



FULHAM PREP SCHOOL



FULHAM SENIOR SCHOOL

## **THE FULHAM PREP SCHOOLS**

### **FIRST AID POLICY**

Created by LW: 7<sup>th</sup> January 2016  
Adopted: 8<sup>th</sup> January 2016  
Next review by the Head: September 2018

Appendix 1 – First Aid Certified staff members

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.**

Each site has a Medical Room and Dr Jonathan Boreham is the school's medical advisor. The School Welfare Officer can be contacted directly on 020 7386 2468 or by email [lwarrington@fulhamprep.co.uk](mailto:lwarrington@fulhamprep.co.uk).

Lesley Warrington (School Welfare Officer) is responsible for ensuring that there are an adequate number of qualified First aiders and organising training. There is a qualified first aider on duty across all sites. In the medical room from 08.00 to 16.30, five days a week there is a primary first aider who is available to administer first aid, to deal with any accidents or emergencies or to help if someone is taken ill. The School Welfare Officer 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 one day course awarding them Level 2 in Emergency First Aid, from a competent trainer. This means they are capable of giving first aid if, for example, a child is injured off-site. Both these certificates are updated every three years. Any site with EYFS children within, at least one member of staff at all times has undertaken Paediatric First Aid training.

The list of staff with current First Aid certificates are found in Reception of each building, The Medical Room, Kitchen, Music block and on all floors of all our main school buildings. The list of certificates can be found in Appendix 1 of this policy.

The School has 2 defibrillators, both of which are located in Reception of each building. Staff members 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 school buildings. It can be found in Appendix 1 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 Officer maintains a list of First Aiders and defibrillator users.

The locations of the First Aid kits are found in Appendix.

#### **Off-site activities:**

The Trip Leader 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 there on return. Staff should inform the School Welfare Officer if any stock has been used and report any incidents so that they can be logged. In addition to the First aid bag, staff must take a class list, mobile phone and any prescribed emergency medication with accompanying health care plan.

Each Staff member should ensure that they have their own mobile phone with them when off-site with pupils and know the school phone number and medical room numbers as listed below:

*Prep & Senior School*                      020 7386 2444  
*Prep & Senior Medical Room*              020 7386 2468

*Pre-Prep School*                              020 7371 9911  
*Pre-Prep Medical Room*                    020 7371 4211

### **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 25mm x5m
- 2 Water bottles
- 2 No 4 Ambulance dressings
- 1 Burn gel
- 3 Small clinical waste bags

### **First Aid Facilities**

- ✚ The School Welfare Officer must ensure sufficient number of First Aid bags are purchased and ready to be taken for off-site activities.
- ✚ 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
- ✚ The School Welfare Officer is responsible for checking and restocking First Aid Bags every half term and as are they are returned from off-site activities.
- ✚ Stock is re-ordered by The School Welfare Officer 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**.

Accident books are held in the medical room and regularly monitored by the School Welfare Officer and Health and Safety officer. These are discussed in whole school Health and Safety meetings to spot trends and areas of concern and raised in the weekly staff briefing as a matter of course. 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 laboratories, Art and DT rooms. Sealed bottles of eye wash solution are provided, these are checked half termly by the School Welfare Officer.

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 the medical room, staff room and dining hall. Staff who have pupils in their lessons with any of these needs will receive appropriate training. Staff are made aware at the start of term 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.

Children with specific medical needs should be pointed out to the group leader before leaving the school premises. 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 Welfare Officer 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 exist.
- ✚ Record action taken on Pass. If serious injury, complete an accident form and give to School welfare Officer 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 officer 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 Officer with any changes to treatment or hospital visits.
- ✚ The school welfare Officer 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, suitably 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 and placed in a yellow biohazards bag.
- ✚ Exposed cuts and abrasions should always be covered.

# Appendix One

## Current list of First Aiders

Name	Expiry	Qualification	Provider	Site
Alex Helsby	Feb 2020	Schools First Aid	St John Ambulance	Prep
Alice Gent	Feb 2019	Schools First Aid	St John Ambulance	Prep
Angus McDonald	Feb 2020	Schools First Aid	St John Ambulance	Prep
Becky Cotter	Feb 2020	Schools First Aid	St John Ambulance	Prep
Ben Milburn	Feb 2020	Schools First Aid	St John Ambulance	Prep
Bill Roberts	Feb 2020	Schools First Aid	St John Ambulance	Prep
Brendan O'Keefe	Jul 2018	Schools First Aid	St John Ambulance	Prep
Bridget Potgieter	Feb 2020	Schools First Aid	St John Ambulance	Prep
Carmel Martin	Feb 2020	Schools First Aid	St John Ambulance	Prep
Carolyn Parrish	Feb 2020	Schools First Aid	St John Ambulance	Prep
Claire Hardwick	Feb 2019	Schools First Aid	St John Ambulance	Prep
Corine Auld	Feb 2020	Schools First Aid	St John Ambulance	Prep
Dianne Bonnet	Feb 2020	Schools First Aid	St John Ambulance	Prep
Ed O'Brien	Feb 2019	Schools First Aid	St John Ambulance	Prep
Emma Lewis	Feb 2019	Schools First Aid	St John Ambulance	Prep
Hannah Scott	Feb 2019	Schools First Aid	St John Ambulance	Prep
James Marshall	Feb 2020	Schools First Aid	St John Ambulance	Prep
Joel Wardle	Feb 2020	Schools First Aid	St John Ambulance	Prep
Jonty Stewart	Feb 2019	Schools First Aid	St John Ambulance	Prep
Karen Coles	Dec 2018	Outdoor Emergency First Aid	BASP UK LTD	Prep
Kate Sanderson	Feb 2020	Schools First Aid	St John Ambulance	Prep
Katherine Ffrench Constant	Feb 2019	Schools First Aid	St John Ambulance	Prep
Kylie Bezzina	Feb 2020	Schools First Aid	St John Ambulance	Prep
Laura Rodgers	Feb 2019	Schools First Aid	St John Ambulance	Prep
Lesley Warrington	Oct 2018	Schools First Aid	St John Ambulance	Prep
Lisa Garson	Feb 2020	Schools First Aid	St John Ambulance	Prep
Lucy Prior	Feb 2019	Schools First Aid	St John Ambulance	Prep
Mary McGavin	Feb 2020	Schools First Aid	St John Ambulance	Prep
Matt Arthur	Feb 2019	Schools First Aid	St John Ambulance	Prep
Michael Russell	Feb 2020	Schools First Aid	St John Ambulance	Prep
Nancy Meyrick	Feb 2020	Schools First Aid	St John Ambulance	Prep
Neil Brooks	Feb 2020	Schools First Aid	St John Ambulance	Prep
Nicole Thrower	Feb 2020	Schools First Aid	St John Ambulance	Prep
Pam Hanratty	Feb 2020	Schools First Aid	St John Ambulance	Prep
Paul Roberts	Feb 2020	Schools First Aid	St John Ambulance	Prep
Philippa Stevenson	Feb 2019	Schools First Aid	St John Ambulance	Prep
Piers Young	Feb 2020	Schools First Aid	St John Ambulance	Prep
Rebecca Buckham	Feb 2020	Schools First Aid	St John Ambulance	Prep
Richard Abbott	Feb 2019	Schools First Aid	St John Ambulance	Prep
Roberto Cacciaglia	Feb 2020	Schools First Aid	St John Ambulance	Prep
Sarah Coyte	Feb 2020	Schools First Aid	St John Ambulance	Prep
Sarah Kelly	Feb 2020	Schools First Aid	St John Ambulance	Prep
Steve Watson	Feb 2020	Schools First Aid	St John Ambulance	Prep
Storm Porter	Feb 2020	Schools First Aid	St John Ambulance	Prep
Tony Mills	Feb 2020	Schools First Aid	St John Ambulance	Prep
Wayne Bolton	Feb 2020	Schools First Aid	St John Ambulance	Prep

Name	Expiry	Qualification	Provider	Site
William Hanna	Feb 2020	Schools First Aid	St John Ambulance	Prep
Zak Siva	Feb 2020	Schools First Aid	St John Ambulance	Prep
Di Murphy	Feb 2019	Emergency First Aid	St John Ambulance	Pre-Prep
Di Steven	Feb 2019	Emergency First Aid	St John Ambulance	Pre-Prep
Fiona Dunkley	May 2020	Paediatric First Aid	St John Ambulance	Pre-Prep
Fiona Dunkley	Feb 2019	Emergency First Aid	St John Ambulance	Pre-Prep
Jackie Mitchell	June 2020	Paediatric First Aid	St John Ambulance	Pre-Prep
Julie Cummings	Feb 2019	Emergency First Aid	St John Ambulance	Pre-Prep
Lisa Kockott	Feb 2019	Emergency First Aid	St John Ambulance	Pre-Prep
Arabella Northey	Jan 2020	Schools First Aid	St John Ambulance	Senior

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

**Provider:** EDIP Training services

**Expiry:** January 2018

Lesley Warrington  
 Carole Ellis  
 Sarah Kelly  
 Paul Roberts  
 James Marshall  
 Karen Coles  
 Hannah Scott  
 Victoria Sanchez  
 Jonty Stewart  
 Alice Gent  
 Lisa Garson  
 Alexandra Helsby

Di Steven  
 Jackie Mitchell  
 Carrie Piper  
 Ali Henderson  
 Maggie Hamilton  
 Di Murphy  
 David Haggart  
 Lisa Kockott





# Appendix Two

## The locations of the First Aid kits:

### Pre-Prep

-  The medical room
-  Reception
-  Staffroom
-  New Playground
-  Sports office
-  School vehicles

### Prep School

-  The medical rooms
-  School vehicles
-  School office
-  Staff room
-  Library
-  Science Laboratories
-  Art
-  DT
-  The music block

Updated	By
January 2016	Lesley Warrington, School Welfare Officer
November 2017	Lesley Warrington, AN & VL