

# First Aid Procedures

## Highworth Warneford School



First Aiders are there to assess the situation when there is an injured or ill person. They can then provide advice and give appropriate first-aid treatment where required. First aiders are trained to carry out the role but they are **not** medical professionals and will always seek guidance and external support where deemed necessary.

Our school's First Aiders are listed in appendix 1. Their names are also displayed prominently around the school. The school has a Medical Room where both staff and students can go to report an illness or injury. This is not permanently staffed – students can enquire at Reception if nobody is there.

### On-site Procedures

#### **In the event of an accident resulting in injury:**

The closest member of staff present will assess the seriousness of the injury and seek the assistance of a qualified first aider if appropriate, who will provide the required first aid treatment. For minor injuries, the student can be directed to seek first aid themselves

The first aider, if called, will assess the injury and decide if further assistance is needed from another colleague or the emergency services. They will remain on scene until help arrives

If the first aider judges that a student is too injured to safely and comfortably remain in school, parents will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parents.

If emergency services are called, the school will contact parents immediately

Parents will always be informed if there has been a serious head injury, if there seem to be no problems as a result a letter will be sent home with the Student.

Parents will always be informed if first aid has been sought as a result of an assault or fight. This contact would normally be made by the pastoral or senior team.

#### **In the event of a student presenting with an illness:**

The first aider will make an initial judgement about whether the student is too poorly to be in lessons. They can decide to:

- Ask the student to return to lessons and come back if the situation persists
- Monitor students for a period of time to see if they improve and can go back to lessons
- Contact parents/carers to discuss the situation and come to an agreed approach
- Contact parents/carers to ask them to pick up their child
- Contact emergency services (and inform parents/carers)

If either of the first two approaches are used and there is no improvement seen then parents/carers will usually be called to discuss the situation and a joint decision made about whether the child needs to go home or can remain in school in supervised conditions.

If students are repeatedly reporting an illness then relevant pastoral colleagues should be informed.

#### **In the event of a student presenting with a known condition:**

The school keeps records of all information provided by parents/carers and has specific, individual plans in place. All staff have regular training on serious medical issues e.g. anaphylaxis as advised by the School Nurse.

## **Off-site procedures**

When taking students off the school premises for a trip/visit, staff will ensure they always have the following:

- A mobile phone
- A portable first aid kit
- Information about the specific medical needs of students
- Parents' contact details

Risk assessments are always completed by the Trip Leader and will include reference to first aid – either a trained First Aider will be on the trip or access to third-party first aid treatment will be required.

## **Record-keeping**

All requests for first aid treatment that require monitoring, intervention or parental contact will be logged in SIMS.

Reporting of accidents is in line with the school's statutory Health and Safety Policy.

The primary goal of a First Aider is to ensure that students get any first aid that they require, regardless of the situation. Any other concerns are secondary and can be tackled subsequently.

Other Issues

## **Covid-19 Measures**

The school are adhering to the Government's and {Public Health England's (PHE) guidance regarding the measures that should be implemented in educational settings for students, parents/carers and visitors. During the SARS Covid-19 pandemic period the Head Teacher will inform the Governing body of the manner in which the school must be operated to meet the regulations and guidelines.

## Appendix 1: list of trained First Aiders

Staff member's name	Role	Contact details
Miss L Haywood	First Aider / Admin	Front Office Ext 226 Medical Room Ext 227
Mrs C Leech	Front Office Manager	Front Office Ext 267
Miss L Holman	Receptionist	Front Office Ext 221
Mrs S Lakey	Head of PE	Sports Hall Office Ext 285
Mrs L Hayward	Business Manager	Office Ext 262
Mrs K Gallagher	Pastoral	Ext 258
Mrs J O'Shea	Kitchen	Ext 256
Mr A Pearson	Assistant Head of Science	Ext 233
Ms P Azille	Cover Supervisor	Ext 234
Miss K Richards	Teaching Assistant	Ext 255

The following staff have completed emergency First Aid at work training: Mrs May, Miss Dine Mrs Bradford, Mrs Sharps, Mrs Patterson