

Queen's House FIRST AID POLICY

1 Policy Statement

The policy outlines Queen's House responsibility to provide effective and appropriate first aid to pupils, staff, parents and visitors and the procedures in place to meet that responsibility.

Aims

- To identify the first aid needs of Queen's House in line with the Management of Health and Safety at Work Regulations 1992 and 1999
- To ensure that first aid provision is available at all times while people are on the school premises, and also off the premises whilst on school visits

2 Procedure

Queen's House Matron takes charge when someone is injured or becomes ill, looks after first-aid equipment and ensures that an ambulance or other professional medical help is summoned when appropriate.

There is a Classroom Assistant assigned to each year, who has taken First Aid at Work and Paediatric First Aid training, and can be expected to do all they can in the absence of the Matron, or as a back-up in emergency. They are also responsible for their year in "off-site" visits.

In term time the **Queen's House Matron**, who has undertaken emergency first aid training and paediatric first aid training will:

- be on duty to cover the timetabled school day and to some extent before and after those times
- be located in Queens House Office and can be contacted by the office telephone or Queen's mobile.
- carry a school mobile phone during school hours
- take charge when someone is injured or becomes ill
- look after the first aid equipment e.g. replenishing of surgery and first aid supplies
- ensure that an ambulance or other professional medical help is summoned when appropriate
- liaise with and inform parents/ guardians/significant others
- liaise with teaching staff as appropriate
- inform Health and Safety Officer of RIDDOR accidents or occurrences
- hold medical information about every child at Queen's Household pupils' own emergency medication e.g. Epipen, inhaler, insulin/sugar etc
- give all staff information on the location of equipment

Off-site Visits

Qualified classroom assistants are responsible for their respective year for any off-site visit relating to that year. Matron only travels off-site if the whole of Queen's

House is on a visit. They will have a full first-aid kit, plus the biohazard kits for sickness. The first aid kit will contain the following

- 20 individually wrapped sterile adhesive dressings (assorted sizes)
 - 4 individually wrapped triangular bandages (preferably sterile)
 - 2 sterile eye pads
 - 6 safety pins
 - Six medium-sized (12cm x 12cm) individually wrapped sterile unmedicated wound dressings
 - Two large (18cm x 18 cm) sterile unmedicated wound dressings
 - Sterile gloves
- N.B. Some first aid kits will have extra items included depending on the specific needs of individual pupils (e.g. personally prescribed medication such as Ventolins, Epipens etc.)
- Contact numbers and copy of medical forms

Accommodation

There is a designated surgery/sick bay in Queen's House.

Hygiene/Infection Control

- Basic hygiene procedures must be followed by staff e.g. use of hand washing or a gel rub before attending to a pupil and between treating each pupil
- Single use disposable gloves (and aprons if available) must be worn when treatment involves blood or body fluids.
- Any blood or body fluids on the ground must be washed away thoroughly or cleaned up by Matron or Classroom Assistants, who have access to body fluid disposal equipment. No contaminated items should be left lying around
- Dressings or equipment must be disposed of in a yellow clinical waste bag (or if not available be double-bagged) and sealed tightly before placing in the bin

Reporting Accidents

Statutory requirements: under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) some accidents must be reported to the HSE (see RIDDOR definitions of major injuries, dangerous occurrences and diseases). A record is kept of any reportable injury, disease or dangerous occurrence. This must include: the date and method of reporting; the date, the time and place of the event; personal details of those involved and a brief description of the nature of the event or disease. This record can be combined with other accident records.

Reporting of Injuries to Pupils

- Injury report forms will be completed by Matron, (Classroom Assistants or Teaching Staff in Matron's absence).

- Injury report forms should be passed to Matron immediately or before the end of the school day
- During School day Matron will inform HM and Health and Safety Officer of serious injuries, notifiable diseases or dangerous occurrences (RIDDOR reportable injuries).

Reporting of Injuries to Employees and Visitors

- Accident Report form to be completed by person themselves or the first aider present. Forms kept in Matrons office.
- Accident Report forms should be passed to Health and Safety Officer via School Office
- Health and Safety Officer / HM / SMT /Bursar should be advised immediately in the case of serious injury, notifiable disease or dangerous occurrence
- Health and Safety Officer will arrange for a formal report to be made to RIDDOR without delay
- The Line Manager of the injured employee should be informed of the person's absence from duty as soon as possible

Author : JW

Date: July 2009

Review Frequency: Annually

Checked by M R Streat 10/10/09