



## **First Aid Policy (Senior Site)**

### **Policy Aim**

Langley School will ensure that there is an adequate provision of appropriate first aid at all times and that where individuals have been injured there are suitable mechanisms in place to provide remedial treatment.

### **Implementation**

The School takes the following considerations into account when determining first aid needs

- Size and layout of the school site
- Location of the school
- Specific hazards or risks on the site
- Staff or pupils with special health needs or disabilities
- Previous record of accidents/incidents at the school
- Provision for lunchtimes and breaks
- Provision for leave/absence of first aiders
- Off-site activities, including trips.
- Practical departments, such as science, technology and PE
- Out of hours activities and boarding house provision
- Contractors on site and agreed arrangements

### **Pupil Illness**

The school has a dedicated medical centre which is managed by two School Nurses, a direct telephone extension number is in place and when the medical centre is un-manned, the school nurses and/or appointed first aiders are contactable via radio, linked to the main receptions.

A School Nurse is on duty in the medical centre from 0815 - 1645 Monday to Friday, they will administer first aid and respond to accidents and emergencies and if someone is taken ill. Beyond the usual hours of the school day, first aid responsibilities are delegated to appointed

Boarding staff, and during school holiday periods to designated Estates and Housekeeping staff, who operate following the protocols given by the Nurses and within their first aid training.

If a pupil/student becomes ill during the day the school will contact the parents so that the child can be collected as necessary. Boarding pupils/students will be assessed and cared for appropriate to their assessment. The medical centre provides isolation facilities with separate bathrooms as required.

The school will notify parents if a pupil/student suffers anything more than a minor injury or becomes ill during the school day.

### **Specific First Aid Provision**

#### **First Aiders**

- Sufficient trained first aiders to cover day to day and other school activities are in place within the staff body.
- A first aider (paediatric first aid for EYFS pupils) will accompany pupils on visits out of school ( a minimum of 1:100 pupils and staff)
- First aiders will give immediate help to those with common injuries or illnesses and those arising from specific hazards, and where necessary ensure that an ambulance or other professional medical help is called.
- The school also has appointed persons in addition to first aiders. Such persons will have received formal training (normally four hours) and their duties may include:
  - take charge when someone becomes ill or is injured;
  - look after first aid equipment, e.g. restocking of supplies; and
  - ensure that an ambulance or other professional medical help is called when appropriate.

First aid and appointed person training will be refreshed every 3 years on an annual rolling review and training update process.

#### **First Aid Boxes**

First aid boxes are provided in areas of the school where accidents are considered most likely, these are identified on a site map, across the site, on key noticeboards.

A first aid box will also be taken when pupils leave the school on organised trips or participate in sports events.

All school buses will hold their own designated first aid kit.

**Policy author:** School Nurses/Director of Compliance and Operations

**Date:** Lent 2022

**Review date:** Lent 2023

First aid boxes will be replenished as necessary (when items are used) and checked annually by the School Nurses.

The contents of the first aid boxes will be in accordance with the guidance given in HSE document "Basic advice on first aid at work" INDG 347.

The School has a defibrillator on site which is kept in the Medical Centre.

### **First Aid Notices**

Lists of members of staff who are qualified first aiders and those who are trained appointed persons will be displayed on the key noticeboards throughout the school.

### **Access to First Aid**

All pupils/students and staff will be given information on the provision of first aid upon induction.

Nurses (and designated House Parents) store, administer and record issues of medicines such as painkillers, anti-allergy remedies etc under the strict control of our qualified School Nurses; the School Doctor (from the Chet Valley Practice) visits on a weekly basis, and students may be referred to that practice or transported to the A&E department (accompanied by staff if boarders, and in emergencies for day students) at one of two local hospitals.

The school encourages and supports pupils/students to gain qualifications in first aid, running training sessions as part of the activities programme, and elements of the PSHE course examine ways of reducing the likelihood of accidents and harm.

### **Records**

Details of any incidents which requires treatment will be recorded in the school accident records (in line with the Department of Social Security BI510 and RIDDOR regulations 2013) which are held securely and confidentially by The Director of Compliance and Operations.

The School Nurses hold and maintain student medical records securely and confidentially in the Medical Centre. The School Nurses and Director of Compliance and Operations meet termly to review any patterns of concern relating to accidents or incidents.

### **Calling an Ambulance**

The School Nurse will normally be responsible for summoning an ambulance and for escorting the pupil to hospital. If unavailable a member of staff will always stay with a pupil in hospital until their parents have been contacted.

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**Date:** Lent 2022

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## **Emergency Medical Treatment**

Parents are required to give their consent for the Head Teacher or other nominated representative to provide, on the advice of qualified medical opinion, emergency medical treatment under the NHS if the school is unable to contact a parent.

## **Medical care**

This policy is limited to the provision of first aid, but the school has arrangements in place for:

- dealing with pupils who have special educational needs or specialist medical needs;
- provision of medical examinations and immunisations;
- holding medical records; and
- dealing with medicines and treatments brought to school for pupils.

The school holds a separate policy and procedures for the “Administration of Medicines” including “Procedures for Self-Administration of Medicines”, and “Risk Assessment for a Student Requesting to Self-Medicare Form”.

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