

<i>Policy Last Reviewed:-</i>	<i>September 2018</i>
<i>Next Review:-</i>	<i>September 2019</i>
<i>Review Initiated by:-</i>	<i>Deputy Head</i>

E.20 Senior School First Aid Policy

E.20.1 At Birkdale Senior School we have a designated Sick Bay staffed by a school matron with facilities for both boys and girls. In addition to this there are 2 sick bays at Castle Dyke to cater for need within the Games programme (see related policies).

When pupils join the school, it is the duty of parents to inform the school of any medical complaints suffered by their son / daughter. Parents are also responsible for informing the school where these details change.

E.20.2 Matrons are trained and qualified to administer first aid (First Aid at Work – 18 hour, HSE approved) and provide cover throughout the school working day from 8.30 am to 4.30 pm. They are available to administer first aid, to deal with any accidents or emergencies, or to help if someone is taken ill. We also have a number of members of the teaching staff who are trained and qualified to administer first aid (Emergency First Aid at Work (6 hours, HSE approved). All such qualified staff receive refresher training every three years.

The school also has defibrillators in the main school and at Castle Dyke (Games fields). All staff know the location of the defibrillators and all Games staff, matrons and a significant number of other staff have received training on how to use the equipment.

E.20.3 An Ambulance will be called whenever it is evident that serious injury has occurred or where the person dealing with the patient has any cause for concern.

E.20.4 The school does not prescribe or dispense medication, including paracetamol. Where pupils are required to take medication this will be supervised by the matron on duty with the consent of parents and in accordance with the doctor's prescription. Medicine stored within the school under these circumstances is kept in a secure place within the Sick Bay.

E.20.5 Details of pupils with particular medical conditions are maintained by the matrons and made available to staff. Further to this, general guidance and (as appropriate) training is provided to enable staff to understand and respond to these conditions competently as required.

Medical information about pupils should be treated as confidential by staff and should not be divulged to other pupils or to those outside the school.

E.20.6 Hygiene procedures for dealing with the spillage of body fluids: gloves are worn, spillages are wiped up with paper towels, placed in the sealed clinical waste bags and disposed of within the yellow clinical waste disposal unit

within sick bay. All affected areas are cleaned with hot water and disinfectant.

Any member of staff administering first aid to an open wound should wear the protective gloves provided in the first aid kits.

E.20.7 First aid kits have been strategically placed throughout the Senior School campus, at Castle Dyke and in the School's vehicles (see list in the appendix to this section). It is the policy of the school that first aid kits will be taken when groups of pupils go out of school on organised trips (see exception under point E.20.8) or to participate in sporting events.

E.20.8 Staff taking small groups of pupils on very low risk local trips to, for example, the local library, are not required to take a First Aid kit.

E.20.9 All new staff and pupils are given information on where to go for help in the event of an accident as part of their induction into the school.

E.20.10 We keep records of all reported accidents and injuries. All accidents are recorded on an HSE report form which is supplemented as appropriate by a report from, for example, a member of staff leading the activity where the accident occurred. These are stored securely by the matrons within the administrative area.

In the event of a serious injury or accident the Deputy Head Master and Bursar will be informed of the situation as soon as is practicable. They will decide on the appropriate action and response to the accident / injury and conduct an investigation as appropriate to ensure that the relevant lessons are drawn and necessary action taken. Documentation including the HSE form and statements by involved parties will be stored securely by the matrons within the administrative area. The Board will be informed of all serious accidents and injuries. The school acknowledges its reporting responsibilities under RIDDOR and all such reports are made by the Bursar with the assistance of the matrons.

E.20.11 Parents will be notified if:

- A pupil suffers anything more than a trivial injury
- A pupil becomes significantly unwell during the school day
- There are any worries or concerns about a pupil's health.

A pupil will only be sent home ill once a parent has been informed and in most cases comes to collect their son / daughter. The latter may not always apply to Sixth Formers but in any case will follow an agreement between school and parent. No pupil may go home ill during the school day without first receiving permission from parent and matron/school.

Should matron decide a pupil needs to go to hospital, parents will be informed and asked to accompany their son / daughter. In an emergency matron will accompany a pupil to hospital, however, every effort will be made to contact a parent as soon as possible so that they may attend to the situation.

E.20.12 Matron, Form Tutors, Heads of Section, and the Deputy Head Master can be contacted to discuss parental concerns regarding the health of pupils.

Related Policies

- E.9 Trips and Expeditions Policy
- E.15 Health and Safety Policy for School Matches
- E.16 Policy on Sports Injuries and accidents which take place during PE or Games