



Pitsford School

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School Policy Document	
Name of Policy	First Aid
Audience	Public
Date last reviewed	24 January 2018 (NRT/CB)
Date for next review	November 2019

Introduction

It is the responsibility of the Governing Body of the School, under the ***Health and Safety at Work Act 1974 (HSWA)*** to ensure that, appropriate First Aid provision is made available:

- for pupils, staff or visitors at all times on the School premises,
- for staff and pupils during off-site visits and activities.

It is the School's policy that:

- a sufficient number of personnel are qualified to administer First Aid, and that have appropriate equipment is always available during School teaching hours.
- appropriate First Aid arrangements are made whenever staff and pupils are engaged in off-site activities and visits.

Guidance

- The Bursar will be responsible for the implementation of this policy.
- The Bursar will undertake a risk assessment to determine the first aid needs.

This will include consideration of the following:

- Specific hazards or risky areas on the site.
- Staff, pupils or visitors with special health needs or disabilities.
- Previous record of accidents / incidents at the school.
- Provision for lunchtimes and breaks.
- Provision for School sports fixtures.
- Provision for leave / absence of first aiders.
- Provision for EYFS.

- Off-site activities, including trips.
- Practical departments, such as science, technology, PE.
- Out of hours activities.
- Contractors on site and agreed arrangements.

Pupil Illness and Injury

Current procedures are found in the Medical Procedures and First Aid for Pupils (Appendix 1).

Specific First Aid Provision

First Aiders

- Sufficient trained first aiders to cover day to day and other school activities will be provided.
- The names of current first aiders will be displayed in the Main School Office, Pitsford Hall and Junior School Office.
- A first aider (paediatric first aid for EYFS pupils) will accompany pupils on visits out of school.
- First aiders will give immediate help to those with common injuries or illnesses and those arising from specific hazards, and where necessary ensure that an ambulance or other professional medical help is called.
- First aid and training will be refreshed every 3 years.

First Aid Boxes

- First aid boxes are green with a white cross and will be provided in areas of the school where accidents are considered most likely. A list of locations is displayed in the Main School Office, Pitsford Hall.
- A first aid box will also be taken when pupils leave the school on organised trips or participate in sports events.
- First aid boxes will be replenished as necessary.
- The contents of a first aid box will be in accordance with the guidance as per *HSF08 First Aid Box Checklist* (Appendix 3).

First Aid Notices

Lists of members of staff who are qualified first aiders or Paediatric first aiders and those who are trained appointed persons will be displayed on noticeboards in the school.

Access to First Aid

All pupils and staff will be given information on the provision of first aid at their induction.

Records

- Details of any incident which requires treatment will be recorded in the school accident books, located in; the Main School Office, Pitsford Hall, Junior School Office and the Catering Department.
- Where appropriate a **RIDDOR** report will be made to HSE.

Calling an Ambulance

The first aider in attendance will normally be responsible for summoning an ambulance, see Medical Procedures and First Aid for Pupils (Appendix 1) for current procedures if an ambulance is called.

Emergency Medical Treatment

In accepting a place at the school, parents are required to give their consent for the Headmaster or other nominated representative to provide, on the advice of qualified medical opinion, emergency medical treatment, including general anaesthetic and surgical procedure under the NHS if the school is unable to contact a parent.

Medical care

This procedure is limited to the provision of first aid, but the school has arrangements in place for:

- dealing with medicines and treatments brought to school for pupils.
- dealing with pupils who have special educational needs or specialist medical needs.
- provision of medical examinations and immunisations.
- holding medical records.

Appendix 1

Medical Procedures and First Aid for Pupils

Health & Safety Officer

The Pitsford School Health & Safety Officer is The Bursar.

Staff Responsibilities

The Pitsford School Health & Safety policy requires that all members of staff promote good Health & Safety practices within the school.

First Aid Boxes

All the First Aid Boxes contain the items as required by the Appropriate Body. At no time may any lotions, creams or ointments be applied, except sun cream supplied by parents. Disposable gloves are to be worn by staff when dealing with bodily fluids. The Office Staff have access to an ice pack/cold compress for use with sprains and bruises - the 'Minor Injury' procedure is to be followed. As well as in the Main School Office, Pitsford Hall, First Aid Boxes are kept in the Science Department (under the responsibility of the Head of Science), in the Sports Centre (under the responsibility of the Director of Sport) and in the Junior School (under the responsibility of the Head of Juniors).

Serious Injury (- defined as an injury where an ambulance is called).

In the event of a serious injury, the Headmaster (or in his absence, the Deputy Head) should be notified immediately. Until the Headmaster or his Deputy arrives, responsibility rests with the teacher to take all appropriate action. The Main School Office, Pitsford Hall is to be notified if the pupil leaves the school site - either by ambulance or in a staff car, in the absence of the parent or carer. The Tutor, or a member of staff delegated by the Headmaster, should accompany the pupil to Accident and Emergency at Northampton General Hospital. The pupil is not to be left unattended.

Minor Injury or Illness

Any pupil with a minor injury or who is feeling unwell should be sent to the Main School Office, Pitsford Hall possibly accompanied by a friend, depending upon the professional judgment of the teacher. The Office Staff will provide basic medical assistance and notify the parents as appropriate. The pupil will either then return to class, or will be looked after until collected by his or her parents. The friend may be sent to collect the injured/sick pupil's bags if required, before rejoining his or her class.

Junior School Procedures

Any injury or illness of a pupil in the Junior School will be dealt with by a first aider in the Junior School, under the direction of the Head of Juniors who will determine if it is serious enough to send the pupil up the Main School Office, Pitsford Hall and the accessible first aid room.

First Aid Room

If a sick or injured pupil does not need constant supervision then they may be put in the first aid room. If a pupil is put in the first aid room a "red flag" is displayed in the Main School Office, Pitsford Hall on the rear access door to remind staff to regularly visit the pupil.

Administration of Medicines

Should any pupil require the school to administer medicine to them during the course of the school day, or during school activities, then his or her parent should complete the 'Request for School Staff to administer medicines' form (Appendix 2). This form must also be completed in cases where the pupil self-medicates eg. Insulin for Diabetes, EpiPen epinephrine autoinjector, etc.

This form will include details of the medicine concerned, its dosage, any expected side-effects and any other relevant information. The original copy of this form must be retained in the pupil file, and a copy kept with the medication itself.

If the possible side-effects of the medication are likely to be of concern, all staff should be circulated with the relevant information so that they can monitor the pupil when he or she returns to lessons/activities following the medicine being administered. This information should also include a protocol giving details of any procedure(s) that should be followed should any of the side-effects occur.

In the case of any medicines requiring to be kept cool during the day, it is the parents' responsibility to ensure that such medicines are brought into school in a cool bag, or similar.

Medicines should be labelled with the recipient pupil's name.

Out of School Hours or Office Unmanned

In the event of an injury out of school hours or when the Main School Office, Pitsford Hall is unmanned, the responsibility rests with the teacher in charge to take appropriate action and to notify parents.

School Nurse Notification

A list of pupils with medical conditions will be supplied to the School Nurse on an annual basis.

Appendix 2

i.Request for pupil to self Administer Medication Form



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REQUEST FOR PUPIL TO SELF ADMINISTER MEDICATION

Surname			
Forename(s)			
Address			
Date of Birth		Class	
Condition or illness			
MEDICATION			
Name and type of medication (as described on the container)			
How long will your child take this medication?			
	Name and contact details of prescribing Doctor:		
FULL DIRECTIONS FOR USE			
Dosage and Method		Timing	
Special Precautions			
Side Effects			
Self Administration	Yes		
Procedures to take in an Emergency			
I understand that I take full responsibility for providing the medication and ensuring that my child knows how to take the medication safely			
Signature:	Date:		

Appendix 2

ii. Request for School Staff to Administer Medication Form



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REQUEST FOR SCHOOL STAFF TO ADMINISTER MEDICATION

Surname			
Forename(s)			
Address			
Date of Birth		Class	
Condition or illness			
MEDICATION			
Name and type of medication (as described on the container)			
How long will your child take this medication?			
Use by Date	Name and contact details of prescribing Doctor:		
FULL DIRECTIONS FOR USE			
Dosage and Method		Timing	
Special Precautions			
Side Effects			
Self Administration	Yes/No		
Procedures to take in an Emergency			
I understand that I must deliver the medicine personally to the Senior School Office and accept that this is a service which Pitsford School is not obliged to undertake			
Signature:	Date:		

Medication not administered will be disposed of. All medication must be within its stated use by date.

If the medication is to be kept cool then a cool bag must be provided by you.

First Aid Box Checklist

Site			First aid box location											
Year			First aid box size (max persons)											
	Minimum legal contents	Manufacturer contents guidelines	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Alcohol Free Wipes	10													
Gloves (pair)	2													
Guidance leaflet	1													
Large dressing	2													
Medium dressing	6													
Tape	1													
Eye pad	2													
Plasters	20													
Safety Pins	6													
Triangular Bandages	4													
Initials														

NOTE: Sterile items must be checked to ensure they are still within their use by date.

NOTE: Content levels should not drop below manufacturers guidelines.