

G3 First Aid Policy

Injury or Illness – Pupils

- If a pupil is ill or has been injured he/she must report (or be taken if it is safe to do so) to the **Medical Room** which is situated near the Old Staff Room and contact a first aider who is based at Reception.
- The Lead First Aider is responsible for the Medical Room.
- **Minor Injury** - immediate First Aid will be given and the pupil should return to class. Parents are to be informed by the Office Staff.
- **Injury** - immediate First Aid will be given and a decision will be made in consultation with the Head of Year/Leadership Team as to whether referral to G.P. or a Hospital is necessary.
- **Serious Injury** - in case of serious injury, it is usually best not to attempt to remove the patient to the Medical Room. This applies particularly when it is suspected that bones may be broken or in the case of severe head injuries.

PENARTH SITE

The member of staff first on the scene should:

- Send a message to Main Office (Reception) for assistance from Lead First Aider, Assistants to Heads of Year or other trained First Aiders.
- Administer First Aid as appropriate.

The Lead First Aider, Assistants to Heads of Year or another appointed person if any of the named first aiders are unavailable, will arrange for an ambulance, if appropriate, to be called or for the casualty to be taken to hospital by car. The Headteacher or Deputy Headteacher will be informed.

DINAS POWYS SITE

The member of staff first on the scene should:

- Send a message to the Assistant to Heads of Years or any Cover Supervisor on site to attend the scene. If they are not available immediate contact should be made with the School Office who send out an alert via walkie talkie. If it is safe to do so the pupil will be taken to the First Aid room and treated accordingly.
- If the pupil needs to be collected by parents, the Assistant to Heads of Years or Cover Supervisor on site will telephone from the first aid room and give details to the parent/guardians over the telephone.
- If they are not unavailable another First Aider should be called by the Receptionist in the School Office. The member of staff who is first on the scene should take to the pupil to the first aid room if it is safe to do so and stay with them until a first aider arrives.

Assistant to Heads of Years or any Cover Supervisor on site or another appointed person if either are unavailable, will arrange for an ambulance, if appropriate, to be called or for the casualty to be taken to hospital by car. The Assistant Headteacher will be informed.

NOTE – If an injury/illness appears to be very serious/life threatening, the member of staff first on the scene should give instructions for an ambulance to be called without delay.

ALL INJURIES TO PUPILS MUST BE REPORTED ON THE ACCIDENT OR INCIDENT FORM WHICH MAY BE OBTAINED FROM THE MAIN OFFICE ON BOTH SITES (RECEPTION) (see attached). THE APPROPRIATE FORM WILL NORMALLY BE COMPLETED BY THE TEACHER SUPERVISING THE PUPILS.

An accident is defined as an occurrence where someone is physically injured, i.e. a sprained or broken ankle.

An incident is defined as any other occurrence, or anything with the potential to cause an occurrence which might injure or harm persons or property.

COMPLAINTS AND CLAIMS FOR COMPENSATION ARE BECOMING FAR MORE FREQUENT AND IT IS THEREFORE ESSENTIAL THAT SCHOOLS KEEP FULL WRITTEN RECORDS.

Minor Illness – A pupil will be admitted to the Medical Room. Under normal circumstances it will be necessary for him/her to provide a note from a Subject Teacher or Form tutor stating that the illness has been reported. However, it is recognised that it will not always be possible to provide such a note and he/she will be admitted to the Medical Room when an assessment by the First Aider has taken place. At break/lunch-time pupils should report to their Head of Year/Form Tutor or a Deputy/Assistant Headteacher for permission to go to the Medical Room.

A pupil suffering from minor illness will be allowed to remain in the Medical Room for a short time and parents will be contacted. If he/she is not fit to return to class, the first aider will inform the Head of Year and arrangements will be made for the parents or their emergency contact to be informed so that the pupil may be collected.

Where staff suspect that a child is using illness as an excuse to miss lessons you should report your suspicion to the Head of Year via a referral which the Year Tutor will investigate. Do not prevent a child from going to the First Aider in case the illness is genuine. The same applies to cases where pupils ask to leave a lesson to go to the toilet.

NOTE – Pupils should not be sent to the Medical Room for painkillers as the school does not hold any supply of such drugs. On no account should teachers give medication of any description to pupils.

There is provision for pupils on long term medication to leave their tablets/medicine in a locked cupboard in the Medical Room/Main Office (Reception) area as long as such medication in its original packaging is accompanied by instructions for use and a letter of authorisation from parents/guardians.

The school will treat each request as an individual case following full consultation with parents, HoY, the Lead First Aider and if appropriate the School Nurse.

Diabetes in St Cyres School

- Diabetic people may carry their own blood testing kits with which to check their blood sugar levels and are usually well prepared for emergencies. For example, diabetic people carry sugar lumps or a tube of glucose in gel form in case they feel they are having a 'hypo'.
- If they carry their own testing 'sharps' and glucose tablets/gel (hypostop), when they feel they are going to have a 'hypo' they must administer it to themselves, (although help can be provided by another). They should, of course, eat something before administering the gel, which should make them feel better.
- When they test their blood at lunchtime, it would be a good idea if someone, preferably a first aider was with them in case they feel unwell.
- Dispose of 'sharps' in a small 'sharps' box which will be in a cardboard box in the office of the Assistant to Heads of Years 7,8 and 9 (Dinas Powys) and Reception (Penarth).
- Kit could be kept in the medical room in Penarth, but it seems to be more convenient to be kept in the Assistant to Heads of Years Office Dinas Powys as she is the person whom the children know as the first aider.
- If the first aider is not on site, another adult will accompany the casualty to Reception Penarth and the Assistant to Heads of Years Dinas Powys and wait until they have tested their sugar levels.
- The School Nurse will update care plans as necessary.

If these procedures are in place and the kit is available and also the people with diabetes carry their own equipment, the first aider and school will not be liable for any issues that may arise.

General Points

The Directorate of Learning and Development and its schools will provide such equipment and facilities as are adequate and appropriate in the circumstances, for enabling First Aid to employees and pupils who are injured or become ill at work.

Training to become a designated first aider takes five days and the certificate is valid for three years. Training to become an “appointed person” takes one day and the certificate is also valid for three years. Reassessments will take place prior to the certificate’s expiry date.

Any person who does not have a current First Aid At Work certificate must not be classified or designated as a first aider.

Details of the location of designated first aiders, their name and telephone number will be posted within all establishments. (See Health and Safety Policy G1)

There will be adequate numbers of designated first aiders and appointed persons for each establishment.

The existence of appropriately trained staff in each establishment will be monitored during health and safety audits.

First Aid training will be conducted by external agencies and funded by the individual school or the Directorate of Learning and Development in the case of centrally based staff.

Where risks are generally considered to be high, at least one person holding a current first aid at work certificate must always be available when these areas are occupied.

First Aid boxes containing a sufficient quantity of first aid materials to be maintained at every establishment and systems in place for replenishing stock.

Any changes of appropriately trained staff must be notified to the Senior Manager/ Headteacher.

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