



Chetham's  
School of Music

## **FIRST AID POLICY**

### **Definition of First Aid**

First Aid can be defined as the emergency treatment of illness or injury in order to maintain life, to ease pain and to prevent deterioration of the casualties' condition until professional medical help can be obtained.

### **Employers' Legal Duties**

The Health and Safety (First-Aid) Regulations 1981 require employers to provide adequate and appropriate equipment, facilities and personnel to ensure their employees receive immediate attention if they are injured or taken ill at work.

Chetham's School of Music is mindful of the need to safeguard the wellbeing of students, staff, and visitors to the School. Chetham's therefore ensures that first aid arrangements are managed in compliance with the current legislation, indeed often surpassing it.

Chetham's has taken into account advice provided from North West Ambulance Service NHS Trust, British Heart Foundation and other such leading medical foundations to ensure that effective emergency care can be given to the highest standards for the whole School community.

### **First Aid Kits**

First Aid boxes are easily identifiable. They are green, marked with a white cross and located in many different departments throughout the School site as detailed below.

### **Locations of First Aid boxes**

#### **AED (Defibrillator) Main Reception**

Large Boxes or Bags

- Medical Centre – (plus eye wash station)
- Security Lodge – (plus student's personal emergency kits in red bag)
- Kitchen Office
- Maintenance Workshop (plus eye wash station)
- Domestic Services

## New School Building

Basement 1 - Practice Office - Room B1.25 (plus ice packs)  
Ground Floor - Security Desk - Room G14  
Floor 1 - Concerts and Timetabling Office - Room 1.05  
Floor 2 - Assistant Head of Strings Office - Room 2.22  
Floor 3 - Junior Classroom - Room 3.19  
Floor 4 - Biology - Room 4.02  
Floor 4 - Science Room - 4.03 (plus eye wash station)  
Floor 5 - Plant room (plus eye wash station)

## Boarding Houses

Victoria House - Main Office  
Girls' House - Main Office  
Boys' House - Main Office

## College House

General Office  
Boiler Room - Next to Estates Office (plus eye wash station)  
School Library

## Millgate

PE Office  
Swimming Pool (plus eye wash station)  
Art Room (plus eye wash station)

## Chetham's Library

## School Vehicles

Mini Bus 1 - ML60 JDO (Luton Box van)  
Mini Bus 2 - W56 HFC (White Peugeot)  
Mini Bus 3 - PK54 LCJ (Blue Peugeot)  
Mini Bus 4 - ML59 HNK (Blue Ford Transit)

## **Provision for Trips off site**

Three travel bags kept in the Music Managers Office (Numbers 1, 2, & 3)

Five travel bags kept in the Medical Centre (Numbers 4, 5, 6, 7 & 8)

Each kit contains items as recommended by the Health and Safety Executive. A large top up bag is situated in Security should extra items be required. Chetham's School of Music has a fully stocked Medical Centre which is open during School term time.

## **Students Personal Medical Kits**

Students with specific medical needs such as anaphylaxis or diabetes have their own personal emergency kits in Security and other selected locations throughout the School. These kits contain items specifically for the individual's personal use only, and are not intended for others. Each box is clearly labelled with the student's name and photo for ease of identification. It is the student's responsibility to ensure when they leave the School premises they take their personal emergency box with them and replace it on their return. Students should inform the nurse if items need replacing.

## **Signage**

Signs that display the names of the nearest First Aiders are located within prominent areas of the School. This varies during term time and the holidays, the staff who may be in School at any time of the year are therefore identified on each sign.

## **First Aid Coordinator**

The Lead Nurse acts as First Aid Coordinator. This role involves:-

- Ensuring that First Aid boxes and medical stocks are maintained
- Ensuring First Aid boxes are appropriately placed, adequately stocked, frequently checked and replenished as necessary
- Organising training for staff and maintenance of a register of those who hold First Aid certificates
- Liaison with the Health and Safety Officer to ensure that all signage is adequate, correctly located and updated as necessary
- Liaison with the Health and Safety Officer regarding accidents or near misses, to review current practices and to look for improvement

## **Nurse**

During term time a member of the nursing team is available to provide First Aid to anyone on the School premises. If called to an emergency the Nurse will bring a red medical bag which contains extra items that may be needed for a variety of emergency situations.

The Medical Centre is located on the top floor of the Millgate building and the nurse can be contacted on:-

217 - Medical Centre (Internally)

Or

07917 142760 - Emergency Mobile

## **Nominated First Aiders and Training**

A variety of staff are put forward for First Aid training to ensure cross cover of all departments at all times of the year.

Please see the data base in First Aid Supporting Documents for a list of staff who currently hold a valid First Aid certificate.

First Aid Training is on three different levels and certificates are valid for three years. The Three levels of Training are:-

1. Three day "First Aid at Work".
2. Six hour "Emergency First Aid at work".
3. Two hour "First Aid Awareness".

## **Main duties of the First Aider**

The main duties of the First Aider are to:-

- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at School
- Ensure when necessary that an ambulance or other professional medical help is requested
- Record and report the details of the event in the Accident Book and on the Accident, Near Miss and Dangerous Occurrence Report Form, so it can be investigated thoroughly

First Aiders should **never** put themselves in danger and are not expected to do anything they do not feel confident with.

All members of staff, regardless of level of First Aid training, have a duty of care towards the Chetham's community and must act in a reasonable manner to ensure that First Aid is accessed appropriately and as necessary.

## **Infection Control Measures to Prevent Cross Contamination**

The First Aider should always take the following precautions to avoid the risk of cross contamination:-

- Hands should be washed before and after procedures
- Cuts and grazes on their own skin should be covered with a waterproof dressing
- Suitable disposable gloves should be worn when dealing with blood or other bodily fluids

- Suitable PPE, such as eye protection and disposable apron should be used where splashing may occur
- Devices such as face shields should be used where appropriate, i.e. when giving mouth to mouth resuscitation

If the First Aider suspects that they or any other person may have been contaminated with blood and other bodily fluids which are not their own, the following actions should be taken without delay:-

- Splashes should be washed off skin with soap and running water
- Splashes should be washed out of eyes with tap water or an eye wash bottle
- Splashes should be washed out of the nose or mouth with tap water, taking care not to swallow the water
- Details of the contamination should be reported on an Accident, Near Miss and Dangerous Occurrence Report Form
- The incident should be reported to the School Nurse and medical advice sought from the School Doctor.

### **Procedures to follow in the event of Medical Emergencies or Accidents - Red and Amber Procedures**

Within a school environment, circumstances vary considerably in which First Aid may be required. Often situations can be dealt with satisfactorily by the School Nurse or First Aider and there is no need for any further action to be taken. On other occasions it may be necessary to send the casualty for follow up medical care, or by getting urgent medical assistance by calling 999 (or 112) for an ambulance.

The following Red and Amber Procedures will guide staff on the correct course of action required to ensure prompt, safe and appropriate care for the ill or injured casualty.

## **RED Procedure**

Red Procedure is for serious life-threatening illness or accidents which:-

- Require immediate medical attention and/or hospitalisation
- Or where the casualty's condition deteriorates
- Or if there is any doubt about the casualty's condition

It is likely that this scenario may include one or more of the following:

Cardiac arrest	Collapse	Significant head injury
Seizure	Unconsciousness	Concussion
Severe asthma attack	Difficulty in breathing	Chest pain
Severe allergic reaction	Severe blood loss	Crush injury
Severe burn or scald	Neck or back injury	Stroke
Severe pain of any sort	Serious fracture	Complicated or multiple injuries

### **Primary Survey**

A simple primary survey will help you to give the emergency services the right information to respond appropriately to the situation. Therefore, it may be useful to establish some of the following before ringing for an ambulance:

#### **The primary survey can be remembered as DR S ABC**

#### **D - Danger**

Are you or the casualty in any danger? If so make the situation safe first before assessing the casualty.

#### **R - Response**

If the casualty appears unconscious check this by shouting "Can you hear me?" or "Open your eyes". Gently shake the casualty by their shoulders.

#### **S - Shout for a colleague for help**

Getting a colleague to help you early on is vitally important whilst you continue with the primary survey. If no help comes – go and get help as soon as you can. If no one is contactable then Security should be informed and they will locate and send someone to help.

205 - Security (Internally)

Or

0161 838 7205

Or

07712 887173

A colleague will be able to:

- Get help from the Nurse or First Aider
- Bring a first aid kit or collect the Automated External Defibrillator (AED)
- Call an ambulance

- Inform Security of the exact location of the casualty
- Meet the Paramedics and bring them to the casualty
- Assist you in giving primary care to the casualty

If there is a **response from** the casualty:

...and there is no further danger, leave the casualty in the position found and phone for the emergency services. Treat any conditions found such as bleeding or shock. Monitor vital signs – such as breathing and level of response. Continue monitoring the casualty either until help arrives or the casualty recovers.

If there is **no response** from the casualty check the following:

### **A - Airway**

If possible, leave the casualty in the position found and open the airway. If this is not possible, turn the casualty onto their back and open the airway.

Open the airway by placing one hand on the casualty's forehead and gently tilting the head back, and then lift the chin using 2 fingers only. This will move the casualty's tongue away from the back of the mouth.

### **B - Breathing**

Look, listen and feel for **no more** than 10 seconds to see if the casualty is breathing normally. Look to see if the chest is rising and falling. Listen for breath sounds. Feel for breath against your cheek.

**Not Breathing** - If the casualty is not breathing normally or if you have any doubt whether breathing is normal, begin chest compressions and rescue breaths. Together this is called cardio-pulmonary resuscitation (CPR). This should be started without hesitation.

Phone for an ambulance, clearly stating that the casualty is **not breathing**.

Send a colleague for the Automated External Defibrillator (AED) as early defibrillation may be needed. Refer to the Automated External Defibrillator (AED) Procedure and Risk Assessment for guidance on its use.

### **Unusual Breathing - Agonal breathing**

This is common in the first few minutes after a sudden cardiac arrest. It usually takes the form of sudden irregular gasps for breath. It should not be mistaken for normal breathing. Treat the casualty as if they are not breathing as above.

**Breathing** - If the casualty is unconscious but breathing normally, treat any life threatening injuries such as bleeding and place them in

the recovery position. Phone for an ambulance stating the **casualty is unconscious but breathing**.

### C - Circulation – Check for signs of bleeding

Injuries or conditions that result in severe bleeding can be life threatening because of the risk of shock. However, only check for severe bleeding once you are sure that the casualty is breathing.

To stem any bleeding, apply pressure, elevate the limb if possible and cover with a bandage. Dressing pads with bandages can be found in the first aid kits.

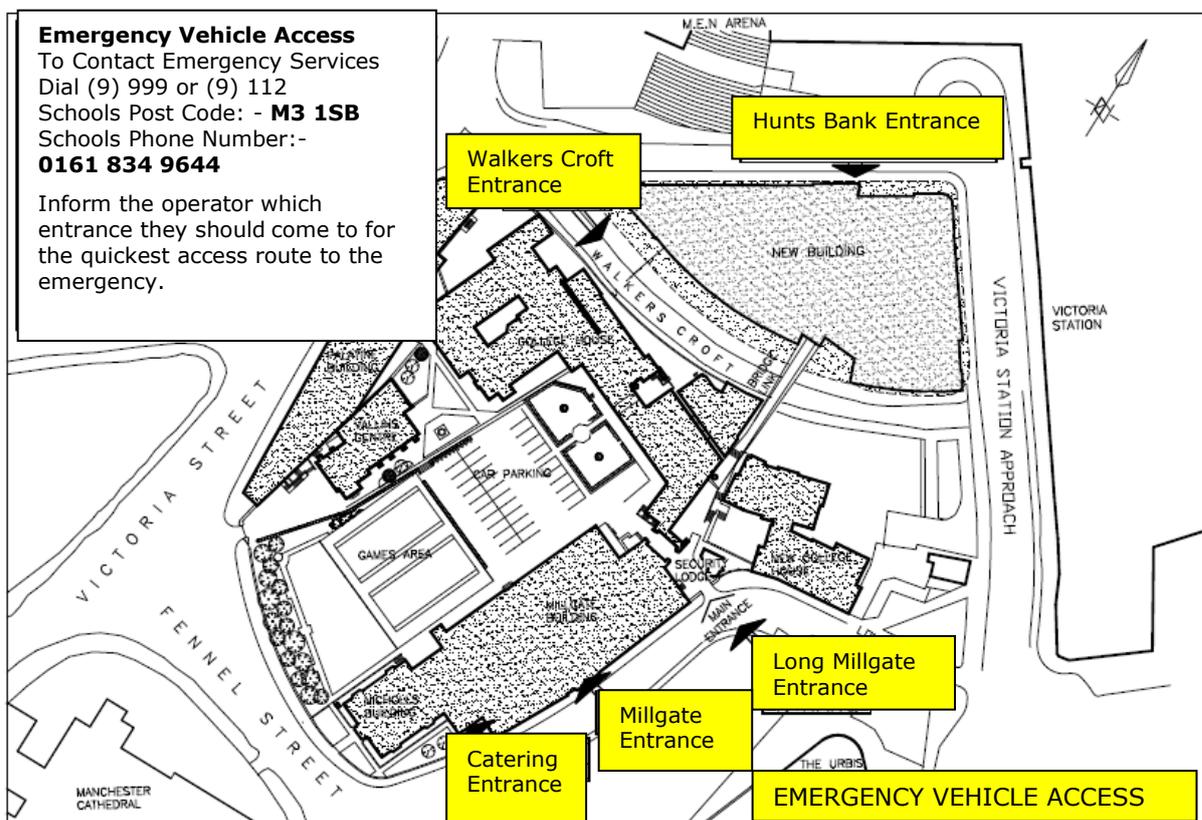
### Phoning for an Ambulance

If phoning for an ambulance (999 or 112) from an internal phone, please remember to dial 9 for an outside line first. The School Address is:-

Chetham's School of Music  
Long Millgate  
Manchester  
M3 1SB

Phone: - 0161 834 9644

You will need to inform the Emergency Services of the building in which the emergency has occurred and the location of the entrance to that building to enable them to gain access by the quickest and fastest route. Please see the diagram below for the 5 main emergency access points. A card with the details below can be found in the First Aid kits as a memory prompt.



You may want to also provide the Emergency Services with the extension number for the room you are in, including the room number if applicable or the general area in which the emergency has occurred.

In all cases providing the most complete and correct information will save time for the emergency vehicles and could save someone's life. Sending a colleague to meet them is also necessary. Please ensure that you let Security know so that they can direct the ambulance to your location.

The five entrances are Walkers Croft, Hunts Bank, Long Millgate, Millgate and Catering.

### **Chaperone to Hospital**

Arrangements should be made, where possible, for the casualty to be accompanied in the ambulance, or followed to hospital by a member of staff. The casualty's parent/guardian/ next of kin should be notified as soon as is practically possible and should be advised to make their way to the hospital to relieve the member of staff as soon as they can.

### **Stepping Down to Amber Procedure**

If after the primary survey it is felt the casualty doesn't require the emergency services/ambulance then the situation can be stepped down to the Amber Procedure.

## **Amber Procedure**

Amber procedure is for any illness or injury that is not life threatening but potentially requires further medical attention. This may be by a Doctor, Hospital, Walk-in-Centre, Dentist or other local health care service provider.

This may be via a taxi, public transport or by walking depending on the casualty's condition but does **not** require immediate emergency medical attention or an ambulance. The casualty therefore must be conscious and breathing for the Amber Procedure to be implemented.

It is likely that this scenario may include one or more of the following:

Tooth loss or ache	Sprains	Strains
Migraines	Minor burns or scalds	Eye splashes
Infections	Stomach pains	A simple faint with a quick recovery
Rashes	Cuts	Bruises
Small wounds that may require stitching	Suspected broken fingers, ankles or wrists	Removal of foreign bodies

**If there is any doubt about the level or the nature of the illness or injury, the RED procedure must be used.**

## **Assessment of the Casualty following the Primary Survey**

Following the Primary Survey establish what is wrong the casualty by talking to them calmly. Help to calm the casualty by giving plenty of reassurance. Once any First Aid has been given as necessary, establish if it is safe or appropriate to move the casualty. This may be necessary to maintain the privacy, dignity or comfort of the casualty.

### **A Mobile Casualty**

During term time if the casualty is well enough, fully mobile, and doesn't need urgent attention at the scene, consider escorting them to the Medical Centre to see the Nurse for treatment. If you are unsure please phone the nurse for advice.

### **An Immobile Casualty**

If you do not feel it's safe to move the casualty or the casualty is immobile phone for help to come to you. This can be done by either phoning the Nurse (during term time) or the nearest First Aider as detailed on the First Aid signs. If no one is contactable then Security should be informed and they will locate and send someone to help.

### **Local Health Services**

Once the Casualty has been treated with First Aid they may benefit from further primary care i.e. help that does not require an ambulance. The casualty could be advised to see their own GP or the following local health care service providers could be considered.

#### **GP Surgery**

##### **Pendleton Gateway**

1 Broadwalk  
Pendleton  
Salford  
M6 5FX

Tel: 0161 211 7373

##### **Trinity Medical Centre**

The Angel  
St Philips Place  
Chapel Street  
Salford  
M3 6FA

Tel: 0161 833 3862

#### **Walk in Centre**

##### **Boots Walk in Centre**

2<sup>nd</sup> Floor Boots Chemist  
32 Market Street  
Manchester  
M1 1PL

Tel:0161 839 6227

## **Hospitals**

A & E Department for casualties under the age of 16

### **Royal Manchester Children's Hospital (RMCH)**

Oxford Road  
Manchester  
M13 9WL

Tel: 0161 276 1234

A & E Department for casualties over the age of 16

### **Manchester Royal Infirmary (MRI)**

Oxford Road  
Manchester  
M13 9WL

Tel: 0161 276 1234

## **Pharmacy**

### **Boots the Chemist**

32 Market Street  
Manchester  
M1 1PL

Tel: 0161 832 6533

## **Dental Problems**

### **University Dental Hospital**

Higher Cambridge Street  
Manchester  
M15 6FH

Tel: 0161 275 6666

## **Eye Problems**

### **Manchester Royal Eye Hospital**

Nelson Street  
Manchester  
M13 9WH

Tel: 0161 276 1234

## **After Care**

Once the casualty has been attended to, it may be necessary to clear up the surrounding area. If a spillage of blood or other bodily fluids occurs, the School Nurse and Domestic Department must be informed. The area should be closed off to the public until the area has been deep cleaned.

All hazardous waste should be put in yellow bags which can be found in the first aid kit and be disposed of via the Medical Centre clinical waste collection point. Larger yellow bags can be obtained from the Domestic Department or the Medical Centre if needed.

## **Stock Replacement**

The Medical Centre should be informed of any items use out of the first aid kit during the incident so it can be replenished.

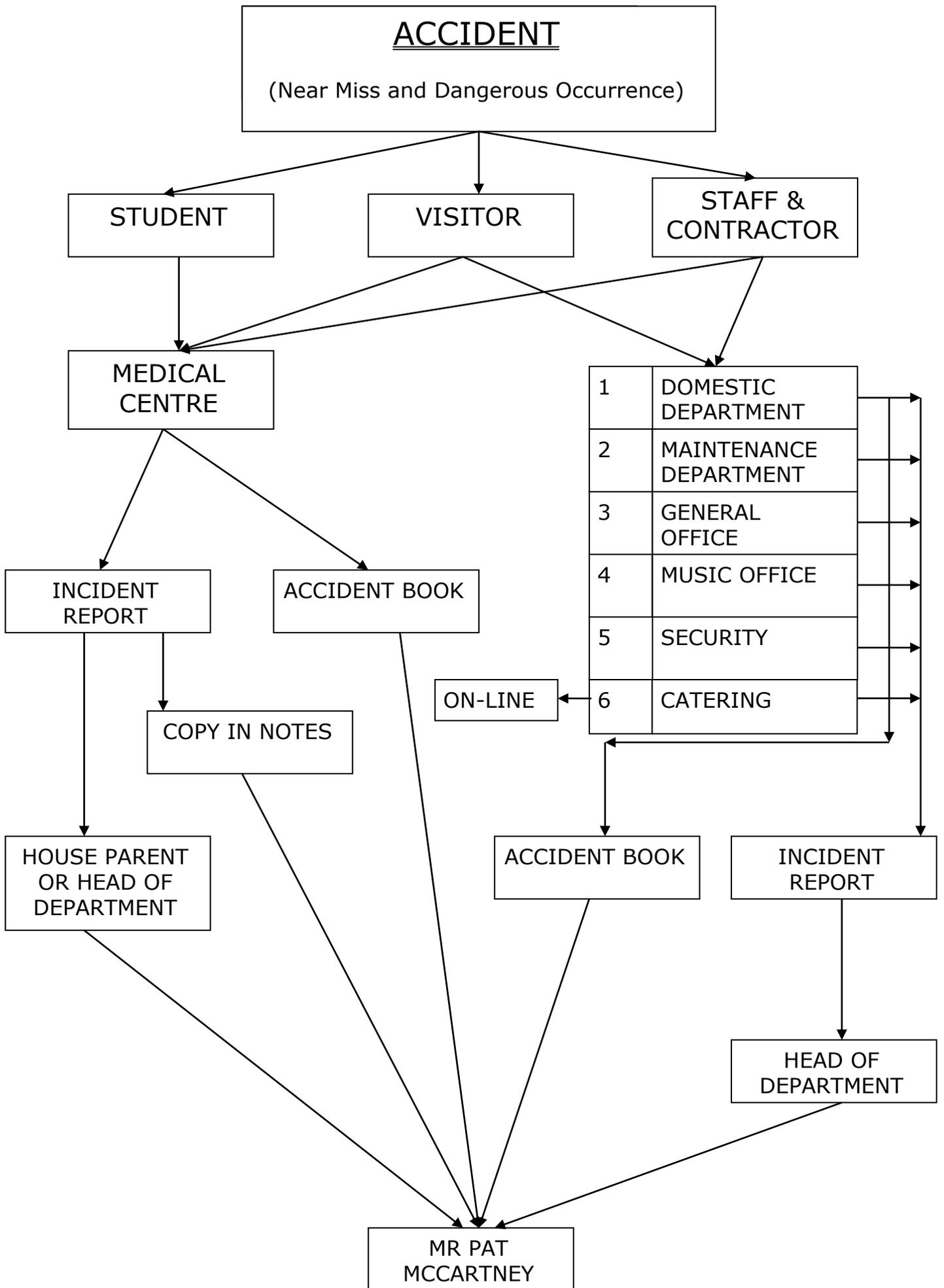
## **Recording and Reporting**

All accidents and incidents need to be reported on an Accident, Near Miss or Dangerous Occurrence Form (see First Aid Supporting Documents for a copy of this form) and in the Accident Book. It should be noted there are two types of accident books. One for staff and visitors, and one for students, as different information is required for each. Staff responsible for visitors should assist them to complete the necessary documentation following an incident.

There are seven sites located around the School where staff/visitors can gain access to the relevant documentation. These locations are:-

- The Medical Centre
- The Domestic Department
- The Maintenance Department
- The General Office
- The Catering Department
- The Music Manager's Office
- Security

When an incident occurs an investigation is conducted by the Health and Safety Officer. The process of accident and incident reporting is clearly set out below.



## **The Health and Safety Officer is responsible for:-**

- Reporting the necessary accidents and incidents to RIDDOR (Reporting of Injuries, Disease and Dangerous Occurrences Regulations)
- Formulating an analysis report of accidents and incidents for the Health and Safety Committee
- Organising a regular review of the School Accident Book and accident records in order to take note of trends and areas of improvement. This will form part of the (at least) annual First Aid risk assessment. The information may help identify training or other needs and be useful for investigative or insurance purposes
- Undertaking a review of all procedures following any major incident to check whether the procedures were sufficiently robust to deal with the major occurrence and to identify where improvements can be made

## **Off Site First Aid Provision**

Staff off the premises with students, should take a first aid kit with them as detailed on each risk assessment.

It is good practice to ensure that at least one member of staff accompanying students out on trips have First Aid training.

First Aid kits can be obtained from the Medical Centre or Music Office. The contents of each large bag cover up to 50 people, whilst the smaller kits cover up to 10 people. Inside the First Aid kit is all the documentation needed for recording and reporting accidents. Details of how to contact the Nurse for advice can be found in each kit.

All incidents involving students should be reported to the Nurse at the first opportunity so that follow up care can be organised and nursing notes updated as necessary.

## **Liability**

The School's insurance cover should indemnify any member of staff, visitor or member of public who, in the line of duty, acts reasonably to give first aid to a casualty suffering from an accident.

Written by Kate Scott  
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