



## FIRST AID AND MEDICAL PROVISION POLICY

### 1. Aim

St Edmund's School strives to provide a safe environment for pupils, employees and visitors to the School. This policy sets out the measures taken to ensure that there is suitable and sufficient First Aid and medical provision within St Edmund's, in accordance with the Health and Safety (First Aid) Regulations 1981. This policy includes first aid provision for pupils and staff on tours and visits away from the school.

### 2. First Aid and Medical Provision

First Aid and medical provision is made according to an assessment of the risk of each situation (classroom, playing fields, extra-curricular activities, trips, science laboratories etc.) and will be reviewed and altered, as far as is reasonably possible, according to changes in information and the medical needs of pupils and employees.

First Aiders are trained to deliver timely and competent First Aid following an accident or injury including preserving life, minimising further damage and making the patient as comfortable as possible until professional medical or nursing help is available.

The school Surgery has a Registered Nurse and a Healthcare Assistant who provide cover during term time, Monday – Friday between 08.15 – 17.45. Cover is also provided for Saturday Activities.

The boarding house has resident house staff who are First aid trained. Other members of staff are first aid trained appropriate to the qualifications required for the activity or area of the school for which they are responsible.

For the Early Years Foundation Stage, at least one person with a current paediatric first aid certificate will be on the premises at all times when children are present, and at least one person with a current paediatric certificate will accompany any outing.

No member of staff is a qualified paramedic and therefore all serious incidents will be referred to the Surgery staff and, if required, pupils will be accompanied to hospital or an Ambulance called. **Appendix I** sets out the procedure to be followed should it be necessary to call the Emergency Services.

If a pupil becomes unwell during lesson time or a teacher considers a pupil is not well enough to continue working they will be sent to the Surgery where contact with parents

will be made, if appropriate. The pupil will remain in the Surgery until either the School nursing staff are satisfied that he or she is well enough to return to lessons or the parents have been contacted and have taken the pupil home. Pupils who are unwell and need to be taken home must sign out at the School office.

### **3. First Aid Training**

Key Staff, identified through the risk assessment, will attend a First Aid course delivered by a competent training provider who meets the criteria set out by the HSE. Requalification training is provided every three years and refresher training as required.

A record of training will be kept in the employee's personal records. A list of those who have been trained in First Aid is available in the Surgery and on the noticeboard in the Common room.

### **4. First Aid Equipment**

The Surgery is equipped to deal with first aid emergencies and has one bed, a sink and treatment area. There is an adjacent toilet. First aid boxes are located around the School which all staff should be aware of. **Appendix 2** lists the locations of the First Aid boxes. The contents of the First Aid boxes will be checked and maintained by Surgery staff at the beginning of each term. First Aiders should notify Surgery if they find a box which requires maintenance or restocking.

Portable first aid kits are available for sporting activities, school trips, Duke of Edinburgh and other events that occur off site. These are provided by Surgery.

A defibrillator is located beside the staircase in the School entrance hall. This is checked, by the nursing staff, on a monthly basis.

Emergency Asthma and Anaphylaxis Kits are located in the Surgery and the Nursery.

### **5. Sports**

All sports within the School have the assistance of the Surgery, in addition to this there is regular pitch side cover for school matches currently provided by either a nurse from the Surgery and/or a First Aider as appropriate and depending on the number of matches being played at any given time.

For all away matches there will be a first aider accompanying the teams with a basic first aid kit.

Any pupils visiting from other schools who are injured or ill may be seen by the Surgery staff and treated appropriately

### **6. Contact in an Emergency**

Should a pupil suffer from an illness or accident attempts will be made to contact next-of-kin, but if it is deemed that emergency action is required, the School undertakes to refer the pupil to the appropriate professionals without prior consent.

## **7. School Trips and other Off Site Activities**

A thorough risk assessment will be carried out for each school trip by the member of staff leading that trip.

The member of staff leading the trip is responsible for generating a School Trip (medical) report via the Portal. This will provide them with essential medical information for each pupil, as well as a list of emergency contact numbers.

A portable first aid kit and a mobile phone will be taken on each trip.

## **8. Medical Information**

The School aims to support pupils with medical conditions and to ensure that they are provided with the same opportunities as others at the school. When starting at St Edmund's parents are asked to complete a Confidential Medical Questionnaire for their child. This form enables the parents to provide information on immunisation, medical history and existing medical or health conditions. This information is kept within Surgery, in a locked cupboard, in the pupil's individual health record. Key medical and dietary information is entered on the Engage database by the nursing staff. It is the responsibility of parents to keep Surgery informed and updated of any changes to the health and medical requirements of their children in writing.

It is the responsibility of employees to keep the School informed and updated of any changes to their health and medical requirements that may pose a risk to the health and safety of themselves, the pupils and their colleagues during the everyday performance of their tasks.

All visits to Surgery are recorded on the Portal in individual records. These records will be shared with relevant members of staff as appropriate. Whilst a record of attendance will be made via the Portal any detailed, confidential medical information will be entered in the pupil's Surgery file or maintained as a confidential record on the Portal and only visible to named individuals on a "need to know" basis.

An individual health care plan will be written, by one of the nursing staff in consultation with the parent(s), for pupils with specific health problems, including chronic conditions and disabilities. The healthcare plan will identify any training needs and the school will ensure that appropriate training is given to relevant staff. These care plans are reviewed annually or when parents notify the School of changes.

Staff will receive the appropriate information and training in what to do in an emergency for children with medical conditions. Guidance is also available, from Surgery and on the shared drive, for what to do in an emergency for the most common serious medical conditions e.g. asthma, epilepsy, severe allergic reaction.

## **9. Provision and Administration of Medicines**

All medication brought into school, prescribed or over-the-counter, must be kept within the Surgery, this includes antibiotics, painkillers etc. Medicines should be in the original packaging, clearly labelled with the pupil's name, name and strength of medication, expiry

date, dose and time to be given. The administration of medicines is subject to a separate policy.

## **10. Reporting of Incidents and Accidents**

The Health and Safety Policy sets out the procedure for incident and accident reporting. In addition, the EYFS department has its own separate Policy and Procedures.

## **11. Infection Control**

The school aims to prevent the spread of infection through:

- encouraging routine immunisation;
- maintaining high standards of personal hygiene and practice, in particular hand washing;
- maintaining a clean environment.

All staff should take precautions to avoid infection and must follow basic hygiene procedures. Staff have access to hand washing facilities and single-use disposable gloves and aprons. Staff should follow correct procedures and wear any necessary PPE when dealing with blood or other body fluids and/or disposing of dressings or equipment. Bio-hazard bags are available and a bio-hazard bin is located in Surgery for disposal of all soiled waste. A Sharps bin is also available within the Surgery. The school adheres to the Public Health England's guidance on infection control, including exclusion from school for 48 hours for any pupils or staff post diarrhoea or vomiting. Further guidance can be found in the School's, and specific EYFS, Infection Control Procedures on the shared drive.

References:

HSE - [L74 - First aid at work - The Health and safety \(First Aid\) Regulations 1981. Guidance on Regulations](#)

HSE - [GEIS3 - Selecting a first-aid training provider: A guide for employers](#)

Department for Education and Employment - [Guidance for First Aid for Schools](#)

Reviewed: October 2017

## **Appendix I Contacting Emergency Services**

**Request an ambulance - dial 999, ask for an ambulance and be ready with the information below.**

**Speak clearly and slowly and be ready to repeat information if asked.**

1. your telephone number **(School 01428 604 808 or Mobile)**
2. your name
3. your location as follows

St. Edmund's School  
Portsmouth Road  
Hindhead  
Surrey  
**GU26 6BH**

4. provide the exact location of the patient within the school setting
5. provide the name of the child and a brief description of their symptoms
6. inform Ambulance Control of the best entrance to use (normally Main Gate off A333) and state that the crew will be met and taken to the patient

## Appendix 2 Location of First Aid Boxes

<b>No.</b>	<b>Location</b>	<b>No.</b>	<b>Location</b>
1	Common Room – shelf opposite door	14	Carpentry Room
2	Secretary's Office – shelf door wall	15	Minibuses (6)
3	Kitchen – wall behind left hand door from dining room	16	Pool – Eyewash Chemical Room
4	Boarding House – sickbay on top of chest of drawers	17	Pool – First Aid box on left hand wall by shallow end
5	Punta Block – form 2-3 on wall outside toilets	18	Pool – emergency box beside First Aid box
6	Hunstanton	19	Nursery
7	Music Block	20	Jubilee Rooms
8	Main Science Lab	21	Surgery Medical Bags
9	Art Room		
10	Science Lab 3		
11	Workshop		
12	Design & Technology		
13	Groundsmen's Shed		