



# FIRST AID POLICY

## Independent Day School for Boys and Girls Fairley House School

<b>Date of issue:</b>	<b>Oct 2019</b>
<b>Date for review/update:</b>	<b>Oct 2020</b>
<b>Named person responsible for review:</b>	<b>J Lim</b>
<b>Approved by:</b>	<b>Headmaster</b>

[www.fairleyhouse.org.uk](http://www.fairleyhouse.org.uk)

Headmaster Michael Taylor BA (Hons) PGCE FRGS

Registered Office: 30 Causton Street London SW1P 4AU.  
A non-profit making company limited by guarantee.  
Registered in England no 1535096 Registered charity no 281680



**Junior Department**  
218 -220 Lambeth Road  
London  
SE1 7JY

T 020 7630 3789  
F 020 7620 1069  
E [junior@fairleyhouse.org.uk](mailto:junior@fairleyhouse.org.uk)

**Senior Department**  
30 Causton Street  
London  
SW1P 4AU

T 020 7976 5456  
F 020 7976 5905  
E [senior@fairleyhouse.org.uk](mailto:senior@fairleyhouse.org.uk)

This policy outlines the School's responsibility to provide adequate and appropriate first aid to pupils, staff, parents and visitors and the procedures in place to meet that responsibility.

This policy ensures that the school's first aid provision meets the requirements of the Management of Health and Safety at Work Regulations 1992 and 1999.

The Appointed Persons need not be First Aiders, but should have undertaken emergency first aid training. They will

- Take charge when someone is injured or becomes ill
- Look after the first aid equipment e.g. ensuring the first aid boxes are restocked
- Ensure that an ambulance or other professional medical help is summoned when appropriate

The First Aider must have completed a training course approved by the HSE. He or she must update the training every 3 years. This is a voluntary post. He/she will:

- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school
- When necessary, ensure that an ambulance or other professional medical help is called.

In selecting first-aiders the Head should consider the person's:

- Role in the school and the likelihood of their needing first aid training e.g. sports staff
- Reliability and communication skills
- Aptitude and ability to absorb new knowledge and learn new skills
- Ability to cope with stressful and physically demanding emergency procedures
- Normal duties. A first aider must be able to leave to go immediately to an emergency.

## **Personnel**

The Head considers the findings of the risk assessment in deciding on the number of first aid personnel required. The School is a low risk environment, but the Head considers the needs of specific times, places and activities in deciding on their provision. In particular he considers: Off-site PE school trips, science labs, DT/Art rooms, adequate provision in case of absence, including trips and out-of-hours provision e.g. after school clubs, events

Arrangements should be made to ensure that the required level of cover of both First Aiders and Appointed persons is available at all times when children are on school premises or there is a special evening event.

The recommended number of certified first-aiders is one per 100 pupils/staff. However, it is FHS policy to greatly exceed this number to ensure coverage.

### **Causton Street**

First aid boxes are kept in:

- The Main Kitchen on the ground floor
- Treatment Room on the 2'd floor
- Science lab
- DT room
- The Art Room

First Aid bags for the playground are kept in a secure cupboard near the pupil entrance. The treatment room is located on the second floor, above the office and contains a bed and a sink. It is near a toilet.

First Aid boxes/bags are kept stocked by Wesley Kelly.

**The Appointed Persons at Causton Street are Amanda Phipps, James Bentall and Michael Taylor.**

A list displaying other members of staff who are trained in first aid is displayed at reception.

### **Specialist Sports First Aider: Sergio Marquez**

#### **Lambeth Road**

First aid boxes are kept in:

##### **220 Building**

- Treatment Room on ground floor
- The hall has the carry bags for the park/playground.
- The kitchen
- The Multipurpose room

##### **218 Building**

- Entrance to the hall
- Staff room, 1<sup>st</sup> floor
- Gym, top floor

First Aid boxes/bags are kept stocked by Clare Davenport.

**The Appointed Persons at Lambeth Road is Marsha Freeman, Jerry Flynn and Jenny Lim.**

A list displaying other members of staff who are trained in first aid is displayed at reception.

### **Specialist Sports First Aider: Sergio Marquez**

The Treatment Room at Lambeth Road is at the foot of the stairs near to the office and toilets and with a sink.

First aid bags must always be carried to the playground or to games sessions or on trips.

All staff should know the location of first aid bags.

### **Training**

Some staff undertake an Appointed Persons for schools course. Break time supervisors, assistants, teachers and office staff take a St John's Ambulance Emergency Aid in Schools course. Emergency first aiders work under the direction of the Appointed Person. The aim is to ensure that as many staff as possible have first aid training and to provide training on a rolling basis so that all training does not lapse simultaneously and therefore there is a high number of first aiders with in date qualifications. All appointed persons and first aiders undergo top up training every 3 years.

Epipen training is provided on a regular basis to all staff so that new staff know what to do in the case of a child with an allergy requiring his or her epipen.

Some staff have had training on administration of rectal valium for any children with epilepsy who might require it.

### **Presence of a first aider**

It is school policy to ensure that a first aider is present on all school trips other than short, local trips.

There is at least one first aider present on each site when there are children in the building.

### **Contents of First Aid Kit**

HSE Guidelines recommend that each first aid kit contains, as a minimum:

- A Leaflet giving general advice on first aid
- 20 individually wrapped sterile adhesive dressings (assorted sizes)
- Two sterile eye pads
- Four individually wrapped triangular bandages (preferably sterile)

- Six safety pins
- Six medium sizes (approx 12cm x 12cm) individually wrapped un-medicated wound dressings
- One pair of disposable gloves

## **Accident Reporting**

All accidents/dressings should be noted in the accident book kept in the office.

Serious or potentially serious accidents warrant an accident report form (available in the staff guide).

The report should be filled in by the duty member of staff who saw the accident. The accident book is checked regularly by Heads of Department, the Head so that lessons can be learned and acted upon if necessary. The accident book is also monitored by the Health and Safety Committee.

Parents will be informed immediately by telephone if the accident is serious. It is vital that the parent is spoken to directly since a note in the diary might be ignored. Parents should be contacted if:

- there are visible marks of injury
- the child is very distressed
- the child has received any kind of bump to the head
- the child needs to go to a hospital Accident and Emergency Department.

## **Medication**

### **Children with asthma, epilepsy, allergies**

Prescribed medication is only administered if parents have given written permission (email or letter) stating name of medication, time and quantity to be administered.

Children who require medicine for emergency use such as an EpiPen or asthma inhaler need to carry their medication on their person. (See drug policy). Children usually carry medication in a waist pack but may give it to a teacher for safekeeping if they do not want to wear it during a particular lesson. Children with asthma, epilepsy and allergies requiring an EpiPen should carry their medication if they are travelling home on the school bus or are a statemented child transported by taxi.

A list of which children carry medication and which children have medical conditions is prepared by the office, regularly updated on the system and staff are alerted of any changes.

## **Reporting Accidents (Riddor)**

Fairley House School has legal obligations under the "Reporting of Injuries, Diseases and Dangerous Occurrences Regulations" (RIDDOR) to report accidents resulting in 3 or more days absence from school, to the Health and Safety Executive. Further information is included in the school Health and Safety Policy.

## **Accidents involving Bodily Fluids**

Accidents involving blood such as cuts, nose bleeds and grazes carry the danger of infection with Hepatitis Band HIV (AIDS). Staff must wear disposable rubber gloves when dealing with cuts or open wounds or other bodily fluids. Basic hygiene procedures should be taken by staff, including hand washing, and care should be taken when disposing of dressings and other equipment. There are yellow bags for these and they do not go straight in the bin.

## **Emergency Treatment at a Hospital**

St. Thomas's Hospital is close by and if a child requires emergency treatment there, a decision should be made by an Appointed Person or The Head on whether it would be more appropriate to call an ambulance or for a first aider or parent to accompany the child to the Accident and Emergency Department (A&E) in a taxi or parent's car. If the child is unconscious or bleeding heavily an ambulance should be called. If it appears that the child will require emergency medical treatment beyond first aid before they reach hospital, an ambulance should be called.

If an injury is less serious, a taxi is suitable. In this case, parents are telephoned and usually meet the child and first aider at A&E. If the injury appears to need medical attention but can wait for the child to attend A&E in their own locality, parents should be advised to take the child to a hospital near them, either collecting the child or taking them once they arrive home after school.

Address:

St. Thomas's Hospital Westminster Bridge Rd, Lambeth, London SE1 7HY

Phone: 020 7188 7188