



First Aid Policy

Circulated for Consultation:		
Policy Written on: February 2018	Approved and Signed by Simon Garrill, Chief Executive Officer	Approved and Signed by Judith Gainsborough, Chair of Governors
To be reviewed: February 2019		

Scope

This policy identifies actions to be taken in case first aid assistance is required.

It should be read in conjunction with the school's Medical Policy and also Health and Safety policies for Heartlands High School and St Mary's Primary School.

The school has assessed the need for first aid provision and identified the following staff to provide first aid (both onsite and where required for off site visits and extra curricular activities).

First aid qualifications remain valid for 3 years. Refresher training will be organised to maintain competence and to ensure new persons are trained should first aiders leave.

Immediate Advice

In the event of an accident/injury or an episode of sudden ill-health occurring, minor or serious, whether to a student or an adult in the school, immediate advice will be sought from;

The school nurse

First Aid at Work (18 Hour) Rosie Barbary Balci

Emergency First Aid (6 Hour) Lisa Barker, Liliya Dankova, Jodie Mitchell

- First Aid list for Heartlands High School - See appendix 6 of Health and Safety Policy and Student Services.
- First Aid list for St Mary's Primary School is found in their main school office

If first aid cannot be administered locally then each school site first aid facility can be found;

- Heartlands high school student Services (Line: 234/210)
- St Mary's Primary School Medical room

In the event of a serious illness or injury occurring in the absence of the school nurse, the school can contact nurses from the other special schools.

First Aid boxes

These are located within the main offices at The Grove on each of the school sites.

- Heartlands High School student Services (Line: 234/210) Main Reception (Line: 350)
- St Mary's Primary School Medical Room and Identified First Aid Classrooms

Allergies and Medical Conditions (see Medical Policy)

Central records are kept and shared with each school about individual students who may have any form of allergy to medication, any long term illness, for example asthma, and details on any child whose health maybe give cause for concern.

Contact details for School Nurse

Ifeoma Anene (SCPHN)

School Nurse Team Leader

Tynemouth Road Health Centre

Tynemouth Road

London, N15 4RH

Tel: 0203 224 4300

ifeoma.anane@nhs.net

Actions

In the case of minor cuts and scratches other staff may treat students by washing the wound with water and covering it with a plaster if necessary.

Where injuries or illnesses are serious enough to warrant hospital treatment, First Aid staff or a senior teacher will telephone 999 for an ambulance. Ambulance crew may treat the school patient on arrival or take them immediately to hospital. The patient's details should be taken to the hospital and the parent(s) or guardian(s) informed by telephone.

No patient, in any circumstance, will be allowed to travel to hospital unaccompanied.

Where there is any doubt about the appropriate course of action, the First Aid staff will consult with the Health Service helpline (NHS Direct 0845 4647) and [in cases of students] with parents or carers.

In a possible life-threatening emergency the nearest adult should ensure an emergency ambulance is called immediately.

Recording and Reporting

The Grove adopt the accident and reporting practices outlined within Heartlands High School and St Mary's Health and Safety Policies.

- Heartlands High School - Appendix 7 of the Health and Safety Policy
- St Mary's Primary School - Pages 9-11 of the Health and Safety Policy

In cases of a head injury

Parents or carers should be contacted by telephone AND a form must be sent home if a student receives a bump to the head in school, together with a note explaining the circumstances of the accident.

Details of accidents or incidents leading to injury must be recorded in the central Accident Book, along with actions taken, including treatment.

- Heartlands High School - Accident books are kept in Student Services
- St Mary's Primary School - Accident forms are kept in the main school office.

In each case the school will follow the procedures outlined within the Health and Safety policies of each school (Appendix 7 of Heartlands High School H&S Policy and Pages 9-11 in St Mary's Primary School policy).

The Grove will follow guidelines around reporting any fatality or major injury whereby these will be reported immediately to the Health and Safety Executive (HSE) on 0845 300 9923 and the Education health and Safety Team on 01992 556 478.

Incidents resulting in the following outcomes must be reported to the HSE via their online reporting system <http://www.hse.gov.uk/riddor/> within **15 days** of the incident. Incidents that fall into these categories are likely to be;

- A student or non-employee being taken directly to hospital for treatment and the accident arising as a result of the condition of the premises / equipment / lack of supervision / organisation / way in which equipment was used
- Employees absence of inability to carry out their normal duties as the result of a work related accident, for periods of 7 days or more (including weekends and holidays).

All incidents notified to the HSE must also be reported to the schools' Health and safety lead or team.