

FIRST AID POLICY - SENIOR SCHOOL

At St Mary's School the following guidelines are used to ensure that each child receives the appropriate first aid and medical treatment in a timely and competent manner. All adults in School have received the basic first aid training and the following staff have completed the First Aid at Work (3 day):

Mrs Polley

Mrs Murray

Miss Cooper

Mrs Heath

Mr Segade Vieito

It is a requirement that First Aiders' training is updated every three years. Staff INSET is available to ensure that first aid training is given to all staff. At least one qualified person is on site at all times when students are present.

First Aid & Illness

- Students who are feeling unwell during lesson times are sent to the School Office
- The unwell student is monitored by the School Office and a First Aider called if deemed necessary. The Director of Senior School arranges cover for the First Aiders
- The decision to send the unwell student home is the responsibility of the First Aider in conjunction with the School Office and Director of Senior School as appropriate. A request to collect the student will be made by the School Office
- Students with Individual healthcare plans - staff are made aware of such cases. In the event of illness, these plans are followed. Full details are kept in the student's confidential file in the School Office (further details can be found in the medical conditions policy)
- Medical record sheets are sent home every year so that medical details can be kept up to date. A whole School list is stored with the medical files in the Office, with chronic complaints highlighted and easily identifiable
- All students with a serious medical condition are highlighted (by photograph) in the staff room and School Office. A copy of the information is kept securely in the Medical Room and also by the Catering Manager (for further information see the medical conditions policy)
- A First Aid kit is available in the Medical Room, Food Technology Room, Main Hall, Science labs, Turrets and Drama Block
- All ongoing medication (including asthma inhalers) is checked each half-term by the School Office. A note is sent home informing parents if the medication is almost out of date. Parents are responsible for clearly labelling and checking that medicines are in date. Students are responsible for administering their own medication.

Accident Procedure

In a major emergency anyone may dial 999 without waiting for a First Aider.

- The injured person is seen by an adult and is referred to the First Aider/appointed person if necessary
- If the First Aider believes hospital treatment is required, that person will:
 - ❖ Arrange for the emergency services (999) to be summoned if necessary
 - ❖ Arrange for parents to be contacted as soon as possible
 - ❖ Arrange for the child/adult to be transported to the A&E Department.
- All accidents are fully recorded using the Accident forms by the person who dealt initially with the incident. This is checked and signed by the Director of Senior School or a member of the Senior Leadership Team.

Serious accidents or injuries must be reported to RIDDOR Incident Contact Centre by the Bursar, Estates/H&S Manager or other Senior Leadership Team member. Online reporting is preferred <http://www.hse.gov.uk/riddor>, however a telephone service remains for reporting fatal and major injuries only - call the incident Contact Centre on 0345 300 9923.

RIDDOR will be notified by the School if any of the following incidents occur:

- a work related death
 - specified injuries including fractures, serious burns and loss of sight
 - over seven day incapacitation of a worker as a result of injuries following an accident
 - an accident causing injury to students, a member of the public or others requiring hospital treatment
 - occupational diseases
 - a specified dangerous occurrence, or near-miss event which did not result in an injury, but injury was possible
- Parents are informed by the First Aider of significant accidents and the treatment given. If there is any question at all that a student might need to see a doctor or if there has been a head injury parents are informed by phone
 - When dealing with an injury, staff should wear disposable gloves and ensure that any waste is disposed of securely.
 - When dealing with the spillage of bodily fluids, staff should wear disposable gloves and ensure that any waste is disposed of securely. Cleaning staff should be alerted and the area appropriately sanitised.
 - Parents' emergency contact numbers are kept in the Office.

Activities remote from building or off-site

For any activity which is carried out remotely from the school building a first aid kit will be carried. This is the responsibility of the lead teacher.

For off-site activities a medical kit and student's medication will be taken.

The lead teacher will always have a mobile phone in case of an emergency.

First Aid Supplies

- Mrs Polley and Miss Cooper (Nominated First Aider) are responsible for checking the contents of the First Aid boxes on a regular basis and ordering in new supplies as and when required.
- When year groups go out on School visits one of the First Aiders supplies the necessary equipment for the well-being of the students.

Reviewed/Approved: Autumn 2019
Next review: Autumn 2020