



# Archbishop Tenison's

CHURCH OF ENGLAND HIGH SCHOOL

## School Policy 21 - First Aid

**This policy is being reviewed by Governors on 16<sup>th</sup> March 2016 – and subject to their final approval then.**

The Governors' Committee responsible for this is the Staff, Finance and Premises Committee.

It is reviewed annually and will next be reviewed in February 2017.

The person responsible for this policy in the school is the School Business and Development Manager.

### Introduction

The school aims to have adequate first aid cover available at all times, including weekend and evening events, extra-curricular activities, offsite activities, trips and visits. To this end all members of staff and many pupils and students are encouraged to undertake first aid training provided by the school.

### Rationale

To ensure that where individuals have been injured there are suitable mechanisms in place to provide remedial treatment. To provide suitable care to our school community, staff, pupils and students. As stated in the child protection policy 'the welfare of the child is paramount'.

### Responsibilities

- The School Business Manager and Development Manager (SBDM) and Head of Office Team will be responsible for implementing this policy.
- The SBDM, together with the Site Manager and Head of Office Team, is responsible for ensuring that appropriate first aid cover during school holidays and during any lettings or special events is in place.
- The SBDM is responsible for monitoring and reviewing the school's First Aid facilities and training.
- The Head of Office Team is responsible for managing the recording and administration of any first aid.
- The Head of Office Team is responsible for maintaining first aid kits.
- The SBDM is responsible for ensuring that any groups letting the premises have their own First Aid policies and procedures in place.
- The Site Manager is responsible for the site caretaking team and their implementation of this policy during lettings and at weekend letting, including ensuring that the site team liaise effectively with groups using the site.
- In all cases of sickness/accident a report form must be completed by the first aider/staff member that dealt with the incident. Accident report forms can be obtained at the school office
- The pupil's Form Tutor, Head of Year and parents/carers should be informed in all cases where a pupil is sent to hospital.
- Only the School reception staff or other staff authorised via written parental permission may administer Paracetamol. Paracetamol should not be given to a pupil who is taking other medicines. Aspirin, or preparations containing aspirin, may not be given except by a first aider when one tablet may be chewed in the event of a heart attack.

### First Aid

- First Aid Kits are available in the following locations: Medical Room, Science Laboratories, PE office and PE outside stores.
- Portable first aid kits are found in each minibus, and are also available for trips.

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- As a minimum (and to meet statutory requirements) at least three members of staff should hold a 'First Aid at Work' qualification; of these, one should be a member of the office staff. A list of those staff who have attended first aid training can be found at reception and notice boards around the school.

#### Medical care

- The Medical Room has facilities to examine students, provide quiet space for recovery. Medicines and medical records are securely and confidentially stored in the main school office.

#### **Principles for administering first aid**

##### Pupil illness

##### **1. (Apparently) Minor Cases**

- a) The pupil is sent/taken to reception. You **must** check with Reception that he/she has arrived safely. The duty first aider will then communicate effectively with parents/carers, tutor/teaching staff.
- b) If it is necessary to send the pupil home, reception will endeavour to contact the parents to come and collect him/her, or failing that, will make other arrangements. Inform the Form Tutor.

##### **2. Serious Cases**

- a) As above, but if the pupil cannot be moved, remain with him/her and send urgent word to reception. Ask the messenger to return to confirm that they have spoken to reception and help is on its way.
- b) The first aider on duty at reception (or other First Aider) will be sent to assess and take charge of the situation. She/he will liaise with the School Office to alert the parents and arrange transport to home/hospital, or if necessary will call an ambulance. Inform Form Tutor/Head of Year.

##### **3. Sports Field, Trips and Visits - Injuries (outside school time or during an offsite activity)**

- a) Minor - carry out first aid as appropriate, make pupil comfortable, and keep an eye on him/her until he/she recovers, or the activity finishes. Then make sure he/she can get home comfortably.
- b) Serious - use the school mobile phone or a staff members mobile phone to contact the school's reception or SLT link responsible for the activity to communicate the incident and affirm your response. Allow the first aider to take charge of the situation. Carry out first aid as appropriate. It may be advised to contact his/her parents, and/or the ambulance should hospitalisation be necessary.

#### **Review, Monitoring and Evaluation**

The School Business Manager, trip leaders or Heads of Department running activities where first aid provision is necessary are responsible for ensuring that staff are meeting their responsibilities as set out in this policy.

The Governing Committee is responsible for ensuring that the school is administering first aid in line with the policy.