

First Aid Policy

AIM

The aim of this policy is ensure that there is adequate First Aid provision for pupils, staff and visitors to the school. First Aid is the “emergency care given to an injured person before professional medical care is available”.

A risk assessment is carried out at the beginning of each term to ensure adequate provision is available. Currently from 08.15 – 17.45 there are 2 staff who are qualified first aiders at work one of whom is also an RGN, and 2 appointed persons. Key staff are qualified First Aiders. Between 17.45 & 08.15 there is one qualified first aider at work and two appointed persons on site.

The following are also taken into account:-

- The identification of pupils and staff with any disabilities or condition either in mobility, or such as asthma or specific allergies.
- Identifying any hazards around the school.
- The location of First Aid Boxes, and how to summons further help
- Documentation of any accidents, where they happened and what treatment was given.

When enrolling into St. Edmunds School parents are asked to complete a Confidential Medical Questionnaire for their child. This form enables the parents to give contact details, any medical history, allergies, eczema, asthma/hay fever, dental needs, food intolerances, hearing or sight problems, travel sick problems. Parents are also asked to inform the school nurse if their child is on any regular medication or supplements. They are encouraged to inform the school nurse if there is any change in their child’s health.

Key Staff attend a First Aid at Work 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. These staff are expected to provide appropriate First Aid cover during school trips.

A list of trained First Aiders, their qualifications and the date for renewal is posted on the notice board in the Staff Common room and the school surgery.

All Staff are made aware of First Aid box locations from information on view in the staff room, and in the staff hand book. There is a First Aid box in every building, with extra boxes in individual rooms such as the Art Room, Woodwork Room and Maintenance workshop. There is also eye wash kit in the School Science Laboratory and the Swimming Pool Chemical Room. The contents of the First Aid boxes are regularly checked at the beginning of each term, and as required during the term and maintained by the school nurses.

REPORTING OF INCIDENTS AND ACCIDENTS

The “Accident or Incident Report” form should be completed for all accidents, however minor, and including near misses.

Blank forms are available from the surgery and also in the swimming pool building.

Potential hazards and any damage must also be reported, even where no one was injured, using the online [Repairs/Maintenance Report](#) .

The “Accident or Incident Report” form should be handed to the School Sister who will check that it has been fully completed and sequentially numbered. The Headmaster should be sent a copy.

The original will be filed in the Surgery and entered on a summary of accidents and incidents.

If the accident involved a pupil, a copy will be placed in the pupil’s medical record.

Where corrective/follow up action is deemed necessary a copy of the Incident form will be sent to the Bursar and will be used to investigate the accident or incident (or near miss, potential hazard or damage). If necessary, a copy will be passed on to the Deputy Head, relevant department head or Clerk of Works, who will be responsible for ensuring that corrective action is taken where appropriate to prevent a recurrence.

The Governing body is aware of its statutory duty under The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

The Bursar/ Nursing Sister will notify the appropriate authorities when necessary.

The summary should be reviewed on a termly basis to ensure that all reports have been actioned.

HEAD INJURY

Severe head injury which results in loss of consciousness will be escorted to hospital by ambulance and the parent or guardian informed as soon as possible. All parents consent to their child being escorted in an ambulance when they join the school.

Less severe head injuries are monitored as necessary in Sick Bay. The parents are informed by telephone and a ‘Head Injury Form’ filled in. A copy of this is given to the Parents and one in the child’s medical notes. A record is kept of the child’s condition. If asymptomatic an instruction sheet of what signs and symptoms should be looked for is also given to the parents.

ALL OTHER INJURIES

All injuries will be assessed on an individual basis.

FIRST AID ACCOMODATION

There is suitable accommodation to administer first aid this is available for medical treatment and caring for pupils during school hours. There is a toilet close by.

INFECTION CONTROL

All staff should take precautions to avoid infection and must follow basic hygiene procedures. Staff have access to single-use disposable gloves and hand washing facilities, and should take care when dealing with blood or other body fluids and disposing of dressings or equipment. Biohazard bags are available and a bio-hazard bin is sited in Surgery for disposal of items contaminated with bodily fluids.

FIRST AID COVER FOR TRIPS

One member of staff with First Aid Training is responsible for medication and First Aid on each school trip. A list of medical issues, a First Aid bag with appropriate contents and any specific medication are verified with, and given to this nominated member of staff.

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: Feb 2017

Next Review: Jan 2017