

# ST PIRAN'S SCHOOL

## FIRST AID POLICY

### **INTRODUCTION**

This policy includes the Early Years and the main school, Years 1 to 6.

St Piran's School recognises its responsibility to provide adequate and appropriate first aid to pupils, staff, parents and visitors and the procedures in place to meet that responsibility. Practical arrangement at point of need includes the following staff who have the extended first aid qualification;- Lynne Highy & Penny Dee (matrons) on 01628 594311 or [matron@stpirans.co.uk](mailto:matron@stpirans.co.uk) and Steve Barker/Martyn Dale on 01628 594343 or [centre@stpirans.co.uk](mailto:centre@stpirans.co.uk). There are members of staff in the Early Years with a paediatric first aid qualification. See Appendix B, attached.

Other members of staff in the school have attained a first aid at work qualification. See Appendix A attached.

### **AIMS**

- To identify the First Aid needs of the school in line with the Health and Safety at Work Act 1974, and regulations made under that Act.
- To ensure that First Aid provision is available at all times while pupils and adults are on the school premises and also off the premises whilst on school visits.
- To ensure there are Paediatric First Aid trained staff working within the Early Years or on the site while Early Years children are present and to have a Paediatric trained member of staff on every Early Years' trip.

### **OBJECTIVES**

At St Piran's School there is always a Matron on duty, either Matron Highy or Matron Dee, during school term time between the hours of 8.00am and 5.00pm. Matron will always be suitably qualified to meet the demands of the job. A list of staff and Early Years staff that are Paediatric trained, is held by the Head of Pre-Prep and the Head of Nursery. The required 12 hour training is updated every 3 years. This is monitored carefully to ensure there is always a Paediatric trained person on site and available to go on outings with the Early Years. 'First Aid at Work' training by a reputable agency every three years ensures that all other staff have up to date training in basic First Aid. *First Aid at Work* whole school training took place in April 2014.

St Piran's School will:

- provide relevant training and ensure monitoring of training needs
- provide sufficient and appropriate resources and facilities
- inform staff and parents of the school's First Aid arrangements
- keep accident records and to report to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

## **ROLES AND RESPONSIBILITIES**

The Headmaster and Governors are ultimately responsible for the Health and Safety of employees of St Piran's School and anyone else on the premises. This includes the teachers, non-teaching staff, pupils and visitors (including contractors). St Piran's School will ensure that insurance arrangements provide full cover for all staff acting within the scope of their employ.

The Senior Management Team (SMT) will ensure that risk assessments of all aspects of the school are undertaken and that the training and resources for First Aid arrangements are appropriate and in place.

The Headmaster is responsible for ensuring the First Aid Policy is put into practice. However, all staff, both teaching and non-teaching, are expected to do all they can to secure the welfare of the pupils.

Matrons will, amongst other duties:

- Provide medical treatment and advice where required
- Keep a record of First Aid or medicine given to each child, sending a blue card from matron's office with the child to inform parents or telephoning as appropriate
- Ensure parents sign a form for them to administer medicine in school
- Look after the First Aid equipment e.g. restocking the First Aid boxes around the school.
- Keep a comprehensive medical record of all children. Parents are encouraged to inform the school of any changes that their child might have with regard to their medical requirements.
- Ensure that an ambulance, or other professional medical help, is summoned when appropriate.

## **INDUCTION OF STAFF**

As part of their induction, all new staff are provided with a copy of the Staff Handbook. Staff are asked to sign a document to say they have read and understood these. The School Policies are made available to all staff via the website and Policy Files are held by Department Heads, Phase Group Leaders and are also available in each work area and in the Staff Rooms.

## **PROVISION**

Matron is the first point of call for provision of First Aid for all pupils from Year 1 to Year 6 and employees of the school. Nursery and Reception hold their own first aid and record book, contacting matron if the nature of the injury requires additional expertise. Matron also looks after all First Aid equipment in the School and monitors its use. Matron's room is situated alongside the main pupil entrance into the main part of the school buildings.

The School is a low risk environment, but the Heads of Departments and SMT will consider the needs of specific times, places and activities in deciding on their provision.

In particular they will consider:

- Off-site fixtures
- School trips
- Science labs
- Art Room
- DT Room
- All games, PE and swimming areas
- Adequate staffing provision in case of absence
- Out-of-hours provision e.g. clubs, after-school care
- Arrangements are made to ensure that the required level of cover of both Paediatric First Aiders and First Aid at Work personnel is available at all times.

### **WHEN CHILDREN JOIN THE SCHOOL – EYFS to YEAR 6**

Parents are informed when a child joins the school of the procedure for a sick child. Parents are asked not to send their child into school for at least 24 hours after sickness. A child having had diarrhoea alone or with vomiting must have 2 clear days at home ie 48hrs. Parents sign a document giving permission for their child to receive medication as deemed necessary by matron. The school is also aware, and act upon, the duty to inform parents on the same day or as soon as reasonable practicable, of any accident or injury sustained by the child and any first aid treatment given.

### **WHEN MATRONS ARE NOT ON SITE**

On Saturdays when matches are played the Headmaster will ensure there is a trained First Aider on site. Accident reports for pupils will be completed as necessary. After 5pm on a weekday when matron is off site cover is given by a member of the St Piran's Centre with first aid qualifications. Someone remains at the centre on site until it closes.

### **ADMINISTRATION OF MEDICATION**

If children require medication to be given to them during the day, this should be handed in by parents to Matron, Reception to Year 6. Nursery parents hand medicine into the Nursery, where it is stored safely. It must be clearly labelled with the name of the child and the appropriate dose to be given out. A form, giving permission for medication to be administered, needs to be completed at the same time by the parents.

Arrangements for children who have medical conditions e.g. asthma, epilepsy, diabetes are dealt with on an individual basis, dependent on specific medical needs.

### **MINOR ACCIDENTS**

During lesson times, minor issues may be dealt with by the class teacher. If staff regard it as being warranted, the child will be sent to Matron. The child may be accompanied, depending on age and the severity of the injury. For minor accidents, a record is kept in the Daily Treatment Book and in the individual pupil files in Matron's room. The relevant class/subject teacher is informed. Thereafter, parents will be informed by the blue card or a telephone call.

For head injuries, relevant forms are completed by Matron when assessing each pupil's injury. The severity of a head injury will indicate whether parents are notified by a blue card or telephone call. Pre-Prep children are also given stickers to wear which identifies the apparent head injury for the teacher to see. Head injury forms are placed in the pupils' medical file if necessary. Advice to parents is given as needed.

### **SERIOUS ACCIDENTS**

Matron must be called immediately and the child should not be left unattended at any time. Matron will assess the extent of the child's injury and act accordingly, deciding if a referral to hospital is necessary. The Headmaster will be informed as necessary. Transport to hospital will be arranged as necessary. If the child's parent cannot get to school before the child leaves, a member of staff will accompany him/her.

### **IF AN AMBULANCE IS DEEMED NECESSARY**

Immediate treatment must be given as required by matron in the first instance or other qualified first aider who will then decide upon whether or not an ambulance is needed in an emergency. Always err on the side of caution and call for an ambulance. Matron will liaise directly with the parents in such cases, following up, where appropriate after referral to hospital.

Once the ambulance has been called, an adult should wait in the drive, to direct it when it arrives.

If the parents have not arrived before the ambulance leaves, a member of staff must accompany the child to hospital, taking a mobile phone with them.

- All serious accidents or potentially dangerous occurrences should be reported immediately to the School Safety Officer (SSO) and a brief written report submitted.
- Near misses  
Should any member of staff witness a '*near miss*' they should write a note about what happened and inform the Bursar as SSO. The Bursar will investigate and take such remedial action as is considered necessary.

### **FIRST AID MATERIALS and EQUIPMENT**

Practical arrangements, at point of need, states that Matron is responsible for maintaining First Aid boxes in the main school and advising staff and the SSO of their location. Each room has an allocated box and staff in each area are aware of the sited first box or bag. See Appendix C for first aid box locations.

Matron is responsible at the start of each term for ensuring that all boxes contain at least the following:-

- 1 x General Guidance card on First Aid
- 5 x Individually wrapped sterile adhesive dressings
- 2 x Sterile eye pads, with attachments
- 1 x Individually wrapped triangular bandages
- 6 x Safety pins

- 2 x Medium sized sterile un-medicated dressings
- 1 x Pair rubber gloves
- 3 x Medi Wipes
- 1 x Vomit bag
- 1 x Strip of Cutiplast & 1 pair of scissors

Nursery First Aid boxes are filled up by Matron but Nursery staff are responsible for bringing these to Matron's office for replenishing.

### **ACCOMMODATION**

Matron's Room is the main room used for medical treatment and care of children during school hours. It has a sink, lockable cupboards for storage of medications and a fridge. Before and after the school official start and finish times, full medical support can be found from the St Piran's centre Manager and Assistant Manager; Mobile number: 07747025283 or internal number: 343. This support is in place for both Extended Day and Holiday Clubs.

### **HYGIENE / INFECTION CONTROL**

Basic hygiene procedures must be followed by staff:

- Single-use disposable gloves must always be worn when the incident involves the discharge of blood or other body fluids.
- Care should be taken when disposing of dressings or equipment. Yellow bags must be used and sealed down for dressing disposal etc.
- Extra gloves and yellow bags are available in Matron's office. Bags are situated in the cupboard marked 'everyday items'.

### **REPORTING ACCIDENTS**

The Statutory requirements: under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) (tel. no. 0845 300 99 23) some accidents must be reported to the HSE.

If there is a reportable injury, disease or dangerous occurrence this will be recorded in the Accident Book, giving the date and method of reporting; the date, 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. Record books are held in Matron's Room.

The following accidents will be reported to the HSE:

- Accidents involving employees or self-employed people working on the premises.
- Accidents resulting in death or major injury (including as a result of physical violence).
- Accidents which prevent the injured person from doing their normal work for more than three days.

*For definitions, see HSC/E guidance on RIDDOR1995, and information on Reporting School Accidents.*

- Accidents involving pupils and visitors:

- an accident resulting in the person being killed or being taken from the site of the accident to hospital and the accident arises out of, or in connection with, work.
  - i.e. if it relates to:
    - any school activity, both on or off the premises
    - the way the school activity has been organised and managed
    - equipment, machinery or substances
    - the design or condition of the premises

HSE will be notified of fatal and major injuries and dangerous occurrences without delay. The Head is responsible for ensuring this happens, but may delegate this to the SSO.

The Head/School Safety Officer must complete the RIDDOR Form and will report the incident to HSE and also to our insurers.

Parents are kept fully informed at all times, and in every case, should be contacted as soon as possible.

Particular medical conditions pertaining to current pupils have separate policies in place at the school. These currently include diabetes and asthma. New policies are created as and when necessary.

### **RECORD KEEPING**

Statutory Accident Records are accessible in Matron's room as accident records, written in the standard Accident Book and are kept for a minimum of seven years. The Accident Book ensures that all legislation requirements are met. The member of staff who is first on the scene of an accident must liaise with Matron, as soon as possible, and help to fill in the Accident Book giving as much information and detail as possible including time/cause/action taken.

This includes:

- date, time and place of incident
- name (and class) of the injured or ill personal
- details of their injury/illness and what First Aid was given
- what happened to the person immediately afterwards
- name and signature of Matron and, if required, the other adult on the scene.

<b>Reviewed By:</b>	<b>Matrons</b>
<b>Read and Approved By:</b>	<b>Senior Management Team.</b>
<b>Read and Shared By:</b>	<b>All staff at St Piran's School</b>
<b>Date:</b>	<b>June 2015</b>
<b>Next Review Date:</b>	<b>December 2016</b>

This policy is made available to parents on the school website and a paper copy is available in the school office upon request. All policies which are accessible to parents are specified in the 'Parent Handbook'.



**APPENDIX B****Staff First Aid - 2014**

<b>Staff Name</b>	<b>First Aid</b>	<b>Paediatric First Aid</b>	<b>Staff Name</b>	<b>First Aid</b>	<b>Paediatric First Aid</b>	<b>Staff Name</b>	<b>First Aid</b>	<b>Paediatric First Aid</b>
<b>Jonathan Carroll</b>	April 2014		<b>Sandra Warman</b>	April 2014	-			-
<b>Beverly Jones</b>	April 2014		<b>Natalie Williams</b>		April 2014	<b>Sandy Oliver</b>	April 2011	-
<b>Lynne Rothwell</b>	April 2014		<b>Debbie Roberts</b>		April 2014	<b>Helen Wakeling</b>	April 2011	-
<b>Steve Robinson</b>	April 2014		<b>Sam Roscoe</b>	April 2014 sport				-
<b>Chris Murray</b>	April 2014				Sept 2012	<b>Tim Usher</b>		
<b>Christine Rawlins</b>	April 2014		<b>Mandy Hall</b>		April 2014	<b>Tom Lambert</b>		
<b>Sheila Bahra-Morgan</b>	April 2014		<b>Sandra Haywood</b>		April 2014	<b>Lauren Stevens</b>	April 2014	
<b>Mike Smith</b>	April 2014		<b>Emma O'Brien</b>	April 2011	-	<b>Katie Handford</b>	April 2014	
<b>Alix Burnage</b>	Every 2 mths		<b>Jenny Sears</b>		April 2014	<b>Lucy Kellett</b>		
<b>Doreen Carroll</b>	April 2014		<b>Dawn Shellis</b>		April 2014	<b>Linda Fox</b>		April 2014
<b>Mary Christie</b>	April 2014		<b>Dawn Williamson</b>	July 2013	-	<b>Nikki Jordan</b>		April 2014
<b>Julia Clegg</b>	April 2014		<b>Grace Alington</b>	April 2014		<b>Abbi Szpur</b>		April 2014



<b>Ros Coope</b>	April 2014		<b>Jenny McCulloch</b>			<b>Marisa Young</b>	June 2014 (3yrs)	
<b>Susanna D'amaro-Johnston</b>	June 2014		<b>Diana Head</b>			<b>Kelly Wright-Warhurst</b>	April 2014	
<b>Jackie Fricker</b>	Every 2 mths		<b>James Davis</b>			<b>Alex Robins</b>	April 2014	
<b>May Fry</b>	April 2014		<b>Gary Sculpher</b>			<b>Sarah Jordan</b>	June 2014	
<b>Luissa Galloso</b>	April 2014		<b>Katherine May</b>			<b>Angela Depierre</b>	Every 2 mths	
<b>Beverly Gray</b>	April 2014		<b>Elizabeth Douglas</b>			<b>Bieta Wisniewska</b>		
<b>Katie Holmes</b>	April 2014		<b>Gemma Watkins</b>	April 2014		<b>Jacek Potocki</b>		
<b>Jeff Grice</b>	April 2014		<b>Gerry Power</b>			<b>David Tooze</b>	April 2014	-
<b>Marina Knibbe</b>	April 2014		<b>Michael Sanderson</b>			<b>Chas Brafield</b>	April 2014	
						<b>Caroline Grant</b>	April 2014	
<b>Catherine Mayor</b>	April 2014		<b>Gareth Deats</b>			<b>Laura Gray</b>		
<b>Gill Newman</b>	April 2014		<b>Carrie Rogers</b>	April 2014	-	<b>Paula Plank</b>		
<b>Janny Peppiatt</b>	April 2014		<b>Julie Doyle</b>	April 2014		<b>Scott McLeod</b>	June 2014	
<b>Jacky Quinn</b>	April 2014		<b>Sarah Wheeler</b>	April 2014	-	<b>Lindsay Seddon</b>		
<b>Jeanette Scrace</b>	April 2014		<b>Deena McLelland</b>	April 2014	-	<b>Niall Weeks</b>		

<b>Marissa Thornton-Wood</b>	April 2014		<b>Jane Errington</b>	April 2014		<b>Jonny Walker</b>	April 2014	
<b>Mary Wilson</b>	April 2014		<b>Sue Stewart</b>	April 2014	-			
<b>Alex Wyatt</b>	April 2014		<b>Lynne Highy</b>	Sept 2013 (3yrs)	Sept 2013	<b>Danielle Moore</b>	April 2014	
			<b>Marion Lunnon</b>	Aug 2013 (3yrs)		<b>Sophie Naish</b>	April 2014	
<b>Jane Ashcroft</b>	April 2014		<b>Peter Webb</b>	April 2014		<b>James Clarke</b>		
<b>Lauren Avann</b>	April 2014		<b>Roger Smith</b>	April 2014		<b>Stassi Bowler</b>	April 2014	
<b>Emilly Carter</b>			<b>Jeanette Griffiths</b>	June 2014		<b>Robert Matthewson</b>		
<b>Anne Brown</b>		April 2014	<b>Kirstin Gifford</b>	June 2014		<b>Zoe Beckett</b>		
<b>Julie Crick</b>	April 2014	Jan 2011	<b>Karen Hildrew</b>	June 2014		<b>Ed Parrott</b>		
<b>Tamsin Hornett</b>	April 2014	-				<b>Kirsty Lowe</b>	June 2014	
<b>Liz Kennedy</b>	April 2014		<b>Emma Christie</b>		April 2014	<b>Catherine Barlow</b>		
<b>Jo Kurpiel</b>	April 2014		<b>Zuza Vyletelova</b>	June 2014		<b>Beverley-Kim Bailey</b>		
<b>Rebecca Mettler</b>		April 2014	<b>Steve Barker</b>	Every 2 mths	-			
<b>Angela Robertson</b>	April 2014	-	<b>Martyn Dale</b>	Every 2 mths	-			

<b>Tessa Robinson</b>	April 2014		<b>Andrea Lewis</b>					
<b>Victoria Sultana</b>	April 2014							
<b>Rosie Vomiero</b>	April 2014		<b>Hazel Parry</b>	April 2011	-			

Updated June 2014

## **Location of First Aid Bags/Boxes:**

Front Office  
Cookery Room  
Extended Day  
Matron's Office  
DT Room  
Science Laboratory  
Art Room  
History Room  
Geography Room  
Northside 1-3  
French Room  
All year 1, 2, 3, 4, 5 & 6 Form Rooms  
St Piran's Centre  
RE Room  
Reception Classrooms  
Tutor Point Room  
English Rooms  
Nursery

**Updated: June 2015**

**Review Date: September 2016**

## Staff First Aid Training - 2014

### Appendix A

Staff Name	First Aid	Staff Name	First Aid	Staff Name	First Aid
Jonathan Carroll	23.4.14	Sheena Jenkins	New staff	Clare McLeod	Nov 2014
Beverly Jones	23.4.14	Lucy Kellett	Nov 2012	Sophie Naish	23.4.14
Lynne Rothwell	23.4.14	Jo Kurpiel	23.4.14	Jonny Walker	23.4.14
Steve Robinson	23.4.14	Rebecca Mettler	April 2014	Scott McLeod	23.4.14 & 6.6.14
Chris Murray	23.4.14	Angela Robertson	23.4.14	Olivia Moore	23.4.14
Grace Alington	23.4.14	Tessa Robinson	23.4.14	Danielle Moore	23.4.14
Shelia Bahra-Morgan	23.4.14	Lauren Stevens	23.4.14	Stassi Bowler	23.4.14
Beverley-Kim Bailey	New staff	Vicky Sultana	23.4.14	Angela Depierre	Every 2 months
Catherine Barlow	New staff	Rosie Vomiero	23.4.14	Sharon Plummer	New staff
Alix Burnage	Every 2 months	Sandra Warman	23.4.14	Amanda Hutchinson	New staff
Doreen Carroll	23.4.14	Natalie Williams	April 2014	Kerry Arnott	New staff
Julia Clegg	23.4.14	Debbie Roberts	April 2014	Lewis Smith	New staff
Ros Coope	23.4.14	Linda Fox	23.4.14		
Susanna d'amaro-Johnson	23.4.14 & 6.6.14	Nicole Franklin	New staff		
Jackie Fricker	23.4.14	Emma Godley	New staff		
Mary Fry	23.4.14	Mandy Hall	April 2014		
Luisa Galloso	23.4.14	Sandi Hayward	April 2014		
Beverly Gray	23.4.14	Emma O'Brien	maternity leave		
Jeff Grice	23.4.14	Jenny Sears	April 2014		
Katie Holmes	23.4.14	Abi Szpur	April 2014		
Liz Kennedy	23.4.14	Kelly Wright Warhurst	23.4.14		
Marina Knibbe	23.4.14	Roisin McCulloch	New staff		
Catherine Mayor	23.4.14	Carrie Rogers	23.4.14		
Gill Newman	23.4.14	Julie Doyle	23.4.14		
Zoe Peck	New staff	Sarah Wheeler	23.4.14		
Janny Peppiatt	23.4.14	Deena McLelland	23.4.14		
Jacky Quinn	23.4.14	Jane Errington			
Christine Rawlins	23.4.14	Sue Stewart	23.4.14		
Sam Roscoe	23.4.14	Lynne Highy	Sept 2013		
Jeanette Scrace	23.4.14	Marion Lunnon	Aug 2013		
Mike Smith	23.4.14	Peter Webb	23.4.14		
Marisa Thornton-Wood	23.4.14	Roger Smith	23.4.14		
David Tooze	23.4.14	Chas Bradfield	23.4.14		
Gemma Watkins	23.4.14	Katherine Avery	New staff		
Mary Wilson	23.4.14	Kirstin Gifford	6.6.14		
Alex Wyatt	23.4.14	Jeanette Griffiths	6.6.14		
Jane Ashcroft	23.4.14	Karen Hildrew	6.6.14		
Laureen Avann	23.4.14	Kirsty Lowe	6.6.14		
Anne Brown	April 2014	Zuzi Vyletelova	6.6.14		
Emilly Carter	Sept 2012	Marisa Young	6.6.14		
Julie Crick	23.4.14	Steve Barker	Every 2 months		
Caroline Grant	23.4.14	Martyn Dale	Every 2 months		
Katie Handford	23.4.14	Andrea Lewis	October 2012		
Tamsin Hornett	23.4.14	Paula Plank	February 2013		

## Appendix B

### Paediatric First Aid Training - 2014

<b>Staff Name</b>	<b>Paediatric First Aid Training m</b>
<b>Anne Brown</b>	April 2014
<b>Julie Crick</b>	Jan 2011
<b>Rebecca Mettler</b>	April 2014
<b>Natalie Williams</b>	April 2014
<b>Debbie Roberts</b>	April 2014
<b>Mandy Hall</b>	April 2014
<b>Sandra Hayward</b>	April 2014
<b>Jenny Sears</b>	April 2014
<b>Linda Fox</b>	April 2014
<b>Abi Szpur</b>	April 2014
<b>Lynne Highy</b>	Sept 2013
<b>Clare McLeod</b>	Nov 2014
<b>Lucy Kellett</b>	Nov 2012
<b>Emilly Carter</b>	Sept 2012
<b>Sheena Jenkins</b>	TBC
<b>Emma Godley</b>	TBC
<b>Sharon Plummer</b>	March 20132
<b>Nicole Franklin</b>	TBC
<b>Kerry Arnott</b>	TBC
<b>Amanda Hutchinson</b>	TBC
<b>Emma O'Brien</b>	TBC