

# Welburn Hall School



## First Aid Policy

Policy Dated September 2022

Adopted By Governors:

Date: September 2022

Next Review - September 2023

## **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. The school will have a minimum of 5 first aid trained members of staff available at all times. The Residential house will have a minimum of 1 first aider available at all times.

- All school staff received the 1 day first aid training in Jan 2021. A list of all who attended the course is held in central records.
- A suitable room will be available for use at all times. A good supply of basic first aid materials will be stored here. (Surgery in Physiotherapy, 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 surgeries.
- 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/carers. All injuries will be recorded on CPOMS and nursing notes in the individuals electronic file on TEAMS.

- The Headteacher or Residential Safeguarding Manager will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.
- The Headteacher or Residential Safeguarding Manager will also notify North Yorkshire Children or Adult Social Care of any serious accident or injury to, or the death of, a pupil while in the school's care.
- 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 central office.
- 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 Marianne Best (Head teacher).
- The school will follow the guidance outlined in the DfEE publication HIV and AIDS: A guide for the education service. The practice guidance will be followed in the HIV in Schools document and guidance from public health England.
- 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 Residential and Safeguarding Manager, 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.
- Off-site procedures, when taking pupils off the school premises, staff will ensure they always have the following:

- A school mobile phone
- A portable first aid kit
- Information about the specific medical needs of pupils
- Parents' contact details
- Risk assessments will be completed by the trip leader and signed off by the EVC Matt Garnett prior to any educational visit that necessitates taking pupils off school premises.

**First Aid Boxes are kept:-**

- Hall Entrance Room 2
- Wash-up Area Room 15
- Night Station Room 82
- Kitchen Hall
- Surgery Room 86 + 2 x Travel kits for use on trips
- House upper kitchen room 114
- Bungalow room 195
- PE (Hall room 208)
- School Office Room 241
- Food Technology Room 297
- Physiotherapy Room 340 3 x travel kits for use on trips, and one on each Minibus.
- There is an eye wash station within the pool plant room 295.

Responsibility for ensuring that First Aid boxes are fully stocked rests with all staff who use these. The boxes are monitored regularly by Megan Salt and Marion Agar for boarding. At school Jane Rimmer-Boyes monitors the first aid boxes.

**Designated First Aiders are:-**

**School Day**

Jane Rimmer Boyes  
 Teresa Wood  
 Janice Wilson  
 Jane Windress  
 Mandy Warner  
 Martha Callaghan  
 Helen Ward-Jackson  
 Jenna Kendell

**Residential**

Megan Salt  
 Dani Syms  
 Jo Davison

Related policies:

Medical Policy  
 Health and Safety Policy  
 Child Protection Policy