

First Aid Policy

This Policy applies to the whole school and is published to staff, pupils and parents

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Next review date: August 2021

1. Governors recognize that they are responsible for the timely and competent provision of first aid facilities for all students, staff and any visitors while on site.
2. The School's objective is to ensure that arrangements are in place:
 - a) to provide a readily available medical room affording privacy and confidentiality for medical consultations, including facilities for short-term care with toilet and washing facilities adjacent;
 - b) to provide adequate first aid cover in the school (including its boarding accommodation), within the competence of the staff trained to provide it;
 - c) for taking the appropriate action where further treatment or advice is needed, including the circumstances where an ambulance should be called;
 - d) for informing parents, teachers and other appropriate persons of the action taken;
 - e) where appropriate, for following up and monitoring progress after treatment;
 - f) for proper and confidential recording of treatment given and action taken; and
 - g) to make the above provision available to all students, staff and visitors.
3. To this end the School provides a Matron, on site during school hours, to oversee the arrangements for first aid and all health matters, who will, so far as is practicable:
 - a) be available to pupils and staff for consultation;
 - b) co-ordinate arrangements for students with particular conditions (e.g. allergies, asthma and epilepsy);
 - c) liaise with parents as necessary regarding medical matters, including following up injuries;
 - d) complete care plans detailing arrangements for students with long term medical conditions such as asthma, epilepsy or diabetes;
 - e) ensure the safe and secure storage of medicines within the school, including keeping all records relating to the retention and administering of medicines, including prescribed medication;
 - f) supervise the provision of first aid boxes within school and first aid kits for sporting events and visits off-site;
 - g) oversee the defibrillator located within the school; and
 - h) oversee use of Accident Books and reporting of accidents and incidents (including, where appropriate reporting under RIDDOR) and maintain associated records;
4. The Senior Leadership Team will also make arrangements:
 - a) to ensure that an adequate number of staff with valid First Aid qualifications within school and on each school site when students are present (including ensuring that update training is provided as necessary);
 - b) for First Aid training for all PE and Games teachers and staff supervising expeditions;
 - c) ensure that all staff are aware of how to summon assistance for first aid and medical emergencies, including how and when to summon an ambulance if necessary
 - d) to display at key locations in the School lists giving the names of qualified first-aid staff (stating their particular level of qualification), how to contact the Matron and the locations of first aid equipment;
 - e) to make available facilities for the provision of first aid, including Medical Rooms;
 - f) ensure that staff are trained and available to deal appropriately with spillage of body fluids;
 - g) ensure facilities are available to enable staff to summon assistance in case of accident; and
 - h) make arrangements to ensure that contact details for a pupil or member of staff are available in case of an incident, whether within school or not.

5. Staff qualified to provide first aid will:
 - a) provide immediate care until further assistance is available;
 - b) assess whether further assistance is required and if appropriate seek it (e.g. call an ambulance);
 - c) if the incident is within school and within school hours, inform the Matron or School Office, who, if appropriate, will arrange to inform parents (in the case of a pupil) or other adult in the case of a member of staff or adult visitor; and
 - d) if the incident is outside school and/or outside school hours, inform the parents or responsible adult directly

6. The Senior Leadership Team will ensure that first aid equipment and supplies will only be used or administered by qualified first aid staff, in accordance with the instructions for their safe use.

Further details relating to first aid and medical provision in school are available in the Administration of Medicines Policy available on the School website