



**St John's**  
School Billericay

# **First Aid Policy**

Date: September 2020  
Those Responsible: Mr A Angeli - Headteacher  
Mrs A Fleming - Deputy Headteacher  
Mr. Summers – Health and Safety Officer  
To be reviewed: Regularly

## **FIRST AID POLICY**

### **RATIONALE**

To ensure the physical well-being of all pupils and staff.

### **PURPOSES**

To give swift, effective, initial assistance or treatment to a casualty for any injury or sudden illness before the arrival of second aid.

### **GUIDELINES**

- 1-1 The school is legally required to maintain an accident book where are recorded. The record is removed from the book to comply with Data Protection. One copy is put into the student's file and the other sent home with the student. **Please see the Injury Recording Policy for further guidance.**
- 1-2 An accident is deemed serious if the casualty requires further medical treatment, is a head injury, or he or she needs to be sent home to recover.
- 1-3 Parents should always be informed immediately in the event of a serious accident.
- 1-4 The school records should include up to date emergency numbers where either the parents or a designated responsible person can be contacted in case of emergencies.
- 1-5 There should be a record of all chronic complaints children may suffer from, eg, asthma, epilepsy.
- 1-6 All medicines and directions for administering are kept in the main office. Medicines will be locked in the medicine cabinet. Medicines are administered by secretaries according to directions. **Please refer to the Administration of Medicines in School Policy for correct procedures.**
- 1-7 Asthmatic students need to have an inhaler on them at all times. In addition, they need to have another of their personal inhalers, labeled with their names, in the office. Anaphylactic students must have an epipen, labeled with their names, in the office. Severe cases should carry another epipen around with them. Diabetic students need to have any pill type medication (including glucose tablets) with them at all times. Any needles, if required, need to be in the office labeled with their names. Students with either condition will have an action plan, and the student's picture, displayed on the staffroom wall.

### **2-0 FIRST AID EQUIPMENT**

- 2-1 There should be adequate stocks of first aid equipment available both in school and in suitable packs for both residential stays (if necessary) and day trips.

- 2-2 The qualified first-aiders should be responsible for regular checking of equipment, and replenishing where necessary.
- 2-3 First-aid boxes are found in various classrooms which can change year to year depending on the location of first aiders. Rooms with First Aid boxes will have a first aid sticker on the door. It is the responsibility of the classroom teachers to know where the nearest first aid box is to their classroom.
- 2-4 Sanitary protection should also be kept in the Senior School and also be available from the Office.
- 3-0 All children, after first-aid has been administered, should return to class, unless the accident is deemed of a serious nature.
- 3-1 No child should be left unattended in any area of the school, and should preferably be left with a first aider.
- 3-2 If a child is waiting to be picked up by a parent, he or she must remain outside the main office until collected.
- 3-3 If necessary, a classroom assistant may be asked to remain with the child until help arrives.
- 4-0 Minor cuts and abrasions may be dealt with by any member of staff available.
- 4-1 Any body fluid spills must be cleaned hygienically by a caretaker. Anyone who is to come into contact with any bodily fluid must wear gloves.
- 4-2 The first-aider only needs to be consulted if:
- a) the accident is of a serious nature, or
  - b) the member of staff is not confident in his/her ability to deal with it.
- 4-3 Any first aider can make the decision to call an ambulance, but it is highly recommended that a 'First Aid in the Workplace' qualified staff member is consulted first, time and injury permitting.
- 4-4 Any deaths, major injuries, over-three-day injuries, work related diseases, and dangerous occurrences (near misses) will be reported to the Incident Contact Centre (ICC) as stipulated by Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations 2013 (RIDDOR).

5-0 Staff must record all injuries and treatment. Staff inset for proper use of books and the locations of these books will be given at the September inset.

## **6-0 QUALIFIED FIRST-AIDERS**

**A list is kept by the Health and Safety Officer**

### **NOTE**

- All first aiders need to update their training every three years. The training schedule is kept and maintained by the Health Officer.
- At least one person from this list must be present when children are present on site.
- All staff are to be made aware of students with more serious medical conditions. A list of these students will be displayed in the staffroom and a copy kept in the Head's office. It will be maintained by the Health Officer.
- Specific subject risk assessments (Art, Drama, PE, Science) are available from the Health and Safety Officer.

### **Paediatric First Aid**

A list of qualified Paediatric First Aiders is kept by the Health and Safety Officer.