

## FIRST AID POLICY

### Introduction

This First Aid Policy is in operation to ensure that every student, member of staff and visitors will be well looked after in the event of an accident, no matter how minor or major.

The team consists of qualified First Aiders and not trained doctors or nurses.

There are 6 paediatric First Aiders in school.

All staff have received basic first aid training which is updated regularly.

First Aid equipment is stored in the conservatory, in the Hall sideboard and in Early/Late school. The contents are approved for use in school and are date checked.

In the event of an accident all members of the school community should be aware of the support available and the procedures.

The purpose of the Policy is therefore to:

- provide effective, safe First Aid cover for students, staff and visitors.
- ensure that all staff are aware of the system in place.
- provide awareness of Health and Safety issues within school and on school trips, to prevent, where possible, potential dangers or accidents.

NB The term FIRST AIDER refers to those members of the school community who are in possession of a valid First Aid at work certificate or Paediatric First Aid certificate.

### The role of First Aiders

The role of First Aiders includes:

- 1) Ensure that their qualifications are up to date.
- 2) Always attend a casualty when requested to do so and treat the casualty to the best of their ability in the safest way possible.
- 3) Wear gloves where any loss of blood or body fluid is evident, calling for help from other First Aiders or Emergency Services.
- 4) Help fellow First Aiders at an incident and provide support during the aftermath.
- 5) Act as a person who can be relied upon to help when the need arises.
- 6) Ensure that first aid kits are adequately stocked and always to hand.

- 7) Insist that **any** casualty who has sustained a significant head injury is seen by professionals at the hospital, either by sending them directly to hospital or by asking parents to pick up a child to take them to hospital; ensure that parents are aware of **all** head injuries promptly.
- 8) Ensure that a child who is sent to hospital by ambulance is either:
  - a) Accompanied in the ambulance at the request of paramedics.
  - b) Followed to a hospital by a member of staff to act in loco parentis if a relative cannot be contacted.
  - c) Met at hospital by a relative.
- 9) The First Aider need not be the member of staff to accompany the casualty to hospital, however, an appropriate person should be sent.
- 10) Liaison must occur to ensure that lessons are covered in the event of an absent teacher.
- 11) In the case of an accident, the Accident Book must be completed by the appropriate person.
- 12) Ensure that everything is cleared away, using gloves, and every dressing etc. be put in a bag for contaminated/used items and sealed tightly before disposing of the bag in a bin. Any bloodstains or bodily fluids on the ground must be washed away thoroughly. No contaminated or used items should be left lying around.

## **Role of the Senior Management Team**

The senior management team will:

- 1) Ensure that first aid cover is available throughout the working hours of the school week.
- 2) Provide adequate First Aid cover as outlined in the Health & Safety [First Aid] Regulations 1981.
- 3) Ensure there are sufficient paediatric First Aiders on site.
- 4) Monitor and respond to all matters relating to the health and safety of all persons on school premises.
- 5) Ensure all new staff are made aware of First Aid procedures in school.
- 6) Ensure all new staff know the location of the first aid boxes.

## **Role of Teaching Staff**

Teaching staff will:

- 1) Ensure that they always obtain the history relating to a child not feeling well, particularly in the cases of headaches, to ensure that no injury has caused the child to feel unwell.
- 2) Ensure that in the event that an injury has caused a problem, the child **must** be referred to a First Aider for examination.
- 3) At the start of each academic year, provide a list of children who are known to be asthmatic, anaphylactic, diabetic, epileptic or have any other serious illness.
- 4) Familiarise themselves with the first aid procedures in operation and ensure that they know who the current paediatric First Aiders are.

- 5) Ensure where appropriate that their children are aware of the procedures in operation – eg location of personal inhalers
- 6) Never move a casualty until they have been assessed by a qualified First Aider unless the casualty is in immediate danger.
- 7) Send for help to The School Office or Staff Room as soon as possible either by a person or telephone, ensuring that the messenger knows the precise location of the casualty. Where possible, confirmation that the message has been received must be obtained.
- 8) Reassure, but never treat, a casualty unless staff are in possession of a valid paediatric First Aid Certificate or know the correct procedures; such staff can obviously start emergency aid until a First Aider arrives at the scene or instigate simple airway measures if clearly needed.
- 9) Send a child who has minor injuries to a First Aider or staff room if they are able to walk where a First Aider will see them; this child should be accompanied.
- 10) Ensure that they have a current medical consent form for every child that they take out on a school trip which indicates any specific conditions or medications of which they should be aware.
- 11) Ensure a travel selection of First Aid supplies are taken on school trips/outings.
- 12) Have regard to personal safety.

### **The role of Office Staff**

Office staff will:

- 1) Call for a qualified First Aider, unless they are one themselves, to treat any injured child giving the specific location of the casualty.
- 2) Support the First Aiders in calling for an ambulance or contacting relatives in an emergency.
- 3) **NOT** administer paracetamol or other medications.

### **Execution of this policy**

The execution of this policy will be monitored by both the team of First Aiders and Senior Management Team.

Reviewed September 2017