



First Aid Policy

Reviewed October 2021

1. **AIMS**

- 1.1 To be a Catholic school where all members of the community live according to Gospel values and the principles and teachings of Mary Ward, promoting the virtues of freedom, sincerity, justice, truth and joy, to allow all members of the community to feel secure and able to work and live in an atmosphere of courtesy and respect.
- 1.2 The Governors seek to ensure that the values of Mary Ward are reflected in the planning and delivery of all policies. The principle values covered by this policy are:
 - Joy – This policy aims to diminish concerns by assuring everyone that proper care will be given to anyone suffering illness or accident.
- 1.3 To create a caring and stable environment, in which each person is respected as an individual with unique gifts, talents and ambitions, and is given the freedom and confidence to develop these.

2. **GUIDING PRINCIPLES**

- 2.1 The Governors and School recognise their responsibilities under safeguarding legislation and the principles of keeping children safe in education. They also take due note of Health & Safety legislation. To this end they adopt the policies suggested by Hertfordshire County Council.

3. **PROCEDURES**

- 3.1 A suitably trained first-aider and medical room, with couch, bed and basic first aid equipment are available on the first floor of the Teresa Ball Building (up the stairs next to the Library).
- 3.2 Miss Pipe is the appointed person in charge of First Aid requirements. She has a First Aid at work qualification and is available in the Print Office next to the Medical Room.
- 3.3 First aid qualifications remain valid for 3 years. Mr B Hayes will ensure that refresher training is organised to maintain competence and that new persons are trained should first aiders leave.
- 3.3 Other members of staff with an emergency first aid qualification are:

Mrs B Bailey	Miss S Baptisto	Miss C Baxter	Mrs V Carter
Miss S Cooke	Miss E Coombs	Mr P Downes	Mrs F Eridani-Ball
Mr D Fryer	Mr M Gore	Mrs A Hyland	Mrs S Ireland
Mrs B Johnson	Mrs H Mason-Clark	Ms J McAteer	Mrs S Leane
Miss S Lynch	Mrs J White	Miss I Szendegg (Aspens)	

4. **FIRST AID EQUIPMENT AND BOXES**

4.1 First Aid boxes are provided in the following areas:

Medical Room x4, Reception, Science Prep Room 1, Textiles, Food Technology, CDT, Workshop, PE x2, Art Office, Learning Support, Mary Ward staff room, St Joseph's staff room, Kitchen and both Mini-buses.

4.2 Heads of Department should ensure that the boxes are stocked appropriately (see County Guidelines).

4.3 The Matron is responsible for replenishing stocks and providing travel kits.

4.4 **AED** (automated external defibrillator) is located in the main office kitchen area and is checked half-termly for functionality

4.5 Medicines should be administered by the Matron, using the school policy guidelines.

5. **ACCIDENT PROCEDURES**

5.1 If a student is unwell or has sustained a minor injury, she should be accompanied to the Medical Room where treatment will be administered as deemed necessary.

5.2 If the injury is more serious the student should be attended by a member of staff at the place of the incident while an appointed person is sent for. It will then be decided whether the student shall return to lessons, rest in the Medical Room or elsewhere, go home, or go to hospital for further treatment.

5.3 As per the Health & Safety Policy, all accidents, however minor, must be reported by staff by completing an accident report form held by the Department Head or the Estate and Facilities Manager. The completed forms are to be stored on file in the Finance Office.

6. **TRANSPORT TO HOSPITAL**

6.1 Where considered necessary, the injured person will be sent directly to hospital (normally by ambulance). Parents / carers are notified immediately of all major injuries to pupils.

6.2 A designated adult will accompany the casualty to hospital in situations where the parent cannot be contacted in time.

6.3 Where there is any doubt about an appropriate course of action NHS Direct can be contacted (0845 4647).

7. **ADMINISTRATION OF MEDICINE**

7.1 All medication will be administered to the pupils in accordance with the DfE document "Supporting Pupils at school with Medical Conditions". Detailed arrangements are provided in a separate policy.

7.2 No member of staff will administer **any** medication (prescribed or non-prescribed) to children under 16 without a parent's written consent except in exceptional circumstances.

7.3 Miss Pipe is responsible for accepting medication, checking relevant information has been provided by parents / carers and keeping up to date records.

7.4 All non-emergency medication kept in school is securely stored in the medical room, with strictly controlled access. No medication is stored in First Aid boxes.

- 7.5 Emergency medication eg, inhalers and epipens, are readily available in the main office and clearly labelled. Photographs to clearly identify users are kept in main office.
- 7.6 The school have chosen to hold an emergency salbutamol inhaler for use by pupils who have been prescribed an inhaler and for whom parental consent for its use has been obtained. This emergency inhaler would be used if the prescribed inhaler is not available e.g. broken/empty.
- 7.7 The school have chosen to hold an emergency Adrenaline auto injector (AAI) e.g. Epipen for emergency use on pupils who have been prescribed one and for whom parental consent for its use has been obtained. This emergency AAI would be used where their own device is unavailable or not working.
- 7.8 In the event of a possible severe allergic reaction in a pupil without a prescribed device / parental consent emergency services (999) would be contacted and advice sought as to whether administration of the emergency AAI is appropriate.

8. **INDIVIDUAL HEALTH CARE PLANS**

- 8.1 Parents and carers are responsible for providing the school with information regarding their child's health care needs and providing appropriate medication.
- 8.2 IHCP's are in place for those pupils with significant medical needs. These plans are reviewed annually by Miss Pipe.
- 8.3 All staff are made aware of the relevant health conditions of pupils and copies of the plans are in the Inclusion register distributed to all staff.
- 8.4 Staff receive training related to health conditions of pupils and the administration of medicines by a health professional.