

## First Aid Policy

All accidents / injuries must be reported to Matron, who is on duty from 8.15am to 6.00pm Monday to Friday. If not in her office she can be contacted via Main Reception, whose staff will contact her on her mobile phone which she carries with her at all times.

A large number of Staff have a First Aid qualification which would enable them to initiate treatment until Matron arrives.

Matron plus one other member of staff has a 3-day First Aid at Work certificate.  
35 no. staff from various departments have a 6-hour First Aid for Schools qualification.  
7 no. staff have a 12-hour paediatric First Aid qualification.  
4 no. staff have STA swimming teacher award.

A list of staff with a First Aid qualification is displayed in the staff rooms, Main Reception and PE office.

A First Aid Course for staff is organised at school once a year. This gives staff an opportunity to obtain a qualification or to renew their current qualification every three years.

First Aid Kits are situated in the following locations:

Science Laboratories  
Technology Department  
Sports Department  
Art Room  
Pre-Prep Department  
Senior Staff Room  
Performing Arts Centre  
Music Department  
Kitchen  
Minibuses  
Astro turf  
Cricket Pavilion  
Wall outside of boys' changing room  
Swimming Pool

Matron is in charge of replenishing first aid kits but asks that staff inform her if they become aware that a kit needs attention.

Kits are also supplied when staff take pupils out on a trip or on holiday.

There is a defibrillator situated on the wall outside the Performing Arts Centre, to the left of the main entrance.

In the case of a minor injury the pupil/adult will be able to go to Matron by themselves. If more serious the pupil/adult may still be able to go to Matron but with assistance; alternatively Matron will be asked to go to the pupil/adult.

Matron will decide what treatment is required and whether the pupil/adult is able to return to lessons/work.

If in any doubt about possible serious injury, DO NOT MOVE THE PUPIL/ADULT.

Send for help immediately.

Stay with the injured person until help arrives.

Matron will then decide on the course of action; i.e. whether the casualty can be moved or whether an ambulance needs to be called to take the casualty to hospital.

In the case of an accident at the swimming pool; there are always two members of staff at the pool so send one of them for help.

Either find Matron first or if very serious contact Main Reception and ask for an ambulance to be called. As all staff at pool will have lifesaving qualifications they will be able to make this decision.

All accidents are recorded in the accident book kept in Matron's office; any illness/accident relating directly from or in connection to work is also recorded on RIDDOR form and shown to Health and Safety officer at School (guidelines are kept by Matron).

In the event of bodily fluids on floors or work surfaces the Estates Manager is called and cleans up fluids using a Bio-Hazard kit.

NB. If Matron is not in school, cover is usually provided by another nurse but if this is not possible any member of staff with a first aid qualification may be asked to help in an emergency.

## CHILD

Parents are notified of accidents by phone.

If the injury requires hospital attention Matron will contact the parents. She will explain what has happened and ask them to collect their child and take him/her to hospital. If unable to contact the parents a message will be left. In most cases the child will be able to wait for their parents, following initial first aid treatment.

In an urgent case an ambulance will be called. The parents will be contacted and informed of the incident. If they are not too far away they will be able to come to school and accompany their child to hospital. If unable to contact parents, the pupil will be sent to hospital, accompanied by a member of staff, preferably one known to them. Matron/Main Reception staff will continue to try to contact the parents.

If a child has a chronic health problem, management will vary according to the nature of the problem. Staff will be made aware of this and given guidelines regarding the action required of them in an emergency. In certain situations; i.e. pupils with Diabetes or severe allergies, photographs of the child are placed in each staffroom to enable staff to recognise a pupil with a potential problem, even if they do not teach them.

## STAFF

Minor injuries are dealt with in the same way as with a child. In the case of a more serious injury Matron will go to the casualty. In both situations Matron will decide upon the necessary treatment and whether the member of staff can return to work.

If a member of staff has to attend hospital the School will endeavour to contact a relative or friend to take them. Alternatively, if possible, a colleague will go with them. The same applies if they have to go by ambulance.

N.B. An ambulance is called at the discretion of Matron, depending upon individual circumstances. However, if a First Aider is dealing with an incident in Matron's absence, they may also make this decision.

A. HISCOCK (Matron)

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