



# HOPE VIEW SCHOOL

## First Aid Policy

The **First Aid procedure** at Hope View School is in operation to ensure that every pupil, member of staff and visitor 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. ***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.***

**Hope View School's qualified first aiders are:**

**Mrs Tina Cordes – Receptionist and Administrator Lower School**

**Mr Brett Smith – Senior Teaching Assistant & Pastoral Support Manager**

**Mr Graeme Heap – Forest School Leader**

**Mr Grant Allard – Forest School Leader and Teaching Assistant**

**Mr Habeeb Ilesanmi – Lower School Lead Teaching Assistant**

A list of qualified First Aiders is displayed in every room of the school and there is always a qualified First Aider on site.

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.

**FIRST AIDERS will:**

- Ensure that their qualification and insurance [provided by the school] are always up to date.
- Ensure that first aid cover is available throughout the working hours of the school week.
- Always attend a casualty when requested to do so and treat the casualty to the best of their ability in the safest way possible. This includes wearing gloves where any loss of

blood or body fluid is evident, calling for help from other First Aiders or Emergency Services.

- 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.
- 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/carers to pick up a child to take them to hospital; ensure that parents are aware of **all** head injuries promptly.
- Ensure that a child who is sent to hospital by ambulance is either:
  - Accompanied in the ambulance at the request of paramedics.
  - Followed to a hospital by a member of staff to act in loco parentis if a relative cannot be contacted.
  - Met at hospital by a relative.
- The First Aider need not be the member of staff to accompany the casualty to hospital, however, an appropriate person should be sent.
- Keep a record of each person attended to, the nature of the injury and any treatment given, in the book provided in the First Aid Room. In the case of an accident, the Accident Book must be completed by the appropriate person.
- Ensure that everything is cleared away, using gloves, and every dressing etc. be put in a yellow bag for contaminated/used items and sealed tightly before disposing of the bag in a bin. Any bloodstains on the ground must be washed away thoroughly. No contaminated or used items should be left lying around.

#### **THE MANAGEMENT TEAM** 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.
- Ensure that the number of certified first-aiders will not, at any time, be less than the number required by law.
- Ensure that in addition to qualified First Aiders, all other staff will be given basic training in first aid to be carried out by a recognised body e.g. St John's Ambulance
- Ensure all new staff are made aware of First Aid procedures in school.
- Ensure that supplies of first aid material are held at various locations throughout the school. They will be prominently marked and all staff will be advised of their position. The materials will be checked regularly and any deficiencies made good without delay.
- 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 a record will be made of each occasion any member of staff, pupil or visitor received first aid treatment either on the school premises or a part of a school related activity.
- Ensure that in the event that an injury has caused a problem, the pupil **must** be referred to a First Aider for examination.
- At the start of each academic year, provide the first aid team with a list of students who are known to be asthmatic, anaphylactic, diabetic, epileptic or have any other serious illness.

- Have a file of up to date medical consent forms for every pupil in the school and ensure that these are readily available for staff responsible for school trips/outings.
- Ensure that a full First Aid kit is taken on any school trips/outings.
- Ensure that all First Aiders receive update training as and when it is required.

### **TEACHERS 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
- Ensure that pupils are aware of the procedures in operation.
- 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 the School Office as soon as possible either by a 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 Aid in Schools 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.
- Send a pupil who has minor injuries to the School Office if they are able to walk where a First Aider will see them; this pupil should be accompanied.
- Send a pupil who feels generally 'unwell' to a member of the Management Team and not to a First Aider, unless their deterioration seems uncharacteristic and is causing concern.
- 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.
- Have regard to personal safety.

### **OFFICE STAFF will:**

- Call for a qualified First Aider, unless they are one themselves, to treat any injured student.
- Support the First Aiders in calling for an ambulance or contacting relatives in an emergency
- Send pupils who simply do not feel well to either member of the Management Team who will then decide whether or not the pupil needs to be sent home or to spend a period of time in the Medical Room
- Check on any pupil who has been sent to rest in the Medical Room at 15 minute intervals and keep a record of these checks noting time, a comment about the pupil's condition and details of anything administered e.g. glass of water.
- **NOT** administer paracetamol or other medications without speaking firstly to the member of the Senior Leadership Team and secondly contacting the pupil's parents/carers to obtain permission.

### **Medication**

- If a pupil requires any form of medication, parents/carers should inform the school in writing. Any medicines brought to school will be locked away during the school day.
- Prescribed medicines which are required to be administered during the school day must be provided in the containers or packaging in which they were issued by the pharmacy. They must show clearly a pharmacy printed label detailing the child's name and correct dosage to be given.
- The school does not provide medicine. Inhalers for asthmatic pupils should be retained in the pupil's possession.
- The school is not at liberty to dispense medication of any type without the prior consent of parents/carers.

### **Related Policies**

Health and Safety Policy

Medication Policy

Safeguarding Policy

**The named contact for this policy is: Mrs C Lorne – Headteacher**

**Policy review date: August 2020**