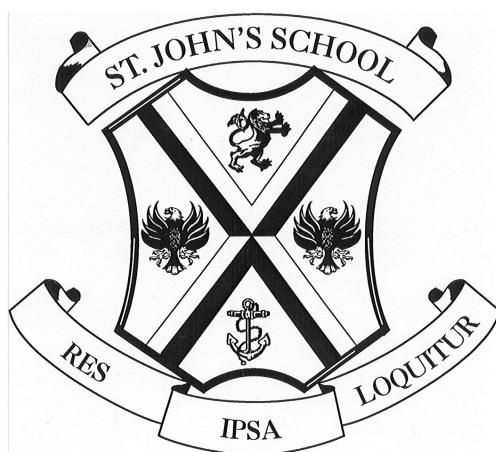


St. John's Prep. & Senior School



First Aid Policy

Last reviewed by the leadership team	Last reviewed by the advisory board
September 2018	November 2018

Background

St. John's Prep. & Senior School has a number of teachers and support staff qualified as First Aiders to give emergency aid as and when the need arise. A record is kept of dates on which first aiders were trained and refresher training undertaken. Our First Aid Provision meets the recommendations of the National Code of Practice (reference L74) of the Health and Safety Executive.

Policy Statement

The School will undertake to ensure compliance with the relevant legislation with regard to the provision of first aid for all pupils and employees and to ensure best practice by extending the arrangements as far as is reasonably practicable to others who may also be affected by our activities.

First aid is the initial management of any injury or illness suffered in the School. It does not include the giving of tablets or medicines to treat illness, the policy for which is laid down in the School's Health, Safety and Welfare Policy.

Purposes

1. The provision of First Aiders is a statutory requirement of the Health and Safety (First Aid) Regulations 1981.
2. Provision of First Aid for emergencies helps ensure a safe working environment for all staff and pupils, both in School and on School trips.

Guidelines

- Incidents requiring emergency aid should be reported initially to the staffroom, if this occurs during break or lunch time and to the Office during lesson times. Two pupils sent together can be used to request help.
- At the Senior School a list of qualified First Aiders is posted in the Staff room on the Health and Safety Board and in the Office. At the Prep School the First Aiders list can also be found in the Medical Room and in the corridor outside of the Office. First Aiders may be called upon to administer emergency aid at any time.
- First Aid equipment is available in:
 - Prep School.....the break time First Aid Bag, each classroom, kitchen and in the Medical Room
 - Senior School.....School Office, Staff Room, each classroom, Kitchen and Medical Room
- It is the Headteacher's responsibility to appoint a member of staff to take responsibility for the maintenance of First Aid supplies in these areas.

- If a First Aider deems it necessary, Office staff or the relevant form teacher at the Senior School will telephone for emergency services first and then inform parents that an ambulance has been called.
- At the Prep. School, the Head of Year of the pupil concerned will be responsible for ascertaining the facts, contacting Mrs. Tardios for advice and will then telephone the parents or the emergency services if this is deemed necessary. In the case of injuries that may require hospital treatment, parents are to be asked to collect their child and take them to the local walk-in centre to be checked. Only in extreme cases, the emergency services should be called.
- If parents are unable to accompany pupils in an ambulance, a member of staff will escort the pupil to the A & E Department and meet parents there.
- Should an emergency arise on the School field, a runner should be sent to the Office to summon a First Aider.
- All occasions where a first aider responds should be recorded on the digital Behaviour Watch under the Medical section, whether or not treatment is given.
- All accidents will be recorded on the digital Behaviour Watch under the Medical section and notified to the relevant body if necessary.
- The school will investigate, on a regular basis, every accident, incident and near-miss event to ensure that lessons can be learned and the risks of repetition reduced.
- Parents are advised of any first aid treatment their child has received during the day either by telephone or in person at the end of the day depending on the severity of the accident. A 'First Aid Administered Today' is completed for every incident of injury or sickness suffered by a child at the Prep School and is given to the parent at the end of the day (or to the pupil to take home, if necessary), these are then filed in the pupil's file in the Office. Every pupil who has sustained a serious knock or bump on the head is given a Head Injury Advice Form to take home to parents advising them of developing symptoms that may require medical investigation.
- Staff will be advised by the Deputy Head when Emergency Aid Training needs to be updated.
- All qualified First Aiders are covered by insurance for liability.

Medicines

Most pupils will at some time have a condition requiring medication. For many, the condition will be short-term – perhaps the duration of a short absence from School.

However, although a child may soon be well enough to be back at School, medication may perhaps still be required during the School day for a short period. In

such cases, parents are asked to complete an authorisation form which they send in with the medication for the Form Teacher to administer. In the Prep School a record is kept of all medicines administered on the Behaviour Watch system and the permission slip is filed in the child's record file in the office. In the Senior School, medication is kept in the office.

Where, on the other hand, pupils have long-term medical needs, we will do everything we can to enable them to attend School regularly. Parents must give us details of the child's condition and medication, and bring the medication to School in a secure, labelled container. Records will be kept of all medication received and administered by the School. A Medical Needs Plan is prepared for those children who need it.

Exclusion periods for Common Infections

Disease	Exclusion Period
Chickenpox	Until all vesicles have crusted over
Conjunctivitis	None
Diarrhoea and vomiting	Until free of symptoms for at least 48 hours
Hand, Foot and Mouth	None
Hepatitis A	For 7 days after onset of jaundice
Impetigo	Until lesions are crusted or healed/or 48 hours after starting antibiotics.
Measles	For 4 days after rash appears
Mumps	For 5 days after onset of swollen glands
Ringworm	None – proper treatment by GP is important. Scalp ringworm needs treatment with an oral antifungal
Rubella (German Measles)	For 4 days after onset of rash
Scabies	Can return after first treatment
Scarlet Fever	For 24 hours after commencing antibiotics
Threadworms	None
Tuberculosis	Local Health Protection Unit will advise on necessary action
Whooping Cough (Pertussis)	For 5 days after commencing antibiotics

Conclusion

St. John's First Aid Policy endeavours to ensure the School provides effective Emergency Aid for all pupils and employees. This policy will be reviewed by the Headteacher annually, or following any significant changes that may affect first aid provision.