



First Aid Provision and sick Students/Pupils

“Let your steadfast love become my comfort according to your promise to your servant.” Psalm 119:76

The following principles apply to the provision of First Aid:

1. The arrangements for first-aid provision will be adequate to cope with all foreseeable major incidents. Timely and competent administration of first aid and the effective implementation of the policy.
2. Staff will follow the procedure in dealing with accidents as detailed later in this policy.
3. Accidents will be dealt with immediately by a qualified first aider and appropriate action taken. Cuts and abrasions must be dealt with in accordance with the 'HIV preventative protocol'. A list of First Aiders with their photo and location is present in all areas of the school:
 - First Aid is available in the Reception area with additional first aid boxes in the cookery room, Main Office, Science laboratories, Textiles, Dining Room, Art, Pastoral Office, Bursar's office, Sixth Form office and the PE department.
 - The First aiders are Mrs E Rayner, Mrs C Millitello, Ms P Smyth, Ms S Wilkins, Mrs A Swynnerton
 - The accident book is located in the Reception area.
4. A record must be made of all accidents which require first aid to be administered to a member of staff, student, pupil or other person - either on the School premises or engaged in activities sponsored by the school (including visits).
5. First-aid materials are held at various locations throughout the School at locations determined by the Headmaster, as above. Such locations are prominently marked and all staff are advised of their position. Listed materials are checked regularly for stock level, use by date, contamination, etc. by the main first aider. Plasters must only be administered centrally due to the allergic reaction that some children have on their skin when exposed to the adhesive with a list of those allergic inside box.
6. Adequate and appropriate first-aid provision will form part of the arrangements for all out of School activities. All groups will have a qualified first aider with them and so the first aid pack will be comprehensively stocked.
7. Trained first-aiders will hold the Red Cross basic training, giving them a minimum level of competence.

DEALING WITH SICK STUDENTS/PUPILS

One member of the Office Staff is trained in First Aid. A great deal of their time is taken up dealing with student or pupil illness, injury and distress and therefore the member(s) of staff who deals with the student or pupil is covered by a colleague. The following procedure has been adopted by all teaching staff in order to minimise the time lost by the office staff and to maximize the service provided to the students and pupils.

If a teacher feels that a student or pupil is not well enough to continue working in school, she/he will send her to the office accompanied by another student or pupil. The student or pupil remains in reception (except in extreme cases) and her is Tutor informed at the end of the lesson. Parents will be

contacted and asked to take direct responsibility for the student or pupil. She may be taken home if necessary. The responsibility for deciding whether the student or pupil should go home or not, therefore primarily resides with the Tutor who knows her better than the office staff.

If a student or pupils become ill at break or lunch times they should report to the teacher(s) on duty.

DEALING WITH ACCIDENTS

If a student or pupil has an accident and is unable to walk or it is deemed unsafe for her to do so a first aider will come to the student or pupil. Another member of the group will explain the problem. Accidents will only be dealt with by a trained first aider and appropriate action taken. Any cuts and abrasions should be dealt with in accordance with the 'HIV preventative protocol'. In the case of distress a more relaxing and less clinical atmosphere is provided.

For the more serious accidents (other than minor cuts and abrasions) the student or pupil will be sent to hospital accompanied by a member of staff. Parents will be contacted immediately and will be given the name of the hospital so that they can come immediately. Medical advice and common sense state that it is better for the patient to be waiting at a hospital, rather than at school, especially if complications develop, e.g. concussion. Staff will call an ambulance without delay if a first aider is not immediately available.

Initially attempts will be made to contact the parents, inform them of the situation and assess the feasibility of the parent taking the pupil to hospital. When it is not reasonably feasible for parents to take the student or pupil to hospital, they will be taken to casualty by ambulance accompanied by a member of staff who will remain with the student or pupil until the parent(s) arrive.

Parents should be:

- given the name of the Hospital to which their daughter has been taken;
- asked to attend the hospital as a matter of urgency;
- reassured to prevent parental distress and another possible accident as they travel to the hospital.

Whilst the ambulance travels to the school a note should be made of 'contact names and telephone numbers' and this note should be given to the ambulance crew on their arrival at the school. The Hospital should be telephoned and told of the problem and any available 'contact names and telephone numbers' - this is best done by the ambulance crew. The Hospital will then take responsibility for contacting parents and may use the police if deemed necessary.

Students or pupils must be sent to hospital immediately by ambulance in these cases:

Any head injuries and wounds needing stitches;

All suspected fractures;

If there has been any amount of unconsciousness even for a few seconds;

Prolonged asthma/breathing difficulties

N.B. Legally students or pupils must be sixteen to be given medical treatment without parental consent, however in 'Life or Death' situations treatment is offered immediately.

Arrangements for pupils with particular medical conditions/ taking of medicines protocols are provided following discussion with the parents/guardian. All staff are informed of this arrangement.

Hygiene procedures for dealing with the spillage of bodily fluids is to be found in the HIV Policy.

Staff taking medicines must follow the directions set out in the Staff Manual (Page 16) Kdrive Staff Handbook

This policy should be read with the:

Health & Safety Policy

With the guidance of RIDDOR 2013 Act (Reporting infectious diseases and dangerous occurrences regulations)

These are to be found on the KDrive/2016-2017/ Policies