



## **St Martin's School**

### **FIRST AID POLICY**

#### **1. The Management of First Aid**

1.1 Responsibility for providing first aid during the school day lies with the qualified First Aiders. St Martin's School ensures that there are a high number of qualified first aiders and that all training is kept regularly updated on a three-year cycle. In addition to First Aid training some staff also possess First Aid at Work and Paediatric First Aid certificates.

1.2 The School's insurers "provide indemnity to our employees who are qualified First Aiders in respect of treatment administered by them, the failure to administer treatment by them or professional negligence or malpractice of any nature whatsoever, whilst acting on behalf of the School, and for which the school is found legally liable."

1.3 In the event of serious injury or debility an ambulance will be called, and the parents contacted. The pupil will be accompanied to the hospital by a responsible adult usually the Headteacher or Deputy Head.

1.4 It is the responsibility of the school to ensure that there is always a qualified First Aider available during extra curricula activities and for school events such as plays and concerts.

#### **2. Recording and Reporting**

2.1 Serious accidents which involve outside medical assistance are recorded in the First Aid Report book and form. The Headteacher (in their absence the Deputy Head) is responsible for reporting major injuries or over-three-day injuries and dangerous occurrences (near miss accidents) to the RIDDOR Incident Contact Centre 0845 300 9923. [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor)

2.2 Minor Injuries are recorded on the First Aid Report form by First Aid Staff.

2.3 In the case of an injury, parents are informed the same day either at pick up or by phone depending on the severity of the injury or illness.

#### **3. Broad Guidelines**

##### **a. Individual Staff Responsibility**

- To ensure that they know the identity of qualified First Aiders and Epipen trained staff.
- To ensure they understand the school's First Aid policy.
- To report all accidents/incidents
- To familiarise themselves with the location of the nearest First Aid Box and the location of the epipens
- To remind pupils to behave in such away as to avoid accidents

#### **b. Form Teacher Responsibility**

- To ensure that the pupils are aware of the location of the Medical area and where the nearest First Aid Box is located.
- That the Headteacher receives ALL first aid forms from pupils who have had accidents during school hours.

#### **c. Parents Responsibility**

- To instil in children that foolish behaviour can lead to accidents

#### **d. Pupils Responsibility**

- To ensure that they know the location of the Health Centre and First Aid Boxes
- To ensure that they behave in such away as to avoid accidents
- To inform a member of staff when they are injured and medical assistance required
- To inform a member of staff immediately in the event of an accident

#### **e. Responsibility of First Aiders**

- To deal with the accident/incident
- To record details of injury and help given on accident/illness form. The form will be kept in the pupil's file.
- To inform parents, as appropriate, either in person or by phone depending on the severity of the injury.

#### **f. Responsibility of Staff organising Educational Visits**

- To comply with the procedure in the Health and Safety for Educational Visits policy.

#### **4. Procedure for cleaning bodily fluids**

- Wear PPE found in cleaning cupboard. Use absorbent powder for effective bodily fluid cleaning. The cleaner will be informed via the School office.

#### **5. Procedure for calling an ambulance**

- It is the responsibility of the First Aider dealing with the emergency to request an ambulance be called. IN SUCH CASES PARENTS ARE TO BE INFORMED IMMEDIATELY (USUALLY BY THE HEAD) The Head would inform the proprietors in the event of a very serious accident were it necessary. It is the responsibility of the Head or Deputy to decide who accompanies a pupil to the hospital.

#### **6. Serious Medical Emergency Procedure**

6.1 Dial 999 - If possible, have Name and Date of Birth.

Inform:

What is wrong with the person.

Location of incident.

## **7. School Trips**

Reference should be made to the procedure for Health and Safety for Educational visits. When organising a school trip the following procedures have to be followed:

- A list of pupils going on the trip to be provided to the office prior to the trip.
- The office will highlight any medical issues and discuss with staff as necessary. A medical conditions list will also be provided.
- The trip organiser to ensure there is a named First Aider on the trip. If a pupil going is known to have an allergy and has a Prescribed EpiPen then there must be present a member of staff who is EpiPen trained.
- The staff will ensure they take a medical bag including and an EpiPen kit if required.
- All details of pupils with medical issues must be taken on the trip AND a copy left in the school office along with telephone contact numbers

## **8. First Aid Kits**

The First Aid Kits taken on school trips and visits are updated by staff every time they are returned to the Medical area.

A kit is given to the designated first aider on a trip with other trip staff possibly receiving one depending on the number of pupils, duration of the trip and the planned activities. All kits include medical conditions list, inhaler and / or EpiPen as required.

## **9. First aid drawer on site**

All staff are aware that they have a responsibility to notify the office if equipment is used or stock is low in the supplies

## **10. Administration of Medication at School**

10.1 All parents complete an admissions form with medical information for their child. Relevant staff are made aware of this.

10.2 If a child is asthmatic, an inhaler should be provided and made available at all times.

10.3 If a child has a severe allergy an EpiPen should be provided and made available at all times. These are kept in the medical area.

10.4 If a parent wants to have any medication administered at school, they must complete an Administration of Medicine form. (Kept by the front door or in the office). Any medication must be clearly labelled and handed to a member of staff. No medication may be kept by a child. When the medication is administered, staff must complete a form noting the name of staff who administered the medication, the dose and time. This form is returned with the medication to the person collecting the child at the end of the school day.

## **10. Implementation, monitoring and evaluation of the policy**

The implementation of the First Aid Policy should ensure a safe environment. The Headteacher and Deputy Head reflect on any incidences which enables them to evaluate how they may implement change to avoid such an incident recurring. Termly Health and Safety check provide further monitoring and evaluation.