



First Aid Policy Version 5

Version 5 April 2019

Approved by the Trustees for review 1 year from this date.

Sarah

First Aid Policy

The **First Aid procedure** at KWS is in operation to ensure that every student, member of staff and visitors will be well looked after in the event of an accident, no matter how minor or major.

It is emphasised that the **team** consists of **qualified First Aiders** and **not** trained doctors or nurses.

In the event of an accident all members of the school community should be aware of the support available and the procedures available to activate this.

The purpose of the Policy is therefore:

- To provide effective, safe First Aid cover for students, staff and visitors.
- To ensure that all staff and students are aware of the system in place.
- To provide awareness of Health & Safety issues within school and on school trips, to prevent, where possible, potential dangers or accidents.

NB The term FIRST AIDER refers to those members of the KWS who are in possession of a valid First Aid at work certificate or equivalent or a 1 day appointed persons certificate.

- **FIRST AIDERS** will: All staff should know which of their colleagues are qualified to give first aid and should refer any accidents or other medical emergencies to them promptly.
- At all times there should be at least one designated first-aiders on every site occupied by the school.
- All first-aiders should have attended a training course within the last three years, should follow the guidelines given at the course, and should have easy access to first aid kits.
- Accidents and other medical emergencies should be recorded appropriately. Parents should be informed when necessary and a record kept of occasions when they have been.
- Members of staff should be made aware of any particular hazards in the subjects that they teach or the activities that they supervise and should have appropriate training and access to first aid kits.
- There should be clear guidance on what levels of injury are to be treated on site and what levels automatically trigger an emergency ambulance call or visit to the hospital.
- There should be guidance on hygiene procedures in case of spillage of blood or body fluid.

THE Trustees will:

- provide adequate First Aid cover as outlined in the Health & Safety [First Aid] Regulations 1981.
- Monitor and respond to all matters relating to the health and safety of all persons on school premises.
- Ensure all new staff are made aware of First Aid procedures in school.

HEAD OF SCHOOL will:

- Ensure that they always obtain the history relating to a student not feeling well, particularly in the cases of headaches, to ensure that no injury has caused the student to feel unwell.
- Ensure that in the event that an injury has caused a problem, the student **must** be referred to a First Aider for examination.
- At the start of each academic year, provide the first aid team with a list of students who are known to be asthmatic, anaphylactic, diabetic, epileptic or have any other serious illness.

- Have a file of up to date medical consent forms for every student in each year and ensure that these are readily available for staff responsible for school trips/outings.

ALL STAFF will:

- Familiarise themselves with the first aid procedures in operation and ensure that they know who the current First Aiders are.
- Be aware of specific medical details of individual students when publicised by Heads of Year.
- Ensure that their students/tutees are aware of the procedures in operation.
- Never move a casualty until they have been assessed by a qualified First Aider unless the casualty is in immediate danger.
- Call for a qualified First Aider, unless they are one themselves, to treat any injured student.
- Send for help as soon as possible either by a person ensuring that the messenger knows the precise location of the casualty. Where possible, confirmation that the message has been received must be obtained.
- Reassure, but never treat a casualty unless staff are in possession of a valid Emergency Aid Certificate or know the correct procedures; such staff can obviously start emergency aid until a First Aider arrives at the scene or instigate simple airway measures if clearly needed.
- Send a student who has minor injuries to the office if they are able to walk where a First Aider will see them; this student should be accompanied.
- Ensure that they have a current medical consent form for every student that they take out on a school trip which indicates any specific conditions or medications of which they should be aware.
- Have regard to personal safety.
- Support the First Aiders in calling for an ambulance or contacting relatives in an emergency where needed.
- **NOT** administer paracetamol or other medications as outlined in the management guidelines and administration of medicines to young people policy.

Always call 999 if someone is seriously ill or injured, and their life is at risk.

Examples of medical emergencies include (but are not limited to): As recommended by the NHS ambulance service.

- chest pain
- difficulty in breathing
- unconsciousness
- severe loss of blood
- severe burns or scalds
- choking
- fitting or concussion
- drowning
- severe allergic reactions.

School Nurses

School nurses visit KWS during the year and when we request specific services from the school nurses team.

KWS school nurse is Jane Lavell. 01234 310408

KWS Immunisation and Vaccination nurse is Sarah Sowerby 07917643410

Other Services

KWS offers a number of different services from outside agencies, these include drug, alcohol work through CAN Y/P, Spaced and Compass, Sexual Health and healthy relationship work including consent from Brooke services, Mental Health support through CHUMS, CAMH and youth service.

Disposal of Fluids.

A sanitary absorbent agent, designed to absorb and disinfect body wastes and fluids, will be applied in accordance with instructions supplied with the material. These are kept in the medical room, first aid cupboard.

When the fluid is absorbed, the material will be vacuumed or swept up and the vacuum bag or sweepings will be disposed of in a plastic bag or lined trash can, secured, and disposed of daily.

The broom and dust pan used in sweeping will be rinsed in a disinfectant. No special handling is required for the vacuuming equipment.

Any disposable items (such as paper towels and tissues) used to clean up will be placed in a plastic bag or lined trash can, secured, and disposed of daily.

Yellow hazardous waste bags are available in the medical room and can be disposed of in the large metal wheeled bin outside for the waste disposal team to remove.