



HAMPTON COURT HOUSE

FORTITER IN RE SUAVITER IN MODO

First Aid Policy & Accident Procedure

Last Updated: 25th April 2018
Next Review: April 2019



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First Aid Policy

1. The **accident procedure** at Hampton Court House School and Hampton Court House Daycare (hereafter known as Hampton Court House or HCH) is in operation to ensure that every pupil, member of staff and visitor 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 January 2018, the school's qualified First Aiders are:

First Aid (8 years to adult)

Dzintra Luksta, Tom Robson, Ben Ruddin

Paediatric/Early Years First Aid

Rebeca Lopez, Caroline Courcier, Tanya Bowskill, Maritza Amado, Latifa Mihoubi, Anne Françoise Ropert, Sara Folkes, Oscar Jara Castillo, Tracey Rogers, Stephanie Mullins, Julie Romieu

Emergency First Aid at Work

Clarisse Gheur, Fen Winstone, Andrei Darlea, Anja Lichtenau, Gerry Cirillo, Edson Lopes, Kathryn Sumner, Raul Alves, Siv Jeyaseelanayagam, Sage George, Olivia Bradford, Jon Hind, Helen Shaw, Pat Penson, Mark Riedlinger, Graham Ainge, David Lydon, Keegan Martin, Josep Navarro, Laura Williams, Caroline Wass, Tom Roberts, Manon Tournier, Caroline Gehin, Claire Weber, Jose Alvarez-Campos, Caith Olnick, Abigail Howard, Pascale Couch, Adam D'Souza, Mark McSweeney, Paul Jenkins, Imogen Hamel, Eve Blackwood, Brenda Holtham

Epipen Trained

Rachel Bowles, Keegan Martin, Caroline Wass, Imogen Hamel, Katie Hager-Conroy, Brenda Holtam, Aurore Duvollet, Anthony Robinet, David Lydon, Tom Roberts, Coco Gu, A F Ropert, Maritza Amado, Latifa Mihoubi, Tanya Bowskill, Fen Winstone, Tom Clery, Andrei Darlea, Dzintra Luksta, Rebecca Rowe, Siv Jeyaseelanayagam, Helen Shaw, Manon Tournier, Mark Riedlinger, Francesca Simkin, Ben Ruddin, Gerry Cirillo, Mark McSweeney, Anja Lichtenau, Olivia Bradford, Caroline Gehin, Caroline Courcier, Sara Folkes, Claire Weber, Kate Harper, Rachel Turner, Pascale Couch, Jon Hind, Sarah Carroll, Tracey Rogers, Julie Romieu, Jose Alvarez-Campos, Tom Robson, Abigail Howard, Pat Penson, John Spencer, Eve Blackwood, Jonah Chitolie, Emily Fryer, Rebecca Pernas, Sam Dykes, Caroline Weis, Caith Olnick, Oscar Jara Castillo, Graeme Ainge, Raul Alves, Clarisse Gheur

Defibrillator Trained

Fen Winstone, Pat Penson, Abigail Howard, John Spencer, Dzintra Luksta, Mark Riedlinger, Emily Fryer, Sam Dykes, Graeme Ainge, Caith Olnick, Caroline Courcier, Anja Lichtenau, Clarisse Gheur, Francesca Simkin, Sarah Carroll, Aurore Duvollet,

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

A updated version of this list is posted on notice boards throughout the school.

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 Deputy Head to ensure that lessons are covered in the event of an absent teacher.
7. The Senior Leadership Team will:
 - 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 Leadership 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.

9. In addition to the portable first aid kits, first aid kits are kept:

- a. in the school reception
- b. in the bursar's office
- c. in the daycare
- d. in the laboratories
- e. in the kitchens
- f. in the security lodge

And the members of staff responsible for those areas are responsible for ensuring they are appropriately stocked.

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



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Accident Procedure

In the event of an accident please make a note of the following procedure.

1. **Make the area safe and free from danger**
2. **Assess the situation quickly and calmly**
3. **Give emergency aid**
4. **If they are fit to move, take the injured party to reception, otherwise get help**
5. **Get others to clear the area of bystanders**
6. **Reassure the injured party and remain with them until relieved**
7. **Complete an Accident Form**

First aid packs are available in the Bursar's office, kitchen, science room and reception.

ONLY administer medication once you have checked the medical records.

These are available from Reception. Please remember that medical records are confidential.

In the event of administering first aid or medication the details must be recorded on the medical form and filed in the medical file which will be kept in reception. Forms can be obtained from reception.

Reception will contact the child's parents and ask them to sign the accident form, if appropriate.

In the event of a serious accident always inform a member of the Senior Leadership Team as soon as possible after immediate aid has been given. The relevant Form Tutor and the remainder of the SLT should be informed as soon as is practical. Both reception and the first adult on the scene are responsible for ensuring this occurs.

If a child is absent from school the day after an accident, the form tutor should telephone home to find out how the child is recovering. The form tutor should keep the SLT up-to-date by email.

Risk assessments will be reviewed following an accident.