

First Aid Policy

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St Aloysius' College

Hornsey Lane,
Highgate,
London
N6 5LY



March 2012





St Aloysius College: First Aid Policy

Introduction

The First Aid procedure at St. Aloysius' College is in operation to ensure that every student, member of staff and visitor will be well looked after in the event of an accident. It is assumed that all boys attending school are healthy and fit to cope with the school day without leaving lessons for medical attention. The School First Aiders are there for accidents, emergencies and illnesses that occur during the course of the school day.

If a boy is too unwell to remain in school then the First Aider will contact his parents/carers so that he may be taken home, or to inform parents/carers if he needs to be taken to hospital. The school First Aider or a responsible adult nominated by the school will accompany the pupils to the hospital in the case of an emergency but parents/carers are asked to attend the hospital at the earliest possible time after contact from the school. In the event that parents are unable to attend they must arrange for a suitable responsible person to attend in their stead.

Aims

- To ensure that the School has adequate, safe and effective first aid provision in order for every pupil, member of staff and visitor to be well looked after in the event of any illness, accident or injury; no matter how major or minor.
- To ensure that all staff and pupils are aware of the procedures in the event of any illness, accident or injury.
- To ensure that medicines are only administered at the School when express permission has been granted for this.
- To ensure that all medicines are appropriately stored.
- Nothing in this policy should affect the ability of any person to contact the emergency services in the event of a medical emergency. For the avoidance of doubt, staff should dial 999 for the emergency services in the event of a medical emergency before implementing the terms of this Policy, and make clear arrangements for liaison with ambulance services on the School site.

To Achieve the Policy Aims, the School will:

- Have suitably stocked first aid boxes.
- Carry out a suitable and sufficient assessment of the risks posed to persons in the event that they suffer an accident, injury or ill health.
- Appoint sufficient First Aiders (qualified by training) to take charge of first aid. The certification will be reviewed regularly to ensure that it is current. The School will maintain a record of employees who have undergone first aid training.
- Provide information to employees, pupils and parents on the arrangements for first aid.
- Have a procedure for managing accidents, including immediate liaison with emergency services, medical staff and parents.
- Ensure that an accident record file is maintained in the School office and every incident that requires first aid is recorded and filed including any treatment given. The forms will be reviewed and analysed for patterns regularly and remedial action put in place.



St Aloysius College: First Aid Policy

- Ensure notices are clearly visible throughout the School indicating the location of the first aid boxes and the names of the School's First Aiders.
- Ensure that appropriate hygiene is observed at all times and rubber surgical gloves will be provided and used in any instance involving blood.
- Review and monitor arrangements for first aid on as appropriate on a regular basis (and at the very least on an annual basis).
- Adequate training and guidance is available for all First Aiders.

First Aiders

The main duties of First Aiders are to give immediate first aid to pupils, staff or visitors when needed, in line with the training they have received and to ensure that an ambulance or other professional medical help is called when necessary.

First Aiders are to ensure that their first aid certificates are kept up to date through liaison with the Health & Safety Co-ordinator.

First Aiders have a responsibility to ensure all first aid kits are properly stocked and maintained. The First Aid Appointed Person(s) will be responsible for maintaining supplies.

First Aiders will assist the H&S Co-ordinator or First Aid Appointed Person in completing an accident incident report (IRIS report).

The current First Aid Appointed person is **Lorna Jones**.

All First Aiders are fully indemnified by the local authority against claims for negligence provided that they are suitably trained and are acting within the scope of their employment and within the school's guidelines for the administration of first aid.

First Aid Appointed Person

The current First Aid Appointed person is **Lorna Jones**.

First Aid Appointed Person will:

- Work directly with the H & S coordinator in ensuring the first aid policy is fulfilled.
- Facilitate first aid in line with training.
- Arrange for emergency first aid treatment either from local nominated first aiders / emergency first aiders or through emergency services.
- Periodically check the contents of each first aid box and that each kit meets the minimum requirements, quantity and is in-date.
- Arrange for replacement of any first aid supplies which have been used or are out of date.

First Aid Materials, Equipment and Facilities

Nominated first aiders are supplied with a first aid kit for selected areas within the school. [Please see the list of designated First Aiders on Page 8.](#)



St Aloysius College: First Aid Policy

Nominated first aiders will periodically check the contents of first aid containers. Where additional / replacement materials or equipment is required, local procedures for the ordering of these items must be established.

It is the duty of the nominated first aider / appointed person to examine the contents of the first aid kits (containers) for minimum requirements, content and expiration dates on a basis identified by the frequency of use and restocked when necessary. Care should be taken to dispose of items safely once they reach their expiry date.

Where specialist first aid equipment, e.g. Automatic External Defibrillators (AEDs), have been procured these will be located and maintained in accordance with manufacturer's instructions by the premises manager and the H&S coordinator.

Administration of Prescription Medication

Only essential medicines should be brought into school. That is, only if it would be detrimental to a child's health if they were not administered. The school encourages families to administer the prescribed medicine in out of school hours whenever this is possible and not detrimental to the health of the child. Otherwise the pupil must report to the First Aider who will keep the medicine in the medical room.

Administration by Pupils

Pupils are allowed to take responsibility for self-administration of medicines but only at parental request and under the supervision of the school First Aider.

Emergency Procedure in the event of an accident, illness or injury

If an accident, illness or injury occurs, the member of staff in charge will immediately call for First Aider. When summoned, a First Aider will assess the situation and take charge of first aid administration. In the event that the First Aider does not consider that he/she can adequately deal with the presenting condition by the administration of first aid, then he/she should arrange for the injured person to access appropriate medical treatment without delay.

Where an initial assessment by the designated First Aider indicates a moderate to serious injury has been sustained then one or more of the following actions will be taken:

- Administer emergency help and first aid to all injured persons. The purpose of this is to keep the accident victim(s) alive and, if possible, comfortable, before professional medical help can be summoned. Also, in some situations, action now can prevent the accident from getting more serious, or from involving more victims
- Call an ambulance or take the accident victim(s) to the nearest hospital/A&E. Moving the victim(s) to medical help is only advisable if the person doing the moving has sufficient knowledge and skill to make the move without making the injury worse.
- Make sure that no further injury can result from the accident, either by making the scene of the accident safe, or reporting to the H&S Co-ordinator (much easier if they are fit to be moved), by removing people from the scene.



St Aloysius College: First Aid Policy

- When the above action has been taken, the incident must be reported to:
 - H&S Co-ordinator
 - Parents (or other closest relatives) of the victim(s), and
 - The police, if a criminal offence may have occurred.
- Allocate staff resources carefully between helping the victim(s) (eg. by accompanying them to hospital), dealing with the direct aftermath of the accident and looking after pupils not affected by the accident. All three activities are important.
- Complete an 'Accident Report Form'.
- If the accident is serious, the H&S Co-ordinator will report the matter to the school Governing Body and the school's insurers. Report it also to the local authority, (IRIS system) which may be able to give advice and assistance, especially if there is media interest shown.

If the initial assessment indicates a minor injury has taken place, then one or more of the following actions will be taken:

- First Aid administered as necessary by designated First Aider.
- Complete an 'Accident/Incident/Illness Report Form'.
- Parents informed (generally at the end of the day).

Ambulances

The designated First Aider is to always call an ambulance on the following occasions:

- In the event of a serious injury;
- In the event of any significant head injury;
- In the event of a period of unconsciousness;
- Whenever there is the possibility of a fracture or where this is suspected;
- Whenever the first aider is unsure of the severity of the injuries;
- Whenever the first aider is unsure of the correct treatment.

If an ambulance is called then the First Aider in charge should make arrangements for the ambulance to have access to the injured person. Arrangements should be made to ensure that any pupil is accompanied in an ambulance, or followed to hospital, by a member of staff until one of the pupil's parents, guardians or their named representative is present. A member of staff will remain with the pupil until one of the pupil's parents, guardians or a named representative appointed by a parent arrives at the hospital.

Procedure in the event of contact with blood or other bodily fluids

First Aiders should take the following precautions to avoid risk of infection:

- Cover any cuts and grazes on their own skin with a waterproof dressing;
- Wear suitable disposable gloves when dealing with blood or other bodily fluids;
- Use suitable eye protection and a disposable apron, where splashing may occur;



St Aloysius College: First Aid Policy

- Use devices such as face shields, where appropriate, when giving mouth to mouth resuscitation;
- Wash hands after every procedure.

If a First Aider suspects that they or any other person may have been contaminated with blood and/or other bodily fluids which are not their own, the following actions should be taken without delay:

- Wash splashes off skin with soap and running water;
- Wash splashes out of eyes with tap water and/or an eye wash bottle;
- Wash splashes out of nose or mouth with tap water, taking care not to swallow the water;
- Record details of the contamination;
- Take medical advice (if appropriate).

Reporting to Parents

In the event of accident or injury to a pupil, at least one of the pupil's parents must be informed as soon as practicable. Parents must be informed of any injury to the head, minor or major. In the event of serious injury or an incident requiring emergency medical treatment, the H&S coordinator or the Appointed First Aider will telephone the pupil's parents as soon as possible.

Visits and Events off site

Before undertaking any off-site events, the teacher organising the trip or event will assess level of first aid provision required by undertaking a suitable and sufficient risk assessment of the event and persons involved. This will be reviewed by the Educational Visits Coordinator before the event is organised.

Storage of Medication

Medicines are always securely stored in accordance with individual product instructions, save where individual pupils have been given responsibility for keeping such equipment with them. All medicines shall be stored in the original container in which they were dispensed, together with the prescriber's instructions for administration and properly labelled, showing the name of the patient, the date of prescription and the date of expiry of the medicine. All medicines will be returned to the parent when no longer required to arrange for safe disposal.

An emergency supply of medication should be available for pupils with medical conditions that require regular medication. Parents should advise the school when a child has a chronic medical condition so that staff can be trained to deal with any emergency in an appropriate way. Examples of this would be epilepsy and diabetes. A disclaimer will be signed by the parents in this regard.

In general, staff will not administer any form of medication unless there is an emergency and then on the advice of the emergency services/on-call doctor.

Illness

A quiet area will be set aside for withdrawal and for pupils to rest while they wait for their parents/guardians to arrive to pick them up (this is located in the main reception area. This area has



St Aloysius College: First Aid Policy

easy access to a toilet and hand washing facilities. Pupils will be monitored during this time. When a child becomes ill during the day the parents/guardians will be contacted and asked to pick their child up from school as soon as possible.

Records

- Any incidents requiring first aid treatment must be recorded in the assigned Accident Report Books and should be completed promptly following a first aid incident.
- Records must will be kept of equipment and facilities inspections and annual reviews of the first aid risk assessment.
- Records will be kept of first aid training by staff, to help ensure that re-certification is completed within the three year maximum limit.

Information for Employees

- The Line Manager shall inform their employees of the arrangements that have been made for the provision of first aid, including the locations of equipment, first aid containers, defibrillators, facilities and personnel.
- First aid notices should be displayed on emergency exit routes in a prominent position at each work site.
- The inclusion of first aid information in induction training will assist to ensure that new employees are made aware of the first aid arrangements.

Conclusion

Parents will be asked to complete and sign a Medical Consent Form when a child is admitted to the school, which includes emergency numbers and consent for the administration of emergency first aid. These forms will be updated periodically. Details of allergies and chronic conditions will be included on this form.

Staff do not act in loco parentis as this has no basis in law. Staff always aim to act and respond to accidents and illness based on what is reasonable under the circumstances and will always act in good faith while having the best interests of the child in mind. Guidelines are issued to staff in this regard.



Designated First Aiders

Name	Allocated Area
Lorna Jones	School Office
Daniela Gaiu	School Office
Stewart Henderson	PE Department
Andrew Emsley	PE Department
Alistair Halsall	PE Department
Scott Taylor	PE Department
Thomas Ratcliffe	PE Department
Danielle Mannion	RE Department
Jeremy Harvey	DT Department
Ebenezer Fraser	DT Department
Anthony Nanan	Science Department

This Policy is available on the Staff Shared area and on the School Website.

This Policy was ratified on (Date): _____

Governor's Signature: _____

Head Teachers Signature: _____