



REIGATE ST MARY'S
PREPARATORY AND CHOIR SCHOOL

FIRST AID POLICY (including the Early Years)

UPDATED	REVIEW DATE
27th November 2015	27 th November 2016
Name of staff member responsible for document Louise Erratt	



REIGATE ST MARY'S
PREPARATORY AND CHOIR SCHOOL

First Aid Policy

No member of staff is a qualified paramedic or nurse and therefore all serious incidents will be referred to the Ambulance Service or pupils will be accompanied to hospital.

If the pupil cannot be moved or is unconscious or having a fit, first call an ambulance immediately then contact the school office

TO CALL AN AMBULANCE

- **PICK UP THE PHONE DIAL 9 (IF SCHOOL PHONE) THEN 999**
- **ASK FOR AN AMBULANCE**
- **STATE THE NAME AND ADDRESS OF THE SCHOOL AND YOUR NAME**
- **REIGATE ST MARY'S SCHOOL, CHART LANE, REIGATE. TEL 01737 244880**
- **FOLLOW THEIR INSTRUCTIONS**

First Aid Arrangements

1. General

Any pupil requiring First Aid should be sent the School Office whose staff are qualified as the First Aiders. The office is fully equipped for all First Aid needs. In the case of any accident requiring First Aid, a member of staff who deals with the situation in the first instance should liaise with the First Aid Assistant to ensure an Accident Report form is completed. A copy of the report is given to the child to take home and the teacher makes a note in the pupils home/school diary. The accident report is then filed with the headmaster secretary who does a termly analysis which is used at the termly health and safety meetings.

Kim Upson is the named First Aider and is qualified in First Aider **Valid until 08/2016**

responsible for:

Keeping First Aid Supplies Stocked

Keeping records of pupils with specific medical requirements and circulating this information to all staff.

Is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority.

All of the above may also be undertaken by the School Admin Team who are all qualified first aiders.

Sue Chiverton	Valid until 02/2018
Janet Harnan	Valid until 06/2016
Marie Goddard	Valid until 02/2018
Susan Trantor	Valid until 10/2016
Helen Lyndsey	Valid until 10/2016
Rosie Gibbs	Valid until 02/2018
Louise Eveleigh	Valid until 03/2017

There is always a fully qualified first aider based in the school office to administer general first aid to pupils and staff.

Sarah Woodcock	Valid until 11/2017
Lynette Howell	Valid until 02/2018
Angela Salmon	Valid until 01/2018
Sam Selkirk	Valid until 04/2018
Catriona O'Neil	Valid until 11/2018
Lynn Chippendale	Valid until 11/2018
Annie Clarke	Valid until 09/2018

There are 14 fully qualified First Aiders 7 of which are Paediatric First Aid qualified first aiders and are available specifically to pupils in Green Shoots Kindergarten and Reception classes.

All staff receive 3 yearly Emergency First Aid, CPR and epi pen training. The last whole staff training was held on 2/9/2015 and Valid until 2/9/2018. Staff who miss the whole school training take an on line basic first aid course valid for 3 years.

The school has 2 portable defibrulators which are located in the sports hall and the school office and are available for use by any responsible person in an emergency.

Administration of medicines

Pupils who are required to have their medicine available at all times, such as insulin, epi pens, or asthma inhalers, should be instructed in its administration by a medical professional. The school office will keep the medication in case of emergency if requested. Where it is more appropriate the medicine can be kept in the classroom under the direct control of the teacher.

Some pupils who are responsible and old enough will be encouraged to carry their epi pens and asthma inhalers with them.

The school has universal asthma inhalers which may be used subject to prior consent the child's parents in emergencies.

All other medication, including over-the-counter medication, should be handed into the office for safe keeping and administration. The school medical administration form must be completed by the parent before the school may administer any medicine. It is the responsibility of the parents when depositing medication with the school that they collect it when they leave the school each day. All medicines should be carried to school by a parent or adult, not the pupil.

Acting on guidelines from the DfE, the school does not dispense paracetamol or other pain relief for occasional requirements, unless the parents of the pupil have provided it.

It is the responsibility of the parents to provide the school with medication for remedial pain relief for a regular medical condition such as menstrual pain or anti-inflammatory for sporting injuries and to complete a written administration of medicine consent form at the school office.

On all trips, it is the responsibility of parents to liaise with the trip leader with regard to the administration of any medication. It is the right of any member of staff to decline the administration of any medication. However all staff have basic first aid training and many have further first aid qualification and will always take appropriate action when they are able to do so.

Standard First Aid Box Contents

1 Guidance Card

Individually wrapped sterile dressings

2 Sterile eye pads

6 Individually wrapped triangular bandages

6 Safety pins

6 Medium sized individually wrapped sterile unmedicated wound dressings (10cm x 8cm)

2 Large sized individually wrapped sterile unmedicated wound dressings (13cm x 9cm)

3 Extra large individually wrapped sterile unmedicated wound dressings (28cm x 7.5cm)

10 Individually wrapped antiseptic cleaning wipes

Also to be included with first aid boxes should be the following items for dealing with body fluid spillages.

Disposable latex gloves

Plastic waste disposal bags

(Quantity of above dependant on numbers of persons in area where treatment might be required)

Where there is no ready access to tap water, consideration should also be given to providing sealed bottles of sterile saline solution containing at least 300mls which must not be re-used once the seal has been broken.

Where there is a risk of chemical splash then the bottle contents must be a minimum of 900mls

LOCATION OF FIRST AID BOXES

- **The School Office**
- **The Reception of the Sports Hall**
- **School Minibuses**
- **Mobile first aid back packs are available for use by the games department and school trip leaders.**