

## **WYKEHAM HOUSE SCHOOL - FIRST AID POLICY`**

This policy is designed for the management of first aid that may be required by pupils, staff or the visiting public at Wykeham House School. Provision for off-site first aid is also considered within the Policy. This document forms part of the overall School Health and Safety Policy.

### **Staff Qualified to Administer First Aid:**

#### **First Aid at Work Certificate**

Jan Caddy	Shaun Duffy
Helen Hayward	Greta Kennard
Brian Walker	
Mary Traynor	
Charlotte Ball	

#### **Paediatric First Aid**

Julie Corrigan	Kathryn Griffin	Lisa Gamblin
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#### **Appointed Person**

Liz Tunstall	Deborah Osborne
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Appointed Person First Aid Training is offered to all staff.

First Aid at Work and Appointed Persons are required to attend approved refresher training prior to the end of the 3 yearly expiry date of current qualification.

### **Location of First Aid Kits: (See Appendix A for the contents of First Aid Boxes)**

A white cross on a green background indicates a first aid kit is located within the following rooms:

#### **Sick Bay**

First Aid Bag  
Resuscitation Chart  
General First Aid Stock

Art  
P.E. Staff First Aid Bag  
Textiles/Design Technology  
Science Prep Room  
Laboratories 1, 2 & 3  
School Hall (Changing Room)  
School Mini Bus First Aid Bag  
Main kitchen  
Nursery kitchen  
Out of School Care/Holiday Club

## Wykeham House School and Early Years Foundation Stage (EYFS)

A first aid kit for use at sports grounds is available for collection from the sick bay.

Any pupil with a serious/particular medical condition is 'flagged' up on the staff room notice board. Epipens for those pupils with a known history of Anaphylaxis and inhalers for asthma sufferers are labelled with the pupils name and kept in an unlocked cupboard in sick bay.

All other medication is kept in a separate locked storage cupboard in the school office.

Notices detailing '**Action to take in the event of an Asthma Attack**' are displayed in all classrooms.

### **Each first aid kit contains a Guidance Card.**

First Aid supplies are held in the sick bay. Restocking of first aid kits is the responsibility of each user and requests for stock should be made to school office staff.

## **OFF SITE ACTIVITIES**

### **School Outings:**

Staff arranging out of school activities should ensure first aid kits are available. Whenever possible a first aid trained person should accompany all groups participating in activities off-site. Where this is not possible or a member of staff should be designated as the person responsible for dealing with first aid matters.

### **Outings with EYFS pupils:**

A minimum of one paediatric first aid trained person must accompany all outings with EYFS pupils.

### **School Residential Trips:**

The Party Leader must ascertain any medical concerns prior to school outings and be responsible for receiving the necessary prescribed medication. Colleagues should be informed of potential concerns. Where residential trips are involved, parents must complete the medical form provided. When trips to European Union countries are undertaken, valid European Health Insurance Cards (E111 replacement) are to be taken by all members of the party including staff. These are to be held by the Party Leader.

On school activity holidays, field trips etc. the presence of a suitably trained and qualified first aider is an essential requirement.

## **GENERAL FIRST AID PROCEDURE:**

### **SERIOUS INJURIES**

The first person on the scene must assess the situation for **DANGER** i.e. debris, traffic, violence, fumes/gases, electricity, fire.

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### Check for **RESPONSE**

Checking for the level of consciousness.

**SHOUT** for help. If alone, send someone else to call 999 (112 in Europe).

### Open the **AIRWAY**.

Lift the chin by tilting the head back and check the mouth for foreign objects / obstruction of the tongue.

### Check **BREATHING**.

If breathing turn into the Recovery Position.

If not breathing give 2 breaths and access circulation.

### Assess for signs of **CIRCULATION**.

Check for a carotid pulse. Absence of pulse and ventilation initiate CPR.

## **MINOR INJURIES**

Minor injuries should be assessed as soon as possible by a qualified First Aider.

- Treatment given should be according to the individual's capabilities and training.
- Any person treating an open wound **MUST** use protective gloves.
- Parental consent for the above is requested annually on the medical data sheet; however, in areas of doubt a verbal consent should be sought.

Cuts grazes etc should be cleaned with water or saline only. Creams, lotions and dressings applied minimally. Elastoplast should not be used on individuals with known sensitivities.

Burns must be treated by immersing the affected area in cold water for a minimum of 10 minutes. Creams and oils should not be applied. Sterile non-adhesive coverings should be used.

Waste soiled dressing material should be disposed of in the swab disposal unit located in the sick bay.

Ice packs are kept in the fridge of the sick bay. Ice or ice packs must never be applied directly to the skin and never for longer than 10 minutes (maximum). Cold plasters are available within the larger first aid kits.

Parents **MUST** be informed of any treatment administered and all injuries sustained by EYFS pupils.

### **Medication:**

The procedures to be followed are laid down in the School Policy – Administering of Medicines.

### **Hygiene/Infection Control**

Basic hygiene procedures must be followed by staff i.e. hand washing / gel rub before attending to a pupil/patient and between treating each pupil/patient.

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Single use disposable gloves (and aprons) must be worn when treatment involves blood or bodily fluids.

Any blood or bodily fluids on the ground must be washed away thoroughly or cleaned up by the site / assistant site manager. Contaminated cloths etc. should be disposed of in the yellow clinical waste bin located in sick bay (or double bagged, tightly sealed and placed in the waste bin). No contaminated items should be left lying around.

### **Sick Bay:**

The sick bay is situated adjacent to the school office on the ground floor of the main school building.

Any pupil considered unable to continue with normal lessons should be instructed to attend the sick bay, be escorted by a member of staff or fellow pupil or a designated first aider. The pupil will be assessed and the following action taken: -

- Pupil will be administered the appropriate first aid.
- Pupil will spend a short time in the sick bay being monitored before returning to class.
- If the condition persists and the pupil cannot return to class arrangements should be made with the parents for the pupil to be collected.

Sick Bay bedding is to be changed and laundered on a regular basis.

### **Recording Injuries and Treatment:**

All accidents **MUST** be recorded in the Accident Book on sequentially numbered report sheets. To satisfy patient confidentiality and the Data Protection Act completed reports should be placed in a sealed envelope and kept in a secure place within the school office. Failure to do so is a breach of Health and Safety Law. This includes accidents involving pupils, staff or visitors to the school. The Headmistress and Health and Safety Officer **must be informed immediately of serious accidents, incidents or near misses using the School's full Accident/Incident/Near Miss form available from the School Office.** Accident reports must be presented for review at each Trustee's Health and Safety Sub-Committee meeting.

### **Reporting Injuries (RIDDOR):**

Some accidents that occur must be reported to the Health and Safety Executive under the Reporting of Injuries Diseases and Dangerous Occurrences regulations (RIDDOR). Accidents resulting in death or major injury must be reported immediately (by telephone) and followed up with a written report (HSE Form 2508) to arrive within ten days. The written reporting procedure must also be carried out if pupils, employees, visitors or contractors are injured on the premises (or whilst conducting school work or activities off-site) if they are unable to resume normal work within three days.

RIDDOR reports are to be made to the Incident Report Centre on 0845 300 9923, fax 0845 300 9924 or [www.riddor.gov.uk](http://www.riddor.gov.uk)

### **Contacting Parents / Persons with Parental Authority:**

Parents should be contacted if accidents or illness prevent a pupil from resuming normal activities immediately following treatment. Where contact cannot be made from the office, the Headmistress or designated member of staff should be advised to make

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arrangements for further follow-up. The patient may be taken to the Medical Room where they can be monitored.

Significant injuries sustained in school will be notified to parents either verbally or by pro-forma. Administration of pain-relief will also be notified by pro-forma.

### **Accompanying Pupils to Hospital:**

Under normal circumstances if a pupil is required to go to hospital the following procedure will apply: -

- The parents of the pupil will be contacted to collect the pupil and take them to hospital.
- If parents are not contactable or not able to collect the pupil then a female member of staff (preferably a qualified first aider) will accompany to hospital in either a taxi or an ambulance.

In an emergency situation an ambulance will always be called and the pupil will be accompanied by a female member of staff. The parents will be contacted and asked to meet the member of staff at the hospital.

### **School Medical Records:**

Medical records for pupils are not ordinarily kept on site. Parents are, however, requested to complete a medical questionnaire when their child starts at Wykeham House and to notify the school office should any of their original statement change or others circumstances develop during the period their child is at Wykeham House.

Staff are invited to discuss any area of medical concern with the Deputy Head.

Anaphylaxis training for all staff should be delivered and reviewed annually.

## **Appendix A**

### **Recommended contents of first aid kits**

Alcohol Free cleaning wipes  
Hypo allergenic plasters  
Melolin dressings  
Melolin dressing on adhesive surround  
Micropore tape  
Sterile dressings - various sizes  
Crepe bandage or Tubigrip  
Disposable gloves  
Triangular bandage  
Resuscitation Shield  
Eye wash phials  
Tuff kut scissors  
Cold pack(s)  
Water spray bottle