

THE BICESTER SCHOOL



FIRST AID POLICY

Due for Review: June 2019

1. Policy Statement

The Bicester School will undertake to ensure compliance with the relevant legislation with regard to the provision of first aid for pupils, staff and visitors and will make sure that procedures are in place to meet that responsibility.

2. Aims

To identify the first aid needs of the school.

To ensure that first aid provision is available at all times when people are on school premises, and off the premises when on school trips.

3. Objectives

To appoint the appropriate number of suitably trained First Aiders to meet the needs of the school and to maintain current qualifications for those people.

To provide relevant training and to ensure monitoring of training needs.

To provide sufficient and appropriate resources and facilities.

To inform staff and parents of the School's first aid arrangements.

To keep accident records and to report to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)

4. Medical Facilities.

The school will provide a medical room to provide for the medical needs of the pupils. Where necessary the pupils will be brought to Reception where they will be assessed and treated in the medical room.

5. Accident Procedure

- a. An adult at the scene of the accident will make a quick assessment of the severity of the accident and take the appropriate action.
- b. Small cuts and grazes.
 - i. These can be dealt with at the scene by the adult using the nearest first aid kit.
 - ii. If the adult deems it is outside their remit then the pupils must be sent to reception. The pupil must be accompanied by another person at all times.
 - iii. The incident must be recorded on the Smartlog System.
- c. Serious injuries, or any injury that requires a qualified first aider or medical attention.
 - i. If the need is obvious, the adult at the scene is to immediately call for an ambulance using a mobile phone, or if no signal is present to send a message to reception to call for an ambulance.
 - ii. The adult at the scene is the best person to communicate with the emergency services as they have all the details concerning the casualty's condition.

- iii. Where an ambulance is not deemed necessary the adult is to arrange for the casualty to be transported to Reception. This could mean using the school wheelchair.
- d. Accident Report Forms or the Smartlog system must be completed for all injuries by the person who dealt with the injury.

6. Illness

Any pupil feeling unwell should be sent to Reception accompanied by another pupil who should then return as soon as possible to the lesson.

Any pupil having difficulty with breathing, dizziness, or feeling faint must remain with a member of staff. A message should be sent to reception and a first aider should be sent to the incident. If the difficulty gets worse, then the member of staff should phone the emergency services.

7. First Aid Training and Qualifications.

There will at all times, when pupils are at school, at least one person in each of the school blocks who is first aid trained, either as Emergency First Aid at Work (EFAW) or qualified First Aider.

A First Aider is deemed to be a person who has successfully completed a suitably approved 3-day course.

An EFAW persons is deemed to have successfully completed a suitably approved 1-day course.

In each case the qualification is valid for 3 years and where necessary the school is to ensure that qualifications are updated as and when required.

AS is a qualified First Aid Instructor and can be used to train and update staff as and when necessary.

A list of qualified staff is at annex A. This list will be available on notice boards throughout the school.

8. Off Site Visits

Any member of staff conducting an off-site visit is responsible for ensuring they have sufficient and appropriate first aid cover in place for their visit. Guidance can be found in the trips and visits document in the staff shared folder, or the EVC can be used for advice.

9. First Aid Kit Provision.

The School is to ensure that there are sufficient First Aid Kits that are accessible to anyone that needs them. A member of staff from each department is to be nominated to ensure the first aid kits have sufficient contents and to order re-supplies as and when required.

First Aid Kits are to be located in the following locations:

- a. All department offices.
- b. Science prep room
- c. Sixth form area.

- d. DT workshops
- e. Kitchen
- f. Medical room
- g. Reception.

For off-site a first aid kit should be taken from the medical room, to be issued by reception and returned after the visit.

10. Pupils Medical Condition

A list of pupils who suffer from medical conditions, together with details of these conditions is to be updated annually. Copies of this list are to be kept in Reception and in the Staff Room.

Individual health care plans are to be provided for pupils with more serious medical conditions, such as diabetes, anaphylaxis and epilepsy. The same applies for members of staff, where a risk assessment should be put in place to accommodate their condition.

Where possible members of staff should be trained in the use of epipens, especially those who have pupils in their class that might need to use one in the event of an emergency.

11. Hygiene/Infection Control

Basic hygiene procedures must be adhered to by staff. Single use disposable gloves must be worn when treatment involves blood or other bodily fluids and disposed of with dressings etc in the separate bin provided in the medical room. Where possible staff should wash their hands before dealing with any first aid issues.

12. Emergency Procedures.

Where an injury or other medical condition is an emergency an ambulance should be called immediately. Reception should then be called and if necessary firstaiders sent to assist with the casualty until the emergency services arrive.

Parents will be informed when an ambulance is called. If a parent cannot accompany the pupil to the hospital then a member of staff will accompany the pupil, and will stay with the pupil until the parent takes over responsibility.

13. Accident Reporting.

An accident form must be completed for each incident, and should be completed by the person witnessing the event. The information is then to be passed onto Reception where it will be recorded on the smartlog system for storage.

14. Informing parents.

The parents will be telephoned in the event of any head injury, if the pupil is taken to hospital or an ambulance called, or in any circumstance where the person responsible deems it necessary, to avoid any confusion at a later date.

15. Intimate and Personal Care

Any student requiring a more personalised approach to their medical or health needs will have a completed personal care plan completed prior to their admission to the school. This will be supported by the School Health Nurse and other relevant external professionals.

Annex A

FIRST AIDERS AT THE BICESTER SCHOOL

NAME	DEPT	TYPE	ROD	EPI PEN TRAINED
Sarah Masterson	PE	4 Day	15/10/2016	YES
Andrew Chatora	English	1 Day	03/07/2017	YES
Luke Cherry	Site Team	1 Day	01/07/2017	YES
Jackie Gilson	Science	1 Day	03/07/2017	YES
Kirsten Gregory	MFL	1 Day	05/05/2017	YES
Dawn Hale	Admin	1 Day	07/07/2016	YES
Michael Hume	PE	1 Day	02/10/2016	
Lynley Kennett	Art	1 Day	04/02/2017	YES
Kerri Knibs	Geography	1 Day	04/02/2017	
Katherine Kirk	TA	1 Day	04/02/2017	YES
Gareth Ladd	Science	1 Day	03/07/2017	YES
Peter Lyon	Site Team	1 Day	07/07/2016	
Alistair McAuley	Science	1 Day	03/07/2017	YES
Sue Murphy	DT	1 Day	07/07/2017	YES
Michelle Myers	Art	1 Day	07/07/2016	
Colin Oliver	Site Team	1 Day	24/06/2017	YES
Fran Pollard	English	1 Day	20/03/2017	YES
Bonnie Powell	Art	1 Day	03/07/2017	YES
Alison Rosier	6 TH Form	1 Day	25/09/2017	YES
Shaun Swift	Science	1 Day	03/07/2017	
Andrew Stone	Site Manager	FA Inst	09/12/2017	YES
Wayde Vardy	Science	1 Day	20/03/2017	YES
Matt Wootton	PE	1 Day	10/06/2017	YES
Gemma Taylor	Geography	1 Day	10/02/2019	

Anne-Marie Woodham	Art	1 Day	10/02/2019	
Karina Cox	Reception	1 Day	10/02/2019	
Jordanna Riches		1 Day	10/02/2019	
Nicola Laverick	Maths	1 Day	10/02/2019	
Laura White	Canteen	1 Day	10/02/2019	
Elizabeth Shipman	Geography	1 Day	10/02/2019	
Chris Bridge	Science	1 Day	10/02/2019	
David Henwood	DT	1 Day	10/02/2019	
Laura May	Maths/Science	1 Day	10/02/2019	
Helen Ellison	TA	1 Day	10/02/2019	
Katherine Kirk	HLTA	1 Day	10/02/2019	

Updated March 2016