



## **St. Francis' College**

### **First Aid Policy**

#### **Introduction**

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 Health Centre Administrator.

The Health Centre Administrator is 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 Health Centre Administrator 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 Health Centre Administrator has any worries or concerns about the child's health. The Health Centre Administrator will ask a parent/guardian to collect the child if they become ill during the school day. The Health Centre Administrator 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 school Health Centre Administrator is available daily between 8am and 4pm. The school provides sufficient trained first aiders to cover day to day and other school activities. 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 Health Centre Administrator. Locations of this list are detailed in the 'Location of First Aiders List', held in the Health Centre Administrator's office. The list is re-issued upon the appointment or departure of First Aid qualified staff. First Aid training is refreshed every three years.

## **First Aid Boxes**

First aid boxes are placed in all the areas of the school where an accident is considered possible or likely (such as the Sports Hall, or the Science Department). 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. 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)

## **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.

## **Calling an Ambulance**

If someone at the school has an accident, staff are trained to summon medical help immediately. The Health Centre Administrator is normally responsible for summoning an ambulance, 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, we require parents to authorise the Headmistress or an authorised deputy acting on her behalf, to consent on the advice of an appropriately qualified medical specialist opinion to a child receiving emergency medical treatment, including general anaesthetic and surgical procedure under the NHS, if we are unable to contact a parent/guardian in time.

## **Reporting an Accident**

Please see our separate policy on Accident Reporting (RIDDOR) 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 Health Centre Administrator, 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**

We keep records of all treatment and immunisations that a child receives during her time at the College. We record all accidents and injuries to your child and all medicines that are given to her. 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 25<sup>th</sup> 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 Health Centre Administrator, 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

## **Medicines and Treatments Brought to School for Pupils**

Parents/guardians are requested to advise the First Aider 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	B Goulding
Effective From	September 2016
Next Review Due	September 2018