



SEXEY'S
SCHOOL

First Aid Policy

Date of Policy	November 2023
Review date	November 2024
STAFF Link	M Sandiford

SCHOOL ETHOS AND VALUES

Our Christian values are at the heart of the ethos of the school and through these we grow individually and as a community. The Story of the Good Samaritan underpins our 7 core values of:

- Honesty
- Forgiveness
- Empathy
- Courage
- Resilience
- Kindness
- Respect

These core values underpin our policies, procedures and the way we treat one another in our community.

COVID-19 RESPONSE

During the period of time that schools are operating in a way that is different to pre-COVID-19 we will make certain adjustments to policies and procedures. Any adjustments to be made will have these key principles: -

- Reduce the risk posed to all members of the school community due to COVID-19.
- Focus on staff and student's well-being.
- Maintain a strong focus on consistently high teaching and learning inside and outside of the classroom.
- Students are not disadvantaged by experience, opportunity or resource.
- Commitment to embedding the 7 core values of the school.

This policy has been reviewed and aligned to the whole school response to COVID-19

FIRST AID POLICY

The First Aid procedure at Sexey's School is in operation to ensure that every student, member of staff and visitors will be well looked after in the event of an accident, no matter how minor or major.

It is emphasised that the team consists of qualified First Aiders and a Health Centre team. In the event of an accident, all members of the school community should be aware of the support available and the procedures available to activate this.

The Purpose of the Policy is therefore:

- To provide effective, safe first aid cover for students, staff and visitors.
- To ensure that all staff and students are aware of the system in place.

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.

FIRST AIDERS will:

- Ensure that their qualification and insurance (provided by the school) are always up to date. HR department holds certificates and arranges the training.
- Ensure that first aid cover is available throughout the working hours of the school week.
- 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 and Health Centre team.
- Help fellow first aiders at an accident and provide support during the aftermath.
- Act as a person who can be relied upon to help when the need arises.
- Ensure that their portable first aid kits are adequately stocked and always to hand. First aid kits are checked and updated termly by the Health Centre, at other times staff are to bring the first Aid kits to the Health Centre for re-stocking.
- Insist 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 the paramedics.
 - Followed to a hospital by a member of staff to act in loco parentis if a relative cannot be contacted.
 - Met at hospital by a relative if a day student, if a boarder by a relative or boarding house staff.
- The first aider need not be the member of staff to accompany the casualty to hospital, however, an appropriate person should be send.
- Liaison must occur with the teacher in charge of cover, to ensure that lessons are covered in the event of an absent teacher.
- Keep a record of each student attended to, the nature of the injury and any treatment given, the information should then be given to the Health Centre Staff for Medi tracker to be up dated. An accident form must be completed by the first person on the scene, regardless whether they have witness the accident or not. This should then be sent to the head of health and safety. Accident forms are held in the reception area.
- Ensure that everything is cleared away, using gloves, and every dressing etc be put in a yellow bag for contaminated/used items and sealed tightly before disposing of the bag in the Health Centre yellow bin. No contaminated or used items should be left lying around.

THE SCHOOL will:

- Provide adequate first aid cover as outlined in the Health and 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.

SCHOOL STAFF will:

- Ensure that they always 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.
- Ensure that in the event that an injury has caused a problem, the student must be referred to the health centre or first aid staff for examination.
- At the start of each academic year, the Health Centre will email all staff a list of students who are known to be asthmatic, anaphylactic, diabetic, epileptic or have any other serious illness, and make them aware where they can find emergency care plans for these students.

TEACHERS will:

- Familiarise themselves with the first aid procedures in operation and ensure that they know who the current first aiders are.
- 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 or telephone, ensuring that the messenger knows the precise location of the casualty, or contact the health centre directly on - 07738 883457 or 148 or 146. 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 Emergency Aid in Schools Certificate or know the correct procedures; such staff can obviously start emergency aid until a first aider arrives at the scene or investigate simple airway measures if clearly needed.
- Send a student who feels generally 'unwell' to the Health Centre, staff must email or call the Health Centre if during lesson time or if needed ask for the Health Centre or a first Aider to attend the student in the classroom or sports field.
- Have regard to personal safety.

OFFICE STAFF will:

- Call for the health centre or a qualified first aider, unless they are one themselves, to treat any injured student. This should be done by telephone, 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 the health centre - they should call or email ahead of the student being sent.
- DO NOT administer paracetamol or other medications.

All First Aiders wear a red and white lanyard.

First Aid posters are displayed through the school with a list of First Aiders.