



FIRST AID POLICY

POLICY STATEMENT

Redden Court School will undertake necessary actions to ensure compliance with the relevant legislation with regard to the provision of first aid for students, staff and visitors and will make sure that procedures are in place to meet that responsibility.

AIMS

- To identify the first aid needs of the School
- To ensure that first aid provision is available at all times when people are on School premises, and also off the premises whilst on School visits

OBJECTIVES

- To appoint the appropriate number of suitably trained people as First Aiders and Appointed Persons to meet the needs of the School and to maintain current qualifications for those people (See attached list)
- To provide relevant training and ensure monitoring of training needs
- To provide sufficient and appropriate resources and facilities
- To inform staff and parents / carers of the School's first aid arrangements
- To keep accident records and to report to Havering LA as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). Returning electronic forms to Havering.

MEDICAL FACILITIES

The School's nominated accommodation is the student services area of the school.

Where appropriate, students will be brought to the student services area for examination, treatment or care. Where this is not possible or appropriate, First Aid shall be administered by a trained First Aider at the incident site.

ACCIDENT PROCEDURE

1. An adult at the scene of an accident needs to make a quick assessment of the severity of the accident.
2. Small cuts and grazes occurring during a lesson can be cleaned and a plaster applied if the injury occurs in an area where there are first aid boxes e.g. Art, DT, Science, and Sports Hall. This enables the lesson to continue with minimum disturbance to the teacher or class. Students who sustain an injury of this type at School outside lessons should be told to report direct to the student services area.



3. Serious Injuries are any injuries that may require a qualified First Aider or medical attention. A First Aider should be called either by sending a student into student services or by calling Channel 1 or 2 on the radio system.
4. Student medical history including allergies should be given to the First Aider who has responded to the incident.
5. The First Aider will make a dynamic risk assessment as to whether or not an ambulance should be called. Parent / carer should be informed at this point.
6. Stay with the casualty while waiting for assistance remaining on the radio to maintain contact with the ambulance service.
7. Online Accident Report Forms must be completed for all injuries.

ILLNESS

Any student feeling mildly unwell should be sent to the student services area accompanied by another who should be told to return as soon as the student is received by student services.

Any student having difficulty with breathing, dizziness, or feeling faint must remain with a teacher or other member of staff. A messenger should be sent to fetch a First Aider.

FIRST AID TRAINING AND QUALIFICATIONS

There should be, at all times when students are at School, at least one person on each School site qualified to a minimum level of Appointed Person.

A First Aider is defined as a person who has successfully completed the Emergency First Aid at Work training. Where a first aider wishes to continue as such, qualifications are updated every three years.

A list of staff qualified as First Aiders is in Appendix A. This list will be kept up to date, made available on the notice board in the Staff Room, Student Services and published in the Staff Handbook.

OFF SITE VISITS

The first aid requirements specific to off site visits are to be found in the Trips and Visits Policy.

FIRST AID KIT PROVISION

First aid kits are available at the following locations:

- Student services area
- The Sports Hall office
- Science Prep Rooms
- DT workshop (including Food Tech)
- Canteen



Off site visits / fixtures

- Portable first aid kits available from the student services
- Student epipens from student services (labelled)

STUDENTS' MEDICAL CONDITIONS

A list of students who suffer from medical conditions, together with details of those conditions, is updated annually by Student Services. Copies of this list are kept in the student services area, at Reception, in the Staff Room, S5a and in the Sports Hall.

HYGIENE/INFECTION CONTROL

Basic hygiene procedures must be adhered to by staff. Single use disposable gloves must be worn when treatment involves blood or other body fluids and disposed of with dressings, etc in the yellow medical waste bin provided in the student services area.

RESPONSIBILITIES

Included within the responsibilities of the Health and Safety officer are:

- To ensure that there are an adequate number of qualified First Aiders and Appointed Persons.
- To check the contents of first aid kits each term and re-stock as necessary.
- To keep records of all accidents, injuries and other circumstances requiring medical or first aid attention.

The Site manager is responsible for all necessary reporting to Havering LA under RIDDOR.

EMERGENCY PROCEDURES

Where an injury or other medical condition is an emergency, an ambulance should be called. Ideally, this will be on the advice of the First Aider, but there may be circumstances where it is apparent that such a call must be made immediately.

Parents / carers will be informed when an ambulance has been required to be called. If a parent / carer cannot accompany a student to hospital, a member of staff will accompany the student to hospital and remain with them until the parent / carer can take over responsibility.

ACCIDENT RECORDING

An Accident Report Form is completed on line for each incident, generally by a person witnessing the events. The original is passed to the Site manager for review and returned to Havering LA.



REDDEN COURT SCHOOL

Committed to Success for All



INFORMING PARENTS

Where the incident has required the issue of medication, or dressings which will need review after School, student services will call parents/ carers to inform them.

The parents will be telephoned in the event of any head injury, if an ambulance is called or any other circumstances where the professional judgment is made.

Review

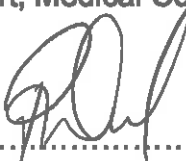
This policy will be reviewed and amended as necessary.

Policy date: September 2016

Last review date: May 2017

Next review date: May 2019

Reviewed by: Mrs A Stuart, Medical Co-ordinator in Student Services

Signature of Head Teacher:  Date: 15/6/17

Signature of Chair of Governors:  Date: 15.6.17



APPENDIX A – FIRST AIDERS

NAME	END	Location
Ms L Adkins, SEN Admin	13th December 2019	S4b, Ext 194
Mrs S Adams, Midday Ass	13th December 2019	Canteen
Mrs G Aukett, Head of Arts Faculty	13th March 2020	G54, Ext 177
Miss C Baker, DT Teacher	13th December 2019	F57
Mr J Barrett, Business Manager	9th February 2018	G99, Ext 182
Mr J Benstead, Subject Leader	13th December 2019	F11, Ext 131
Miss J Cantry, Head of PE Faculty	13th October 2018	Sports Hall, Ext 136
Mr M Carter, English Teacher	23rd June 2018	G6
Mrs L Chu, Teacher of Food Tech	15th December 2018	F58, Ext 173
Miss K Davies, Teacher of Science	13th December 2019	S6
Mrs S Dillane, LF	12th August 2018	S4
Mr T Donaldson, Site Manager	14th March 2019	Site Office, Ext 174
Miss G Graves, Head of Food and Textiles	16th December 2018	F58/F57
Mr A Henry, Assistant Head of MABLE	27th September 2019	G44, Ext 166
Mr T Hughes, Teacher of Boys PE	22nd September 2018	SH1, Ext 151
Mrs C Isbell, Cover Supervisor	13th December 2019	F14/G60, Ext 127/179
Mrs A Jones, Head of MFL Faculty	22nd September 2018	G52, Ext 114
Mrs F Karaoglan, Teacher of ICT	10th July 2018	F4, Ext 139
Mrs J Lebow, Teacher of Science	13th December 2019	F17, Ext 133
Mrs K Palmer, LF	13th December 2019	S4
Mr D Pendred, Head of DT	10th March 2018	G59/G60, Ext 178/179
Mrs V Philpott, LF	13th December 2019	Canteen & S4
Mrs E Pye, LF	13th December 2019	S4
Mr B Rumsey, DT Technician	20th April 2019	G60, Ext 178/179
Mrs A Stuart, Student Services Medical	27th June 2019	G14, Ext 100
Mrs V Suddell, Food Technician	13th December 2019	F58a, Ext 172
Miss H Webster, Teacher of Geography	10th February 2018	F2

