



St. Francis' College

First Aid Policy

Introduction

The College refers to all staff and pupils of the Early Years Foundation Stage (EYFS) Prep Department and Senior School.

A child should be kept at home if they are ill or infectious, and a parent or guardian should telephone the College on the first day that the child is ill. An ill child will not be happy in school, and will only infect others. The College will therefore telephone parents/guardians to ask for a child to be collected if they become ill during the day.

Everyone in the school, including EYFS children, has access to a Medical Room. The Medical Room in the Prep School is managed by the Prep School First Aiders and the Medical Room in the Broadway Building is managed by the College Nurse.

The College Nurse and trained First Aiders are responsible for any first aid that a child may require during the school day, or at other times when the school is open. There is a qualified nurse on duty for Boarding Pupils during weekday evenings, at times tailored to student needs. Times are clearly displayed in the Boarding House. Appointments take place in either the Boarding House or the Broadway Medical Room, according to need. The College Nurse is available to administer first aid, to deal with any accidents or emergencies, or if someone is taken ill. In Prep, there are Paediatric First Aiders who deal with everyday First Aid.

The College will *always* contact parents/guardians at once if a child suffers anything more than a trivial injury, or if they become unwell during the school day, or if the College Nurse has any worries or concerns about the child's health. The College Nurse will ask a parent/guardian to collect the child if they become ill during the school day. The First Aider attending an accident will inform the parent/guardian of EYFS pupils: by note in the child's book bag if they have a minor accident or graze at school.

First Aiders

The College Nurse is usually available daily between 10:00 – 16:00 Monday, Wednesday and Friday. The school provides sufficient trained first aiders to cover day to day and other school activities. First aid training is refreshed every three years and lists are updated by the College Nurse as necessary. First aid staff should always take precautions to avoid infection and must follow basic hygiene procedures.

In the Senior School during the day, the College Nurse and first aiders are responsible, for any first aid issue that a child or adult may require. In addition, Boarding staff first aiders are on duty for pupils boarding during evening and weekends, assisted by the Boarding House Nurse.

For visits out of school the College ensures as far as is reasonably practicable that a member of staff who is qualified in first aid is available. The College ensures that the venue to which a visit will be made has a suitably qualified first aider(s) (paediatric first aid in the case of our EYFS pupils). He or she will administer first aid if a child suffers an injury during an outing, and will, if necessary, call an ambulance or other professional medical help.

First Aid Notices

Lists of members of staff who are qualified as First Aiders or Paediatric First Aiders, and lists of those who have been trained as Appointed Persons to take charge in the event of illness or injury, to look after first aid equipment and to call medical help when appropriate, are displayed on notice boards around the school. An up to date list of First Aiders is maintained and administered by the Bursary. Locations of this list are detailed in the 'Location of First Aiders List', held in the Health Centre office. The list is re-issued upon the appointment or departure of First Aid qualified staff. First Aid training is refreshed every three years.

A copy of the 'Location of First Aiders List' is attached at Appendix 1.

First Aid Boxes

First aid boxes are placed around the College in areas of highest risk, such as the sports centre, science labs, swimming pool and Prep school. The First Aid boxes are marked with a white cross on a green background. Members of staff or appointed personnel close to these areas should be responsible for checking boxes. The College Nurse, meeting guidance from the Health and Safety Executive HSE Content if a First Aid kit (at Appendix 2) can then replenish them. *Medicines and tablets must not be kept in First Aid Kits.*

College staff always take first aid boxes with them when groups of pupils go out of school on organised trips or to participate in sporting events. The College will ensure, as far as is reasonably practical that a staff member who is a qualified in first aid is available to accompany pupils. First Aid kits and a pupil's own medication should always accompany groups on trips and sporting events. A first aid box is located in the Early Years Centre in the Lower Prep building. All boxes are replenished as necessary and the contents meet the guidance given in HSE document 'Basic advice on first aid at work' (INDG 347).

There are two AED (defibrillator) machines within the College. These are located within the Prep building and in the Theatre walkway. Both machines are fully automated and all staff training is provided annually as part of INSET training by the Boarding House Nurse.

Access to First Aid

All new pupils (and staff) are given information on where to go for help in the event of an accident or injury as part of their induction into the school.

A copy of the 'Location of First Aid Boxes and AEDs' is attached at Appendix 2.

Calling an Ambulance

If someone at the school has an accident, staff are trained to summon medical help immediately. The College Nurse is normally responsible for summoning an ambulance (call 999), and for escorting the pupil to hospital, but all staff are advised in their induction training that if she is unavailable, they should summon an ambulance themselves, ensuring that reception is made aware at the earliest opportunity. A member of staff will always stay with a child in hospital until their parents/guardians have been contacted.

Emergency Medical Treatment

In accepting a place at the school, parents authorise the Headmistress or an authorised deputy acting on her behalf, to consent on the advice of an appropriately qualified medical specialist to a child receiving emergency medical treatment, including general anaesthetic and surgical procedure under the NHS. This may be in situations where the parent or guardian is unable to be contacted in time.

Reporting an Accident

Under terms of RIDDOR, staff accidents and dangerous occurrences must be reported on accident forms and recorded as per policy in the College Safety guide.

Our Medical Care

We send all new parents a medical questionnaire and ask them to complete it before their daughter joins the school. We work under the direction of the NHS School Nursing Service to provide a proactive and timely immunisation service for all students.

Children with Medical Needs or Special Education Needs who require special adjustments

If your child has medical needs, special education needs or requires any special adjustments, we will invite you to a meeting with the Head of Key Stage, or the Head of the Prep School, together with the College School Nurse, the Special Education Needs Coordinator and any outside specialist who has been involved with the care of the child, as appropriate to discuss thoroughly the regime that is most appropriate for her individual care, well before she joins the College.

Medical Records

The College keeps records of all first aid treatments and immunisations and accidents, injuries and medicines that a child receives during her time at the College. These records are maintained on the iSAMS computer programme. Parents and guardians should also be informed in writing or by phone. The College will always tell parents/guardians in writing if a child has received any form of medical treatment for children below Year 7.

All medical records will be stored in line with the College Data Protection Policy and for pupils kept until their 25th birthday.

We keep records of all incidents, accidents and injuries, and have a procedure in place for ensuring that they are reviewed regularly in order, where possible, to minimise the likelihood of recurrence. Copies are kept with the College Nurse, the Headmistress and in the Bursary and are reviewed as a standing agenda item by governors as part of the termly Health & Safety Committee meeting.

Hygiene

All staff should take precautions to avoid infection and will follow basic hygiene procedures. Staff have access to single-use disposable gloves, aprons and hand washing facilities. When dealing with body fluid spillages such as blood, vomit or urine, staff are to use body fluid disposal kits, located in the Health Centre and Prep school.

Clinical waste bins are provided in the Health Centre and in the Prep school office for safe disposal of blood, body fluids, excretions dressings and swabs.

Medicines and Treatments Brought to School for Pupils

Parents/guardians are requested to advise the First Aider/Nurse of any medication or treatment that is sent into the College for a child. If the child has a medical condition which necessitates regular access to medication, the First Aider and the Headmistress must be informed so that an appropriate regime can be devised. The relevant staff will be informed, in confidence, of any condition that is likely to affect the child in any area of school life. The College will work with the parents/guardians in making arrangements that work best for the child.

If the College has reason to believe that any child is suffering from a notifiable disease identified as such in the Public Health (Infection Diseases) Regulations 1988, parents will be notified immediately.

Copies of our Policy for Administering Medicines can be sent to parents/guardians on request.

Please remember that we need parents/guardians written consent for every medicine before the College First Aider is allowed to give it to a child.

Review of this Policy

The Governors of St Francis' College, who are responsible for the provision of first aid at the College, have charged the Health and Safety Committee with reviewing the policy regularly, and considering what changes to procedures need to be made in the light of reports of accidents.

Reviewed By	C Eames
Effective From	September 2021
Next Review Due	September 2022

Appendix 1 – List of First Aiders
(last updated December 2021)

First Name	Surname	Qualification	Department	Ext
Jackie	Marshall	Paediatric First Aid	Boarding	226
Darshika	Patel	First Aid at work	Boarding	226
Prescilla	Boutros	First Aid at Work	Boarding	226
Niki	Bexfield	First Aid at work	Boarding	226
Jane	Bedborough	First Aid at work	Boarding	226
Gemma	Arthur	First Aid at work	Boarding	226
Bozena	Mechelewska	Essential First Aid	Boarding	216
Diane	Duguid	First Aid at work	Catering	203
Sue	Roberts	First Aid at work	D of E	260
David	Watson	First Aid at work	Maintenance and Caretaking	210
Oliver	Piggott	First Aid at Work	Maintenance and Caretaking	222
Nicola	Baxter	Sports First Aid	P.E.	213
Amy	Compton	Emergency First Aid	P.E.	260/213
Jo	Roseblade	Paediatric First Aid	Prep	216
Celine	Harrison	Paediatric First Aid	Prep	216
Lynda	Wilson	Paediatric First Aid	Prep	216
Vincenza	Walls	Paediatric First Aid	Prep	216
Tracey	Elliott	Paediatric First Aid	Prep	216
Jackie	Birchall	Paediatric First Aid	Prep	216
Sandra	O'Mahoney	Outdoor First Aid	Prep / Senior	213
Amy	Bottazzi	Emergency First Aid	Prep P.E.	216
Linda	Halliday	First Aid at work	Reception	266
Christine	Caine	Emergency First Aid	Science	259
Lynne	Hughes	Emergency First Aid	Senior	234
Pam	Major	First Aid at work	Senior	234
Agnieszka	Hercog-Chan	Emergency First Aid	Senior / Boarding	216
Christine	Cowley	First Aid at work	Senior Art	237
Hannah	Murphy	Sports First Aid	Senior P.E.	260/213
Emily	Greenfield	Emergency First Aid	Senior P.E.	260/213
Liz	Newland	Emergency First Aid	Senior	213

Please note: Epipens are situated in the register pocket outside the College Nurse's office and behind the Prep Reception Desk.

Appendix 2 – Location of First Aid Boxes and AED Machines (Updated December 2021)

(Updated September 2021)

First Aid kit locations

Broadway Building

Bursary Kitchen (1)

Health Centre (7)

Reception (1)

Kitchen (1)

Boarding house (5)

Cordellia Common room (1)

Titania 6th form common room (1)

First aid cupboard (1)

Games room (1)

Beatrice Common Room (1)

Middle School

The dark room (1)

Food and Nutrition (1)

English (1)

English Office (1)

Staff room (1)

Art Department (1)

New Hall/Drama (1)

Science Department (6)

Biology M103 (1)

Biology M105 (1)

Chemistry M115 (1)

Chemistry M114 (1)

Physics M112 (1)

Chemistry M113 (1)

Prep

PA's office (1)

Potato Shed (1)

Prep corridor upstairs (1)

Prep classroom Early Years PG04 (1)

Prep first aid room (1)

Other locations

Theatre Foyer (1)

PE department (4)

School minibuses (4)

Services office (3)

Swimming pool (2)

Plant room (1)

Changing room cupboard, brought through to swimming pool when in use (1)

AED's, Emergency Asthma and Adrenaline Auto injector device Locations

AED's (Defibrillators)

Prep building (1) main entrance on right as you go in

Theatre Foyer (1)

Emergency Asthma kits

PE Department (1)

Outside Health Centre (1)

Inside Health centre for trips (2)

Boarding (1)

Prep (1)

Adrenaline Auto injector devices (AAI's)

Outside Health Centre (2)

Prep first aid room (2)

Eye Wash

Health Centre

Boarding

Science Department all labs

Kitchen

Pool plant

Dark room

Water tank room (Broadway Building)

Art Department