

CASTLE SCHOOL

FIRST AID POLICY

There is at least one qualified First Aider who is available to administer first aid, to deal with any accidents or emergencies, or to help if someone is taken ill during every school day. On a normal school day there will be at least three members of staff who hold an Appointed Persons First Aid Certificate.

There are first aid boxes in each building on the school site and additional kits are kept in all school owned transport and in the kitchen. We take first aid boxes with us when groups of pupils go out of school on organised trips or to participate in sporting events.

Staff and pupils are all aware of the school's first aiders. There are clear first aid notices around the school.

The school always contact parents if a pupil suffers anything more than a minor injury, or if he/she becomes unwell, or if we have any worries or concerns about his/her health.

Castle School acknowledges its responsibility to report various incidents to the relevant authorities (RIDDOR the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.)

Prepared by Harriet Harrison September 2013

Date of next review: September 2014

The purpose of the policy is:

- To provide effective, safe First Aid cover for pupils, staff and visitors.
- To ensure that all staff and pupils are aware of the system in place.
- To provide awareness of Health & Safety issues within school
- To prevent where possible potential dangers or accidents on school trips

NB The term FIRST AIDER refers to those members of the school community who are in possession of a valid First Aid certificate.

First aiders will:

- Ensure that their qualifications are always 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. This includes wearing gloves where any loss of blood or body fluid is evident, calling for help from other First Aiders or Emergency Services.
- Help fellow First Aiders at an incident and provide support during the aftermath.
- Act as a person who can be relied upon to help when the need arises.
- Ensure that their portable first aid kits (where applicable) are adequately stocked and always to hand.
- Insist that any casualty who has sustained a significant head injury is

seen by professionals at the hospital, either by sending them directly to hospital or by asking parents to pick up a child to take them to hospital; ensure that parents are aware of all head injuries promptly.

- Ensure that a child who is sent to hospital by ambulance is either:
 - Accompanied in the ambulance at the request of paramedics.
 - Followed to a hospital by a member of staff to act in loco parentis if a relative cannot be contacted.
 - Met at hospital by a relative.
 - The First Aider need not be the member of staff to accompany the casualty to hospital, however, an appropriate person should be sent. Liaison must occur with the teacher in charge of cover, to ensure that lessons are covered in the event of an absent teacher.
- Keep a record of each student attended to, the nature of the injury and any treatment given, in the accident and incident book located in the school office.
- Ensure that everything is cleared away, using gloves and disposed of appropriately. Any bloodstains on the ground must be washed away thoroughly. No contaminated or used items should be left lying around.

The principal will;

- Ensure that there is always a qualified first aid person available on each school day.
- Report all staff accidents at work that fall under RIDDOR.
- Monitor and respond to all matters relating to the health and safety of all persons on school premises.
- Ensure all new staff are made aware of First Aid procedures in school.
- Ensure that relevant insurances are in place.
- At the start of each academic year, provide staff with a list of students who are known to be asthmatic, anaphylactic, diabetic, epileptic or have any other serious illness.
- Have a file of up to date medical information for every student in each year and ensure that these are readily available for staff responsible for school trips/outings.

Staff will;

- Ensure that they always obtain the history relating to a student not feeling well, particularly in the cases of headaches, to ensure that no injury has caused the student to feel unwell.
- Ensure that in the event that an injury has caused a problem, the student must be referred to a First Aider for examination.
- Familiarise themselves with the first aid procedures in operation and how to contact emergency help. They will also ensure that they know who the current First Aiders are.
- Be aware of specific medical details of individual students as outlined by the Principal.
- Never move a casualty until they have been assessed by a qualified First Aider unless the casualty is in immediate danger.
- Reassure, but never treat, a casualty unless staff are in possession of

a valid First Aid Certificate or know the correct procedures; such staff can obviously start emergency aid until a First Aider arrives at the scene or instigate simple airway measures if clearly needed.

- Ensure that they have all current medical information for every student that they take out on a residential school trip which indicates any specific conditions or medications of which they should be aware.
- Have regard to personal safety.
- Report all accidents to themselves at work

The following ailments / injuries are treated as set out below:-

- Minor grazes and cuts are cleaned with water / wipes and where deemed appropriate covered with a plaster. All staff are aware of the need for good hygiene practices when dealing with spillage of bodily fluids (as detailed in main section of whole school policy). Details of pupil, date, time, injury, treatment and signature of the attending member of staff are recorded in the Accident Book which is kept in the Office.
- Bumps to the head are initially looked at by the First Aiders. Where bumps to the head occur parents should be informed. A record should be kept of the incident.
- Where a child presents themselves as unwell an initial assessment of their condition is made & they may then be monitored in the Office for a period of time. If deemed necessary the parent(s) are contacted to collect the pupil and take them home.
- Where a pupil is physically sick, the parent(s) are contacted as a matter of course and asked to collect their child.
- Headaches can be treated by the administering of Paracetamol medicine (only if parental consent has been obtained). This is carried out in the office by a member of staff.

Staff will;

- only administer medicine in the case where a pupil is prescribed four doses per day. In these cases a written request must be given to the school, stating dosage and time required.
- Pupils who have an inhaler should keep this on their person. A spare emergency inhaler should be handed in to Mrs Harrison. These will be kept in a locked cupboard in the office. For P.E and Games the inhaler should be kept by the P.E. teacher(s) and kept in the immediate vicinity of where the P.E or Games lesson/ and or inter school fixtures are taking place. Care plans should be in place by the Schools Nurse.



22nd October 2014