



First Aid, Sickness at School and Administration of Medicines Policy

This policy also applies to the Early Years' Foundation Stage and Education (Independent School Standards) Regulations 2014

General Statement of the School's Duties

St Margaret's School has a statutory responsibility to ensure appropriate provision of First Aid for pupils, staff and visitors, and to put procedures in place to meet this responsibility. This policy will be reviewed annually.

First Aid and Sickness at School procedures are addressed in the induction process for new staff.

Aims

The aims of the policy are:

- To ensure that First Aid provision is available at all times while people are on the school premises and to pupils, staff and volunteers while off the premises during school activities and trips.
- To ensure that the school has the appropriate number of suitably trained people as Appointed Persons and First Aiders to meet the needs of the School and to maintain a record of that training.
- To provide relevant training and ensure monitoring of training needs.
- To provide sufficient and appropriate resources and facilities.
- To ensure that all staff are aware of First Aid procedures and their responsibilities under this policy.
- To ensure that all accidents are recorded, and, where appropriate, reported and investigated.
- To ensure the immediate welfare of pupils, staff and visitors who are taken ill at school.
- To ensure that any medicines which are required in school are safely and securely stored, handled and dispensed.

Responsibilities as the employer, has overall responsibility for ensuring that there is adequate and appropriate equipment, facilities and trained personnel to deliver First Aid and temporary care for those who may be injured or become unwell on School Premises and for pupils, staff and volunteers engaged in School activities whilst off site. This responsibility is delegated to the Principal and Bursar.

The Principal delegates to the Bursar the day to day responsibility for ensuring that there are adequate and appropriate First Aid equipment, facilities and appropriately qualified First Aid personnel available to the School. **The Principal** is responsible for ensuring that all staff and pupils are aware of, and have access to, this policy.

The Bursar will regularly (at least annually) carry out a First Aid risk assessment and review the School's First Aid needs to ensure that the School's First Aid provision is adequate. **The Bursar** is responsible for ensuring that staff have the appropriate and necessary First Aid training as required and that they have sufficient understanding, confidence and expertise in relation to First Aid.



The Appointed Person will take charge when someone is injured or ill, look after the first aid equipment and restock it when needed but at least once every half term, ensure travelling first aid kits are stocked and in place for trips, ensure that an ambulance is summoned when appropriate and see that emergency details are to hand.

The First Aiders will complete approved HSE training course (refreshed every 3 years), give immediate help to casualties with common injuries or illness and ensure that an ambulance or other medical help is called when required.

All Staff will read and ensure they are fully conversant with this Policy and the procedures described within it. They must also understand that they are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of the pupils at the school.

First Aid Provision

All school staff, including lunchtime supervisors, have attended a basic First Aid course. The following members of staff have received additional training which is refreshed annually.

Appointed Person

Mrs H John and Mrs A Skelton - Emergency Aid in Schools for Appointed Persons.

First Aiders

Miss S Treagus - First Aid at Work

Ms C Hickey - First Aid at Work

Ms A Froggatt - First Aid at Work

Mrs S Beschizza - First Aid in Schools

Mrs P Hunt, Ms H Bowden, Irene Scott and Margarita Mejzini - Paediatric First Aid Training

The names of First Aiders are displayed at strategic points in the building.

First Aid Kits

The main First Aid box is in the School Office located on the ground floor, which is the designated room for the administration of First Aid.

First Aid kits are also kept in the Science Laboratory, Kitchen, Minibus, Art Room and PE kit bag, which is carried by PE staff to all lessons and matches. Additional First Aid kits for trips and outings are held in the School Office.

Accident Procedure

There is a folding bed which can be erected in the sick room (where there is also a sink in the cabinet by the window), or if more appropriate the School Office.

Pupils in need of First Aid will first go, be sent, or be taken (according to the age of the girl and the severity of the injury) to the School Office. In the event that the School Secretary is away from the Office, a sign advising pupils to seek First Aid assistance at the Bursar's office or Staff Room will be clearly displayed. A First Aid box is kept adjacent to the kitchen for teachers and lunchtime supervisors on playground duty.



Off Site First Aid

Any teacher taking any pupils off site will have a mobile telephone (personal or school mobile), a First Aid kit and emergency phone numbers.

Recording and Reporting Accidents

All non-trivial accidents requiring First Aid are to be recorded, by the person who administered the First Aid, in the accident book in the office. Staff must ensure that the following information is given:

- The date, time and place of incident.
- The name (and form) of the injured or ill person.
- Details of their injury/illness and what first aid was given.
- What happened to the person immediately afterwards.
- Name and signature of the first aider or person dealing with the incident.

[The length of time we keep these records for is stipulated in the School's Record Retention Policy]

Accidents resulting in death or a major injury or preventing normal work for more than 3 days must be reported to the HSE under the RIDDOR regulations.

Head Injuries

Due to the small but significant risk of a head injury causing internal damage which may not be immediately apparent, teaching staff will be made aware of any girl returning to class after a bump to the head, in order that they may monitor her.

A 'bumped head letter' or text is sent home with any pupil who has sustained a head injury, however minor.

Hygiene and Infection Control

Staff should take precautions to avoid infection and must follow basic hygiene procedures. Single use disposable (non latex) gloves are available and should be used. First Aid containers, where possible, are near to hand washing facilities. 'Spill Packs' for vomit/blood are held in the office. These must be disposed of in sanitary bins provided in the toilets. All dressings and wipes must also be disposed of in sanitary bins.

Sickness at School

Any girl who is unwell must report to the School Office or the Principal, having first reported to their lesson or form teacher, who will issue them with a note. Girls must not telephone home to report feeling unwell as this may cause unnecessary alarm.

The School Secretary in conjunction with the Principal or Form Teacher will decide whether or not the girl is sufficiently unwell to remain in school and, if not, will arrange for the girl to be fetched from the school. Any pupil, teacher or visitor who is unwell and needs to lie down should report to the School Secretary who will arrange for the Sick Room on the Ground Floor to be made available.

Contact with Parents

Parents will be informed of any significant injury or episode of illness either by letter or telephone. In emergencies, every effort will be made to contact parents by telephone as soon as the ambulance service has been called.



Where hospital treatment is required but it is not an emergency, parents will be contacted so they may take over responsibility for the pupil. In the event that parents cannot be contacted, a member of staff will accompany the pupil to hospital and remain with them until a parent can be contacted.

Administration of Medicines

- All medicines and ointments brought to the school MUST be in their original container, clearly labelled with the pupil's name and dosage, and be deposited in the School Office. The School Secretary will administer any medicines.
- Girls who require use of asthma inhalers should have their inhalers with them at all times. A spare inhaler should also be deposited in the School Office.
- Epipens are also kept in the School Office, separately from other medicines, each labelled with the name of the girl to whom it was prescribed. Mrs John and Mrs Skelton are aware of the girls who may require them and are trained in their use.
- Girls may not provide medicines for each other.
- Mild analgesics may be administered (and signed for) in the case of headaches or menstrual pains, provided that the parents have completed the required information on the medical form.

Parents are asked to inform the School about medical conditions affecting their daughter at the start of each academic year and to notify the School should there be any changes to their daughter's condition or medical needs during the course of the year. All staff are made aware of this information, via a notice board in the Staff Room and the computerised pupil record system.

Monitoring and Review

This policy will be reviewed as part of the School's annual review of Health and Safety arrangements.

Related Documents

Health and Safety Policy

Sick Room Procedure