



GREAT WALSTEAD
SCHOOL

First Aid Policy

Last Revision Date	May 2017
This policy is Reviewed by	Matron
Group	Pastoral
ISI Reference	
Next Review Date	May 2019

Tick which category this document refers to:

ISI requirement to be made available	<input checked="" type="checkbox"/>
ISI requirement to be on website	<input checked="" type="checkbox"/>
Internal staff only	<input type="checkbox"/>
Internal students only	<input type="checkbox"/>
Internal staff and students	<input type="checkbox"/>
Statutory requirement to have on website (non ISI)	<input checked="" type="checkbox"/>



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First Aid Policy

Great Walstead School recognises its responsibility to provide high quality First Aid Care for its staff, pupils and visitors. This policy is applicable to all pupils including those in the EYFS.

First Aid is emergency care given to an injured person (in order to minimise injury and future disability) before professional medical care is available. In the absence of the School Nurse, teachers and ancillary staff are expected to use their best endeavors at all times, particularly in emergencies, to secure the welfare of the individual concerned. In general, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.

The school is responsible for:

- Health and Safety including First Aid.
- The School will ensure that there are sufficient numbers of staff trained in First Aid.
- The school's insurance policy provides full cover for staff acting in the scope of their employment.

The school nurse is responsible for:

- The School Nurse and the Estates Manager will assess risk and recommend required provision.
- The School Nurse is responsible for ensuring staff are familiar with those pupils that have potentially life threatening conditions or specific medical needs.
- The School Nurse will be responsible for checking all First Aid Bags and First Aid Boxes around the school and ensure that there are current lists of First Aiders displayed in relevant areas of the School.
- The School Nurse will assist the Director of Sport and others to ensure that there is adequate First Aid cover for sports fixtures, after school activities and any events organised by the School that may require First Aid cover.
- The school nurse is responsible for maintenance and adequate training for the use of the school defibrillator (AED).

Staff are responsible for:

- The staff will ensure that they know what to do and whom to call in an emergency.
- The staff will ensure that they carry out a risk assessment prior to any school trip and that they provide adequate First Aid cover and equipment.
- The staff will ensure they have a phone with them when out on any school trips.
- First Aiders will ensure that their qualifications are kept up to date.



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Provision:

The school has a dedicated medical room and sick bay which is manned by the Registered Nurses Monday to Friday 8.30am-6pm term time only. During these hours if the school nurse is unavailable or away the Marketing Manager holds a 3 Day First Aid Work certificate and should be contacted. The school Marketing Manager will attend to first aid during school holidays. After 6pm till 7.30am the houseparent's (3 Day first aid at work trained and 2 Day Paediatric first aid trained) should be contacted. Between 7.30-am and 8.30am (breakfast club) Breakfast Club Supervisor is Two Day Paediatric first aid trained and should be contacted.

All staff working in EYFS are Paediatric 2 day first aid trained. All newly qualified staff joining EYFS who have level 2 and/or 3 qualification must be Paediatric first aid trained within the first 3 months of starting working at Great Walstead School in line with The Statutory framework for Early Years Foundation Stage (2017).

A list of all qualified first aid personnel is located by first aid containers around the school (Appendix B). First aiders must hold a valid certificate from an approved provider, these must be renewed every 3 years. The school nurse is responsible for organising refresher training. Records of all First Aid certificates are kept in the school surgery.

An annual First Aid risk assessment (or when there have been significant changes in the school which may alter the school's first aid requirements) is carried out by the Estates Manager and Senior School nurse. First aid containers are located around the school in locations deemed possible/likely for an accident to occur according to this risk assessment (see Appendix A). First aid boxes are marked with a white cross on a green background.

The nursing staff are responsible for checking first aid containers at the start of every half term, ensuring everything is in date and replenishing as necessary. Once checked a label with the date and signature of person checking the container is placed on it.

When staff are escorting pupils on offsite activities, matches or to the woods they must collect a first aid rucksack (12 available) which are located on pegs outside the surgery or green sports first aid bags(6 available) located in surgery.

Staff are responsible for documenting any first aid given in provided note book in each bag and informing the school nurse on return.

There are 3 X burns kit available for forest school which are kept by Forest School staff. It is their responsibility to inform the school nurses if this requires replenishing.

Pupils' emergency kits including adrenaline auto injectors and asthma inhalers are accessible from Surgery at all times. These are clearly labeled in orange containers.

Defibrillator (AED)

The school has one AED located in the porch by Reception.

The AED is checked regularly by the school nurse and serviced once yearly.

The AED can be used by anyone to treat any person deemed to be having a cardiac arrest.

It is the school nurse's responsibility to ensure that the AED is properly maintained and adequate training is provided. However training is not necessary to use the AED.

Recording and Reporting:

For pupils all first aid given must be recorded in Pass or if Pass not available in the Daily Record Book located in Surgery.

Parents must be informed of any significant injury (day and boarders alike), especially if a head injury has occurred.

Any treatment required whilst pupils are away from school/off site must be recorded in the accompanying record book and reported to the School Nurse upon return. The school nurse will then update the pupils' PASS records.

For staff all first aid must be recorded in the staff treatment book.

For visitors / parents all first aid must be recorded in the Accident Book located in the school reception.

During handover any significant illness or injury must be communicated between the School Nurse and the head of boarding or assistant boarding parent relating to boarding students, with particular note to medications given.

When accidents occur during school holidays they should be treated by an appropriately trained member of staff and recorded in the Keep accident book or the School Accident Book as appropriate

In the event that the School Nurses are not available, staff should record any injury in the Accident Book which can be found at Reception.

During Surgery opening times the School nurse is responsible for reporting all accidents to the Estates Manager.



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The Estates Manger is responsible for conforming to the Reporting of Dangers Injuries, Diseases and Dangerous Occurrences Regulations 2013. The Estates Manager is responsible for assessing whether an incident (including those that occur in the school holidays) is RIDDOR reportable and reporting it. In the instance the Estates manager is away this responsibility will fall to the School nurse.

When the Estates Manger/ School Nurse is not on duty, this responsibility is handed to the school Bursar or senior member of staff on duty.

Details of reports are kept in the child's file and on PASS.

The Estates Manager/Senior School nurse informs the School's Health and Safety Committee of all reportable accidents for review, particularly with regard to future prevention.

Any injury that requires hospital assessment should be recorded in the Accident book and the School Nurse (or a member of the Section Heads during holiday times) informed as soon as possible.

Treatment:

For minor injuries, the child should be sent to surgery for treatment or treated by the nearest first aider. Children who are sent to Surgery should be accompanied by another child or adult as appropriate.

For serious injuries, the School Nurse or her deputy must be summoned immediately to assess the situation and treat as necessary.

When staff are taking pupils to the woods they must also take a walkie talkie as well as a first aid rucksack with them and any pupil's emergency medical kits with them. In the case of an emergency in the woods each first aid rucksack contains a map of ordinance survey grid muster points (see appendix C). A member of staff should remain with the casualty at all times and radio back to the school nurse (channel 7).

Parents/guardians must be informed of any significant injury (day and boarders alike), especially if a head injury has occurred. Under the Statutory Framework for Early Years Foundation Stages (2017) parents/guardians must be informed of all accident/injuries to EYFS pupils along with any first aid treatment given on the same day or as soon as practicably possible.

Any medication that needs to be given during first aid treatment must be given in accordance with the policy for the safe administration of medicines.

An Ambulance must be called for any life threatening injury or illness and any significant injury or illness needing hospital assessment. If in doubt call 9-999.



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If you are in any doubt about the appropriate care to be given, further assistance must be obtained by, calling an ambulance, ensuring that the child goes to casualty, seeking a GP's appointment or by calling the School Nurse, as appropriate.

Instructions on what to do in the event of calling an ambulance/taking a pupil to hospital to be on display at the school office and Matron's Sitting Room .

If there was a major incident we would implement the School's Major Incident plan.

Hygiene and Infection Control:

Great Walstead School understands the importance of effective hygiene and infection control. Personal Protective Equipment (PPE) should be used when clearing up any blood/bodily fluid spillages. Appropriate equipment can be sourced from the surgery or housekeeping.

Cleaning products should be effective on both bacteria and viruses. Manufacturing instructions should always be read before use.

Bodily fluid spill kits will be provided in first aid rucksacks for off-site trips.

Staff and pupils are encouraged to have good hand hygiene and are made aware they should not touch any bodily fluid spillages unless wearing PPE. Information on treating spillage of bodily fluids can be found in the Medical policy.

Key link policies:

Administration of Medications

Medical

Medical Conditions

Anaphylaxis

Asthma

Epilepsy

Diabetes



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Appendix A

Location of first aid containers around school:

Reception x1 KIT
Mini Atrium x 1
Chapel x 1 kit
Nursery x 1 kit
Kitchen x 1 kit
Mini-buses x 1 kit in each bus
The Keep x 1
Pre prep x 1
Farm x 1
PA Centre x1
Outside Science Lab x1
Sports Hall x 1
Swimming pool x 1
Maintenance hut x 1
Corridor outside Home Economics x 1
DT X1

AED

Porch by reception X1

Burns Kit

Held by forest school staff x3



Qualified First Aiders at Great Walstead School			
Section	Name	Qualification	Expiry Date
Nurse Ext 249	Kate Munden	2 Day Paed	Sep-19
		3 Day First Aid at Work	Aug-19
Admin	Adrian Ashby	3 Day First Aid at Work	July -20
	Sarah Wood	Emergency First Aid at Work	Jul -20
EYFS Ext 224	Emma Strong	2 Day Paed	Sep-19
	Christine Webster	2 Day Paed	Sep-19
	Christine Watson	2 Day Paed	Jan-20
	Ros Lunt	2 Day Paed	Sep-19
	Karin Green	2 Day Paed	Nov-18
	Helen Calthrop	2 Day Paed	Sep-19
	Debbie Rap	2 Day Paed	Jun-18
	Danielle Jenkins	2 Day Paed	Oct-18
	Alice Swarbrick	2 Day Paed	Jun-18
	Kate Barker	2 Day Paed	Sep-19
	Zoe Wright	2 Day Paed	Jun-18
	Sophie Noakes	2 Day Paed	Jan -21
	Pre-Prep	Lucy Helliwell	2 Day Forest School First Aid
James Skillicorn		2 Day Paed	Jan-21
Beverly Pateman		2 Day Paed	Jun-18
Juniors	Marilyn Slater	2 Day Paed	Jun-18
	Ben Lucas	2 Day Paed	Jan -21
	Liz Kelly	2 Day Paed	Jan - 21
Middles	Jacqui Groves	2 Day Paed	Jan-20
	Jamie Loyd	2 Day Paed	Jan-20
	Aaron Gardner	2 Day Paed	Jan - 21
Seniors	Graham Floyd	2 Day Paed	Jun-18
	Philip Kelly	2 Day Paed	Jan-20
	Alice Pottle	2 Day Paed	Jan-20
	Bruce McCrea	2 Day Paed	Jan -21
Sport Ext 205 / 204	Helen Diack	2 Day Paed	Jan -21
	Bobby Skelton	2 Day Paed	Jan - 21
	Kate Johnson	2 Day Paed	Jan -21
	Jo Berman	2 Day Paed	Sep-19
	Elaine Prentice	2 Day Paed	Sep-19
	Robyn Maxtone	2 Day Paed	Jan-21
Keep Ext. 203	Rebecca Bradshaw	2 Day Paed	Sep-19
	Marilyn Slater	2 Day Paed	Jun-18
	Marissa Upton	2 Day Paed	Mar-20
	Annette Vallance	2 Day Paed	Jun-18
Drama Ext 244	Mark Parton	2 Day Paed	Jan-21
Learning Support	Alison White	2 Day Paed	Jan-21
Music Ext 245	Mark Travers	2 Day Paed	Jan-20
Pottery Ext 343	James Castle	2 Day Paed	Jan-20
Boarding Ext 314	Rachel Floyd	3 Day First Aid at Work	Aug-20
	Graham Floyd	2 Day Paed	Jun-18
Forest School	Alex Sandford	2 Day Forest School First Aid	Dec-19
	Lucy Helliwell	2 Day Forest School First Aid	May-20
	Rachel Swan	2 Day Forest School First Aid	May-20
Farm	Kelvin Dutton	2 Day Forest School First Aid	May-20



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Appendix C

