



Introduction

This policy applies also to EYFS provision.

Moira House Girls School will ensure to safeguard and look after every student, member of staff and visitor in the event of an accident on and off the premises however minor or major. This policy is in accordance with the DfEE publication "Guidance on First Aid for Schools" and Health and Safety (First Aid) regulations 1981.

All members of staff and students are aware of the procedures in place and that there are designated trained first aiders within each area of the school.

Definition and Objectives

The HSE definition of an accident is as follows:

"An undesired circumstance which gives rise to ill health, injury, damage, production losses or increased liabilities."

First Aid is the immediate and temporary care given until a medical practitioner arrives on the scene. The object is to give help to all who suffer injury or are taken ill before expert help arrives in the guise of nurse, doctor or ambulance crew. The principal aim is to save life and prevent the situation or injury worsening.

First Aid arrangements

First Aid cover is provided 24/7:

- All members of staff are trained in basic First Aid knowledge.
- PE staff have more advanced First Aid training.
- A number of academic and support staff are trained and qualified as First Aiders able to administer First Aid where and when required.
- The School uses the Enys Road Practice which can be contacted throughout the school day for advice and assistance.

In the event of an accident, a student or member of staff should inform the School Office immediately which will contact the nearest First Aider. The First Aider should take charge and ensure an ambulance is called or another professional medical person arrives to help.

The School has several protocols for the care and treatment of pupils suffering from particular medical conditions such as diabetes, asthma, epilepsy and anaphylaxis. All information is logged on PASS and an updated report is circulated to staff at the beginning of every half-term. Parents of students who receive a head injury during the course of the day are informed by letter at the end of the day.

It is the responsibility of staff taking girls away from school to be aware of any pupils who may be at risk.

Qualified First Aiders 2018-2019

David Pollard
Joann Talkington
Katie Wheatley
Paul Graham
Jane Stutter
Neil Wakefield
Steven Talkington



There is a qualified first aider on duty at all times. Details of first aiders are in the staff room and around the site.

Contact details

School house boarding office	Internal extension 555
Enys Road Surgery	01323 410088
Emergency (Seadoc after 6pm)	01303 220999
Pharmacy	01323 733212
Mrs J Talkington (RGN)	07745914319

First Aid boxes

First Aid boxes are located in various areas:

- Transport: on each school bus and support vehicle
- Boston: Boarding Office, Nursery
- Swimming Pool: Poolside, Plant Room
- School House: Boarding Office, Catering Department, Science Laboratories, Art Department, Staff Common Room, Photography department
- Dunn House: Laundry, Maintenance Department
- Sports Hall; PE Department

The contents of the boxes are standard as per guidance on first aid in schools DfEE:

- 20+ individually wrapped plasters of assorted size
- Sterile eye pads
- Triangular bandage, sterile
- Safety pins
- Various sizes of sterile wound dressings
- Disposable gloves
- Sterile eye wash
- Sterile wound swabs
- Scissors
- Disposable Ice packs

First Aid box checks

All boxes and kits should be checked by department staff. Extra stock is given when requested by members of staff. First aiders are responsible for replacing any items used.

Travelling First Aid kits

The PE staff have access to first aid kits for all fixtures, home and away. These kits should be checked by PE staff termly and replenished as soon as items are used.

First Aid kits are available from the Boarding office for school trips and excursions. These are booked out and returned by the member of staff leading the group.

Defibrillator



FIRST AID POLICY 2018-19

A defibrillator is located inside by the side door entrance. All first aiders are trained in using the defibrillator.

First Aid Administration

Details of all First Aid administered are entered in the School Accident Books as well as on PASS/3Sys by first aiders to ensure the Health and Safety officer is aware of the incidents.

Accident reporting

An accident report must be completed in all cases as well as details entered on PASS/3Sys. The Health and Safety officer will take responsibility for record keeping, investigation and RIDDOR, where necessary.

Calling an ambulance

If there is an accident in the school, staff are trained to summon assistance immediately. If the injury is serious or the person is unconscious, and ambulance should be called on 999.

Related policies and documents

This policy should be read in conjunction with the following policies and documents:

- Employee Handbook
- Staff Handbook
- Code of Conduct for Employees
- Health Safety Handbook
- Boarding Staff Handbook
- National Minimum Standards for Boarding Schools
- ISI Handbook for the Inspection of Schools, Regulatory Requirements
- Teachers' Standards
- Departmental Handbook
- Keeping Children Safe in Education
- Safeguarding Policy
- Medical Policies
- Complaints Policy (Parents)
- Complaints Policy (Pupils)
- Supporting students with medical conditions
- Prevention of communicable diseases and management of blood and body fluids

POLICY REVIEWED BY J Talkington RGN: May 2018

POLICY REVIEWED BY SCHOOL COUNCIL:

NEXT REVIEW: June 2019