



## Introduction

**This policy applies also to EYFS provision.**

Roedean Moira House Girls School will ensure to safeguard and look after every student, member of staff and visitor in the event of an accident on and off the premises however minor or major. This policy is in accordance with the DfEE publication "Guidance on First Aid for Schools" and Health and Safety (First Aid) regulations 1981.

All members of staff and students are aware of the procedures in place and that there are designated trained first aiders within each area of the school.

## Definition and Objectives

The HSE definition of an accident is as follows:

"An undesired circumstance which gives rise to ill health, injury, damage, production losses or increased liabilities."

First Aid is the immediate and temporary care given until a medical practitioner arrives on the scene. The object is to give help to all who suffer injury or are taken ill before expert help arrives in the guise of nurse, doctor or ambulance crew. The principal aims are to save life, promote recovery and prevent the situation or injury worsening.

## First Aid arrangements

First Aid cover is provided 24/7:

- All members of staff are trained in basic First Aid knowledge.
- PE staff have more advanced First Aid training.
- All Nursery and Junior form tutors are paediatric First Aid trained
- A number of academic and support staff are trained and qualified as First Aiders at Work (FAW) and are able to administer First Aid where and when required.
- The School uses the Enys Road Practice which can be contacted throughout the school day for advice and assistance.
- In the instance of an unwell boarder in sick bay - Head of School to be informed when Pastoral mentor leaves for the day at 5.30 to ensure remote supervision until 6pm.

In the event of an accident, a student or member of staff should inform the School Office immediately which will contact the nearest First Aider. The First Aider should take charge and if necessary ensure an ambulance is called or another professional medical person arrives to help.

## Auto injectors, Asthma or other medical conditions

The School has protocols for the care and treatment of pupils suffering from particular medical conditions such as diabetes, asthma, epilepsy and anaphylaxis. All information is logged on PASS and an updated report is created every half term. The medical details list is printed and available in the staff room, in the dining room and in the reception. An emergency inhaler is located in the Pastoral office and auto injectors are in reception or in the case of 6 formers carried by the pupil.

Any pupil with severe allergies, asthma or other medical conditions have a medical care plan.



It is the responsibility of staff taking girls away from school to be aware of any pupils who may be at risk.

Parents of students who receive a head injury during the course of the day are informed by letter at the end of the day

Staff training for auto injector is available on request - all staff trained in Emergency First Aid and paediatric First aid are trained in auto injector administration and defibrillation

### **Staff with FAW qualifications 2019**

Simon Hicks  
Dawn Karkach  
David Pollard  
Liz Powell  
Neil Wakefield  
Nikki Wright  
Frank Schulmeyer  
Elodie Vallantine

There is a qualified first aider on duty at all times. Details of first aiders are in the staff room and around the site.

### **Contact details**

Enys Road Surgery	01323 410088
NHS helpline	111

### **First Aid boxes**

First Aid boxes are located in various areas:

- Transport: on each school bus and support vehicle
- Boston: Boarding Office, Nursery
- Swimming Pool: Poolside, Plant Room
- School House: Catering Department, Science Laboratories, Art Department, Staff Common Room, Photography department
- Dunn House: Laundry, Maintenance Department
- Sports Hall; PE Department

The contents of the boxes are standard as per guidance on first aid in schools DfEE:

- 20+ individually wrapped plasters of assorted size
- Sterile eye pads
- Triangular bandage, sterile
- Safety pins
- Various sizes of sterile wound dressings
- Disposable gloves
- Sterile eye wash
- Sterile wound swabs
- Scissors
- Disposable Ice packs

### **First Aid box checks**

All boxes and kits should be checked by department staff. Extra stock is given when requested by members of staff. First aiders are responsible for replacing any items used.



## **Travelling First Aid kits**

The PE staff have access to first aid kits for all fixtures, home and away. These kits should be checked by PE staff termly and replenished as soon as items are used.

First Aid kits are available from the school office for school trips and excursions. These are booked out and returned by the member of staff leading the group.

## **Defibrillator**

A defibrillator is located inside by the side door entrance. All first aiders are trained in using the defibrillator. The code to open the box is 1

## **First Aid Administration**

Details of all First Aid administered are entered on PASS/3Sys by first aiders and for any accidents caused by faulty equipment etc these must be recorded in the accident book either on line or hand written to ensure the Health and Safety officer is aware of the incidents.

## **Accident reporting**

An accident report must be completed in all cases as well as details entered on PASS/3Sys. The Health and Safety officer will take responsibility for record keeping, investigation and RIDDOR, where necessary.

## **Calling an ambulance**

If there is an accident in the school, staff are trained to summon assistance immediately. If the injury is serious or the person is unconscious, and ambulance should be called on 999.

## First Aid Procedure

Unwell or injured pupil or staff member.  
Able to walk to reception?

YES

NO

Send or take to First Aid and pastoral Mentor Room. Or ask for reception to call for a first aider  
Staff dealing with casualty to enter note on PASS of incident and who was called under 'First Aid' category

Call reception 214 and ask for a first aider to attend  
Reception staff enter note on PASS of incident and who was called, under 'First Aid' category

Casualty treated and dispatched to either:

- re-join class
- Boarding - sick bay
- Home with parent or guardian
- Hospital

First aider to make a note on PASS under 'first aid' category; of the incident treatment and outcome.  
Complete accident book if appropriate online or hard copy



## **Related policies and documents**

This policy should be read in conjunction with the following policies and documents:

- Employee Handbook
- Staff Handbook
- Code of Conduct for Employees
- Health Safety Handbook
- Boarding Staff Handbook
- National Minimum Standards for Boarding Schools
- ISI Handbook for the Inspection of Schools, Regulatory Requirements
- Teachers' Standards
- Departmental Handbook
- Keeping Children Safe in Education
- Safeguarding Policy
- Medical Policies
- Supporting students with medical conditions
- Prevention of communicable diseases and management of blood and body fluids

POLICY REVIEWED BY JTA: Feb 2019

POLICY REVIEWED BY SCHOOL COUNCIL: October 2019

NEXT REVIEW: June 2020