

# First Aid Policy



Reviewed and Approved on Feb 2022

..... Heads of Section

..... Principal

Review Date: Feb 2023

## **FIRST AID POLICY**

### **RATIONAL:**

It is important to provide appropriate health and emergency care to our students.

### **PROCEDURES/GUIDELINES:**

#### **Aim:**

We want to ensure that:

- Our students are provided with the best health and emergency care possible.
- The school has adequate, safe and effective first aid provision in the event of any illness, accident or injury, no matter how major or minor.
- Medicines are only administered in school by the qualified medical staff.
- All medicines are appropriately stored.

#### **School Clinic:**

- The school has a designated Clinic which is staffed by full time, qualified medical staff (nurses).
- The staff will keep up to date records of all pupils with conditions that could need medical attention and where appropriate, inform the appropriate teachers of these needs. This information will also be stored, confidentially, on Engage.
- In addition to the clinic staff, there will always be at least 3 additionally trained first aid staff on site, where possible these will be distributed across the different departments in the school. The first aid trained staff, will only be called upon when a member of the clinic staff is not available, and CANNOT administer medicine or make an assessment, but can only advise.

#### **First Aid Boxes:**

- First aid boxes are available in the School Clinic, the science laboratories and on each of the school buses.
- A first aid kit will always be available for off-site events and after-school activities.
- It is the clinic staff's responsibility to check these regularly and restock as necessary.

#### **Administration of Medicines:**

- The only people designated to be able to administer medicines are the clinic staff.
- In the event that a child needs to be given medicine, prescribed outside, the parent should give the clinic staff the medicine with written instructions on its administration.
- It is at the discretion of the clinic staff to prescribe and administer suitable medicine to students who become ill or need treatment at school.

## **Sickness Procedures**

In the event that a child feels unwell/sick during lessons or break, they should seek permission to visit the clinic for assessment/treatment. Younger children should be accompanied by a maid.

Where a child is presenting as too unwell to make their own way to the clinic, the clinic staff can be called upon to attend.

The clinic staff will make an assessment and decide upon treatment, if the parents need contacting or if the child can return to class after treatment.

## **Accident Procedures**

For minor injuries/accidents during lessons or break, the child should be sent to visit the clinic for assessment/treatment. Younger children should be accompanied by a maid.

The clinic staff will make an assessment and decide upon treatment, if the parents need contacting or if the child can return to class after treatment.

### **Immediate Actions (in the event of a potentially serious accident)**

- The first adult on the scene of the accident shall remain with the child/children involved to control the situation. The child/children must not be moved before the arrival of the clinic staff.
- The controlling teacher shall direct the next member of the school staff at the scene to carry out the following actions immediately:
  - Personally inform the clinic staff that his/her immediate attendance is required at the accident site; and, if they deem it necessary-
  - Personally inform the Principal that his/her immediate attendance is required at the accident site.

In the event of a head injury, regardless how minor it may seem, the parent will always be informed.

## **Decision Making**

- Only the clinic staff will make decisions that involve treatment or movement of the child/children involved in the accident.
- The clinic staff and the Principal shall confer to decide upon the following actions:
  - If deemed necessary by the clinic staff, the child/children will be taken to a hospital. The clinic staff will accompany the child/children and stay at the hospital until the parents arrive; and
  - The Principal will direct the school Receptionist to inform the applicable parents immediately that an accident has occurred. If appropriate, the parents are to be informed of the hospital to which the child has been taken.

## **Reports**

- All reporting will be completed via the Engage platform.
- Any staff member witnessing an accident shall submit to the Head of Section/Principal, within 24 hours, a report detailing the events leading up to the accident.
- The clinic staff shall submit to the Principal a report, detailing all appropriate medical facts (extent of injuries) and all actions taken.

## **Follow-on Actions**

- Should the accident have resulted from misbehaviour on the part of a child/children, the appropriate member of SLT and the counsellor will follow up and keep a separate behaviour report of the incident.