



ST. ANTHONY'S SCHOOL  
FOR BOYS

## First Aid Policy for all Pupils except Reception (EYFS)

**Policy reviewed by SA**

**Review date:** June 2017

**Submission:** June 2017

**Policy actioned from:** September 2017 – August 2018

**Next review date:** June 2018

**Reviewer's Signature:** SA

**Head Teacher's Signature:** PK

**Circulation:** This policy has been adopted by the governors, is addressed to all members of staff and volunteers, is available to parents on request. It applies wherever staff or volunteers are working with pupils.

Please note: 'School' refers to St. Anthony's School for Boys; 'parents' refers to parents, guardians and carers.

## First Aid Policy for all pupils except Reception (EYFS)

First Aid provision is under the control of the Bursar. The Bursar keeps a log of qualified first aiders and ensures they are re-trained every three years.

Administration of first aid and first aid boxes is under the control of the qualified First Aiders – see Appendix A.

First aid notices are displayed in the Junior and Senior houses naming the qualified first aiders.

A number of school staff have also undertaken a one-day emergency first aid for children training course. This is repeated every three years.

A member of staff who has undertaken first aid training must be on each school site when children are present. For EYFS, a member of staff who has undertaken paediatric first aid training must be on site at all times when children are present. There must be at least one person on outings who has a current paediatric first aid certificate.

### Administration of Medicines

Parents of pupils requiring medication should hand their medicine to the Junior/Senior House Secretary for it to be administered as appropriate. **Medicines should be stored strictly in accordance with product instructions and in the original container in which dispensed. They should include prescriber's instructions for administration.**

In all cases, a letter is required from the child's parents requesting that the School administers the medicine and giving the following details.

- Full name of the child
- Form
- Name of the medicine
- Dose
- Method of administration
- Any side effects
- Expiry date

There is also a form available on the school's website for parents to complete.

**School staff are not able to administer any medication unless this procedure is adhered to.**

Pupils should be given a note at the end of the school day detailing any medication that has been administered. A record should also be made in the medical record

book of any medication that is administered to pupils. This should be done by the member of staff who administered the medication. Older children may be able to carry and administer their own medication if appropriate, for example an asthma inhaler. Each individual case should be discussed with the Bursar. For further details please refer to the Medicines Policy in the Policies and Procedures Handbook. **The member of staff administering the medication should refer any concerns or queries to a member of the Senior Management Team.**

### **Records and Accident Reporting**

The following items are controlled by the School Secretaries:

- (1) The Accident Book – filled in for any injury requiring treatment, except for superficial bumps, bruises and cuts.
- (2) Pupil's Medicines – kept in the school office or in the staff room
- (3) Medicines Book – detailing what has been given to whom, for the record

Where an accident is required to be reported under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995, this will be carried out by the Bursar with assistance from the School's Health and Safety Consultant if required (HSE telephone number – 0845 3009923). Guidance from the Health and Safety Executive Education Sheet Number 1 'Reporting School Accidents' will be sought when such a situation arises.

### **First Aid Boxes**

First aid boxes are sited in strategic places in both houses and there are signs indicating where these are located. They are checked at the beginning of the first and second half of every term by the Junior House and Senior House secretaries and replenished as required. First aid boxes are also available for sports staff to take to games and for staff to take on off-site trips.

### **Special Medical Needs**

A record of Children with Medical Conditions is maintained by the Bursar. Individual emergency medical treatment plans are available in the pupils' medical kits. The emergency medication is kept in the staff room in the Junior House and the secretary's office in the Senior House. In the Junior House, a duplicate medical kit is kept in each classroom. In the Senior House, a duplicate medical kit for pupils with Anaphylaxis is kept in the Junior House Staffroom and Emergency Asthma inhalers are available. A memo is sent to all staff in September each year detailing the medical needs of pupils. All emergency medical kits must accompany the children whenever they leave the school premises. Please see the School's Medicines Policy for further guidance.

## **Emergency Asthma Medication**

The school holds a supply of emergency reliever inhalers, which are able to be used when a pupil's normal inhaler is unavailable. This only applies to pupils who have been prescribed an inhaler for the treatment of asthma and the following conditions must be adhered to:

Pupils must also be supplied with their own prescribed inhalers to be held at school;

The emergency inhalers may be used in the event of a pupil's inhaler being unavailable;

The emergency inhalers may only be used if the parents provide written consent and a register of such children will be maintained;

A record of the use of the emergency inhalers will be kept and the parents of any pupil using the emergency inhaler will be notified;

School secretaries will be responsible for ensuring that the inhalers are stored and disposed of correctly and are in date;

School staff will be trained in the administration of the emergency inhalers.

## **Treatment**

In case of illness, accident or injury, the following procedure should be followed:

- (1) First aid should be rendered, but only as far as knowledge permits. Any member of staff supervising any person involved in an accident, injury or feeling unwell should make an initial decision, using the judgement of a prudent parent, as to whether any first aid is required. Superficial bumps, bruises and cuts do not need to be referred to a first aider, nor do details of these need to be sent home with pupils but a record of all other types of first aid treatment should be sent home. Details should also be noted in the Accident Book by the member of staff who administered the treatment.
- (2) If circumstances dictate it, a trained first aider should be summoned
- (3) No child should be left unattended in any area of the school where there is no supervisory adult
- (4) If the condition is serious enough, the Junior/Senior House Secretary will immediately contact the parents and a decision over collection or further medical treatment will be made
- (5) All emergency cases are referred to the Royal Free Hospital. Designated members of staff are covered by a school insurance policy to use private vehicles for this purpose

- (6) In a serious medical incident, where an ambulance is felt necessary, a responsible adult should accompany a child to hospital and the parents informed as soon as practicable. On no account should provision of urgently needed medical treatment be delayed pending the arrival at school of parents, etc.

Please see the school's policy for Accident, Injury or Illness contained in the staff handbook for further details.

### **Body Fluids**

School staff are aware of the potential hazards when dealing with body fluids. A procedure has therefore been devised covering the potential hazards from these sources with a view to minimizing any risk to others. The premises manager has access to body fluid spillage kits and appropriate personal protective equipment designed to deal with body fluid spills.

### **Waste Disposal**

Hazardous waste bins are available in the sick room of both Houses. A sharps bin is available in both Houses for the disposal of all needle sharps.

### **Staff Medication**

Staff must not keep any personal medication in their classroom at any time. This is particularly important in EYFS. Further details are available in the Staff Handbook.

## Appendix A



### ST. ANTHONY'S SCHOOL FOR BOYS

#### St Anthony's School

#### Qualified First Aiders

#### Three day qualified first aiders

##### Junior House

Maggie McCann  
Sadie Reid  
Kathryn Worth

##### Senior House

Anthony Christoforou  
Ginny Williams  
Jonathan Dunne  
Paul Saliba

#### Paediatric first aiders

Maggie McCann  
Sadie Reid  
Kathryn Worth  
Joanna Reddie  
Kate Leslie  
Rose Mur Moreno



ST. ANTHONY'S SCHOOL  
HAMPSTEAD

**One day Emergency First Aiders**

**Junior House**

Rebecca Addison  
Sarah Anderson  
Liz Collman  
Sophie Haines  
Katalin Hirt  
Dana Hoskin  
Paul Keyte  
Sandra Kirby  
Wasi Ladimeji  
Mimi Mortazavi  
Rosa Mur  
Jo Reddie  
Louise Scott  
Vanessa Woodward

**Senior House**

Catherine Arslan  
Fabienne Beaubrun  
Paul Cheetham  
Claire Curtis  
Oliver Evelyn-Rahr  
Pooja Gaglani  
Rachel Gallimore  
Toby Hall  
Fred Pragnell  
Sophie Pratt  
Rosalind Rowe  
Niyazi Unugur  
Rachel Wooster

**September 2017**