



## **Whole School First Aid Policy**

### **This policy applies to Upper & Lower School and EYFS**

The health and welfare of children, staff and visitors at St George's School is of paramount importance and our First Aid policy details information to ensure that:

- Procedures for the administration of First Aid are known by all staff.
- First Aid provision is available at all times whether a child needs caring for within school or on a school trip.
- First Aiders have received recognised training that is appropriate to the children within their care.
- All members of staff are aware of the procedures in place for the reporting and documentation of accidents and illness in school.
- The school provides appropriate First Aid supplies.

#### 1. Legal Obligations

Every School has a statutory obligation under **The Health & Safety (First Aid) Regulations 1981**, to provide adequate and appropriate equipment, facilities and qualified first aid personnel to enable First Aid to be administered to employees and non-employees (specifically pupils and visitors).

**The Health & Safety at Work Act 1974** defines the legal duties to ensure the health, safety & welfare of employees and **The Management of Health & Safety at Work Regulations 1999**, specifies the requirement to carry out risk assessments, which must include all persons on site.

The St Georges School First Aid policy is made available to parents and prospective parents upon request.

#### 2. Provision of First Aid Facilities

The appointed person to take charge of First Aid arrangements is the School Nurse who will:

- Take charge when someone is injured or becomes ill. In the event that Nurse is unavailable, staff will follow First Aid flow chart to follow to summons help.
- looks after the First Aid equipment including ordering supplies and restocking First Aid containers;
- Ensure that an ambulance or other medical help is summoned when appropriate.

#### Treatment Room

Upper School- Medical room is located opposite the board room. Lower School- Medical station is located next to the staff room

The School has provided suitably stocked First Aid containers on each site and the contents of these containers are checked regularly by the School Nurse and designated Learning Support Assistants. All First Aid containers (with the exception of sports bags) have a green background with a white cross detailed upon them. Sports First Aid Kits are red with a white cross detailed on them. There is a First Aid Kit located in each building and there are extensive supplies in the School Reception and Medical Rooms.

## Qualified First Aiders

St George's School will ensure that there are sufficient qualified First Aiders on site and that First Aid qualifications are renewed every three years as required by law. First Aid training is scheduled on a rolling programme; this ensures that there are sufficient trained members of staff on site to deal with First Aid.

An Early Years Foundation Stage (EYFS) requirement is that there must be at least one trained Paediatric First Aider on duty at all times when there are pupils present, including break times and school trips.

A list of qualified First Aiders & Paediatric First Aiders are displayed throughout the school.

### 3. First Aid Arrangements

All new pupils are advised how to get help in the event of illness or accident as part of their induction into the school. Pupils will be made aware of the location of the medical rooms and there are First Aid notices displayed in various locations around school.

#### Minor Injury or illness:

Pupils or employees with minor injuries / illness may receive First Aid by a First Aider or the School Nurse. It is advisable that such individuals are accompanied for treatment by a responsible person (this may be another pupil if appropriate).

**Lower School:** The accident or illness must be recorded in the triplicate Accident book and a copy of this must be sent home to parents / guardians. If the child is collected at 3.30pm the teacher/LSA must hand it to the parent/carer. If the child is attending a club the teacher/LSA must give it to the receptionist on duty who will then hand it to the parent/carer on collection. The accident slip must never go into the child's hand or straight into the child's bag. Details of First Aid administered will then be filed with the pupil's medical card by Nurse, and, parents will be contacted by telephone / note to advise them of treatment required.

**Upper School:** The accident or illness must be recorded in the First Aid book and an Accident form (if appropriate) should be completed. Details of First Aid administered will then also be recorded on the pupil's medical card by Nurse, and, if appropriate, parents may be contacted by telephone / note to advise them of treatment if required.

If the pupil is well following treatment, the pupil may return to class and the teacher / School Nurse will monitor for the remainder of the school day.

If the pupil is unable to remain in school, parents will be contacted by the First Aider / School Nurse to collect the pupil at the earliest opportunity. The pupil will be cared for by Nurse / First Aider whilst waiting to be collected from school.

*The School Receptionist will update the electronic pupil register or the paper based staff register at the point that the pupil or employee has to leave school. The First Aider / Nurse should then send an email to ALL STAFF to advise them that a pupil has had to leave school on medical grounds.*

#### Major Injury or illness:

If a person is lying on the ground and may be seriously injured or unwell, **DO NOT MOVE THE PERSON.**

Try to make the person comfortable and stay with them if possible. Assess the situation, if in need of immediate hospital treatment e.g. broken leg, **call a paramedic ambulance** and inform Nurse / First Aider. Do not attempt to move the person unless they are at risk of further harm.

**NB Yellow Emergency Aid cards for summoning an ambulance are displayed in the Receptions of both Upper and Lower School and throughout school.**

Inform the Head Teacher or a member of Senior Leadership Team. The Nurse or Head Teacher will telephone parents / relatives and ensure that all necessary documentation is complete. Reports to RIDDOR must be discussed with Senior Leadership.

Incidents must be documented in accordance with the record keeping guidance below.

*The School Receptionist will update the electronic pupil register or the paper based staff register at the point that they leave school. The First Aider / Nurse should then send an email to ALL STAFF to advise them that a pupil has had to leave school on medical grounds.*

### Outside of normal School Hours

Whilst the School population is greatly reduced out of normal term time hours, First Aid provision is still required for employees and visitors. In the event of injury or illness to a visitor or member of staff, the following procedures must be applied:

If the individual is lying on the ground and may be seriously injured or ill- DO NOT MOVE HIM. Try to make him comfortable and stay with them if possible. If the individual is need of hospital treatment, summon an ambulance. Do not attempt to transport a person to hospital unless advised to do so by a qualified person.

For minor injuries (cuts / grazes) employees should find the nearest First Aid kit for treatment.

Staff working alone or in remote locations should always notify a colleague of their whereabouts and have access to a telephone.

### School Trips

The School Nurse should be advised of any planned trips to ensure that medical needs are met. Nurse can advise the Lead Teacher of specific medical conditions of pupils and she will advise if emergency medication is required e.g. Inhalers and Epipens.

A recommended First Aid Box should always be taken on School Trips.

First Aid arrangements are detailed in the School's Educational Trips & Visits Policy.

First aid should form part of the risk assessment for each trip. An adequate first aid box should be taken on every visit along with essential/emergency medication. The risk assessment should be carried out well in advance of the trip and should be completed when health information has been received from Nurse or Senior Management. It is down to the school discretion whether or not the child can participate in the planned activity.

### Record Keeping

**Lower School:** The accident or illness must be recorded in the triplicate Accident book and a copy of this must be sent home to parents / guardians. This information is reviewed by the School Nurse who files the information with the pupil's medical record card. Details of First Aid administered will then also be filed on the pupil's medical card by Nurse.

**Upper School:** The accident or illness must be recorded in the First Aid book and an Accident form (if appropriate) should be completed. Details of First Aid administered will then also be recorded on the pupil's medical card by Nurse and parents will be contacted by telephone / note to advise them of treatment.

An accident report will be given to the Health & Safety committee by the School Nurse so that patterns of accidents can be discussed and appropriate action can be taken to minimise accidents in school. Some accidents are reportable to the Health & Safety Executive under RIDDOR, therefore all accidents must be recorded promptly and information to be shared with the Nurse and Head teacher.

#### 4. Administration of Medicines

The school has an Administering Medicine Policy in place. Medication may only be administered by a member of staff who has received appropriate training in accordance with the schools policy.

#### 5. Procedure for Dealing Safely with Spillage of Body Fluids

Contact with bodily fluids should be avoided where possible. Should bodily fluids require cleaning, a member of the housekeeping team should be contacted to advise the best course of action with regard to cleaning. All infected waste should be disposed of in the yellow clinical waste bags or sanitary bins provided in school.

#### 6. Recognising & Responding to Medical Emergencies

Many pupils and employees suffer from life threatening conditions such as:

Asthma  
Epilepsy  
Diabetes  
Allergies  
Sickle  
Cell

Information regarding the care of such conditions and individual alert cards are located on the staff room notice boards. These will be updated regularly in collaboration with the individual or parents. It is essential that all staff familiarise themselves with these alert cards, list of Asthmatics, Diabetics and Allergies on a regular basis.

Epilepsy, Asthma, Anaphylaxis and Diabetes training is scheduled on a regular basis for staff members.

Emergency medication such as EpiPens and Inhalers are stored in the following locations:

**Lower School:** In the pupil's classroom and these devices follow the child to PE, Swimming, Dining room and school trips.

**Upper School:** Each pupil should carry their own device on their person. A spare device is stored in the 'Emergency Grab Bag' located on the shelf (above the microwave) in the Upper School staff room.

**To be reviewed: October 2017**