrangements have been made for the transfer of pupil care to the parent; and
- in the event of hospitalisation and in the absence of parents, allocate a member of staff to accompany the injured pupil to hospital and to remain with them until the parent/guardian arrives.
- If a staff member has any concerns regarding the first aid provision at an away sports fixture for pupils, they must inform the head of sports. It may be that an extra staff member with first aid qualifications will have to accompany the team to the venue.

7.4. Sports practices and training

First aid cover will be provided during school weekday working hours for school practice and training as follows:

- KCS playing fields: medical room: should an injury occur during play, the pupil must be accompanied to the medical room or the school nurse called to the pitch to assess the injury.
- Kingsway playing field first aid room: should an injury occur during play, the first aider must be called to the pitch to assess the injury.

If a pupil is unable to return before the end of the sports activity, the sports teacher should call into the medical/first aid room at the end of play and confirm that:

- the injured person has been attended to,
- suitable arrangements have been made for the pupil to be collected by a parent/guardian or transferred back to the school in the care of the teacher-in-charge and delivered into the care of the school nurse or parent/guardian.

Pupils who carry adrenaline auto-injectors or inhalers will be reminded that they must inform the sports teacher/first aider of their location prior to the commencement of the match.

Please refer to the following appendices in the Medical Room Handbook:

- Guidelines for the Transfer of Care of Pupils Injured during School Activities – Appendix 1
- For injuries occurring during rowing, please follow Guidelines for the Transfer of Care of Pupils Injured during Rowing – Appendix 1.1
- Head Injury During Play (Appendix 2)
- Head Injury Fact Sheet (Appendix 2.1)
- Guidelines on the Management of Concussion (Appendix 2.2) – includes Item 4 (Neck and Spinal Injuries)
- Graduated Return To Play (GRTP) following Concussion (Appendix 2.3)
8. School trips

A risk assessment is carried out by the teacher-in-charge, prior to a school trip, to ensure that adequate provision is made for the needs of individual pupils (e.g., ensuring that if a pupil is an adrenaline auto-injector holder, that the member of staff has had training in dealing with anaphylaxis).

- The risk assessment will address:
  - provision of adequate health insurance;
  - the level of medical services in the host country and their health policies on communicable disease e.g. swine flu.

Please refer to the sections concerning School Visits, Offsite Activities and Expeditions in the school handbook for more details.

The teacher-in-charge is responsible for collecting the first aid box and emergency medication required by individual pupils (adrenaline auto-injectors/inhalers, etc.) from the medical room before all school trips.

9. Accident reporting and informing parents

9.1. Reporting of accidents to the school health and safety officer

9.1.1. All significant accidents that occur during any school activity are submitted on KLP to the school health & safety officer and the director of operations.

9.1.2. Accident reporting forms can be downloaded from the KLP.

9.1.3. If an injury occurs during away games or school trips, a completed Accident Form must be submitted and must also be copied to the school nurse at the earliest opportunity. The nurse will make follow up calls to parents and ensure relevant staff are aware of injury.

9.1.4. The school health and safety officer must be informed if an accident occurs as a result of unsafe or faulty equipment.

9.1.5. The forms are submitted by the member of staff in charge of the activity. If an injury occurs when a pupil is unsupervised the report is completed by the first person to give treatment, the school nurse or the first aider on duty.

9.1.6. All pupils’ visits to the medical room are recorded in the Treatment Area on SchoolBase. Access to this information is limited to the school nurses. At the cricket pavilion and Kingsway any first aid treatment rendered is recorded on an Accident Form submitted on KLP. The information includes:

- name of pupil / form / location / school / date / time;
- nature of illness/injury/treatment given;
- record of medication and dosage administered if relevant;
- time of visit, departure time and outcome i.e. home/class or hospitalisation;
- signature of nurse/first aider dealing with the pupil;
- name of the responsible adult informed.
9.1.7. All emergency contact numbers for parents/guardians and other designated contact numbers are available on the school intranet. All serious/significant injuries or head injuries are reported to the parents at the earliest opportunity by phone. If unable to contact parent/guardian the designated emergency contact number will be used.

9.1.8. All information is confidential and the register and all medical notes are stored in a secure locked cupboard. Information is shared with staff on a need-to-know basis only in compliance with the Data Protection Act 1998.

9.1.9. All accidents (near misses, potential hazards and damage) will be investigated by the school health & safety officer who will be responsible for ensuring that corrective action is taken, where appropriate, to prevent a recurrence and if appropriate to report the accident under RIDDOR.

9.2. Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 2013 (RIDDOR)

RIDDOR places a legal duty on employers and people in control of premises to report the following:

Please refer to KLP (Management/Health and Safety/RIDDOR regulations).

9.3. Additional reporting

A written record is kept of all accidents that occur both on the premises and off the premises during away trips/games. Any pupil who is injured on site will be seen by the school nurse or in her absence the first aider on duty.

The school nurse will record a report of the injury in the Treatment Area on SchoolBase if the injury has occurred on site and inform the parents of the injury. If the accident occurs off site, the teacher-in-charge will inform the school nurse at the earliest opportunity so that she can make a follow up call to parents and if necessary discuss care on return to school if a pupil sustains an injury that requires crutches to mobilise around the school the health and safety officer will meet with the pupil to advise on safe mobilisation around site and use of lift /ramp. The school nurse will complete a Personal Emergency Evacuation Plan for safe evacuation in case of a fire and forward to the relevant staff.

An audit of serious injuries occurring to pupils and staff on site or on residential trips is compiled and presented at the health & safety meetings by the school nurse.

Where a significant injury occurs a completed Accident Form will be emailed by the school nurse to each of the head masters of the junior or senior school, as appropriate, the school health & safety officer, the pupil’s tutor and any other relevant staff.

10. Monitoring Illness in School

10.1. The Governing Body of Kings has a duty of care to protect staff and children. The nurse monitors the level of infection in the school using information reported:

- on the absentee line and
- in the Treatment Area on SchoolBase.

10.2. If the school nurse is aware of any increase in illness or any concerns about infections, she will liaise with Public Health England on 0344 326 2052 during office hours
0900-1700 and will keep staff and parents informed as directed by them. Many infectious diseases are most transmissible just before symptoms are present. She will therefore contact parents to collect a pupil who appears unwell during the school day.

10.3. Parents are advised to keep ill children at home until they are fully recovered. Public Health England recommends that those presenting with diarrhoea or vomiting should remain at home for a period of 48 hours after the resolution of symptoms and should be excluded from swimming for two weeks following the last episode of diarrhoea.

10.4. In the event of an outbreak of diarrhoea and vomiting the nurse will liaise with Public Health England and will advise staff to be diligent in reminding pupils of the importance of hand washing with soap and water.

10.5. Further information, on the recommended period that pupils should be kept away from school following gastrointestinal illness, respiratory infections, rashes and skin infections that we follow under Control of Cross Infection and Communicable Disease (as advised by Public Health England) can be found on the KLP intranet. Posters on Guidance on Infection Control in Schools and other Child Care Settings by Public Health England are posted in prominent positions around the school.

11. The medical room and the school nurse

11.1. Location and hours

The school nurse and the health care assistant are located in the medical room situated in the South Hayes building on the ground floor.

The school nurse is on duty from 08.00 - 17.30 and the healthcare assistant from 08.00 - 16.30 daily and can be contacted on extension 333 or mobile 07870 726 387 during the school term.

11.2. First aid cover in the absence of the school nurse

If the nurse is absent, she will ensure that cover is provided by either the healthcare assistant or regular King’s first aid personnel. The deputy head pastoral will be informed of her absence. The administrative staff on duty (09.00-17.00) and the healthcare assistant will always be aware of the whereabouts of the on-duty nurse/first aider and she can always be contacted by them on her mobile phone. If the medical room is locked, the sign on the door displays the mobile phone number to contact the school nurse.

11.3. Responsibilities

The school nurse along with staff who work with pupils are responsible for safeguarding pupils in their care. The National Service Framework for England Every Child Matters (www.everychildmatters.gov.uk) highlights the five outcomes that are most important to children:

- be healthy
- stay safe
- enjoy and achieve
- make a positive contribution
- achieve economic wellbeing
11.4. **Screening**

To promote well-being and identify individual needs, all new pupils to the school are seen by the school nurse. Parents are asked to complete a medical card giving details of medical history, allergies, immunisations, emergency medication along with consent for the nurse to complete the initial screening. Pupils’ consent will always be requested before providing any first aid treatment. All information shared with the nurse by a pupil is treated as confidential. (See *Medical Room Confidentiality Appendix 3* in the *Medical Room Handbook.* If the nurse feels it is in the pupil’s best interest to breach their confidentiality, for example, in case of child abuse or if the pupil’s life was in danger, they must inform the pupil prior to disclosing any confidential information to the deputy head pastoral.

11.4.1. The screening will include:

- Height, weight and BMI (in line with government targets to reduce childhood obesity); this information may then indicate that further intervention and support may be needed by the pupil.
- A distance vision test will be recorded. Any anomalous results will be discussed with parent/guardian. Support will be given by the nurse as appropriate and discussed with parent i.e. monitoring weight /advice on diet.

Privacy is ensured when a pupil visits the medical room to allow them to express any concerns.

11.5. **Visiting the medical room**

11.5.1. Pupils and staff who are ill can visit the medical room at any time during stated hours. If a teacher has a concern regarding a pupil he, or she, should call the nurse on ext 333 or send the pupil, accompanied by a responsible person, to the medical room. All visits to the medical room are recorded in *Treatment area* on Schoolbase; information in the *Treatment area* is confidential and access is limited to the school nurse only. The preserving and destroying of pupil’s health records are based on the *Department of Health (1999) Guidance HC 1999/053*. Consent will always be obtained from a pupil before any first aid treatment is administered.

11.5.2. If the pupil shows more serious symptoms, for example:

- shortness of breath (follow guidelines on *Asthma*, Appendix 4 in the *Medical Room Handbook*),
- dizziness or feeling faint,
- suspected hypoglycaemic attack, due to *Diabetes* (Appendix 5 in the *Medical Room Handbook*),
- seizures (follow guidelines on *Epilepsy Appendix 6* in the *Medical Room Handbook*),
- bleeding,

or presents with

- an allergic reaction (follow policy on *Anaphylaxis*),
- a neck or spinal injury,
- a suspected fracture,
- head injury (follow policy on *Head Injury*),

or any other condition that causes concern, then the school nurse must be called to attend to the pupil.
11.5.3. Pupils in all forms, up to and including the upper fifth, who have visited the medical 
room and need to go home because of their condition, must be accompanied by a 
parent or guardian if the nurse has any concern.

11.5.4. Sixth form pupils who are ill and whose condition warrants them going home may 
do so after parents/guardian have been informed and have consented to them going 
home unaccompanied. The pupil is then required to ring the medical room on their 
arrival home. The junior school office must be informed of all pupils who are sent home 
and senior school pupils are to be marked absent on KIM by the receptionist.
Appendix I

First Aid Policy – Pupils’ Hospitalisation Procedure at King’s

King’s College School/King’s College Junior School, Wimbledon

If an accident involving the need for urgent hospitalisation occurs, responsibility must be immediately assumed by whichever member of staff is present until the nurse/first aider on duty has arrived, at which point that person will become responsible.

1. The first action must be to assess the situation - do not put yourself in danger: make the area safe;

2. Assess all casualties; if more than one, attend first to any unconscious casualties. Provide emergency first aid if necessary.

3. Call an ambulance without delay. Dial 999 and give the following information:
   a) nature of injury, emphasising that a CHILD is involved
   b) clear instructions as to where the ambulance is to arrive, INCLUDING THE CORRECT POSTCODE:

All the emergency services now use satellite navigation based on postcodes in order to locate incidents.

<table>
<thead>
<tr>
<th>Postcode</th>
<th>Location Description</th>
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<tbody>
<tr>
<td>SW19 4RA</td>
<td>Ridgway Gate (Glencairn Road) - road off Ridgway nearly opposite Edge Hill</td>
</tr>
<tr>
<td>SW19 4RD</td>
<td>the swimming pool gate (Ridgway, opposite Arterberry Road)</td>
</tr>
<tr>
<td>SW19 4RJ</td>
<td>the sports hall (Woodhayes Road, opposite Crooked Billet pub)</td>
</tr>
<tr>
<td>SW19 4TT</td>
<td>King’s medical room, entrance off Southside, Wimbledon Common, London (near junction with Westside and Woodhayes Road)</td>
</tr>
<tr>
<td>KT3 6JB</td>
<td>KCS Playing Fields off Kingsway, New Malden. (WBL)</td>
</tr>
<tr>
<td>SW15 1LB</td>
<td>KCS Boathouse Embankment Putney SW15 1LB</td>
</tr>
</tbody>
</table>

The following action should be carried out by the person assuming responsibility:

1. Send a member of staff or a pupil to wait at the appropriate gate, and tell the Ambulance Service you will do so. At the same time, inform the porters’ lodge (ext 307) that an ambulance has been called and ask them to open the gates to the entrance off the Ridgway, if that is the means of access they are using.
2. Attempt to contact a parent, repeated attempts may be necessary. The parent should be asked to go immediately to the hospital. Do not assume which hospital until the ambulance crew has confirmed. The junior school office (ext 335), the senior school reception (ext 0) and the porters’ lodge (ext 307) all have access to parents’ contact numbers.

3. Arrange for the pupil to be accompanied by an adult. If a parent is not present, a member of staff must travel with the casualty.

   Once a parent reaches the hospital, the school’s direct responsibility ceases.

   An accident report for any hospitalisation must be submitted on KLP to the health and safety officer by the person assuming responsibility.

   The school nurse must be given a verbal report of the incident at the first available opportunity if she was not present at the time.

   If out of school hours, the responsible person may wish to telephone the parents to ask about the pupil’s condition. The school nurse will make a follow-up call in all cases and inform the head master, tutor and form teacher as appropriate for the SS or JS.

   ————

   Please refer to the specific policies for asthma, epilepsy, anaphylaxis and diabetes for guidelines on emergency care and advice.
Appendix 1.1

First Aid Policy - Pupils' Hospitalisation Procedure at the KCS Boathouse

King’s College School/King’s College Junior School, Wimbledon

If an accident involving the need for urgent hospitalisation occurs, responsibility must be immediately assumed by whichever member of staff is present until the first aid qualified staff member has arrived, at which point this person will become responsible.

The first action must be to assess the situation, ensure the area is safe, and do not put yourself in danger. Provide emergency first aid if necessary and seek medical assistance.

The following action should be carried out by the person assuming responsibility:

i. Call an ambulance **without delay**. Dial 999 and give the following information:
   - nature of injury, emphasising that a CHILD is involved
   - clear instructions as to where the ambulance is to arrive: **King's College School Boathouse, Embankment, Putney SW15 1LB**

ii. Send a pupil to wait at the front of the Boathouse, and tell the Ambulance Service you will do so.

iii. Attempt to contact a parent; repeated attempts may be necessary. The parent should be asked to go immediately to the hospital. Do not assume which hospital until the ambulance crew has confirmed. Each teacher’s locker holds a full list of parents’ names and addresses.

iv. Arrange for the pupil to be accompanied by an adult. If a parent is not present, a member of staff must travel with the casualty. Once a parent reaches the hospital, the school’s direct responsibility ceases.

v. Any hospitalisation must be submitted on KLP and a copy to be sent to the health and safety officer.

vi. The school nurse must be given a verbal report of the incident.

vii. The responsible person may wish to telephone the parents to ask about the pupil’s condition. It may be appropriate to inform the tutor. The school nurse will make a follow-up call in all cases and inform the head master and tutor and form teacher as appropriate for the SS or JS.
Appendix 2

First Aid Policy – First Aiders

King’s College School/King’s College Junior School, Wimbledon

An regularly updated list of all staff who are qualified first aiders can be found on KIM/Extras/Medical.
## First Aid Policy – Location of First Aid Boxes

King's College School/King's College Junior School, Wimbledon

<table>
<thead>
<tr>
<th>COLLEGE COURT</th>
<th>Mini Bus 3</th>
<th>L10/1st</th>
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<tbody>
<tr>
<td>Collyer Hall Theatre</td>
<td>Mini Bus 4</td>
<td>L10P/1st</td>
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<td>Box Office</td>
<td>Mini Bus 5</td>
<td>L11/1st</td>
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<tr>
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<tr>
<td>Resource Centre</td>
<td>Land Rover</td>
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<tr>
<td>MUSIC SCHOOL</td>
<td>Workshop &amp; Maintenance Office</td>
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<td>Grounds Workshop</td>
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<tr>
<td>Staff Kitchen</td>
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<tr>
<td>Play Ground</td>
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<tr>
<td>RUSHMERE</td>
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<td>TAYLOR BUILDING</td>
<td>H01A/GF</td>
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<td>L5/GF</td>
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September 2016