

Welburn Hall School

First Aid Policy



Policy Dated July 2014

Adopted By Governors Date

Next Review – Spring 2016

First Aid Policy

Rationale:

All children and young people have the right to feel safe and well, and know that they will be attended to with due care when in need of first aid.

Aims:

- To administer first aid to children and young people when in need in a competent and timely manner.
- To communicate children's health problems to parents when considered necessary.
- To provide supplies and facilities to cater for the administering of first aid.
- To maintain a sufficient number of staff members trained as Designated First Aiders and to ensure that the majority of staff are all trained in basic first aid.

Implementation:

- A sufficient number of staff from both educational and residential settings to be trained as Designated First Aiders.
- All staff to be trained in basic first aid (vast majority are trained but due to new staff we have a small number who have yet to be trained)
- A suitable room will be available for use at all times. A good supply of basic first aid materials will be stored here. (DHTs office in school, Surgery in the house)
- First Aid boxes will be kept at known points in the school and in the boarding facility and staff are aware of these locations.
- A supply of proprietary medication is available in a locked medical cabinet in both the surgery and the DHTs room.
- For any medication administered the administration of medication policy must be followed and be recorded in the appropriate log.
- No medication, prescribed or otherwise, will be administered to children without the express written permission of parents or guardians.
- Daily treatment of minor injuries is undertaken by staff on duty who may call for a designated first aider if advice is sort.
- More serious injuries, including those that require parents to be notified, or it is suspected that they made need to be seen by a doctor, require a designated first aider to provide first aid.
- All illnesses or injuries that occur during break or lunchtime to be reported to class tutor.
- Class staff to be responsible for informing parents/carers either through the home/school diary or, if deemed necessary, via a telephone call home.
- Any injuries to a child's head, face, neck or back must be reported to the parents/guardians.

- All accidents and cases of work-related ill health are to be recorded in the accident book. The book is kept in the locked cabinet in the games.
- All staff will be trained in the management of blood spills and protective disposable gloves will be available for staff use.
- For any child or young person who has to go to hospital or see a doctor as a result of an accident or injury considered to be more than 'minor' a report must be compiled.
- The person responsible for reporting accidents, diseases and dangerous occurrences to the NYCC CYPS Health and Safety section is Hazel Smith (Headteacher).
- Parents of children who are ill will be contacted to take them home. If children and young people are taken ill during the night they will be moved into the medical room until the morning when parents will be contacted in order to collect them and take them home. We do not have nursing cover apart from 3 hours per week so therefore we have no capacity to keep children at school when they are unwell.
- All teachers have authority to call an ambulance immediately in an emergency. If the situation and time permit, a teacher may confer with others before deciding on a course of action.
- The Health & Safety Officer, Mike Jackson, is responsible for the ordering of and maintenance of first aid supplies, first aid kits and ice packs etc.
- At the beginning of each academic year, a request for updated medical and first aid information is sent home including requests for any asthma or epilepsy management plans, any medical care plans, up dated medical forms, and reminders to parents of the policies and practices used by the school to manage first aid, illnesses and medications throughout the year with a permission slip to sign.

First Aid Boxes are kept:-

2nd Floor Bathroom, Night Station, Kitchen Wash-up Area, Surgery, PE (Hall), Science Room, Craft Room, Food Technology, School Staff Room, Physiotherapy, Bungalow and on each Minibus.

Responsibility for ensuring that First Aid boxes are fully stocked rests with all staff who use these. The boxes are monitored regularly by the school Health and Safety Officer – Mike Jackson.

Designated First Aiders are:-

Niall Hayton
 School Nurse
 Barry Foots
 Suzanne Metcalfe
 Sarah Russell