



**HAMPTON COURT HOUSE**  
Independent Co-Educational School

**First Aid Policy**  
**2011 – 2012**

# First Aid Policy

1. The **First Aid procedure** at Hampton Court House is in operation to ensure that every pupil, member of staff and visitors will be well looked after in the event of an accident, no matter how minor or major.
2. It is emphasised that the **team** consists of qualified **First Aiders** and **not** trained doctors or nurses. As of September 2011, the school's qualified First Aiders are:

Eliana Houstoun Boswall, Louise Collins, Ben Ruddin, Tanya Bowskill, Caroline Gehin, Claire Aubry, Jose Alvarez Campos, Natalie Kavanagh, Dominic Smith, Jon Hind, Clarisse Gheur, Dominique Vellutini, Sheila Clancy, Carol Bradbrook, Dzintra Luksta, Malcolm Burrige and Roger Malins.

In addition, there are others on site with first aid skills, though their qualified status period has now lapsed.

3. The term First Aider refers to those members of the school community who are in possession of a valid First Aid at work certificate or equivalent.
4. 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.
5. The purpose of the Policy is therefore:
  - a. to provide effective, safe First Aid cover for pupils, staff and visitors.
  - b. to ensure that all staff and pupils are aware of the system in place.
  - c. to provide awareness of Health & Safety issues within school and on school trips, to prevent, where possible, potential dangers or accidents.
6. First Aiders will:
  - a. ensure that their qualification and insurance (provided by the school) are always up to date.
  - b. ensure that first aid cover is available throughout the working hours of the school week.
  - c. always attend a casualty when requested to do so and treat the casualty to the best of their ability in the safest way possible. This includes wearing gloves where any loss of blood or body fluid is evident, calling for help from other First Aiders or Emergency Services.
  - d. help fellow First Aiders at an incident and provide support during the aftermath.
  - e. act as a person who can be relied upon to help when the need arises.
  - f. ensure that the school's portable first aid kits are adequately stocked and always to hand.
  - g. insist that **any** casualty who has sustained a significant head injury is seen by professionals at the hospital, either by sending them directly to hospital or by asking parents to pick up a child to take them to hospital; ensure that parents are aware of **all** head injuries promptly.
  - h. ensure that a child who is sent to hospital by ambulance is:
    - i. accompanied in the ambulance at the request of paramedics.
    - ii. followed to a hospital by a member of staff to act *in loco parentis* if a relative cannot be contacted.
    - iii. met at hospital by a relative.

The First Aider need not be the member of staff to accompany the casualty to hospital, however, an appropriate person should be sent.

Liaison **must** occur with the Director of Studies to ensure that lessons are covered in the event of an absent teacher.

- i. keep a record of each pupil attended to, the nature of the injury and any treatment given, in the Accident Book.
  - j. ensure that everything is cleared away, using gloves, and every dressing *etc.* be put in a yellow bag for contaminated/used items and sealed tightly before disposing of the bag in a bin. No contaminated or used items should be left lying around.
7. The Senior Management Team will:
- a. provide adequate First Aid cover as outlined in the Health & Safety (First Aid) Regulations 1981.
  - b. monitor and respond to all matters relating to the health and safety of all persons on school premises.
  - c. ensure all new staff are made aware of First Aid procedures in school.
  - d. at the start of each academic year, provide the first aid team with a list of pupils who are known to be asthmatic, anaphylactic, diabetic, epileptic or have any other serious illness.
  - e. have a file of up to date medical consent forms for every pupil in each year and ensure that these are readily available for staff responsible for school trips/outings.
8. **All** members of staff must:
- a. Familiarise themselves with the first aid procedures in operation and ensure that they know the current First Aiders.
  - b. be aware of specific medical details of individual pupils when publicised by the school office.
  - c. ensure that their pupils are aware of the procedures in operation.
  - d. never move a casualty until they have been assessed by a qualified First Aider unless the casualty is in immediate danger.
  - e. send for help to the School Office as soon as possible either by a person (a 'reliable' child is permitted) or telephone, ensuring that the messenger knows the precise location of the casualty. Where possible, confirmation that the message has been received must be obtained.
  - f. reassure, but never treat, a casualty unless staff are in possession of a valid Emergency Aid in Schools 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.
  - g. send a pupil who has minor injuries to the Reception if they are able to walk where a First Aider will see them; this pupil should be accompanied.
  - h. send a pupil who feels generally 'unwell' to the Reception but not specifically to a First Aider, unless his/her deterioration seems uncharacteristic and is causing concern.
  - i. Ensure that they have a current medical consent form for every pupil that they take out on a school trip which indicates any specific conditions or medications of which they should be aware.
  - j. Have regard to personal safety.

The execution of this policy document will be monitored by both the First Aid Team and Senior Management.