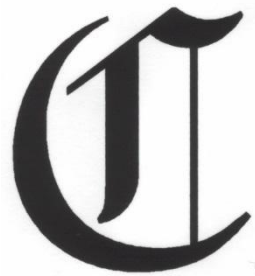


# Craigclowan School



## First Aid Policy

(to be read in conjunction with the Health and Safety Policy  
and the Standard Operating Procedure for Cleaning up Bodily Fluids)

Reviewed December 2022  
Due for Review December 2024

J Trueland



## First Aid Policy

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The Governors of Craigclowan Prep School acknowledge their responsibility, under the Health and Safety at Work Act 1974 (HSWA), for ensuring that the school has a health and safety policy which includes arrangements for first aid.

The arrangements for first aid cover are as follows:

The Head's PA, School Secretary and Receptionist, who are based in the school office,:

- Take charge and record when someone is injured or becomes ill
- Ensure that an ambulance or other professional help is called when necessary
- Check the admission form that is completed by parents when a child joins Craigclowan and then liaise with parents and staff if necessary
- Liaise with parents of children with specific illnesses or dietary requirements and ensure that all staff are aware of any pupils in their care with special dietary or medical needs and produce a report of all children in the school with these needs
- Administer medicines including over the counter and prescribed drugs and document this in the first aid book

Staff members are responsible for checking supplies of first aid equipment in the first aid box/bag in their area and contacting the school office to re-order supplies when necessary.

### **First Aiders**

All staff have Emergency First Aid at Work Training. See Appendix 1 for qualified First Aiders. (over and above Emergency First Aid at Work).

The First Aiders must complete a training course approved by the HSE and this training must be updated every three years. Provision is also made for Paediatric First Aid trained personnel in the Pre-school.

The First Aider's role is to give immediate help to casualties with common injuries or illnesses or those arising from specific hazards in school. If necessary they should ensure that an ambulance or other professional help is called.

### **First Aid Equipment**

The school will provide a minimum of 12 first aid bags which are clearly labelled and easily accessible. They will be sited at the following points on the campus:

- Blue Bags 1 – 3: Main School Shredding Cupboard
- Red Bag: Main School Vestibule Bench
- Blue Bag 4 & Green Bag 1: Astro Container
- Green Bag 2: Art Room
- Green Bag 3: Room 16 (Junior School, First Floor)

- Large Green Bag: Viewing Gallery
- Box and Spill Kit: Fleming Laboratory
- Box and Spill Kit: Maxwell Laboratory
- Green Boxes: Minibuses

### **Accidents and Illness**

When a pupil is injured or falls ill, they are taken to the school office. If a child becomes unwell, permission must be sought from parents before administering any form of medication e.g. Calpol. A record of the dosage and time given is kept in the first aid book. If a child receives any form of bump to the head, even if they remain in school, parents will be informed via telephone or personal contact.

If a child becomes ill at school or receives a minor injury that necessitates the child being sent home, parents will be contacted and asked that the child is collected as soon as possible.

If a child has an incident of a serious nature which requires urgent hospital treatment, the school will be responsible for calling an ambulance in order for the pupil to receive urgent medical treatment. When an ambulance has been called, parents will then be informed and arrangements can be made where they should meet their child. If the parents arrange to meet their child at the hospital then a member of staff must go with the pupil in the ambulance. This need not be a First Aider and where possible should be a member of staff known to the pupil. If a staff member goes with the pupil then the School Secretary should be informed and the Deputy Head to enable her to organise lesson cover. In the case of non-urgent hospital treatment, parents will be informed immediately and arrangements made for the parents to either collect their child at school or at the hospital if a member of staff has taken the child to the Accident and Emergency Department.

Details of the incident/illness are recorded in the following ways:

- All injuries/illnesses are logged in the first aid book.
- A courtesy phone call home is made if advice needs to be given e.g. minor head injury advice or the child may require further medical intervention.
- When a child comes into school requiring a dose of prescribed medication a member of the office staff will ensure safe and appropriate storage, administer and document the dose given. Parents will be asked to complete an Administration of Medicines Consent Form (Appendix B).

An accident report on the relevant form is to be completed in the case of an accident which results in a child:

- Being sent home.
- Being taken to the doctor.
- Being taken to hospital.
- If an accident comes within the definition of “reportable” (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations - RIDDOR) to the Health and Safety Executive (HSE) and the HSE guidelines will be adhered to (HSE contact telephone

number 0845 300 9923). Employers must report: deaths; major injuries; over-three-day injuries; accidents causing injury to pupils, members of the public or other people not at work; specified dangerous occurrences, where something happened which did not result in an injury but could have done.

- If any item of school equipment was either the cause of the accident or was damaged as a result of the accident.
- The form is completed by the member of staff who attended at the accident, or if no-one was actually present, by the staff members first on the scene. The Bursar will complete any other details if required.

An accident form is also completed if a child is injured on a school activity away from the school e.g. sports fixture away from school.

### **Off-Site Activities / Trips**

First aid facilities are provided by the host school, for away sporting fixtures, although a sports First Aid kit is also taken with any group of pupils leaving school for an away fixture. The member of staff responsible for each team will ensure that the host school is informed of any pupils visiting their school with special medical or dietary requirements and that the sports staff take any special diets or medication with them where necessary.

The organiser of any off site activity/camp/trip must ensure a First Aider is nominated and included and that parental consent is sought for the administration of any medicines for hay fever etc.

### **Hazards in Teaching Areas**

The Health and Safety Policy, which should be read in conjunction with this policy, sets out that Subject Co-ordinators should undertake a hazard and risk assessment of all activities involved in the teaching of their subject and ensures that all staff are aware of these.

### **Spillage of Body Fluids**

If there is a spillage of body fluids (e.g. vomit, blood or incontinence), the member of staff with the child at the time will use the designated equipment provided for cleaning up both the pupil and the body fluid to prevent the spread of infection. The Standard Operating Procedure for Cleaning Up of Bodily Fluids should be followed.

Cleaning items are located in the following areas:

Main School:	Old kitchen (right hand corner beside sinks)
Junior School:	Cleaners cupboard – top floor (key behind ladies toilet door)
Middle School:	Cleaners cupboard – ground floor (key behind disabled toilet door)
Pre-school:	Cleaners cupboard – ground floor and top floor

# APPENDIX 1

## First Aiders

### Pre School

- Joanna Gray (Baby and Child First Aid + Emergency First Aid)
- Melanie Hill (Baby and Child First Aid + Emergency First Aid)
- Elaine Weir (Baby and Child First Aid + Emergency First Aid)

### Main School

Name	Qualification	Area
Corinne Hislop	Paediatric First Aid	Reception
Claire Fairlie	Emergency First Aid	Junior School
Anne- Marie Gallagher	Emergency First Aid	Junior School
Elizabeth Denyer	Outdoor Emergency First Aid	Junior School
Ruth Grahame	Emergency First Aid	Junior School
Jonathan Doak	Emergency First Aid	Senior School
Gillian Creedican	Emergency First Aid	Support for Learning
Tom Kerrigan	Emergency First Aid	Main School
Paul Drummond	Emergency First Aid	Kitchen

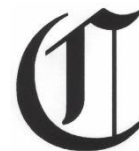
### Games

Fiona Grant	First Aid for Sport
Pauline Stott	First Aid for Sport
Sean Adams	First Aid for Sport
Matt Jenns	First Aid for Sport
Helen McKelvey	First Aid for Sport
Alex Reynolds	First Aid for Sport
Rebecca Robb	First Aid for Sport
Fabienne Thompson	First Aid for Sport
Gillian Whitelaw	First Aid for Sport

**APPENDIX 2**

Administration of Medicines Consent Form

# Administration of Medicines, First Aid and Emergency Consent Form



**The school office can only give your child medication when we receive this signed form.**

Pupil's Name: ..... Date of Birth .....

Address: .....

.....

Home No: .....

Work No: .....

Mobile No: .....

Name & Contact Details for GP: .....

.....

I agree to members of staff administering medicines, first aid and emergency treatment to my child as directed below or in the case of an emergency, as staff may consider necessary.

I understand that I must ensure that the medicine is handed in to the school office on arrival at school and accept that this is a service which the school is not obliged to undertake.

I recognise that school staff are not medically trained.

Name of Medication	Dose and Method	Date(s) and Time(s) To Be Given	Supervised or Self- Administration

**Special Instructions To Be Followed:**

Signature: ..... (parent/carer)

Print Name: .....

Date: .....