



FIRST AID POLICY

This Policy was approved by the <i>Trustees</i> :	<i>Spring 2022</i>
The implementation of this policy will be monitored by the:	<i>SLT & H&S Committee</i>
Monitoring will take place:	<i>Annually or as appropriate</i>
The Policy will be reviewed by:	<i>Principal, Senior Deputy Head & School Nurse</i>
This Policy will be reviewed annually by the Head, or more regularly in the light of any significant new developments. The next anticipated review date will be:	<i>Spring 2023</i>
THIS POLICY APPLIES TO THE SENIOR SCHOOL & IS LISTED ON THE SCHOOL WEBSITE	

The School will provide First Aid for pupils and staff during all school hours when children are present, and on school trips through appropriately trained staff; in the first instance the Primary First Aider will be the School Nurse but selected other staff will also be appropriately qualified to be able to provide First Aid in her absence.

Implementation & Procedures

This policy must be read in conjunction with the school's Health & Safety Policy Manual, Part 3.1, Section 1.10, 'First Aid Provisions & the Administrations of Medicines'. The guidance below gives practical non-medical steps that should be followed and in no case should be interpreted as over-riding or cancelling any requirements of the Health & Safety Manual.

1. Except in cases where injury or sickness incapacitates someone, First Aid will normally be administered in Sick Bay. Pupils or staff who require First Aid should normally be accompanied to Sick Bay. It is desirable to move an injured or unwell pupil to Sick Bay as soon as practicably possible, **but this does not apply if there is any indication that the injury is one which would be exacerbated by movement. If in doubt, the patient should not be moved, but steps should be taken to secure the immediate area of the patient from intrusion of other people**, e.g. other pupils involved in a class/activity, passers-by etc.

2. The School Nurse is the first person who should be consulted for First Aid. Whenever she is absent, the Office Manager is to be consulted in the first instance.

3. Whenever the School Nurse is absent from school and no First Aider is present among the Main Office staff, the Senior Deputy Head will provide the Main Office with the name and mobile phone number of a nominated First Aider who will be responsible for First Aid cover for the period of the School Nurse's absence.
4. All First Aiders will be appropriately qualified and have their training updated as required (at present every three years).
5. The Sick Bay/Main Office will keep medical records of students, including instructions on asthma, diabetes, epilepsy, anaphylaxis etc.
 - **Asthma** – Pupils with asthma should carry their own inhalers with them and also, they are requested to provide a spare which is kept in sick bay. A list of pupils with asthma is recorded on ISAMS and displayed in the staff room. Pupils should carry their inhalers with them for games lessons, sports fixtures and educational trips. Parents are asked to provide a care plan for their child and are asked to complete a consent form allowing the school to administer emergency salbutamol where necessary.
 - **Epilepsy** – Epilepsy is part of the training provided to first aiders. Pupils with this condition are recorded on ISAMS and also the list is displayed in the staff room.
 - **Diabetes** – Insulin dependent diabetics should carry their own insulin and equipment and pupils are requested to provide appropriate supplies which are held in Sick Bay. A list of pupils with diabetes is recorded on ISAMS and also displayed in the staff room. Pupils should carry their own supplies for games lessons, sports fixtures and educational trips. Safe handling, storage and disposal are encouraged.
 - **Anaphylaxis** - A list of pupils who have an allergy/intolerance are listed on ISAMS and displayed in the staff room. Pupils who are prescribed an adrenalin pen should carry it with them at all times including educational trips, games lessons and sports fixtures. An additional pen is requested which is kept in a named box in the main office as an emergency back-up. Parents are asked to provide a care plan for their child and are asked to complete a consent form allowing the school to administer emergency adrenalin where necessary.

The Primary First Aider will make staff aware of medical issues as appropriate and in accordance with appropriate confidentiality. The Sick Bay will also hold a supply of disposable gloves for dealing with First Aid incidents involving the spillage of body fluids.

6. The School Secretary will keep a list of First Aiders in the Main office and as an appendix to this document. This will be displayed in all classrooms and other key areas of the school, together with instructions about where the nearest First Aid box can be found. See Appendix 1

7. First Aid boxes are provided around the school premises and a list of the location of these is an appendix to this document. They are checked termly by the School Nurse other than CCF who are responsible for their own First Aid Equipment. The school has a defibrillator which is located at the swimming pool and is checked weekly by the School Nurse. See Appendix 2

8. If appropriate the School Nurse/Office Manager or First Aider will call for an ambulance or will delegate staff to do so. They will inform the Senior Deputy Head or other SMT member that they have done so. In extreme emergency any member of staff who judges it appropriate because of the apparently life-threatening nature of an incident should call for an ambulance immediately, even before summoning the School Nurse or other First Aider. **The School Nurse should be informed of this immediately after the emergency call has been made.**

9. In any incident it is the First Aider who is in charge of the incident. Her/his instructions or requests to other members of staff should be followed. It is the duty of other staff present to assist the First Aider in any way possible to allow the proper administration of First Aid, especially by controlling any other pupil who may be present, calming them down, and moving them elsewhere if necessary.

10. If other activities, such as teaching or administrative work, would normally be taking place in the vicinity of an injured or sick person who cannot be moved to Sick Bay, these activities should be suspended and alternative accommodation found for any pupils or staff involved.

11. The Parents of any pupil who has been given First Aid (with the exception of basic injury e.g. plaster to small cuts/grazes) must be informed as soon as reasonably possible. If the incident is an emergency or an ambulance has been summoned, the pupils' parents must be informed immediately.

12. It will normally be the School Nurse, staff of the Main Office or the Senior Deputy Head who will contact parents. Note that:

- Pupils are never permitted to contact parents on behalf of other pupils. Staff need to be aware that many pupils carry mobile phones and will need to be instructed not to use them for this purpose.
- If an injured pupil wishes to contact his/her parents directly him/herself, the First Aider or other appropriate member of staff should speak to the parent first before handing over to the child, especially if the pupil is in a state of distress. It is important not to alarm parents unnecessarily but also to respect the right of pupils to speak to their parents and of parents to speak to their children. A pupil who is clearly delirious or otherwise incapable of normal communication should not be permitted to use a telephone. The First Aider may temporarily remove the pupil's mobile phone to safe keeping, but this should only be done if this is judged to be urgently necessary in the interests of the pupil's well-being.

13. During an incident requiring First Aid, care must be taken by all members of staff not to give voice to inappropriate expressions of alarm or attribution of blame:

- Staff must be aware of the importance of creating and maintaining calm and ordered atmosphere and avoiding saying or doing anything which could create or exacerbate emotional upset.
- No member of staff should ever voice any opinion in front of pupils or parents as to who might be considered to blame for any accident. Such views should only be expressed in the appropriate format of an accident report or subsequent investigation by the school or other competent and authorised authority.
- Staff should be aware of the danger of speculating without evidence about the cause of an accident.

14. If a parent arrives to see an injured or sick pupil, the First Aider or other staff present should give them appropriate information in a calm and straightforward manner. It is desirable that another member of staff in addition to the First Aider is present when the parent arrives in case the parent becomes distressed and requires comfort or assistance.

15. When a parent takes charge of an injured or sick pupil, for instance to take them home or to a hospital, the First Aider should ascertain whether the parent is in a sufficiently composed state to drive a vehicle. Assistance should be offered.

15. If a parent is proposing to take their injured or sick child to a hospital, the appropriate member of staff should contact the parents later for an update on the pupil's health.

17. All incidents must be recorded on an Incident Report Form. These give a written account of how the incident occurred and what First Aid was administered. It also has a diagram of the body showing where First Aid was required. All incident forms must pass past the Primary First Aider and then the Senior Deputy Head. The Senior Deputy Head will discuss with the Bursar as to whether a report is sent to RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, 1995).

18. After an incident in which a pupil has received First Aid, the Senior Deputy Head will consider whether it is appropriate for a follow-up telephone call to be made to the pupil's parents. This may be delegated to the appropriate Head of Section, Form Tutor or the member of staff who was involved in the incident (e.g. a P.E. teacher when it was a sports injury). The purpose of such a follow-up call is to check that the parent is aware that the First Aid was given and to express the school's continuing support and concern if the incident is of a nature to warrant this.

19. Diarrhoea and Vomiting Illness.

We advise that no pupil should return to school for a minimum of 48 hours from the last episode of diarrhoea or vomiting as advised by The Health Protection Agency.

Appendix 1 (First Aiders):

St Edward's Senior & Sixth Form

First Aid at Work is provided by:

School Nurse	01242 388018 (07900 910948)
Miss A McGowan	01242 388311 (07799 887279)
Mr K Wapshott	01242 388311 (07887 947412)
Mr T Foster	01242 388311 (07887 947411)
Miss A Shea	01242 388311 (07920 424986)
Miss A Coleman	01242 288311 (07887 947411)
Mr J Lewis	01242 388121
Mrs L Huxtable	01242 388303 (07826496250)

Your nearest First Aid Box is located at:



Distribution:

All classrooms, School Office, Staff Room, Bursary, Caretaker's Shed, Groundsman's Shed, CDT Workshop, Food & Technology Dept, Kitchen, Swimming Pool, Science Prep Rooms
September 2018

Appendix 2

LOCATION OF FIRST AID BOXES

1. Main Office– kitchen
2. Performance Hall – Main Entrance Foyer
3. Minibus
4. Caretaker x 2
5. Design and Technology Workshop – Above sink by Fire Exit
6. Design Technology Portacabin
7. Drama Studio
8. The Canopy Office
9. Swimming Pool – Main pool area near exit door
10. Outside Fitness Room
11. Cellar - Boiler Plant Room (linked to swimming pool) *Eyewash station only
12. Art Room 1 JA1
13. Art Room 2 JA2
14. Art Room 3 JA3
15. Sixth Form Art SA2
16. Mr Rodrigues Office
17. Main Hall – Outside Main Door
18. Science Labs (25,26,27,28,125,126,128)
19. Kitchen Classroom
20. Café 6
21. Dark Room (Eyewash only)
22. IT Office

Also located in

1. PE Office
2. PE Corridor – Next to Disabled Toilet

3. CCF Buildings
CCF are responsible for their own First Aid Equipment