

Last review: New policy
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Signed By:
Approval Committee: Governing Body



GILLINGHAM SCHOOL

Hardings Lane, Gillingham

Dorset SP8 4QP

FIRST AID POLICY

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1. AIMS

The health and safety of all staff, pupils and visitors to Gillingham School is of utmost importance. This policy is designed to ensure that all staff, visitors, pupils and parents are aware of standard first aid procedures that will be followed in the event of any major or minor illness, accident or injury.

2. ROLES AND RESPONSIBILITIES

The Headteacher is responsible for ensuring that first aid provision is up to standard on a day to day basis. If this job is delegated to another member of staff, the Headteacher is responsible for ensuring that the appointed member of staff is appropriately qualified and willing to carry out this role and that first aid risk assessments are carried out regularly.

Training and Qualification

A first aider must hold a valid First Aid at Work Certificate (QCF), issued by an organisation whose training and qualifications are approved by the HSE. First aid at work certificates are only valid for three years therefore refresher training and retesting must be undertaken before the certificate expires. If a certificate expires the individual will have to undertake a three full day course rather than do the two day refresher course. Employers can arrange for first aiders to attend a refresher course up to three months before the expiry date of their certificate. The new certificate takes effect from the date of expiry. Schools should keep a record of first aiders and certification dates. First aiders at school have the responsibility to give immediate aid to casualties with injury or illness. Where necessary ensure that an ambulance or other professional help is called. Ensure confidentiality of all students at all times. First aiders should also undertake annual training on diabetes, anaphylaxis and the use of auto-injectors.

School Staff / Pupils / Parents

All staff should be aware of this policy, the schools Health & Safety policy and basic first aid. Pupils at the school should be aware of whom the school first aiders are. If pupils are unsure they should ask a member of staff. All pupils should be made aware of where the medical room is situated on the school site.

If a pupil needs to be taken to hospital and a parent is not present a member of staff will always accompany them and stay with them until a parent arrives. Staff must not take pupils to hospital in their own cars. Parents are able to help the school maintain effective first aid by ensuring that all information about their child/children's medical health needs are shared with the school.

3. MEDICAL ROOM

Old Scout Hut and medical room behind reception are used for administering medicine and treatment purposes during school hours. The following are available:-

- Hot and cold running water
- Several Chairs
- Reclining bed
- Wheelchair
- Fully stocked cabinet with medical supplies.
- Yellow clinical waste bin
- Defibrillator
- Emergency inhaler

First aid kits are situated in Science, PE, D&T Rooms, Art, and main reception. These are all checked on a monthly basis with each department having a check list to complete.

4. STORAGE OF MEDICATION AND MEDICAL INFORMATION

All medication, including diabetic kits, are kept in a secure place in the medical room. Pupils with medical conditions know where their medication is stored and how to access it. Staff will ensure that medication is only accessible to those for whom it is prescribed. Medication is stored wherever possible in its original containers and labelled with the pupils' name. Medication is checked on a regular basis to ensure that it is in date especially inhalers and auto-injectors.

5. VISITORS TO THE SCHOOL

Visitors to the school are expected to take care around the school site and have reasonable responsibility for the safety of themselves and other members of the school. All visitors should have access to the First Aid Policy and Health & Safety Policy. The names of school first aiders are displayed around the school site.

6. INFORMATION ON STUDENTS

Parents must provide written consent for the administration of first aid and medical treatment for their child before their child starts the school, this is completed on the school admission form which is signed and dated by parent/carer (please see below). The school takes pupil privacy and confidentiality very seriously.

Medical Consent

I give consent for my child to be given first aid by a trained member of staff during any on-site or off-site activity.	
I give consent for my child's information to be shared with the NHS and other relevant health professionals when necessary.	

7. RECORD KEEPING

The school keeps a confidential and accurate record of all pupils who attend the medical room, which includes:

- Name of student
- Date and time attended
- Type of accident/illness
- Treatment provided and action taken
- Persons informed

8. REPORTING TO HSE

The school is legally required to report certain injuries, diseases and dangerous incidents to Dorset County Council (Accident/Incident Report Form to be completed) and the HSE. All incidents should be reported on line (<http://www.hse.gov.uk/riddor/report.htm>). For a fatal or major injuries call the Incident Contact Centre 0345 300 9923 (opening hours Monday – Friday 8.30 to 5 pm)

9. INCIDENT INVESTIGATIONS

An investigation may be conducted by external authorities in the case of accidents or incidents that fall under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). Accident reports will be reviewed and witnesses may be interviewed. All accidents and injuries are discussed at regular Health and Safety meetings.

10. POLICY REVIEW

The policy will be reviewed annually. As well as examining the specific information, the policy will be checked for continuing relevance against any changed statutory requirements.