

GODOLPHIN SCHOOL

**First Aid Policy
(Regulatory)**

Reviewed: August 2019

Next Review: August 2020

Reviewed by: Deputy Head Pastoral; School Nurse, Prep Head and Head of EYFS

Refer also to:

Medical

Anaphylaxis

Asthma

Diabetes

Epilepsy

Health and Safety

And to medical guidelines



First Aid Policy (including EYFS)

First aid is the emergency care given to an injured or sick person before professional help arrives. The aim is to prevent deterioration and promote recovery.

Members of staff are not required to be first aid trained, it is a voluntary role, although the School encourages members of staff to be first aid trained, especially where their teaching duties or extracurricular activities involve a higher level of risk or are frequently off site. In addition, Mrs. Elain Southgate and Miss Alice Fisher have undertaken specialist Paediatric First Aid courses, as part of the statutory requirements for the Early Years Foundation Stage (EYFS).

A qualified first aid person or appointed first aider will be in school at all times when there are students and staff present. In term time there are qualified nurses based in the Health Centre from 08:00 to 18:00 and on call at all other times.

A list of staff who have completed a training course approved by the Health and Safety Executive (HSE), and appointed persons, is kept in each boarding house, main reception, staff rooms, HR office, Health Centre, Rose Villa, Brome, north kitchen, south kitchen, sports hall, library, PAC, ASH, science building, the swimming pool complex and Prep office. Training updates are required every three years. Details of current First Aid trained staff are shown below.

An ambulance will be called on the recommendation of the first First Aid trained person to arrive at the scene. If in any doubt, call an ambulance.

If a student, Governor, member of staff or visitor has an accident, one person should remain with the injured person and contact made with the Health Centre or with the nurse on call. The Health Centre's number is ext. 645. A roster of nurses on call can be found in the lower staff room, all boarding houses, the HR office and the Deputy Head's Office. (Appendix 1)

If you are at all uncertain of the extent of the injuries, request the presence of a trained first aid member of staff. In addition to the Health Centre Staff, the list of those with full First Aid training is available from HR and the Deputy Heads' PA.

If the injured person is unconscious an ambulance must be called.

The first aid staff will:

- give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school or on trips and activities, doing their best to ensure that first aid is delivered in a competent and timely manner
- when necessary, ensure that the Health Centre nurse on duty is called/student sent to the Health Centre/ambulance called as appropriate
- complete and circulate as stipulated an accident report form where the injury has been caused by an accident

In the absence of the nursing sister, if the first aider present feels it is necessary to call an ambulance they must do so. Immediately after calling the ambulance, they must ensure someone informs the Senior Deputy Head and sends someone to wait at the entrance to show the ambulance crew where the casualty is. The Deputy Head's extension number is 512.



First aid kits are wall mounted and marked with a white cross on a green background with 'first aid' written on them. It is the responsibility of the appointed person of the area the first aid kits are located in to check at the beginning of each term that they are restocked. Health Centre staff will audit this annually. Supplies should be collected from the Health Centre.

A list of the location of all first aid equipment will be displayed in each boarding house, main reception, staff room, HR office, Health Centre, Rose Villa, Brome, north kitchen, south kitchen, sports hall, library, PAC, ASH, science building and swimming pool complex. First aid equipment is wall mounted and contained in a clearly marked green box with a white cross with 'First Aid' written on it.

Defibrillators are located near Reception in the main building and in the PE Department office. Staff are given training by the School Nurse on their operation.

Gloves must be used when dealing with body fluids. Body fluid spillage kits are kept with the first aid boxes. Boarding houses have extra body fluid spillage kits. Supplies are kept in the Health Centre.

In the event of an accident the member of staff who deals with the injured person must complete and distribute an accident report form as soon after the event as practicably possible; blank forms are kept in the lower staff room and the science building. The HR Office holds the accident book and is responsible for informing the HSE where appropriate. Parents are, where practicable, immediately informed of all accidents.

A report will be sent to the Health and Safety Executive following a serious incident or outbreak of disease, following current RIDDOR procedures.

A list of all students' medical conditions and allergies is kept in the lower staff room, Prep School office, each boarding house and in Rose Villa. All members of teaching and house staff are briefed at the beginning of the academic year on students' medical conditions and where to access the information. Catering staff are informed of all food allergies and diabetics. All teaching and house staff are instructed in the identification of and correct actions to be taken in the case of anaphylactic shock, asthma and diabetic emergencies and any other current medical conditions that a student may have. A poster with pictures of girls with diabetes and life threatening allergies is in both kitchens, Rose Villa, Lower Staff Room and at Reception.

Trips off site: a list of those students going on a trip, the destination and activities involved is given to the Health Centre at least two weeks before the trip. Overseas trips may involve vaccinations; therefore, the list is needed two months prior to the trip. A nominated member of staff with responsibility for first aid should collect a first aid bag from the Health Centre prior to the trip. The bag will include a list of the students going, medical conditions and allergies with contact details of the family/guardian. The Health Centre sister will discuss all the medical conditions and allergies. Where relevant specific training will be given on: the recognition and treatment of anaphylactic shock, asthma, diabetic emergencies and any other medical conditions that a student may have.



Trips off site (EYFS): Pupils from the EYFS will be accompanied on all trips by at least one member of staff who has current paediatric first aid training. If some pupils from the EYFS remain in school, there will always be a member of staff with this training on site.

All staff have a responsibility to be aware of specific hazards in teaching their subject.

Additional Information for Prep Staff

Guidelines for dealing with minor injuries and minor playground accidents

- Staff who supervise the Prep playground sessions are equipped with a first aid bag which they carry on their person during the sessions
- Minor injuries should be entered into the First Aid file in the Prep office.
- Tutors or House Staff inform parents of minor injuries, such as cuts and bruises, at collection time - either in person or by telephone, or in the Prep via the Homework Diary.
- In EYFS minor injuries are recorded in the EYFS First Aid File which is kept in the Nursery. Parents are told about the injury when they collect their child and are asked to sign the accident form where details of the accident have been recorded.
- A member of staff with a paediatric first aid qualification is always present when EYFS children are on the premises.

Guidelines for dealing with head injuries

- All head injuries are assessed by the member of staff present at the time and details entered in the First Aid book in the school office. The Health Centre are also notified in writing as a precautionary measure.
- In the Prep, a sticker is given to **any pupil** who has suffered a head injury so that all staff are made aware of it. Pupils are encouraged to sit quietly, are observed by staff and take no further part in any PE lessons or other physical activity for the next 24 hours from the time of the injury. Parents are also notified in writing by a telephone call or email. If possible staff speak to parents at the end of the day.
- For serious head injuries, the Health Centre is notified immediately and if there has been any loss of consciousness, however brief, an ambulance will be called for immediately.

Guidelines for dealing with serious injuries

- In case of accidents which may have resulted in possible broken bones, concussion or serious injury, do not move the casualty; contact the Health Centre for assistance; the nurse will come to the scene of the accident.
- Parents are contacted immediately by telephone following an injury which has more serious implications, such as a head injury, and are given the option to collect their child early from school.
- If the nurse considers the injury requires hospital treatment, she will telephone for an ambulance. She will then notify the Head and the parents of the child. If the parents are unable to arrive at the school to accompany their child to hospital in the ambulance, then a member of staff – usually from the Health Centre or the Senior Management Team – will accompany the child.



Administering Medicines

Parents are required to sign permission forms for Paracetamol. Any course of medicine which needs to be taken during the school day will be taken to the Health Centre and administered by a trained member of staff. Parents must complete a form stating name and dosage of medication. All medication must be in its original packaging and in date. A record of dosage is kept by the Health Centre and a copy is also sent to the Prep.

FIRST AID TRAINED PERSONNEL

<u>Name</u>		<u>Tel ext</u>	<u>Date of training</u>
Mr Rob Pocklington	Teaching staff	597	20/06/2019
Miss Anna Masson	Teaching staff	597	20/06/2019
Mr Peter Hill	Teaching staff	597	20/06/2019
Dr Claire Parker	Teaching staff	597	20/06/2019
Mrs Sophie Hallen	House Staff	530	20/06/2019
Dr Alistair Dougall	Teaching staff	632	20/06/2019
Mrs Juliana Pocklington	Technician	619	20/06/2019
Mrs Suzie McNulty	Teaching staff	593	20/06/2019
Mrs Oonagh Egerton	Day Matron	560	20/06/2019
Dr Stella Wood	Chaplain	614	20/06/2019
Dr Clinton Thrower	Teaching staff	591	20/06/2019
Mrs Elizabeth Farmer	Food Tech Assistant	594	20/06/2019
Ms Margot Palframan	Health Centre assistant	645	20/06/2019
Mrs Claire Longbotton	House Keeping	587	20/06/2019
Mr Adam Reavill	CCF	598	04/06/2019
Mrs Elain Southgate	Prep School	652	05/02/2019
Mrs Jenny Price	Pastoral Deputy	613	07/01/2019
Mrs Sarah Collishaw	Teaching staff	616	07/01/2019
Mr Jon Williams	Grounds	646	07/01/2019
Mrs Sarah Pokai	Teaching Staff	623	07/01/2019
Miss Melody Lewis	PAC Technician	639	07/01/2009
Mrs Sara Radice	Teaching staff	619	07/01/2019
Dr Rachel Lidgett	Teaching staff	558	07/01/2019
Mr Christopher Wright	Teaching Staff	619	07/01/2019
Mr Jamie Powell	Teaching staff	623	07/01/2019
Mr Patrick Connor	DT Assistant	593	07/01/2019
Mrs Lucy Edwards	Teaching Staff	623	07/01/2019
Mrs Karen Weeks	School Nurse	645	07/01/2019
Mrs Nikki Dorman	Invigilator	539	07/11/2018
Ms Reyes Avila Cabrera	House staff	550	18/09/2018
Mrs Cristina George	Teaching staff	604	10/09/2018
Mr Nick Eggleton	Teaching staff	619	10/09/2018
Mr Dave Miller	Teaching Staff	610	10/09/2018
Mrs Anne Emerson	Technician	592	10/09/2018
Ms Emma Findley	Prep School	506	10/09/2018
Mrs Jane Scard	House Keeping	587	24/02/2018
Miss Julia Miller	Prep School	652	15/12/2017
Miss Isabelle Assali-Reeve	Prep School	652	15/12/2017
Mr Declan McGregor	Maintenance	525	15/12/2017

Mr Gary Burden	Maintenance	525	15/12/2017
Mr George Smith	Maintenance	525	15/12/2017
Miss Maggie O'Meara	Admin	636	15/12/2017
Mrs Laura Mitchell	Teaching staff	597	15/12/2017
Miss Emmanuelle Bally	Teaching staff	620	15/12/2017
Mr Steve Long	Catering	580	15/12/2017
Mr Dave Luker	Catering	580	15/12/2017
Mr Gary Scott	Catering	580	15/12/2017
Mr Ian Dunkley	Catering	580	15/12/2017
Mr Nick Davies	Catering	580	15/12/2017
Mr Nick Bate	Catering	580	15/12/2017
Mr Jack McNulty	Teaching staff	597	04/09/2017
Miss Eleana Haynes	Prep School	652	04/09/2017
Mr Richard Ingram	Prep School	652	04/09/2017
Mrs Susie Harvey	Prep School	652	04/09/2017
Mrs Fiona Jackson	Prep School	652	04/09/2017
Mrs Sarah Huff	Teaching staff	623	04/09/2017
Mrs Eila Barron	Tennis Coach/invigilator	623	04/09/2017
Mrs Emma Hattersley	Head	511	19/06/2017
Mrs Nikki Owers	Teaching staff	605	19/06/2017
Mrs Victoria Wilson	House Staff	540	19/06/2017
Mrs Wendy Laptain	House staff	550	19/06/2017
Mr David Hallen	Teaching staff	644	19/06/2017
Miss Jackie Morris	Teaching staff	616	19/06/2017
Mr Stan Spreadbury	Catering	580	19/06/2017
Mrs Andrea Bushby	Technician	595	10/02/2017
Ms Stella Jones	House staff	530	10/02/2017
Miss Shannon Flynn	Gap Assistant	550	10/02/2017
Mrs Sue Ramsdale	House staff	560	10/02/2017
Mrs Melanie Ferris	Teaching staff	539	10/02/2017
Mrs Sue King	Prep School	652	10/02/2017
Dr Chris Hillman	Teaching staff	590	16/09/2016

Paediatric First Aid

Mrs Elain Southgate	Prep	652	05/02/19
Miss Alice Fisher	Prep	652	18/06/19



Godolphin School: Location of First Aid Boxes and Body Fluid Disposal Kits

All boxes are green with white cross on and are wall mounted

Location	2015 checked and correct	2016 checked and correct	2017 checked and correct	2018 checked and correct
Swimming pool – office	September	September	September	September
Sports hall in office where lights are.	September	September	September	September
Cooper –office	September	September	September	September
Sayers – office	September	September	September	September
Walters –office	September	September	September	September
School House –1x office, 1x ground floor by lift	September	September	September	September
Jerred – office	September	September	September	September
North Kitchen – office	September	September	September	September
South Kitchen – office	September	September	September	September
Science block X 5 Chemistry prep room Sc20 Biology prep room Sc12 Physics Prep room Sc4 Food room SC 1 Technology suite SC 9	September	September	September	September
Maintenance hut	September	September	September	September
Lower staff room	September	September	September	September
Brome – kitchen	September	September	September	September
Prep – x3 Office, Rm5, Rm7	September	September	September	September
PAC x 2 P2 behind door Behind bar	September	September	September	September
Drama Studio – at entrance	September	September	September	September

Location	2015 checked and correct	2016 checked and correct	2017 checked and correct	2018 checked and correct
Rose Villa X 2 Upstairs in office Downstairs entrance	September	September	September	September
PE travel bags X 3	September	September	September	September
Library in office	September	September	September	September
Gardeners Hut	September	September	September	September
Mini Buses X 3 YO15 KKT YO15 EHX YO15 SSO	September	September	September	September
Ash Building – Rm A1 and Rm A4	September	September	September	September
Main Reception x2 Diabetic response box Staff toilet	September	September	September	September

Appendix 1

Godolphin School Health Centre Duties for commencing September 2019

	8 am – 4.00 pm In Health centre	4.00 pm – 6.00 pm In Health centre	6.00 pm – 8 pm On call	8 pm – 8 am the following day On call
Monday	Venetia Coupe 01722 321297 07776482757	Venetia Coupe 01722 321297 07776482757	Venetia Coupe 01722 321297 07776482757	Venetia Coupe 01722 321297 07776482757
Tuesday	Gillian Davey 01264 771448 07557419654	Gillian Davey 01264 771448 07557419654	Gillian Davey 01264 771448 07557419654	Karen Weeks 07825 804302 01722 237381
Wednesday	Gillian Davey 01264 771448 07557419654	Venetia Coupe 01722 321297 07776482757	Gillian Davey 01264 771448 07557419654	Venetia Coupe 01722 321297 07776482757
Thursday	Gillian Davey 01264 771448 07557419654	Gillian Davey 01264 771448 07557419654	Gillian Davey 01264 771448 07557419654	Karen Weeks 07825 804302 01722 237381
Friday	Gillian Davey 01264 771448 07557419654	Karen Weeks 07825 804302 01722 237381	Gillian Davey 01264 771448 07557419654	On call will be- mailed every Friday

	8 am – 8 pm On call (in for matches)	8 pm – 8 am the following day On call
Saturday	On call will be-mailed every Friday	On call will be-mailed every Friday
Sunday	On call will be-mailed every Friday	On call will be-mailed every Friday