

# St Bede's School

## First Aid Policy

### **1 Aims**

- 1.1 It is a statutory requirement for an employer to make First Aid provision for all. St Bede's School recognises that the provision should cover staff, pupils, students and visitors – including EYFS
- 1.2 It is the aim of the School to provide appropriate First Aid treatment and where necessary, secondary aid as well as to treat all casualties, relatives and others involved with care, compassion and courtesy

### **2 Provision of First Aid and Personnel**

- 2.1 Most members of the teaching staff and non-teaching staff are qualified to deliver first aid
- 2.2 First aid training for each member of staff is updated every 3 years
- 2.3 A First Aider is therefore always around in the case of a minor accident - use the First Aid box located nearest to the accident
- 2.4 If a pupil needs attention, staff should assess the child to determine the needs of the child or if the child needs to go home
- 2.5 If the child needs to go home staff should inform either the Headmaster or Director of Studies as well Office staff
- 2.6 If the member of staff is unsure then watch and observe the child This information needs to be passed on to other relevant staff
- 2.7 In the event of a serious accident, inform the office, call 999 and summon an ambulance - the pupil's parent/carer (or other appropriate adult) should be contacted at the same time
- 2.8 If taken to hospital, a pupil should be accompanied by 1 member of staff and another adult
- 2.9 There will be at least one qualified first aider on site when children are present.
- 2.10 At least one member of staff with Paediatric First Aid training will be on site at all times when EYFS children are present and on outings – parents will be informed on the same day or as soon as reasonably practicable of any EYFS incident which requires first aid
- 2.11 We will also discuss with parents the procedure for responding to children who are ill or infectious – this will include telephoning parents using home or emergency contact details. We ask that parents do not send their children into school if they are obviously ill or infectious. Boarders will be attended to by boarding staff.
- 2.12 The confidentiality and rights of boarders as patients are appropriately respected. This includes the right of a boarder deemed to be "Gillick Competent" to give or withhold consent for his/her own treatment. Gillick competence is used in medical law to decide whether a child (16 years or younger) is able to consent to his or her own medical treatment, without the need for parental permission or knowledge. A child will be Gillick competent if he or she has sufficient understanding and intelligence to understand fully what is proposed.

- 2.13 St Bede's School has, and implements effectively, appropriate policies for the care of boarders who are unwell and ensures that the physical and mental health, and emotional wellbeing of boarders is promoted. These include first aid, care of those with chronic conditions and disabilities, dealing with medical emergencies and the use of household remedies

### **3 Record Keeping and Administration**

- 3.1 In order to comply with the Data Protection Act, no records of accidents should be retained by any member of staff other than those held by the Office, SMT or boarding staff
- 3.2 All serious accidents must be recorded in the Accident Book
- 3.3 Inform the Office if a First Aid box needs to be replenished

### **4 Minor Accident Procedures**

- 4.1 A First Aider should be summoned immediately in cases of minor accidents - use the First Aid box located nearest to the accident
- 4.2 Gloves should be worn when tending to an open wound - clean the wound with alcohol-free wipes before applying a dressing
- 4.3 Stained wipes should be sealed in a plastic bag before disposal
- 4.4 Chemical burns should be treated with cold water - injured person taken to Stafford/Burton Hospital together with name of chemical
- 4.5 Body fluids should be removed, wearing plastic gloves, with paper tissue or disposable cloths
- 4.6 Stains should be cleaned with disinfectant and stain remover
- 4.7 Any washable soiled items should be washed at high temperature

### **5 Administration of Medicine**

- 5.1 Arrangements for pupils with particular medical conditions, such as asthma, epilepsy, diabetes, are made on an individual basis
- 5.2 Medicine brought in by the parents will be initially kept by the Office staff and/or refrigerated if required
- 5.3 Medicine administered must be recorded on the appropriate form stating amount, time, date given and signed by the member of staff
- 5.4 Epi-pens are located in child-personal boxes
- 5.5 Inhalers: children to notify staff before each games session/match - inhalers will then be kept by the member of staff taking that session
- 5.6 Appropriate training will be given to staff regarding the administration of medicine which requires medical or technical knowledge – usually, only prescription medicines will be administered.
- 5.7 Where medicine is administered to a child, parents will be informed the same day or as soon as reasonably practicable.
- 5.8 EYFS administration consists of specific boxes for medicines, including refrigeration, as well as parental medical forms

## **6 Games Staff**

6.1 For all match and/or practices the following the following guidelines should be followed:

- Attend to the pupil as soon as you are aware that he/she is in distress (do not necessarily wait for the game to be stopped)
- Make an immediate assessment as to whether the pupil requires medical attention
- In the event that medical treatment is required decide whether the situation is an emergency or simply in need of basic treatment
- If an emergency, call for an ambulance
- If basic treatment is required, treat the pupil yourself
- Games staff are encouraged to carry mobile phones

6.2 IF YOU HAVE ANY DOUBTS OVER THE EXTENT OF THE INJURY, DO NOT MOVE THE PUPIL - WAIT FOR A QUALIFIED MEMBER OF THE MEDICAL PROFESSION TO ARRIVE

## **7 Reporting Incidents Under RIDDOR**

7.1 The Headmaster has responsibility for ensuring that any reportable incident is duly reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations)

- RIDDOR incidents include deaths and injuries caused by workplace accidents, occupational diseases, carcinogens/mutagens/biological agents, gas incidents
- Specific information can be found at the Health and Safety Executive website: <http://www.hse.gov.uk/riddor>

Headmaster  
January 2017

Director of Studies  
January 2017

## Appendix

### **Qualified First Aiders** (as of January 2017)

<u>Name</u>	<u>Date Awarded</u>	<u>Certification</u>
Elaine Jackson	October 2016	Emergency First Aid at Work + Paediatric First Aid
Elaine Wheat	October 2016	Emergency First Aid at Work + Paediatric First Aid
Yvonne Mears	October 2016 December 2016	Paediatric First Aid Emergency First Aid at Work
Hilary Northcote	October 2016	Emergency First Aid at Work + Paediatric First Aid
Noah Platts	October 2016	Emergency First Aid at Work + Paediatric First Aid
Annette du Randt	October 2016	Emergency First Aid at Work + Paediatric First Aid
Iris Wilson	October 2016 December 2016	Paediatric First Aid Emergency First Aid at Work
Paula Cooke	October 2016	Emergency First Aid at Work + Paediatric First Aid
Karen Millington	October 2016	Emergency First Aid at Work + Paediatric First Aid
Kerry Sorby	October 2016	Emergency First Aid at Work + Paediatric First Aid
Samantha Handley	March 2016	Paediatric First Aid
Sarah Brown	November 2016	Level 3 First Aid - British Horse Society