

ST. IGNATIUS COLLEGE
'Men and women for others'



First Aid Policy

(Non-Statutory)

March 2020

Medical Officer

Next Review March 2022

Under the Health and Safety (First Aid) Regulations, 1981 and guidance from the Department for Education and Skills and the Local Authority, the Governing Body of the College is responsible for making sure that the College has a Health and Safety Policy which includes arrangements for First Aid. This policy outlines the College's responsibility to provide adequate and appropriate First Aid to pupils, staff, governors, parents, volunteers and visitors to the College.

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Introduction

First Aid treatment is given to a casualty to preserve life, to prevent the condition worsening and to promote recovery. This policy addresses the responsibilities and the procedures that are in place to meet these requirements and provides information related to First Aid resources and trained First Aiders in the College.

Aims

- To identify the First Aid needs of the College and
- to ensure that First Aid provision is available at all times for the health and safety of employees and of all those on the College premises.

Objectives

In accordance with current legislation and good practice the College will ensure that:

- an appropriate number of suitably trained people are appointed as First Aiders to meet the needs of the College;
- adequate training and guidance is available for First Aiders. A record of such training is maintained and monitored in the Student Services and with the Business Manager and the School Admin department;
- a risk assessment is carried out to determine the needs of the College and the level of provision required;
- the necessary equipment, appropriate resources and facilities are available;
- all staff are made aware of First Aid arrangements;
- a written record is kept of all significant accidents both on and off the premises;
- a record is kept of all First Aid treatment administered;
- learning from accidents and treatment is shared among First Aiders and Governors via the School Leadership Team (SLT) meeting minutes;
- admission forms are completed for each pupil and describe any relevant medical or past history, relevant treatment and newly diagnosed conditions that the College should be aware of and
- all records and paperwork referring to accidents and treatments administered are stored in the First Aid Room.

Procedures

Risk assessments are carried out on areas around the College and College activities and reviews are carried out at least annually. Recommendations on measures needed to prevent or control identified risks are forwarded to the Headteacher. All staff will have information on the location of equipment, facilities and First Aid personnel in the Staff Handbook. The Headteacher together with the SLT ensures that the College has sufficient qualified First Aiders who have completed a training course approved by the Health and Safety Executive (HSE) and an Appointed Person who maintains a list of First Aiders and replenishes First Aid supplies.

St Ignatius' 'Appointed Person' is Teresa Neary (Welfare Officer).

The main duties of First Aiders are:

To give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at the College - this includes the treatment of any person on the College premises whether or not they are an employee, pupil, parent, volunteer, contractor, member of the public or other visitor.

Emergency Action

For a sick or injured pupil the decision to call an ambulance is taken by the most senior member of staff present, with advice from the Welfare Officer. Copies of pupil information and medical plans may be taken to the hospital and the relevant office staff must be notified.

If a member of staff falls ill and requires medical treatment, the same rules apply. If taken to hospital, the next of kin and personal details record should be requested from the College Business Manager (Jackie O'Brien) or in her absence the HR & Marketing Officer (Emma Crofts).

Teachers taking lessons outside of the main building e.g. sports fields must take a First Aid kit and mobile phone with them, in case of an accident or emergency and call an ambulance if required. This also applies to all trips.

St Ignatius First Aid Box Locations are:

Ground Floor:

Reception (wall mounted)

Student Services (wall mounted)

Reprographics Room (wall mounted)

Craft, Design and Technology (CDT) rooms 113, 114 & 115 (wall mounted)

Food Technology Area room 116

First Floor:

Room 202 Art Room (wall mounted)

Room 203 Art Room (wall mounted)

Room 206 Art Room (wall mounted)

Physics preparation area opposite room 211 (wall mounted)
Junior Science Preparation Area (opposite room 214, wall mounted)
Second Floor:
Room 311 Chemistry Preparation Area (wall mounted)
Biology Prep Area next to room 316 (wall mounted)
Manresa Kitchen area (wall mounted)
Sixth Form Block in Sixth Form Secretary's Office (wall mounted)
New gym office (Wall mounted)

Also the First Aid Cupboard in the Student Services contains four portable First Aid kits for College trips out and three kits are also provided for use in the mini-buses.

First Aid boxes are checked after every use for completeness and valid expiry dates by the person using the box, (who will inform the Welfare Officer for replenishment) and at least every half-term by the Welfare Officer.

A continual programme of consultation with Heads of Departments exists regarding staff development and training including First Aid training courses. The College currently has over 38 qualified First Aiders on site.

First Aid boxes are checked after every use for completeness and valid expiry dates by the person using the box, (who will inform the Welfare Officer for replenishment purposes) and at least every half-term by the Welfare Officer.

Medication

In most cases, prescription medication can be administered at home. When medication must be taken at College, pupils will be encouraged to administer their own medication, if necessary under staff supervision. Parents will be asked to confirm in writing whether they wish their child to carry their medication with them in College and on College visits and trips.

Only pupils with specific medical needs e.g. asthmatics, diabetics and students with extreme allergies may bring medication to College. It must arrive at College in the original packaging, labelled with the pupil's name and dispensing instructions from their General Practitioner (GP).

Medication (including any spare Epi-pens/inhalers etc.) must be stored in a locked storage unit in the Student Services but must be carried by the named pupils during PE classes.

Only the paramedics, the visiting School Nurse and First Aiders listed below can administer / monitor medication at the College.

First Aid trained staff

Below is a list of the staff within the College who have been First Aid trained.
(FQ) = Fully qualified

Staff	Floor	Location	Ext No.
Mrs Miah (FQ)	Ground/First	Year 10/11 Office/Student Services	212/249
Mrs Henderson (FQ)	Ground	Manresa	239
Mrs Cuffe (FQ)	Ground	Reception	200
Mr Vora (FQ)	Ground	DT Office	219
Mrs Chapman (FQ)	Second	Science	204
Mrs Sander (FQ)	Second	Science	204
Mrs Bapodra	Ground	Headteacher PA Office	234
Mr Clark	Ground	English	244
Ms Cook	Ground	SEN Office	208
Mrs Di Pierro	Ground	Learning Mentor	253
Mrs Diogenous	Ground/First	Art/Staffroom	
Mr Gyamfi	Ground	Premises Office	217
Mr Harris	Ground/ First	Maths & PE Teacher	211
Mrs Hosking	Ground/Various	Learning Support	208
Mrs Kidd	Ground	Food Technology	219
Ms Knight	Ground	Admin Office	206
Mr Mullen	Ground	AHT Office	230
Mrs Neary	Ground	Year 7 Office & Student Services	251/252
Mrs Orsini	Ground	Reprographics	233
Ms Pastore	Ground	Library	218
Mrs Pomfrett	Ground	Admin Office	245
Mr Roche	Ground	PE Office (Old Gym)	
Mr Stanev	Ground	Premises Office	217
Mr Dawson	First	Y9 Office/Chaplaincy Office	242
Mr Done	First	Network Office	232
Mrs Douglas	First	Art	
Mr Duguid	First	Music	225
Ms Harper	First	Network Office	232
Mr Poulter	First	Year 11 Office/Maths Department	211
Mr Wall	First	Psychology/Sociology	

Mr Lumby	Second	Geography	210
Ms O'Neill	Second	History	
Mr Galvin	Roselands/Ground	6 th Form/PE	214
Mrs Keene	Roselands	6 th Form	213
Ms Bolashoan	Various	Cover/Pastoral	249/252
Mr Edirimanasinghe	Various	Cover/Pastoral	249/252
Ms Serbetli	Various	Learning Support	208
Ms Shiells-Edwards	Various	Cover	237

Specific Medical Conditions

Details of medical conditions can be found on SIMS and on the staffroom medical notice board. Staff must familiarise themselves with the individual circumstances of pupils who have special medical needs. Every member of staff has access to a copy of pupils' Individual Healthcare Plans (IHPs) which are held in the Student Services. These are situated by the Headteacher's noticeboard and are copied to each Learning Co-ordinator, the SEN and the School Nurse.

In the case of anaphylactic shock, please contact your nearest First Aider (see list above) call extension 249/252 (Student Services). Relieving medicine must be administered by a trained First Aider or the pupil (if they are able) and an ambulance must be called.

Diabetic pupils are permitted to eat their snack as required during lessons, in order to prevent them potentially falling into a diabetic coma. The diabetic pupil must not be sent either alone or accompanied, to the Student Services. If they still feel unwell, another pupil should be sent to the Student Services to bring back assistance.

Notification and recording

- Parents are informed of injuries, accidents or illnesses and any bump to the head (however minor), sustained at College. Parents will be telephoned immediately or as soon as practically possible, as a precautionary measure if the child has been sent to the Student Services or if other medical assistance has been required.
- For more significant incidents, an Accident Report Form is to be completed via the Welfare Officer Teresa Neary, who will report this to the Local Authority within 24 hours and send a monthly incident report to the School Leadership Team. Staff incidents are reported to the Business Manager.
- Subject to assessment by the Welfare Officer, parents will be notified by telephone.

Transport to Hospital or Home

The First Aider on duty determines reasonable and sensible actions to take for each case. Where hospital treatment is required but it is not an emergency, then the parents will be contacted for them to take over the responsibility of their child

If the parents cannot be contacted, then the First Aider or Welfare Officer may decide to arrange transport of the pupil to hospital. In these circumstances, whenever possible, a member of staff will accompany a pupil in the ambulance.

Where the First Aider makes arrangements for transporting a pupil (other than by ambulance or College mini-bus), then only staff with cars insured to cover such transportation can be used and staff need to be aware of this. No individual member of staff should be alone with a pupil in the vehicle. A second member of staff will be present to provide supervision for the injured pupil. If possible, at least one member of accompanying staff should be of the same gender as the pupil.

College Trips and Visits

The provision of adequate First Aid cover forms part of the essential risk assessment involved in organising any off-site activity. Where the trip is extended or remote in nature or the likelihood of injury is higher, a qualified First Aider should accompany the group.

Where journeys are close to populated areas or the likelihood of injury is minimal, then either a fully qualified or other trained First Aider is sufficient to accompany sports or field trips and other college journeys. A travelling First Aid kit should be provided.

The Risk Assessments for such journeys will include what to do in case of accident and or emergency (Appendix 1).

References:

The Health and Safety (First-Aid) Regulations 1981

www.hse.gov.uk/firstaid

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/306370/guidance_on_first_aid_for_schools.pdf

St Ignatius Supporting Children with Medical Conditions Policy 2015

<http://www.google.co.uk/search?q=st+ignatius+college+policies>



St Ignatius College Risk Assessment

Destination of Trip:

Carried out by:

Date:

The form is split into three sections: Travelling, At Destination and Medical. The form contains generic risks which may apply to your trip.

How to complete this form:

1. Complete the table above
2. Review the risks in the three sections
3. Keep in the risks which are relevant to your trip (amending where necessary) and then delete all irrelevant ones
4. You will also need to consider the risks that are specific to your trip and include wording in the relevant section and then decide who needs to be informed – parents, staff or pupils?
5. Delete this box and then print out for approval by the Head

Potential Risks while travelling

Issue	How to manage it	Who is to be informed		
		Parents	Staff	Pupils
Walking from school to Turkey Street Station	<ul style="list-style-type: none"> • Pupils informed they need to act sensibly • Pupils to walk in a line with one teacher at front, another at the back and any additional teachers interspersed throughout • Care taken whilst crossing Turkey Street 		P	P
Walking on a busy road	<ul style="list-style-type: none"> • Pupils informed they need to act sensibly • Pupils to walk in a line with one teacher at front, another at the back and any additional teachers interspersed throughout • Teachers to ensure safe crossing -cross at zebra crossings (etc.) where possible 		P	P
Catching trains	<ul style="list-style-type: none"> • Warn pupils of danger of trains– keep pupils back from the edge of platform • Count pupils on and off train • Try to get all pupils and staff in one carriage – if this is not possible make sure a teacher is in any carriage any pupils are in • Pupils to be warned about interacting with strangers and to inform staff immediately of any suspicious interaction with a stranger 		P	P
Catching tube—falling off	<ul style="list-style-type: none"> • Warn pupils of danger of tube – keep pupils back from the edge of platform 		P	P

platform/getting lost	<ul style="list-style-type: none"> Count pupils on and off tube Arrange for meeting point if pupils get lost Make pupils aware of route being taken Try to get all pupils and staff in one carriage– if this is not possible make sure a teacher is in any carriage any pupils are in Keep pupils together when changing tubes Pupils to be warned about interacting with strangers and to inform staff immediately of any suspicious interaction with a stranger 			
Containment on tube/train	<ul style="list-style-type: none"> Teacher to supervise each exit Pupils to sit whilst tube/train is moving (where possible) Pupils warned of sudden jolts, kept together in one carriage Pupils to be warned about interacting with strangers and to inform staff immediately of any suspicious interaction with a stranger 		P	P
Travel by coach	<ul style="list-style-type: none"> Ensure students are aware of departure times at each stage of journey Ensure teachers count students on and off coach at all stages of journey Ensure students are aware of the registration etc. so they know which coach it is and the contact numbers of people who will be aboard Pupils are aware of health and safety on board in frequent statements before and during journey. Pupils wear seatbelts at all times Keep emergency contact details of parents in case of road accident (see below) Relevant paper work on coach and company using it Pupils told to inform a member of staff immediately if they feel unwell 		P	P
Travel by ferry	<ul style="list-style-type: none"> Pupils to report to specific member of staff & given meeting point on ferry Pupils in set groups will be given permission to visit the cafeteria and shops Pupils not allowed on deck unless with a teacher Pupils are instructed to report any problem to a teacher immediately Pupils to be warned about interacting with strangers and to inform staff immediately of any suspicious interaction with a stranger Pupils told to inform a member of staff immediately if they feel unwell At least two members of staff to be on duty in designated area on boat for pupils to report to if there are any concerns 	P	P	P
Euro tunnel	<ul style="list-style-type: none"> Ensure students are aware of departure times at each stage of journey Ensure teachers count students on and off coach at all stages of journey Ensure students are aware of the registration etc. so they know which coach it is and the contact numbers of people who will be aboard Pupils are aware of health and safety on board in frequent statements before and during journey. 	P	P	P
Minibus journey - 'to and from' - minibus rules	<ul style="list-style-type: none"> Pupils briefed before embarking minibuses Pupils take care when entering and exiting minibus Pupils remain seated and wear seatbelts at all times on the journey Pupils told to inform a member of staff immediately if they feel unwell Minibus driver has required licence Keep aisles free from luggage and personal possessions and place rubbish in bags provided For long journeys the minibus driver must have sufficient rest stops The minibus driver will adhere to all transport regulations The minibus driver will know what to do in an emergency in particular how to use fire fighting and first-aid equipment 		P	P
Road Accident	<ul style="list-style-type: none"> List of pupils/staff kept at school as well as with all staff members on trip Relevant medical details at school as well as with all staff members on trip List of available emergency numbers for parents at school as well as with all staff members on trip 	P	P	P

	<ul style="list-style-type: none"> • For residential/foreign trips two out of school hours emergency contacts available • and fully briefed of emergency procedure. Full details kept with them at all times whilst trip is continuing. • Trip Leader will take charge • Back up teacher will take charge if Trip Leader unable • Parents to be briefed by Head /Deputy Head or out of school hours emergency contact • Insurance details with Trip Leader and emergency backup teacher • Awareness of contact numbers for nearest hospital/medical treatment • Trip Leader will assess nature and extent of emergency • All staff will ensure group are safe and looked after • Trip Leader will establish names of any casualties and get medical attention for • them • Trip Leader will ensure that a teacher accompanies casualties to hospital and that the rest of the group are adequately supervised and kept together • The Trip Leader will notify the police if necessary • The Trip Leader will notify the British Embassy/Consulate if abroad 			
Aeroplane	<ul style="list-style-type: none"> • Pupils need to be aware of other passengers when embarking and disembarking • Pupils need to be aware of all air safety announcements • Pupils need to be aware of emergency exits and meeting points • Pupils to notify a member of staff if a problem arises • Pupils need to follow the instructions of members of staff and cabin crew 	P	P	P
Any other risks associated with travel on your trip				

Potential Risks at Destination

Issue	How to manage it	Who is to be informed		
		Parents	Staff	Pupils
In the [museum/gallery/church/castle etc.]: pupil getting lost/falling over/tripping/slipping	Pupils are advised that running in the [Museum/gallery etc.] is not permitted First aid kit brought for minor injuries Meeting point if pupil lost		P	P
Groups divided at museum/gallery/church/castle etc.	Trip leader divides into groups in consultation with Line Master Staff members assigned group Mobile contacts given for immediate response		P	P
Groups to act in a courteous and respectful manner.	Group clearly explained on the level of conduct required Meeting to inform pupils to take place on []		P	P

Walking within public area	<p>Pupils told to be mindful of others</p> <p>Pupils told to walk sensibly and be aware of water (lake)/road/steps etc.</p> <p>Meeting to inform pupils to take place on []</p>		P	P
Pupils to be monitored effectively	<p>Ratio of 1:10 teacher: pupil</p> <p>Uniform clearly visibly</p> <p>Each member of staff responsible for set group</p>		P	P
Theft of pupils money belongings	<p>Clear guidelines given to parents and pupils about personal responsibility for their own belongings.</p> <p>Letter to parents</p>	P	P	P
Remote supervision at []	<p>Teacher set specific boundaries for the pupils of []</p> <p>Pupils must be in groups of 3</p> <p>Pupils must be made aware of traffic at all times</p> <p>Pupils must cross the road at appropriate pedestrian crossings</p> <p>Pupils aware of what they are not allowed to buy. E.g. Fireworks/knives/alcohol</p> <p>Meeting times for groups to be arranged. Meeting place set as []</p> <p>Pupils to report to teacher.</p> <p>One member of staff to be a meeting point at all times in case of emergency</p> <p>Pupils given map of the area</p> <p>Pupils aware of key phrases in local language</p>	P	P	P
At the airport	<p>Pupils should follow the instructions from members of staff and cabin crew</p> <p>Ensure they are in groups of 3 or 4 in the airport</p> <p>Have a meeting point and make sure pupils are aware of where it is</p> <p>Pupils are instructed to be aware of strangers</p> <p>Pupils to notify a member of staff if a problem arises</p>	P	P	P
At a hotel	<p>Pupils should:</p> <ul style="list-style-type: none"> • ensure their rooms are tidy and accessible • know where the staff bedrooms are located in the event of any incidents • behave sensibly while in the hotel and remember they are not the only occupants • not leave their rooms after curfew except in an emergency • be familiar with the fire escape route from their room • know their assembly point in case of emergency • not use the hotel lifts in the event of a fire • not use any electrical equipment in the bathroom • follow the instructions of all members of staff 	P	P	P

	<ul style="list-style-type: none"> lock doors from the inside when retiring to bed not leave valuables in their rooms - these should be carried with them or left in the hotel safe 			
Residential/Foreign trip: emergency contact	<p>Staff should:</p> <ul style="list-style-type: none"> leave full contact details of hotel, mobile contact numbers and emergency numbers with the senior member of staff in England provide all parents with emergency contact number in [] (the hotel and group leader's number) 	P	P	P
Residential/Foreign trip: general safety	<p>All pupils should:</p> <ul style="list-style-type: none"> be provided with the staff mobile telephone number; the phone will be kept on at all times under the control of a member of staff be given a card with the name, address and telephone number of the hotel and map of the location of the hotel be given clear instructions about the daily itinerary and times and places of the meeting points be divided amongst staff who will conduct frequent head counts before, during and after visits be instructed to remain in groups of 3 or 4 at all times; one member of the group must have a watch be aware of all traffic dangers – driving on right means looking right first cross the roads at the designated places be beware of activity or conversation with strangers immediately inform staff of any suspicious interaction with a stranger 	P	P	P
Residential/Foreign trip: personal possessions	<p>Pupils should:</p> <ul style="list-style-type: none"> not bring valuables on the trip leave passports in the hotel safe during the visit (staff to organise) inform staff of any serious incident who will then notify the police 	P	P	P
Residential/Foreign trip: alcohol, drugs, smoking	<ul style="list-style-type: none"> The St Ignatius College Code of Conduct applies at all times. Alcohol, smoking and the use of illegal drugs in prohibited. Parents will be contacted to organise the early return of a pupil if such abuse takes place 	P	P	P
Include any other risks specific to your trip e.g. swimming, other physical activities, specific risks involved with the places you are visiting etc.				

Potential Medical Risks

Issue	How to manage it	Who is to be informed		
		Parents	Staff	Pupils
Medical issues	<p>Staff to be aware of any medical necessities</p> <p>Pupils warned of the need for own medication - hayfever/asthma/sun lotion</p>	P	P	P

	<p>Staff made aware of pupils with medical needs</p> <p>First Aid Kit</p> <p>Staff member with Emergency Response</p>			
<p>Pupil illness/accident</p> <p>Medical emergency</p>	<p>In case of illness member of staff required to remain with pupil/pupils designated</p> <p>Member of staff allocated</p> <p>Pupil parent/carers contacted via Headmaster's office or out of school hours contact</p> <p>Teachers have parents contact details and mobile phone numbers</p>	P	P	P
<p>Medical issues when abroad/residential trip</p>	<p>All pupils/parents should:</p> <ul style="list-style-type: none"> • complete details on student information medical form • take all necessary medication with them on the trip • alert staff with existing medical problems and/or medication • alert staff in advance to any allergic reactions e.g. to penicillin • ensure they bring their EHIC card with them <p>Staff should:</p> <ul style="list-style-type: none"> • follow the procedures set out by the insurance policy/EHIC cards • have access to a first aid kit • gain consent from parents to administer pain relief or prescription medicine • inform the next of kin using contact numbers provided by pupils 	P	P	P
<p>Include any risks associated with specific pupils coming on your trip</p>				

Approved by the Head _____

Date _____

Title	St Ignatius First Aid Policy		
Version	5.0		
Date	18/06/2015		
Author/Contributor	Josephine Kirby/Anne-Marie Kennedy		
Approved by Head teacher			
Approved by Governing Body			
Next Review Date	Spring 2016		
Modification History			
Version	Date	Description	Revision Author
0.5	18/06/2015	Includes proof reading by LG and Team, updated lists of First Aiders, Governors comments and amendments. meeting 18.03.15	JL

