

TALBOT HEATH SCHOOL

First aid policy

Date last adopted: 21st March 2023

Date for next adoption: Summer Term 2026

Related Policies

1. Administration and storage of medicines.
2. Asthmatics policy and procedures
3. Anaphylaxis policy
4. Dispensing of medication policy - Junior and Senior School
5. Dispensing of non-prescription and prescription medication in Boarding
6. Infection Control policy
7. Self- Harm policy

1.1 The Management of First Aid

1.1 The Health Centre is staffed every day between the hours of 08.00 and 16.00. Pupils will be seen by Nurse either in the Health Centre or in the Medical Room in the Junior Department. In addition to this Nurse will respond to any call of concern regarding a pupil. Responsibility for providing first aid during the school day lies with the Nursing Team. Should they not be available a qualified First Aider will be contacted. The list of Qualified First Aiders and Adrenalin Auto Injector (AAI) trained staff is updated by the Assistant Head Teaching & Learning (Senior School) and the Junior School Head's PA (Junior Department), it is available on Foldr and is placed in key areas around the school buildings. THINK OF ME POSTERS are prepared by the Nursing Team and placed in key areas of the school. Relevant staff are first aid trained on a three-yearly cycle. Training is tailored to the requirements of each role. Training records are kept by the Nursing Team.

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 a member of the Nursing Team.

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.

1.5 *There are three Automated External Defibrillators (AEDs) on site. The Nursing Team and several other staff are trained in the use of the AED. They are checked weekly by Ground Staff as 'Rescue Ready' with the book being signed and dated. South West Ambulance Service are aware that there is are AEDS on site and they and all school staff are made aware of their position.*

2. Recording and Reporting

2.1 Serious accidents which involve outside medical assistance are recorded in the RIDDOR approved Accident Book. *Accident books are kept in the Health Centre and in Reception. The Junior School copy is kept in the Junior School office. The Facilities / Health and Safety Manager 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*

2.2 Minor Injuries are recorded on school accident/illness form by First Aid Staff and recorded on ISAMS by the Nursing Team.

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

2.4 The Nursing Team will record on iSAMS all pupils who visit the Health Centre and Medical Room. A brief account of their treatment is recorded and a longer statement put on their medical file if necessary.

3. Broad Guidelines

a. Individual Staff Responsibility

- To ensure that they know the identity of qualified First Aiders and staff trained to administer Adrenalin Auto Injector (AAI).
- To ensure they understand the school's First Aid policy.
- To report all accidents/incidents to the Nursing Team
- THINK OF ME POSTERS are placed in key areas. The Nurse ensures that staff are supplied with all relevant information. Staff should familiarise themselves these posters and speak with a Nurse if they have any questions regarding a specific pupil.
- To familiarise themselves with the location of the Health Centre and the nearest First Aid Box and the location of the prescribed AAI
- 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 Health Centre and First Aid Kits. That a member of the Nursing Team sees ALL who have had accidents during school hours.
- If she is not available send to qualified First Aider.

c. Head of Faculty Responsibility

- To ensure all members of the faculty are kept up to date of the policy and to advise of any changes.

d. Pupils Responsibility

- To ensure that they know the location of the Health Centre and First Aid Kits
- To ensure that they behave in such away as to avoid accidents
- *To attend the Health centre if they have an accident or are unwell.*
- 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. This information will be entered on ISAMS by the Nursing Team.
- To inform parents, as appropriate, either by phone, email or letter depending on the severity of the injury

f. Responsibility of Staff organising Educational Visits

- To comply with the procedure in the Educational Visits policy and procedure

4. PROCEDURE FOR CLEANING BODILY FLUIDS

Please alert the on-call cleaner on 07884738779 or via the School office.

5. PROCEDURE FOR CALLING AN AMBULANCE

It is the responsibility of the Nursing Team or the First Aider dealing with the emergency to request an ambulance be called. The front office and grounds team will be alerted and the ambulance will be met and directed to the appropriate area.

IN SUCH CASES PARENTS ARE TO BE INFORMED IMMEDIATELY (USUALLY BY THE NURSING TEAM OR HEADMISTRESS)

It is the responsibility of the Head or her Deputy to decide who accompanies a pupil to the hospital.

6. SERIOUS MEDICAL EMERGENCY PROCEDURE –

6.1 If phone available

- A Dial 9-999 - If possible have Name and Date of Birth
- B Then ring the Nursing Team
- C Contact the School Office giving them the following details: -
 - Persons name and designation,
 - What is wrong with the person?
 - Location of incident, and if you have already called an ambulance

6.2 If phone not available

Send someone to the School Office with the:

- Person's name and designation
- What is wrong with the person?
- Where they are located - if possible written down.

They will contact the appropriate people and send staff to the school entrances to direct ambulances to the appropriate area.

7. SCHOOL TRIPS

Reference should be made to the procedure for Educational visits.

When organising a school trip, the following procedures have to be followed:

- *Medical information relevant to the pupil will be supplied via the specific trip Google form which will be completed by the parent.*
- *This information can be cross checked by reviewing the Medical Conditions List (live Google Sheet)*
- *Further information is supplied as necessary by the Nursing Team.*
- *It is the responsibility of 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 AAI then there must be present a member of staff who is AAI trained.*
- *The Nursing Team will provide first aid equipment and a medication bag tailored to identified needs. A mobile phone will be provided by the IT department.*

8. First Aid Kits

Maintenance and checking of first aid equipment across the school site is carried out by the Nursing Team

Each department has a responsibility to notify the Nursing team if equipment is used or stock is low.

10. Implementation, monitoring and evaluation of the policy

The implementation of the First Aid Policy should ensure a safe environment.

The Nursing team reflect on any incidences ensuring that all care given is of the highest standard. Termly Health and Safety meetings and weekly meetings of the Nursing Team and the Deputy Head Pastoral provide further monitoring and evaluation. The service provided by the Nursing Team will be amended if it is felt appropriate and prudent.

The Lead Nurse attends regular meetings with a local Independent School Nurses Forum and is a member of the Medical Officers Schools Association (MOSA)

Boarding House Procedure

- *All pupils requiring first aid are seen by the Nursing Team during the school day.*
- *Outside of these hours first aid is administered by trained boarding house staff.*
- *First Aid equipment is supplied and maintained by the Nursing Team.*
- *Any concerns regarding a pupil are escalated to the GP or 111 service*

Appendix 1: First Aid – Junior School Procedure

- A list of current first aiders is posted in all areas.
- First aid courses are held regularly so that staff can keep their certification current.
- *The Medical Room is staffed by a member of the Nursing Team at break and lunch times. Outside of these times Nurses can be contacted in the Health Centre or via the mobile phone and will respond as appropriate.*
Immediate first aid requirements as a result of any minor incident during the day are dealt with by the member of staff on duty or by the Junior School office staff.
- Children in the Pre-Prep. Department are cared for by a classroom assistant. The Nursing Team will be called for advice if staff are concerned. Parents are contacted if necessary.
- All accidents and illnesses are recorded on the appropriate forms held in the Junior School Medical Room, the Pre-Prep department, the First Aid Box or the Reception area table. The Junior School Office Staff enter details of illnesses and injuries onto the ISAMS Medical Manager. These are checked by the Nursing Team. A copy of the completed form is sent to parents.
- There is an AED placed outside the Medical Room.
- Prescribed AAI's are kept either with the pupil or in designated cupboard in the servery.
- THINK OF ME POSTERS are placed in key areas. The Nurse ensures that staff are supplied with all relevant information.
- Emesis packs are available in both Junior and Pre-Prep. Classrooms and other teaching areas. The on-call cleaner should be alerted 07884738779 or via the School Office.

To **contact** a member of the nursing team:

Health Centre: Ext 225

Nursing Team mobile: 07546 633490

Non-emergency: email nurse@talbotheath.org