



Bishop Gore School

FIRST AID POLICY

Date of Implementation:

Date of last review: June 2017

Date of next review: June 2018

Lead Person: Wendy Norris

The first aid procedure at **Bishop Gore** School is in operation to ensure that every pupil, 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 school community 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 all staff and pupils 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 the school community who are in possession of a valid First Aid at work certificate or equivalent. First Aid refers to injury or sudden illness.

FIRST AIDERS will:

- Keep records of training cycles. Retraining or new training is organised as required by the school.
- Notify reception when absent.
- Always attend a casualty when requested to do so and treat the casualty to the best of their ability in the safest way possible.
- Call for help from other First Aiders or Emergency Services as required
- 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.
- Ensure that their portable first aid kits are adequately stocked and always to hand.
- Use PPE in all instances of bodily fluids. Ensure replacement of PPE. Dispose of waste appropriately.
- 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.
- Keep up to date with new guidance as communicated by relevant teams.
- Ensure parental and pastoral support communication takes place and the pastoral support team liaison follows any assessment if further treatment is suggested.

- Ensure that a child who is sent to hospital by ambulance is either:
 - i. Accompanied in the ambulance at the request of paramedics.
 - ii. Followed to a hospital by a member of staff to act in loco parentis if a relative cannot be contacted.
 - iii. Met at hospital by a relative.
- may be the person who accompanies the casualty to hospital
- keep records of every attendance which are kept on file .
- complete HS1/2/3 as appropriate. The forms are sent to Site manager for fax to county.
- All accidents are brought to the H&S meetings and actions noted in minutes.
- call caretakers to clean away any residue. No contaminated or used items should be left lying around.

THE GOVERNING BODY will:

- Provide adequate First Aid cover as outlined in the Health & Safety [First Aid] Regulations 1981.
- Monitor and respond to all matters relating to the health and safety of all persons on school premises.

SLT will

- Ensure all new staff are made aware of First Aid procedures in school.
- Ensure adequate training provided for defibrillator to pupils and staff.

The Hub Team will:

- Ensure that they always obtain the history relating to a pupil not feeling well, particularly in the cases of headaches, to ensure that no injury has caused the student to feel unwell.
- Ensure that in the event that an injury has caused a problem, the pupil **must** be referred to a First Aider for examination.
- Ensure HCP are available for all staff and are updated as required on Sims.
- provide first aiders with a summary of specific medical conditions that may influence First Aid.
- Keep updated records of medical consent to include paracetamol.
- Provide any local trips and visits organiser with details of medical conditions. (I lles)
- Be point of storage, issue and recording of any pupil medication e.g. paracetamol.

Teachers and Support staff will:

- Familiarise themselves with the first aid procedures in operation and ensure that they know who the current First Aiders are.
- Be aware of specific medical details of individual students when publicised by the House team.
- Ensure that pupils are aware of the school first aid procedures.
- 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 Reception as soon as possible either by 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.
- Reassure, but never treat, a casualty unless staff are in possession of a valid Emergency First Aid at work 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.
- Pupils requiring first aid should **not** be sent to reception but kept accompanied until in the presence of first aider.
- Staff requiring a first aider should contact reception 1001 / 400
- 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.
- Ensure they have a copy of any current HCP for pupils on their trip.
- Have regard to personal safety.
- Should direct pupils feeling unwell to The Hub.
- Support the First Aiders in calling for an ambulance or contacting relatives in an emergency or if further treatment may be required.
- **NOT** administer paracetamol or other medications.

Appendix 1 NOP – First Aid

In addition to the Bishop Gore First Aid Policy there is a county management of accidents policy and reporting accidents is mandatory. HS1 and HS2 forms are available in staff handbook on HWB site.

We have the following first aiders -

3 day trained

- 1 Dona Jenkins, Cover Supervisor (404)
- 2 Mark Waygood, PE (441)
- 3 Steve Thomas. Site Manager (406)

1 day trained

- 4 Stacey Rees, Reception (1001)
- 5 Sadie Thomas (422)
- 6 Dylan Treharne (416) (D of E trained)
- 7 Phil Cross (evening caretaker. tel 1000)
- 8 Jane Carter (Cleaning supervisor)

Other

- 9 Diabetics - Ruth Irvine, (425)
- 10 Hub Paracetamol /general
- 11 J Bowers/ S Wade / M Owen (D of E trained)

DO NOT SEND injured /suddenly unwell pupils to reception.

Any blood Injury – call first aid/reception immediately. *Gloves are mandatory in treating any blood spillage.*

All classrooms have gloves and disposal bags for blood and fluid first aid. These can be disposed of in normal waste.

First Aiders will

- Full assessment of injury / condition.
- Will make a judgement on further action/treatment.
- RING HOME IF IN YOUR JUDGEMENT THERE MAY BE A NEED TO FOLLOW UP THE INJURY IN THE EVENT OF IT WORSENING
- Complete in house record sheet.
- Complete HS1 (employee) /2HS (pupil/visitor) if further treatment required. (Copies on Hwb).
- Pass to S Thomas who will send to county / bring to H&S meeting and file documentation.

The Policy will be reviewed as necessary to ensure that it complies with appropriate regulations.