

## First Aid Policy



<b>This policy has been written for...</b>	All staff students parents and carers, visitors at West Heath School
<b>Copies of this policy may be obtained from...</b>	<ul style="list-style-type: none"> <li>• The School <b>web site</b> - <a href="http://www.westheathschool.com">http://www.westheathschool.com</a></li> <li>• It is available as a hard copy on request from the <b>school office</b></li> <li>• Hard copies for reference are filed in the <b>staff room</b></li> </ul>
<b>This policy links with the following policies</b>	<p>This policy should be read in conjunction with health and safety and risk assessment procedure</p> <p>Administration of medication policy</p> <p>Blood and Body Fluid Spills (pol/appendix)</p>
<b>Participants and consultees in the formulation of this policy were...</b>	The Principal, senior leadership team, student services committee and the trustees of the School.
<b>Edition, Review frequency and dates</b>	<p>This is edition 3 released June 2016</p> <p>This policy will be reviewed every 2 years</p> <p>It is due for review June 2018</p>
<b>Relevant statutory guidance, circulars, legislation &amp; other sources of information are...</b>	The Health and Safety (First Aid) Regulations 1981
<b>The Lead Member of staff is</b>	Vice Principal Staff & Student Development
<b>Definitions and key terms used in this policy...</b>	
<b>The Rationale and Purpose of this policy</b>	<p>To provide effective, safe First Aid cover for students, staff and visitors.</p> <p>To ensure that all staff and students are aware of the system in place.</p> <p>To provide awareness of Health &amp; Safety issues within school and on school trips, to prevent, where possible, potential dangers or accidents.</p> <p>NB The term FIRST AIDER refers to those members of the school community who are in possession of a valid First Aid at work certificate or equivalent.</p>
<b>Appendices</b>	This policy has one appendix – Health Care Statement
<b>Copying</b>	No school policy is ever written in isolation. Acknowledgement of sources of advice and significant influence in the development and recording of policies at the New School are noted on the front page. We request that any schools or organisations incorporating large sections of this policy without alteration should make similar appropriate acknowledgement.

## The Aim of this policy..

The **First Aid policy** at West Heath School is in operation to ensure that every student, member of staff and visitor will be well looked after in the event of an accident, no matter how minor or major.

## School Nurse

The school nurse / boarding coordinator will:

- At the start of each academic year, provide the first aid team with a list of students who are known to be asthmatic, anaphylactic, diabetic, epileptic or have any other serious illness.
- Have a file of up to date medical consent forms for every student in each year and ensure that these are readily available for staff responsible for school trips/outings.
- The school first aid trainer in conjunction with first aiders will ensure that first aid kits are adequately stocked and always to hand.
- Ensure that a current medical consent form for every student taken out on a school trip indicates any specific conditions or medications of which staff should be aware.

## First Aiders

FIRST AIDERS will:

- Ensure that their qualification is always up to date. They will notify the first aid trainer (School Nurse) 3 months before their refresher training is required
- Always attend a casualty when requested to do so and treat the casualty to the best of their ability in the safest way possible. This includes wearing gloves where any loss of blood or body fluid is evident, calling for help from other First Aiders or Emergency Services.
- Help fellow First Aiders at an incident and provide support post incident
- Strongly recommend that **any** casualty who has sustained a significant head injury is seen by professionals at the hospital, either by sending them directly to hospital or by asking parents to pick up a child to take them to hospital; ensure that parents are aware of **all** head injuries promptly.
- Ensure that a child who is sent to hospital by ambulance is either:
  - Accompanied in the ambulance at the request of paramedics.
  - a member of staff goes to the hospital to act in loco parentis if a relative cannot be contacted
  - met at hospital by a relative.
- The First Aider need not be the member of staff to accompany the casualty to hospital, however, an appropriate person should be sent.
- Liaison **must** occur with a vice principal, to ensure that lessons are covered in the event of an absent teacher or that

colts are covered.

- Ensure that everything is cleared away, using gloves, and every dressing etc. be put in a yellow/black striped bag for contaminated/used items and sealed tightly before disposing of the bag in the appropriate bin. Any bloodstains on the ground must be washed away thoroughly. No contaminated or used items should be left lying around. All items to be disposed of in correct manner.
- Ensure School Nurse/Estates Manager is made aware of all incidents that require a RIDDOR report

**The Accident Book must be completed for all accidents. This is kept in the medical room**

### Senior leadership team

#### The senior leadership team will:

- provide adequate First Aid cover as outlined in the Health & Safety [First Aid] Regulations 1981.
- Monitor and respond to all matters relating to the health and safety of all persons on school premises.
- Ensure all new staff are made aware of First Aid procedures in school.
- Ensure first aid cover is available throughout the working hours of the school week

### All adults

#### All adults will:

- **Ensure that they complete a risk assessment for any student going on a school trip taking full account of first aid requirements**
- Obtain the history relating to a student not feeling well, particularly in the cases of headaches, to ensure that no injury has caused the student to feel unwell.
- In the event that an injury has caused a problem, the student **must** be referred to a First Aider for examination.
- Familiarise themselves with the first aid procedures in operation and ensure that they know who the current First Aiders are.
- Be aware of specific medical details of individual students when publicised by first aid trainer or member of care staff with responsibility for first aid.
- Ensure that their students are aware of the procedures in operation.
- Never move a casualty until they have been assessed by a qualified First Aider unless the casualty is in immediate danger.
- Send for help to Reception as soon as possible either by a person, telephone or two way radio, ensuring that the messenger knows the precise location of the casualty. Where possible, confirmation that the message has been received

must be obtained.

- Reassure, but never treat, a casualty unless staff are in possession of a valid First Aid Certificate or know the correct procedures; such staff can obviously start emergency aid until a First Aider arrives at the scene or instigate simple airway measures if clearly needed.
- Send a student who has minor injuries to First Aid room if they are able to walk where a First Aider will see them; this student should be accompanied.
- Send a student who feels generally 'unwell' to their respective Head of Key Stage and not to a First Aider, unless their deterioration seems uncharacteristic and is causing concern.
- Have regard to personal safety.

### Office staff

#### OFFICE STAFF will:

- Call for a qualified First Aider, to treat any injured student, giving the specific location of the casualty.
- Support the First Aiders in calling for an ambulance or contacting relatives in an emergency
- Send students who simply do not feel well to their respective Head of Key Stage

### Persons with particular responsibilities

School Nurse ;Principal :SLT: Tutors: Trustees

### Other Participants & Stakeholders

Students Local Authorities  
All Staff ;Visitors

### Monitoring & Evaluation

School Nurse  
Health and safety Committee

## Appendix 1



# **West Heath School**

## **Health Care Statement**

The care of students is a priority within West Heath School and all staff are conscious that each student's emotional well-being is crucial if they are to be successful in learning situations and other activities.

All students are encouraged to talk to adults in the School whom they trust and every care is taken to support vulnerable students or those with particular difficulties with living away from home.

Care for residential students is provided in Home Living Areas and each Colt is managed by a House Manager. The Residential Learning assists with the overall operational management of all the Living Areas. The Department is headed by the Vice Principal of Boarding.

The boarding team assist Keyworkers in implementing plans and in providing the physical, health, social and emotional care each student needs.

The emphasis is on team work in which the identified needs of each student is met by a carefully planned and co-ordinated approach adopted by all staff members.

### **Residential Key worker**

The Keyworker co-ordinates each student's action plan and together with students support and encourage individuals to achieve their set targets.

The Keyworker will work with students to plan how their care needs can be met in the way each chooses and to support students in planning social and leisure opportunities within and outside the School.

The Keyworker is the main link between the student and other staff within the School and keeps in regular contact with their parents/carers.

Every student will have an allocated Keyworker who will work alongside other staff to ensure that each student's educational, social, health and emotional needs and development are supported.

## **LIVING ACCOMMODATION**

Residential students live in a series of 5 Colts and a bungalow all situated within the school grounds. Each Colt has accommodation for six students in single bedrooms and shared bathroom facilities.

Both areas have sitting rooms where students can relax and enjoy social and leisure opportunities, and kitchens to enable students to prepare their breakfast, evening meal and snacks.

There is a dedicated Waking Night Staff team who meet the care needs of the students overnight.

## **SOCIAL and LEISURE ACCOMMODATION and ACTIVITIES**

During the evening there is a range of activities and clubs on-site and opportunities to access the local community with shopping, cinema, bowling and visits to football matches and theatres.

We aim to provide experiences that will be fulfilling and challenging to individuals and any parents/carers with concerns about their son/daughter's safety, when not in School supervised activities, are encouraged contact the School to discuss the matter.

Day students where appropriate are encouraged to participate in after school activities but this will be dependent on available additional staff support, and transport arrangements.

Students receive the very best support to enable them to help manage where relevant their ongoing health care needs.

The Residential Keyworkers work closely with school colleagues to ensure that the students receive individualised, high quality and care they work together to facilitate students' fullest access to the curriculum, health, fitness and social activities within a safe, positive and happy environment.

Meals are prepared by the students during their boarding stay and as part of Healthy Schools Initiative.

In addition to the staff based here at The New School West Heath, we offer a range of other peripatetic services.

#### **Councillors 0.4**

#### **Speech Therapists 1.4**

#### **NLP**

#### **CBT 0.2**

#### **Indian head massage/reflexology**

**Qualified first aiders** – The school has 25 qualified first aiders. Two fully qualified first aiders onsite after school and within waking night staff on duty

**Dentist** - Parents and carers of all students are encouraged to ensure students see their own dentist whenever possible as notes of prior care will be held at these practices.

**Inoculations – NHS** School nurses provide all Inoculations in line with government guidelines. Consent forms are sent to parents/carers for all inoculations.

**Doctor** – we are unable to register pupils with the local surgery (Amhurst). The reason for this is due to the nature of the Complex needs of our students, Amhurst will however see boarding students as temporary residents when required, for example during acute infection such as earache. All mental health needs must be referred to that students CAMHS team or own GP. All Amhurst surgery appointments to be triaged by School Nurse (Amhurst Surgery request)

**CAMHS** - Outpatients – Pupils need to be registered with their home authority provider, we take pupils to these appointments when required.

**Minor injuries** - Sevenoaks Hospital minor injuries unit provides any other medical care not provided by Doctor. Out of hours to A&E

**A&E** - If a student needs to visit A&E the nearest is in Pembury at the Tunbridge Wells Hospital

**Over the counter medication** – We have a list, and hold a supply, of over the counter medications; these products have been recommended by the local chemist (Boots) and are given with consent of parents.

We have access to any medical interventions our pupils may need and use the Good Health Guide for Services in West Kent.

Statement agreed by:

**Mrs Christina Wells**

Principal

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**Name**

Trustee

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**Mr Jim Nunns**

Deputy Principal

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**Name**

Vice Principal

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