

# **First Aid Policy**

## **For St. James' School**

This policy implemented by: Joanne Seddon R.G.N

**Date: July 2006**

**Annual Review**

**Next Review Date: July 2012**

**Links to other school policies and procedures:**

**This policy is intended to be used in conjunction with the school's policies:**

**Health and Safety**

**Educational Visits**

# **First Aid Policy**

## **St. James' School**

### **Policy Statement**

The First Aid procedure at St. James' School is in operation to ensure every student, member of staff and visitor will be looked after in the event of an accident. First aid saves lives and prevents minor injuries from becoming major ones.

It is emphasised that the team consists of qualified first aiders and this provision will be adequate to cope with all foreseeable major accidents.

St. James' School will ensure, so far as is reasonably practicable, that first aid arrangements will be managed in compliance with the Health and Safety (First Aid) at Work Regulations 1981 and Dfee Guidance on First Aid for Schools 1998.

In the event of an accident all members of the school community should be aware of the procedures in place to provide first aid care and support.

### **Aims/Objectives**

- To ensure compliance with all relevant legislation.
- To undertake suitable and sufficient assessments of first aid needs.
- To identify and implement procedures for dealing with first aid accidents.
- To provide competent and suitably qualified persons for carrying out first aid treatment.
- To conduct regular checks on first aid equipment and stock.

### **First Aid training and records**

The record of first aid trained staff and first aid boxes is maintained by the School Health Co-ordinator, records are kept in the Medical room.

Details of qualified first aid staff are widely distributed to staff and the names of first aid trained staff are displayed throughout the school.

All first aid administered must be logged in a treatment book. This should include: date, time and place of incident, name of the injured or ill person, details of injury or illness, what happened to the person afterwards and name and signature of the first aider or person dealing with the incident. All accidents should be logged in an accident book.

Accident books can be located in:

- Medical Room
- Preparatory Department
- Pre-Preparatory Department
- Petchell House
- Yarborough House

More serious accidents may need to be reported to the health and safety executive. The health and safety co-ordinator should make this report.

As a guide reportable accidents are: death, major injury, broken limb or an injury resulting in 3 days off work.

Any accident that involves either a pupil or member of staff being sent to hospital should be notified to a member of the Senior Management Team as soon as possible.

## **Indemnity**

The School's insurance provides full cover for claims arising from the actions of staff acting within the scope of their employment. Members of staff with a current first aid qualification who use their skills at the school, or whilst on a school trip or off-site activity, are viewed as acting within their employment and are indemnified.

### **Role of First Aiders:**

- To ensure that their qualification is up to date.
- Always attend a casualty when requested to do so and treat the casualty to the best of their ability in the safest way possible and within the scope of their qualification.
- Help fellow first aiders at an incident and provide support as needed.
- Ensure first aid kits are adequately stocked.
- Ensure that any significant head injuries are reviewed at the hospital. Parents should be informed of any head injury as soon as practicably possible.
- Ensure that a staff member or parent accompanies any child to the hospital.
- Keep a record of each child attended to, the nature of the injury and any treatment given.
- In the case of an accident, an accident book must be completed.
- Ensure first aid cabinets and bags are restocked following use.
- To ensure completed accident forms are sent to the Medical room for filing, or in the case of early year's settings, filed in appropriate records.

### **First Aid Containers**

The required minimum number of first aid containers is provided by the school and should be checked and restocked regularly, supplies can be obtained from the medical room, senior school.

In the school there are 2 types of first aid containers. The first are full first aid kits, which are located where there are first aid qualified members of staff. The second type are immediate aid kits and provide a straightforward selection of plasters and dressings for low risk areas.

First aid bags to be used for sports events and off-site visits can be obtained and restocked from the medical room in the senior school. It is the responsibility of the sports staff to ensure

that the First Aid bags are used for First Aid purposes only, that they contain only First Aid items and are kept clean. They are responsible for returning the bags to the Medical Room each half term for cleaning and restocking.

There are also first aid kits in each school minibus. It is the responsibility of the driver to ensure the first aid kit checks with the list of contents before each journey. Appendix A lists the location and type of first aid kits.

### **First Aid room.**

The School's nominated first aid room is the Medical room (103) in the Senior Department. Supplies for restocking first aid containers can be obtained by contacting the Medical Room.

Pupils, staff or visitors requiring treatment for injury or illness should report to the medical room. If the school health co-ordinator is not available, then report to the school office, who will contact first aid assistance.

### **Pupils with special circumstances:**

A list of pupils with allergies and chronic illness is updated by the School Health Co-ordinator each term and distributed to all first aiders and members of the Senior Management Team

## **Appendix A**

### **Location of First Aid Containers**

<b>Location</b>	<b>Full First Aid Kit(FAK)</b>
Kitchen	<b>X</b>
Petchell House	<b>X</b>
Yarborough House	<b>X</b>
Maintenance Hut	<b>X</b>
Laundry	<b>X</b>
Senior School Office	<b>X</b>
Minibuses *	<b>X</b>
Pavilion	<b>X</b>
Preparatory School	<b>X</b>
Pre-Prep Fledglings	<b>X</b>
Pre-Prep Nursery	<b>X</b>
Reception	<b>X</b>
Science Lab	<b>X</b>
Home Economics	<b>X</b>
Gisby	<b>X</b>

## Contents of First Aid Containers

FAK
<i>List of Contents</i>
HSE – Basic first aid advice leaflet
20 assorted plasters (blue in kitchen)
2 sterile eye pads
2 triangular bandages
2 pairs disposable gloves
6 safety pins
6 medium size sterile wound dressings
2 large sterile wound dressings
1 packet/20 gauze swabs
20 alcohol free wipes
1 micropore tapes
2 bandages
1 instant cold pack
scissors
Spillage compound *

## List of Qualified Staff – updated September 2011

<b>NAME</b>	<b>Position</b>	<b>Certificate held</b>	<b>Renewal Date</b>	<b>Renewal Date</b>
Jinny Sopp	Child Protection Officer	First aid in the workplace	Mar 2009	Mar 2012
Sue Isaac	Headteacher	Emergency Aid in Schools	Sept 2009	June 2012
Heather McMillan	Head of Senior School	Emergency Aid in Schools	Sept 2009	June 2012
Sue Cousins	Catering	Emergency Aid in Schools	Sept 2009	June 2012
Marion Morey	House Parent	Emergency Aid in Schools	Sept 2009	June 2012
Phillip Parsons	Games Teacher	Appointed persons certificate	April 2009	June 2012
Robyn Bradley	Prep School	Appointed persons certificate	July 2009	July 2012
Lisa Hindley	Prep School	Emergency First Aid	Sept 2009	June 2012
Florence Lambert	Senior School	Emergency Aid in Schools	Sept 2009	June 2012
Bill Dalby	Joint Houseparent	Emergency Aid in schools	Sept 2009	June 2012
Kevin Cooper	Housemaster	Emergency Aid	Jan 2009	Jan 2012
Liz Champion	House Parent	Emergency Aid for appointed persons	Oct 2010	Oct 2013
Hilary Cooper	House Parent	Emergency First Aid at Work	Feb 2010	Feb 2013
Melanie Benzon	Music Teacher	Emergency Aid in schools	June 2011	June 2014
Christine Fillingham	Pre-Prep	Paediatric First Aid	Jan 2010	Jan 2013
Sophie Hornsby	Nursery	Paediatric First Aid	April 2009	April 2012
Ellie Fillingham	Nursery	Paediatric First Aid	Jan 2010	Jan 2013
Emma Haagensen	Nursery	Paediatric First Aid	Feb 2009	Feb 2012
Becky Fisher	Admissions	Emergency Aid in schools	Booked for Aug 2011	
<b><u>FOOD</u></b>	<b><u>HYGIENE</u></b>	<b><u>CERTIFICATES</u></b>		
Kayleigh Grant	Nursery		Feb 2008	Feb 2011
<b><u>SAFE</u></b>	<b><u>GUARDING</u></b>	<b><u>CHILDREN</u></b>	<b><u>Achieved</u></b>	
Jinny Sopp	CPC	Refresher Level 2	Dec 2009	Sept 2011
Christine Fillingham	Reception	Level 2	July 2010	
Elli Fillingham	Nursery	Level 1	Nov 2010	