



## First Aid Policy

This Policy sits alongside Accident Reporting and Investigation Policy and Administration of medicines Policy.

Nothing in this policy should affect the ability of any person to contact the emergency services in the event of a medical emergency.

The school has a Medical Room and Dr Jonathan Boreham is the school's medical advisor.

The Medical room can be contacted directly on 0207 386 2468 or by email [lwarrington@fulhamprep.co.uk](mailto:lwarrington@fulhamprep.co.uk)










Lesley Warrington (School welfare Manager) is responsible for ensuring that there are an adequate number of qualified First aiders, and organising training.

There is a qualified nurse on duty in the medical room from 0830am to 415pm five days a week who is available to administer first aid, to deal with any accidents or emergencies, or to help if someone is taken ill. The School nurse holds the full (3 day) First aid at work course, from an establishment approved by the Health and Safety Executive. The school has a number of members of staff who have completed a 1 day course of level 2 award in Emergency first aid, from a competent trainer who are capable of giving first aid if, for example, a child is injured off site. Both these certificates are updated every three years. The list of staff with current First Aid certificates are found in Reception, The medical room, Kitchen, Music block and on all floors of the main school building. It can be found saved at the end of this Policy.

The School has 1 defibrillator, which is located in the Medical Room. Staff are trained on an annual basis. A list of staff with current AED certificates are found in Reception, The medical room, Kitchen, Music block and on all floors of the main school building. It can be found saved at the end of this Policy.

The appropriate number of First Aiders and Defibrillator staff are identified after all the relevant factors have been taken into account, including layout of building, foreseeable absence of first aid personnel and number of pupils on and off site. The school Welfare manager maintains a list of First Aiders and defibrillator users.

### **First Aid kits are located in:**

-  The medical room
-  School vehicles
-  School office
-  Staff room
-  Library
-  Science 1&2
-  Art
-  DT
-  The music block

The School takes first aid kits when groups of pupils go off site on trips or sporting events. These are collected from the Medical room, and returned their on return. Staff to inform Lesley Warrington if any stock has been used and report any incidents. Staff are made aware to use own mobile phones and to have the school phone number and medical room listed

School            0207 386 2444

Medical Room 0207 386 2468

### **Standard First Aid Kits contents**

- 1 First aid guidance leaflet
- 20 Assorted sterile plasters
- 10 individual wrapped non alcoholic wipes
- 2 Eye pads
- 2 Triangular bandages
- 2 Pairs vinyl gloves
- 1 Foil emergency blanket
- 1 Small wound dressing
- 2 Medium wound dressings
- 2 Large wound dressings
- 1 Resuscitation shield
- 1 Burn Gel
- 1 instant ice pack
- 1 Small pack of tissues

### **Sports First Aid Kit Contents**

- 1 Trigene antiseptic wipes (100)
- 1 Relieve aid personal resuscitator
- 3 Instant cool packs
- 2 Eye pads with bandage
- 2 large first aid dressings
- 1 Plastic handle scissors- Tufkut
- 1 Tubular bandage size D 1m
- 2 Calico triangular bandages
- 2 Crepe bandages 75mm
- 1 Dressing strip 75mm x 1m
- 5 Adhesive dressings 60mmx70mm
- 2 No 3 Ambulance dressings

10 Alcohol free cleansing wipes  
5 Hypodress big plasters 100x 80mm  
1 Waterproof assorted plasters (100)  
2 Medium first aid dressings  
3 Pairs vinyl gloves  
1 Tubular bandage size C 1m  
2 Foil emergency blankets  
2 Crepe bandages 50mm  
2 Crepe bandages 100mm  
1 Zinc oxide plaster 25mmx 5m  
2 Water bottles  
2 No 4 Ambulance dressings  
1 Burn gel  
3 Small clinical waste bags

### **First Aid Facilities**

- ✚ Lesley Warrington must ensure the appropriate number of First aid bags are held.
- ✚ All First Aid bags are marked with a white cross on a green background and their whereabouts displayed throughout the school on the First Aiders list.
- ✚ Sports First Aid Kits are black with a white cross
- ✚ First aid bags always accompany the children during any offsite activity/educational visit. First aid bags must accompany physical education teacher's offsite.
- ✚ All vehicles carry a First Aid kit
- ✚ Lesley Warrington is responsible for checking and restocking First Aid Bags every half term, and if bags are used in between times.
- ✚ Stock is ordered by Lesley Warrington and is kept in the medical room.

All new pupils and staff are given information on where to go for help, in the event of an accident as part of their induction into school. There are first aid notices around the school.

The school keeps records of all accidents and injuries to pupils, staff and visitors. Full details of procedures to report and record accidents are contained in the **Accident Reporting and investigation Policy**. The Accident book is held in the Medical Room. The Accident book is monitored regularly by the School Welfare Manager and Carole Ellis (School Bursar) responsible for Health and safety. The school has regard to the requirements of RIDDOR in the reporting of serious accidents or injuries—See **Accident Policy**.

The school will always contact parents if a child suffers anything more than a trivial injury, or if he or she becomes unwell, or if we have any worries or concerns about their health. Parents are always informed if a child has had a head injury of any sort.

Positions for eye wash stations are identified in Science 1 & 2, Art and DT rooms. Sealed bottles of eye wash solution are provided, these are checked half termly by the School Welfare Manager.

Information held by the school concerning children who require Epipens, asthmatic inhalers, injections or medication are made known to all staff by means of electronic records, health care plans and photographic posters in medical room, staff room and dining hall. Staff who have pupils in their lessons with any of these needs receive appropriate training. Staff are made aware exactly where the medical equipment for such children is kept if different to the medical room. These lists are updated each time a pupil is added or deleted from the list

All medication is kept in the medical room, in a secure location. Epipens and Ventolin Inhalers are kept in the medical room, but always accessible.

For off sites visits, all staff must ensure they take a First aid bag, class list, mobile phone and any prescribed emergency medication with accompanying health care plan.

Children with specific medical needs should be pointed out to the group leader. The School ensures all group leaders are sufficiently informed and trained to deal with the medical needs of all pupils on off site visits.

The school nurse should be notified at the earliest convenience of any minor or major incidents. Any accidents or injuries sustained during a group visit off site are recorded in the accident book immediately on return and the school nurse informed.

### **The First Aiders procedure for dealing with sick or injured pupils**

- ✚ Ascertain by inspection and discussion with child or staff member the nature of the child's injury or illness.
- ✚ Comfort or advise as necessary. This may be sufficient and child can return to class or break. Inform staff member of nature and any concerns if appropriate.
- ✚ Treat injury or illness if required. Clean wound with antiseptic wipe or running water and cover with a plaster if still bleeding and no allergy exists.
- ✚ Record action taken on Pass. If serious injury, complete an accident form and give to School welfare Manager to sign.
- ✚ If child is well enough he/she will return to class.
- ✚ If problem persists, or there are doubts as to the seriousness of any injury, then parent(s) will be telephoned and asked what they would like to do. If he/she wishes to collect their child, appropriate arrangements are made.
- ✚ If a severe illness or injury is suspected then the emergency services will be called and the school welfare manager will contact the parents to inform them. No pupil will travel in an ambulance unaccompanied.
- ✚ If any issue arises during treatment or discussion with the pupil that the First Aider feels should be taken further, she/he will telephone to the parents and/or the Safeguarding lead or most appropriate member of staff.

### **Arrangements for pupils with allergies and medical conditions**

- ✚ Pupils with particular medical conditions for example Asthma, Epilepsy, Diabetes and disabilities are given support and activities are adapted as appropriate.
- ✚ Individual health care plans are drawn up for pupils who have long term medical conditions or conditions that can require swift emergency medication. The plans identify the safety measures necessary to support pupils with medical needs and ensure that they and others are not put at risk. They also identify any support needed by the school e.g. staff training.

- ✚ Parents are involved in the care plan process and are asked to regularly update the School welfare manager with any changes to treatment or hospital visits.
- ✚ The school welfare Manager works closely with teachers and pastoral care staff to ensure care and support as needed is provided.

The information held by the school includes a record of pupils who need to have access to Asthma inhalers, Epipens, injections or similar and this information is circulated to First Aiders and staff on a need to know basis.

The equipment, suitable labelled is located in The Medical room.

### **Hygiene/infection Control**

In order to maintain hygiene standards and reduce the risk of infection

- ✚ Hands must be washed before and after giving First Aid
- ✚ Single use disposable gloves must be worn when treatment involves blood or other bodily fluids
- ✚ Any soiled dressings etc must be put in the bin in the medical room and disposed of appropriately
- ✚ Any body fluids on the floor should have absorbent granules (Bioguard absorbent powder) sprinkled on them and swept up with designated dustpan and gloves.
- ✚ Exposed cuts and abrasions should always be covered.

### **Current list of First Aiders**

<b>Name</b>	<b>Expiry</b>	<b>Qualification</b>	<b>Provider</b>
Lesley Warrington	Nov 2018	First Aid at Work	St Johns Ambulance
Carolyn Botha-Cornew	Feb 2017	Emergency First Aid	Carlton Training
Roberto Cacciaglia	Feb 2017	Emergency First Aid	Carlton Training
Pam Hanratty	Feb 2017	Emergency First Aid	Carlton Training
William Hanna	Feb 2017	Emergency First Aid	Carlton Training
Bev Hayward	Feb 2017	Emergency First Aid	Carlton Training
Linda Hitchcock	Feb 2017	Emergency First Aid	Carlton Training
Carmel Martin	Feb 2017	Emergency First Aid	Carlton Training
Ben Milburn	Feb 2017	Emergency First Aid	Carlton Training
Storm Porter	Feb 2017	Emergency First Aid	Carlton Training
Bill Roberts	Feb 2017	Emergency First Aid	Carlton Training
Kate Sanderson	Feb 2017	Emergency First Aid	Carlton Training
Zak Siva	Feb 2017	Emergency First Aid	Carlton Training
Piers Young	Feb 2017	Emergency First Aid	Carlton Training
Sarah Kelly	Feb 2017	Emergency First Aid	Carlton Training
Angus McDonald	Feb 2017	Emergency First Aid	Carlton Training
Lisa Garson	Feb 2017	Emergency First Aid	Carlton Training
Paul Roberts	Feb 2017	Emergency First Aid	Carlton Training
Dominic Fitzgerald	Feb 2017	Emergency First Aid	Carlton Training
Becky Cotter	Feb 2017	Emergency First Aid	Carlton Training

Michael Johnstone	Feb 2017	Emergency First Aid	Carlton Training
Nancy Meyrick	Feb 2017	Emergency First Aid	Carlton Training
Nicole Thrower	Feb 2017	Emergency First Aid	Carlton Training
Lotte Lydon	Feb 2017	Emergency First Aid	Carlton Training
Corine Auld	Feb 2017	Emergency First Aid	Carlton Training
Antonia Heath	Feb 2017	Emergency First Aid	Carlton Training
Joel Wardle	Feb 2017	Emergency First Aid	Carlton Training
Celina Ritchie	Feb 2017	Emergency First Aid	Carlton Training
James Marshall	Feb 2017	Emergency First Aid	Carlton Training
Karen Coles	Dec 2018	Outdoor Emergency First Aid	BASP UK LTD
Steve Watson	May 2016	Emergency First Aid	
Claire Hardwick	Feb 2019	Schools First Aid	St John Ambulance
Lucy Prior	Feb 2019	Schools First Aid	St John Ambulance
Ed O'Brien	Feb 2019	Schools First Aid	St John Ambulance
Emma Lewis	Feb 2019	Schools First Aid	St John Ambulance
Richard Abbott	Feb 2019	Schools First Aid	St John Ambulance
Tom Couper	Feb 2019	School First Aid	St John Ambulance
Katherine Ffrenchconstant	Feb 2019	Schools First Aid	St John Ambulance
Alice Gent	Feb 2019	Schools First Aid	St John Ambulance
Cameron Nott	Feb 2019	Schools First Aid	St John Ambulance
Laura Rodgers	Feb 2019	Schools First Aid	St John Ambulance
Hannah Scott	Feb 2019	Schools First Aid	St John Ambulance
Philippa Stevenson	Feb 2019	Schools First Aid	St John Ambulance
Jonty Stewart	Feb 2019	Schools First Aid	St John Ambulance
Matt Arthur	Feb 2019	Schools First Aid	St John Ambulance

### **Current List of AED & CPR Trained Staff**

**Provider:** RHHD Training services

**Expiry:** January 2017

Lesley Warrington  
Carole Ellis  
Sarah Kelly  
Carolyn Parrish  
Cameron Nott  
Dominic Fitzgerald  
Paul Roberts  
James Marshall  
Michael Johnstone  
Karen Coles  
Hannah Scott  
David Haggar  
Victoria Sanchez

Updated	By
January 2016	Lesley Warrington, School Welfare Manager