



GREAT WALSTEAD
SCHOOL

First Aid Policy

Last Revision Date	September 2018
This policy is Reviewed by	Matron
Group	Pastoral
ISI Reference	
Next Review Date	May 2020

Tick which category this document refers to:

ISI requirement to be made available	
ISI requirement to be on website	
Internal staff only	
Internal students only	
Internal staff and students	
Statutory requirement to have on website (non ISI)	

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 endeavours 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 within the scope of their employment.

The School Nurse and Estates Manager are responsible for assessing risk and recommending 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.
- For checking all First Aid Bags and First Aid Boxes around the School and ensuring that there are current lists of First Aiders displayed in relevant areas of the School.
- For maintenance of and adequate training for the use of the school defibrillator (AED).

In addition 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 Staff will ensure:

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



GREAT WALSTEAD
SCHOOL

First Aid Policy

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 School Office Administrator holds a 3 Day First Aid Work certificate and should be contacted. From 5.30pm to 7.30am the Wrap around Care Supervisors should be contacted. Between 7.30am and 8.30am (Breakfast Club) Breakfast Club Supervisors are first aid trained and should be contacted. The Commercial Lettings Manager will attend to first aid during school holidays and, if unavailable, the Headmaster's PA 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 the School in line with the Statutory Framework for Early Years Foundation Stage (2017).

A list of all qualified first aid personnel is located next to first aid containers around the School (Appendix B). First aiders must hold a valid certificate from an approved provider and 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's 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 where it has been 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 the Surgery.

Staff are responsible for documenting any first aid given in the notebook provided in each bag and informing the School Nurse on their return.

There are 3 burns kits available for Forest School which are kept by Forest School staff. It is their responsibility to inform the school nurses if they require replenishing.

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



GREAT WALSTEAD
SCHOOL

First Aid Policy

Defibrillator (AED)

The School has one AED located in the porch by Reception, which is checked regularly by the School Nurse and serviced annually. 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 is not available in the Daily Record Book located in the Surgery.

Parents must be informed of any significant injury, 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. She 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's main reception.

During handover any significant illness or injury must be communicated between the School Nurse and the wraparound care supervisor, with particular note made of 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.



GREAT WALSTEAD
SCHOOL

First Aid Policy

The Estates Manager 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 Manager/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 the Surgery for treatment or treated by the nearest first aider. Children who are sent to the 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 take a walkie talkie as well as a first aid rucksack with them along with any pupil's emergency medical kits. In the case of an emergency in the woods each first aid rucksack contains a map of the 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, 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.



GREAT WALSTEAD
SCHOOL

First Aid Policy

If you/Staff 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 are on display in the School Office and Matron's Sitting Room.

If there was a major incident the School's Major Incident Plan would be implemented.

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 the spillage of bodily fluids can be found in the Medical Policy.

Key link policies:

Administration of Medications

Medical

Medical Conditions

Anaphylaxis

Asthma

Epilepsy

Diabetes



GREAT WALSTEAD
SCHOOL

First Aid Policy

Appendix A

Location of first aid containers around school

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

AED

Porch by Reception x 1

Burns Kit

Held by Forest School staff x 3



Qualified First Aiders at Great Walstead School			
Section	Name	Qualification	Expiry Date
Nurse Ext 249	Kate Munden	2 Day Paed	Aug-21
		3 Day First Aid at Work	Aug-21
Admin Ext 229	Sarah Wood	Emergency First Aid at Work (1 Day)	July-20
	Sarah Tollit	3 Day First Aid at Work	Jun-21
	Philippa Thompson	3 Day First Aid at Work	Jun-21
EYFS Ext 224	Emma Strong	2 Day Paed	Sep-19
	Christine Webster	2 Day Paed	Sep-19
	Ros Lunt	2 Day Paed	Sep-19
	Karin Green	2 Day Paed	April-21
	Helen Calthrop	2 Day Paed	Sep-19
	Debbie Rap	2 Day Paed	April-21
	Danielle Jenkins	2 Day Paed	April-21
	Alice Swarbrick	2 Day Paed	April-21
	Kate Barker	2 Day Paed	Sep-19
	Zoe Wright	2 Day Paed	April-21
	Sophie Noakes	2 Day Paed	Jan-21
Pre-Prep	Lucy Helliwell	2 Day Forest School First Aid	May-20
	James Skillicorn	2 Day Paed	Jan-21
	Beverly Pateman	2 Day Paed	April-21
	Emily Burgess	2 Day Paed	April-21
Juniors			
Middles	Jacqui Groves	2 Day Paed	Jan-20
Seniors	Bruce McCrea	2 Day Paed	Jan-21
Science	Martin Baker	Emergency First Aid at Work	April-21
Sport Ext. 205 / 204	Helen Diack	2 Day Paed	Jan-21
	Kate Johnson	2 Day Paed	Jan-21
	Jo Berman	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	April-21
	Marissa Upton	2 Day Paed	Mar-20
	Annette Vallance	2 Day Paed	April-21
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
Forest School	Alex Sandford	2 Day Forest School First Aid	Dec-19
	Lucy Helliwell	2 Day Forest School First Aid	May-20
Farm	Kelvin Dutton	2 Day Forest School First Aid	May-20
Wrap Around Care	Nikki Minors	3 Day First Aid at Work	Aug-21
	Bruce McCrea	2 Day Paed	Jan-21

Appendix B



GREAT WALSTEAD
SCHOOL

First Aid Policy

Appendix C

