



FRIENDS' SCHOOL SAFFRON WALDEN

FIRST AID POLICY (*cf also Policy on Medications*)

This Policy applies to all sections of Friends' School, including the Early Years Foundation Stage and Key Stage One.

The Bursar at Friends' School will, through the nominated person responsible for first aid-usually the Registered General Nurses (RGN) in the Medical Centre, ensure that provisions conform to the Health and Safety (First Aid) Regulations 1981 and the revised Code of Practice issued by the HSE in 1990.

At Friends' School, the main duties of a first aider are to:

- Give immediate help to casualties with common injuries or illnesses
- When necessary, ensure that an ambulance or other medical help is called.

First Aid Arrangements

- An RGN is on duty, based in the medical centre between 08 00 and 17 30 Monday to Friday, covering both Senior and Junior schools and Early Years Foundation Stage (EYFS).
- First Aid Arrangements in Boarding: Outside of medical centre hours a boarding staff member with the First Aid at Work certificate is available. If the first aider needs advise then he/she rings one of the school nurses. A list of alternative medical contact numbers is also available in each boarding house.
- At all times, in the absence of an RGN, a staff member with the "First Aid at Work" qualification will be available on site.
- There are volunteer members of staff throughout all sectors of the school who hold a recognised qualification in first aid.
- A person with the "Paediatric First Aid" qualification will be present for the Early Years excursions away from the school site.
- A list of all those holding a current first aid qualification is available in the medical centre, senior staff room, junior staff room, senior reception, junior reception, all boarding houses.

First Aid Equipment

- First aid boxes are located throughout the school. A list of locations is kept with the list of first aiders.
- The medical centre keeps the boxes stocked.
- First aiders using the boxes will inform the medical centre if supplies are used.

- Boarding houses record any administration of first aid in a book kept in the first aid box.

Accident Reporting and Investigating Procedures

- Accidents will be reported and recorded on the school accident forms.
- Accident forms must be completed within 24 hours of the accident occurring.
- Accident forms go to the Bursar and/or the Head of Pastoral Care. They are actioned and then returned to the medical centre for storage. They are kept for a minimum of 7 years.
- Accident forms relating to the Junior School and EYFS are completed by the relevant staff and returned to the Head of the Junior school for review and storage.
- The Bursar or the Head teacher is responsible for conforming to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985 (RIDDOR).
- In the Junior School the Head teacher is responsible for conforming to the reporting of injuries as set out in the Early Years Foundation Stage statutory framework 2007.

Storage and Administration of Medications

Ventolin Inhalers

- All senior school pupils who are asthmatic are responsible for ensuring that they carry a Ventolin inhaler with them at all times and are encouraged to manage their asthma according to their GP advice.
- Junior School pupils who are deemed responsible enough by their parents and their form teacher should carry their Ventolin inhaler with them. For those not deemed able to do this, their form teacher will keep their inhaler in the form room and ensure it is accessible to the pupil at all times.
- Parents are asked to provide a spare inhaler to be kept in the medical centre.
- Ventolin via a spacer is kept in the medical centre for administration by the school nurses.

Epipen Injections

- In the senior school all persons who have a prescribed epipen should carry one pen with them at all times. A second pen is kept in a labelled box in the kitchen. If a pupil is boarding then a third pen is kept in the boarding house.
- In the junior school and EYFS the epipens are kept in a secure location within each child's class. For those who stay for lunch a second epipen is kept in the senior school kitchen. When moving around the school site the class teacher is responsible for ensuring the epipen safely accompanies the relevant child as appropriate.
- Teaching staff taking children out on trips are responsible for informing the medical centre and ensuring that they carry prescribed epipens with the first aid

kit. The teacher is then responsible for returning the epipen to the medical centre once the visit is over.

All staff members who hold a first aid certificate are trained in how to respond in the event of an asthma attack and how to use an epipen. All staff who have contact with those individuals prescribed epipens are encouraged to be trained in epipen usage by the medical centre.

In the event of an epipen being administered, the empty pen should be disposed of in the yellow contaminated sharps bin located in the medical centre. If this is not accessible then the empty pen should be given to the ambulance crew who take the pupil to hospital.

Emergency Treatment

The medical centre will advise on what is reasonable action to be taken in each case. When the school nurse is not present the most qualified first aider will advise.

Where the injury is an emergency an ambulance will be called following which the parent/guardian will be contacted. A member of staff will accompany the child in the ambulance. The Head teacher will be informed.

Where hospital treatment is required but it is not an emergency, the parent/guardian will be contacted to take over responsibility for the child. In the event of overseas pupils or those boarders whose parents do not live locally, the parent/guardian may ask the school to assume loco parentis and take the pupil to hospital while they make arrangements to travel to the school/hospital.

Head Injuries

Head injuries are difficult to assess and if any member of staff is unsure as to the severity of the bump to the head then the pupil should be sent to the medical centre for assessment.

If after assessment the pupil is to remain in school then the form teacher will be made aware of the injury and the head injury leaflet will be given to the child to take home.

In certain cases it will be necessary to telephone the pupil's parent/guardian and for the child to go home.

A copy of the head injury leaflet is attached to this policy.

Disposal of Bodily Fluids

Any bodily fluid passed into any form of receiver should be disposed of immediately into sluices and covered on the journey to the sluice.

If no sluice is available, then the receiver needs to be taken to a toilet, covered en route as above, and emptied into the pan, then flushed away.

Spillages of any bodily fluid should be cleaned up immediately; all other persons should be kept away until it has been dealt with.

Disposable gloves should be worn when dealing with any spillage, using disposable paper roll to mop up and detergent should be used to clean the area once the bulk of debris has been removed.

Hazard signs should be placed on view until the area is dry to avoid slips and falls.

For the staff, special disposal packs are available from the Medical Centre, should they need to deal with any such accidents.

Medical Information

A list of all pupils who have medical conditions is compiled by the medical centre from information requested from parents on the “Medical Matters” form. This information is divided into two lists one for the senior school and one for the junior school and are marked Confidential.

The senior school lists are kept in the medical centre, the staff room and all boarding houses.

The junior school lists are kept in the medical centre and in the junior staff room and junior school office.

An abbreviated list of those with allergies is kept in the food technology room.

FIRST AID ARRANGEMENTS FRIENDS' SCHOOL February 2012

NAME	QUALIFICATION	EXPIRY DATE	DEPARTMENT
Louise Burgess	RGN	Continuing registration	Medical centre
Sarah Penman	RGN/RSCN	Continuing registration	Medical centre
Barbara Askew	HSE First Aid at Work	30.01.14	Boarding
Stephen Staerk	HSE First Aid at Work	05.03.14	Boarding
Sonia Hood	HSE First Aid at Work	02.09.13	Boarding/Administration
Mo Graham	Early Years First Aid	02.08.13	Junior School
Maeve Wigley	Paediatric First Aid	08.02.13	EYFS
Catherine Armstrong	Paediatric First Aid	08.02.13	EYFS
Claire Milner	Paediatric First Aid	22.02.13	EYFS
Tiffany Johnson	Paediatric First Aid	22.02.13	EYFS
Lucy Barnes	Paediatric First Aid	11.07.14	Junior School
Anna Chaudhri	HSE Emergency First Aid at Work	04.07.14	Science Department
Sarah Westerhuis	HSE Emergency First Aid at Work	04.07.14	Pastoral
Jennifer Allwood	HSE Emergency First Aid at Work	04.07.14	PE Department
David Noland	HSE Emergency First Aid at Work	04.07.14	Maths Department
Eleanor MacKenzie-Lambert	HSE Emergency First Aid at Work	04.07.14	Science Department
April Gooderham	HSE Emergency First Aid at Work	04.07.14	Study Centre
Kate Wiseman	HSE Emergency First Aid at Work	04.07.14	Study Centre
Philippa Venner	HSE Emergency First Aid at Work	04.07.14	Study Centre
Joy Wheeler	HSE Emergency First Aid at Work	04.07.14	Study Centre
Jacqui Parnham	HSE Emergency First Aid at Work	04.07.14	Study Centre
Ray Mordini	Appointed Person	24.02.12	Sports Department
Hannah Sargent	Appointed Person	29.09.12	Geography Department
Andrew Holmes	HSE Emergency First Aid at Work	04.01.15	Junior School
Debbie Ballingall	HSE Emergency First Aid at Work	04.01.15	Junior School
Cindy Monk	HSE Emergency First Aid at Work	04.01.15	Junior School
Lucy Nicholson	HSE Emergency First Aid at Work	04.01.15	Junior School
Kate Richardson	HSE Emergency First Aid at Work	04.01.15	Junior School
Clare Gill	HSE Emergency First Aid at Work	04.01.15	Junior School
Jane Manley	HSE Emergency First Aid at Work	04.01.15	Junior School
Sally Meyrick	HSE Emergency First Aid at Work	04.01.15	Junior School
Jackie Branch	HSE Emergency First Aid at Work	04.01.15	Junior School
Nickie Dellow	HSE Emergency First Aid at Work	04.01.15	Junior School
Ginny Elam	HSE Emergency First Aid at Work	04.01.15	Junior School
Sally Manser	HSE Emergency First Aid at Work	04.01.15	Junior School
Zoe Copping	HSE Emergency First Aid at Work	10.02.12	Junior School
Sarah Goodwin	HSE Emergency First Aid at Work	10.02.12	Junior School
Amanda Cameron	HSE Emergency First Aid at Work	10.02.12	Junior School
Adriana Forte	HSE Emergency First Aid at Work	10.02.12	Junior School
Lorraine Harlow	HSE Emergency First Aid at Work	10.02.12	Junior School
Carolyn Kambitsis	HSE Emergency First Aid at Work	10.02.12	Junior School