



## **FIRST AID POLICY (Senior and Junior Schools)**

(This document is available on the school website or on request)

*Reviewed July 2016*

### **INTRODUCTION**

The Governors of QEH are committed to provide suitable and adequate first aid provision for their employees and for pupils if they become ill or are injured at work. QEH arrangements for first aid take into account guidelines in the Health and Safety (First Aid) Regulations 1981 supported by the Health and Safety Commission's approved code of practice "First at Work". All accidents, injuries and illnesses are referred to the school nurse on duty in the Health Centre.

### **MEDICAL PERSONNEL**

There are two qualified school nurses.

### **FIRST AID PERSONNEL**

First Aid is provided at the school playing fields at Failand on Saturday fixtures by an outside agency providing paramedic cover. Copies of treatment records will be sent to the school nurse the following week.

Additional first aiders are volunteers from members of staff and training will be provided to the standards approved by the Health and Safety Executive (normally 1 day course).

It is the responsibility of the School Nurse to hold and maintain a record of appointment and qualifications of first aiders.

### **APPOINTED PERSON**

If insufficient volunteers are forthcoming then members of the staff may be appointed and trained to the standards approved by the Health and Safety Executive (normally 1 day) for appointed persons.

Wherever activities for which there is an element of risk (e.g. sports) are conducted away from the main school site it is the policy of the Governors that a qualified first aider or appointed person will accompany the pupils unless there is adequate first aid provided at the venue.

The school nurse is responsible for checking and replenishing all first aid kits, apart from those at Failand, in order to ensure that there is always an adequate supply of materials.

The grounds man is responsible for the first aid kit at Failand. Items should not be used after the expiry date shown on packets.

Where mains tap water is not readily available for eye irrigation, sterile water or sterile normal saline (0.9%) in sealed disposable containers should be provided. Each container should hold at least 300ml and should not be re-used once the sterile seal is broken. At least 900ml should be provided. Eyebaths when used should be disposable. They should not be used if chemicals are splashed in the eye to stop re contamination.

## **ACCIDENT OR INJURY**

When a pupil has an accident or is injured the first person on the scene should assess the situation and if necessary start first aid.

If possible the injured pupil should be accompanied to the Health Centre in school, so that they can be assessed and treated by the school nurse on duty.

At Failand, the treatment point is the Staff Changing Room and First Aid equipment including a defibrillator is kept there. All injuries at Failand should be reported to the School Nurse.

If the pupil cannot be moved the school nurse should be notified so that she can bring a first aid kit to the scene of the accident.

The school nurse on duty will assess the pupil's condition and decide if the injured pupil should: -

1. Return to school **or**
2. Receive treatment at the health centre as appropriate and return to school **or**
3. Contact their parents or guardian in order to be taken home or for medical review **or**
4. Call an ambulance so that the injured pupil can be taken to hospital for further treatment

Parents or guardians of pupils involved in accidents at school should be notified as soon as possible.

## **TREATMENT BOOKS**

There is a daily treatment book located in the Health Centre where the school nurse records the details of all illnesses, accidents and injuries. All information will then be recorded onto school base.

## **ACCIDENT BOOKS**

Accident books can be located in the Health Centre, School Office, Junior School, QEH Theatre and Failand playing fields. All accidents can also be reported directly to the school nurse who can input the information directly on to SchoolBase.

For injuries to pupils and visitors, it is the responsibility of the most senior member of staff who witnessed or dealt with the injured person to record details in the appropriate accident book. The school nurse should be notified as soon as possible.

For injuries suffered to members of staff, it is the responsibility of the injured person to ensure details of the accident have been recorded, however the actual details may be recorded by another person on his/her behalf.

A report on the accident recorded during a term will be presented to the next Health and Safety Committee

## **FIRST AID/TREATMENT ROOM**

A First Aid room is provided in the Health Centre and will contain as a minimum the following facilities and equipment

- a) Sink with running hot and cold water always available;
- b) Drinking water when not available on tap and disposable cups;
- c) Liquid soap;
- d) Paper towels;
- e) Hygiene hand rub
- f) Smooth topped working surfaces;
- g) Suitable store for first-aid materials;
- h) First-aid equipment;
- i) Couch (with waterproof surface) and frequently cleaned pillow and disposable couch roll.
- j) Clean protective garments for use by first-aiders;
- k) Chair
- l) An appropriate record book;
- m) Disposable bowls
- n) Portable wound dressing table
- o) Thermometer (non mercurial) with disposable covers
- p) Adequate lighting both overhead and focus
- q) Clinical waste bin
- r) Drug/medicine cabinet (complying to the Misuse of Drugs Regulations 2005)
- s) Refrigerator
- t) Bio hazard kit

The room should be clearly identified as a first-aid room. Identification should be by means of a sign complying with the Safety Signs Regulations 1996.

## **FIRST AID KITS**

First Aid Kits will be provided and located as follows: -

Kitchen/maintenance (x1)	Bursar's Office (x1)
Gym (x1)	Sports travelling kits (6+)
Biology Prep (x1)	Failand (x1)
Chemistry prep (x1)	Mini Buses (x3)
Physics Prep (x1)	Art dept (x1)

Theatre (x1)  
Junior School office  
Junior school classroom (3,4,5,6)

D & T (x1)  
Library  
Landrover

First Aid Kits should contain only those items which a first aider has been trained to use. The contents of the kits will be vetted by the resident school nurse and will typically be (larger kits only):

- a) One guidance card
- b) Twenty individually wrapped sterile adhesive dressings (assorted sizes) appropriate to the work environment (which may be detectable for the catering industry);
- c) Two sterile eye pads, with attachment;
- d) Six individually wrapped triangular bandages;
- e) Six safety pins;
- f) Six medium sized individually wrapped sterile unmedicated wounded (approx 10cm x 8cm);
- g) Two large sterile individually wrapped unmedicated wound dressings (approx 13cm x 9cm);
- h) Two extra Large sterile individually wrapped unmedicated wound dressings (approx 28cm x 17.5cm);
- i) Disposable latex free gloves.
- j) Disposable resuscitation mouth shield.

NB Please also refer to the other medical policies available on the school website.