

THORPE HALL SCHOOL

FIRST AID POLICY

The first aid policy at Thorpe Hall School is in operation to ensure that every student, member of staff and visitors will be well looked after in the event of an accident, no matter how minor or major. It is emphasised that the **team** consists of **qualified first aiders** and **not** trained doctors or nurses. In the event of an accident all members of the staff should be aware of the support available and the procedures available to activate this.

The purpose of the policy is therefore:

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

NB: The term **First Aider** refers to those members of staff who are in possession of a valid First Aid at work certificate or equivalent.

Arrangements for First Aid

Materials, equipment and facilities

The School will provide materials, equipment and facilities.

The location of first aid containers in the school are:

Young Building (Ground Floor)

Nursery

First Aid Room in Reception Area

School Kitchen

Dr Russet Building (Ground Floor)

PTA Kitchen & PE Department

Young Building (First Floor)

Chemical Prep Room x 2

Dr Russet Building (First Floor)

Head of Lower School's Office

Norris Building

Design & Technology Room

Food Technology Room

Kitchen in Theatre

These should contain:

- 20 individually wrapped sterile adhesive dressings (assorted plasters)
- 1 sterile eye pad
- 2 triangular bandages
- 2 crepe bandages
- 1 roll of micropore tape
- 4 un-medicated dressing pads with bandage attached
- 1 packet of gauze pads
- Packet of disposable gloves
- **No creams, lotions or drugs however seemingly mild will be kept in these boxes at any time.**

The first aiders on the premises are as follows:

Qualified First Aiders		Location	Telephone
Karena Sedgwick	First Aider	Office	222
Gemma Templeton	First Aider	Office	220
Helen White	First Aider	Office	220/222
Helen Hargreaves	First Aider	Head's P.A.	228
Julie Oversteyns	<i>Paediatric First Aid</i>	Nursery	241
Katie Holland	<i>Paediatric First Aid</i>	Pre-nursery	244
Mo Oversteyns	<i>Paediatric First Aid</i>	Nursery	241
Naomi Padbury	<i>Paediatric First Aid</i>	Nursery	241
Chris Ramdin	First Aider	De Rusett Building	263
Gemma Markham	<i>Emergency First Aid</i>	De Rusett Building	259
Julie Aldridge	<i>Paediatric First Aid</i>	De Rusett Building	264
Lucy Eakins	<i>Paediatric First Aid</i>	De Rusett Building	260
Lynne Jones	<i>Paediatric First Aid</i>	De Rusett Building	264
Jill Lagden	<i>Paediatric First Aid</i>	De Rusett Building	264
Sarah Melbourne	<i>Paediatric First Aid</i>	De Rusett Building	264
Sue Ward	<i>Paediatric First Aid</i>	De Rusett Building	264
Emily Wu	<i>Paediatric First Aid</i>	De Rusett Building	264
Amanda Abercombie-Smith	<i>Emergency First Aid</i>	Norris Building	231 / 274
Chris Abercrombie-Smith	<i>Emergency First Aid</i>	Norris Building	272
Jenny Sadgrove	First Aider	P.E. Dept	269
Kirsty Durban	<i>Paediatric First Aid</i>	P.E. Dept	269
Paul Shufflebotham	First Aider	P.E. Dept	269
Chris Morton	First Aider	P.E./Young Building	269
Rosemary Degnan	First Aider	Young Building	255
Jo Hitchcock	First Aider	Young Building	253
Jo Rojas	<i>Emergency First Aid</i>	Young Building	248
Rob Goudie	First Aider	Young Building	236
Richard Turner	First Aider	Deputy Head's Office	235

The contents of the first aid boxes will be checked on a regular basis by a designated First Aider.

If supplies are running low when used by other members of staff it is their duty to inform the relevant First Aider. There is a list on each of the First Aid boxes/cupboards stating what should be kept in each of the boxes.

First Aiders will:

- Ensure that their qualifications are always up to date and notify their line manager when their qualification is nearing expiry (6 months minimum).
- Ensure that First Aid cover is available throughout the working hours of the school week.
- 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.
- 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 Deputy Head 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. The Accident Book in the First Aid room must be completed by the appropriate person.
- Ensure that everything is cleared away, using gloves, and every dressing etc. be put in a yellow bag for contaminated/used items and sealed tightly before disposing of the bag in a bin. Any bloodstains on the ground must be washed away thoroughly. No contaminated or used items should be left lying around.
- Ensure that parents are made aware of **all** head injuries promptly.

In the event of a spillage of bodily fluids:

- Cleaners wear disposable gloves and apron when cleaning bodily fluids (spillages of blood, vomit, urine and excreta)
- Paper towels are used to soak up spillages

- Area is cleaned with hot water containing soap or detergent
- Area is disinfected with bleach or similar disinfectant solution
- Solids are carefully flushed down the toilet
- Dressings, gloves and aprons are carefully disposed of in sealed plastic bags as clinical waste

Using First Aid Equipment

- All members of staff can treat children using basic first aid.
- Disposable gloves must be worn when dealing with bodily fluids.
- Only gauze and water must be used to clean grazes.
- Anything more serious must be looked at by a qualified First Aider - This includes all head injuries or severe bleeding. Severe bleeds may be cleaned with sterile solutions.
- There is a defibrillator located next to the medicines cabinet in the office.
- All accidents must be recorded in the accident book.

Where pupils are travelling out of school a portable first aid kit must be carried. This needs to be checked by a First Aider before taken and should include:

- Disposable gloves
- Antiseptic Wipes
- One disposable bandage
- Two triangular bandages
- One packet of 24 assorted adhesive dressings
- Three large sterile unmedicated dressings
- Two sterile eye pads with attachments
- Instant ice-pack
- Twelve assorted safety pins.
- One pair of blunt-ended scissors
- Micropore tape

Teachers will:

- Familiarise themselves with the first aid procedures in operation and ensure that they know who the current First Aiders are. (List displayed in Staffroom)
- Be aware of specific medical details of individual pupils
- Never move a casualty until they have been assessed by a qualified First Aider unless the casualty is in immediate danger
- Send for help to the office as soon as possible either by a person or telephone, ensuring that the messenger knows the precise location of the casualty. Where possible, confirmation that the message has been received must be obtained. A teacher may also decide to accompany a walking casualty to the office, making sure that any pupils in their care are supervised in

their absence, or they may ask another adult to accompany the pupil to the office. If the teacher considers an injury to be minor then they may send a hurt child (from Year 3 and above) to the office accompanied by 2 other pupils. Pupils in Reception Class, Years 1 and 2 will always be accompanied by an adult.

- If a pupil in Reception Class or above receives a bang on the head which a teacher considers to be in need of attention by the office, the office will always inform parents by phone at the first opportunity and also send an email home with guidance as to what to do if the child shows delayed symptoms. The Nursery has a separate policy.
- 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.
- Send a pupil who feels generally 'unwell' to school office.
- Ensure that they have a current medical consent form for every pupil that they take out on a school trip which indicates any specific conditions or medications of which they should be aware.
- Have regard to personal safety.

Office Staff will:

- Call for a qualified first aider, unless they are one themselves, to treat any injured pupil.
- Support the first aiders in calling for an ambulance or contacting relatives in an emergency.
- Send students who simply do not feel well to their respective Class teachers.
- NOT administer paracetamol or other medications unless a parent has given permission.
- Administer paracetamol and other medications where a parent has given permission. Parents will be notified if medicines have been administered.
- Keep all medicines in a locked cupboard in the school office.
- Ensure that any serious injury is reported to RIDDOR within 7 days.
- Ensure that all staff are aware of pupils with long term medical conditions, for example: asthma, diabetes and epilepsy.

THE EXECUTION OF THIS POLICY WILL BE MONITORED BY THE FIRST AIDERS AND SENIOR MANAGEMENT.

This policy is reviewed annually by the Board of Governors

Revised: April 2018
Review date April 2019