

The Minster School York



First-Aid Policy



First-Aid policy

Aims:

It is the aim of this policy to explain clearly the First-Aid capability that exists within the school and the procedures that will be followed in the event of a pupil becoming ill or sustaining an injury during school hours.

Introduction:

The Minster School is a day school and, as such, does not have a matron or school nurse permanently on site as might be the case in a boarding school. The school's response to any illness or injury will, therefore, follow the precautionary principle and we will generally endeavour to contact a parent or carer if we have concerns that a pupil is unwell or has sustained an injury. It is for this reason that we must always have up to date contact details for a range of carers for each pupil.

Pupils health records, including details of more serious conditions and allergies, are recorded on the school's computer management system and are also held, in printed form, in the school office. Whilst they are held securely, the information is readily available to teaching staff.

Staff Training:

- Most members of staff have received basic First-Aid training which is reviewed and updated every three years
- There are several members of staff in each department who hold the more advanced 'First-Aid in the Workplace' qualification
- There are members of the Foundation Stage staff that hold a paediatric First-Aid qualification

Andrew Wray	First Aid in the Work Place	July 2011
Claire McAndrew	Paediatric First-Aid	September 2011
Nic Miller	Emergency First Aid (Mountain)	February 2008
Jane Donaldson	Paediatric First-Aid	September 2011
Tracey Young	Paediatric First-Aid	September 2011
Julia Worswick	First Aid in the Work Place	July 2011
Victoria Gilbert	First Aid in the Work Place	July 2011
Alex Donaldson	First Aid at School	April 2011
Sophie Schoukroun	First Aid at School	April 2011
Barbara Burgess	First Aid at School	April 2011
Tarnia Hudson	First Aid in the Work Place	July 2011
Marlo Robson	First Aid at School	April 2011
Emma Rudd	Paediatric First-Aid	September 2011
Emma Sherwood	Paediatric First-Aid	September 2011
Sarah Harkin	Paediatric First-Aid	September 2011
Chris O'Gorman	First Aid at School	April 2011
Jan Jones	First Aid at School	April 2011



Mick Abbott	First Aid at School	April 2011
-------------	---------------------	------------

Procedures:

If a child feels unwell or sustains an injury -

- A member of staff will assess their condition. In the case of an injury, the appropriate symptomatic treatment may be offered until medical care by a qualified practitioner can be secured
- A Prep department pupil may be taken to the room adjacent to the staffroom where he or she can rest whilst being monitored by staff. At this point we would usually advise parents that their child needs to be collected from school as soon as possible as they are too unwell to remain
- For Pre-Prep department pupils (including EYFS years) a comfortable, quiet space would be provided in a classroom where he or she can rest whilst being monitored by staff. At this point we would advise parents that their child needs to be collected from school as soon as possible as they are too unwell to remain
- If the injury gives cause for concern then it is likely that the pupil will be taken to the local A&E department for further assessment and/or treatment
- A parent or carer will be asked to attend A&E, at which time the member of staff will hand over responsibility for the child to its parent or carer who will then be responsible for liaising with hospital staff (the member of staff will not leave a child unattended at A&E).
- In the event that we cannot make contact with a parent or other carer, it may be necessary for the member of staff to stand *in loco parentis* and give permission for a medical procedure to be carried out. This would only happen in an emergency and as a last resort

When dealing with cases of blood injuries (or other bodily fluids), staff should –

- Put on gloves before contact with blood or other body fluids
- Pull off gloves so that they are inside out and the contaminated side is not exposed.
- Put gloves in a plastic bag and dispose of them in a closed bin.
- Wash hands and other surfaces immediately after contact with blood or other body fluids and after removing gloves.
- Contact the caretaker immediately if blood or other body fluids are spilt so that the area may be cleaned with disinfectant. The cleaning should be carried out with disposable towels and wearing rubber gloves, the towels to be placed in a plastic bag, in a closed bin.
- Immediately change blood-stained clothes, handling them with rubber gloves and soaking them in cold water.
- Take care to avoid accidental piercing of the skin when handling needles and other sharp equipment.
- Wash the exposed part immediately with soap and water if coming into direct contact with another person's blood or body fluids.
- Use clean, cold tap water if the lips, tongue, eyes or broken skin are involved, and seek medical advice.



First Aid Kits are located:

Room	Kit Type	Number
Science	First Aid	1
	Burns	1
Kitchen (Old School)	First Aid	1
	Burns	1
Old School Entrance	First Aid for 50	1
Minibus	First Aid	1
Red House Kitchen	First Aid for 50	1
	Burns	1
Caretakers Office (Red House)	First Aid for 1	1
Main School Staff Room	First Aid for 50	1
	First Aid for trips for 20	1
DT Room	First Aid	1
	Burns	1
Sports Unit (Bootham Park)	Sports First Aid	1

- All surplus medical kit is stored in the Staff Room cupboard
- All stock for replenishing the First Aid boxes is stored in the Caretaker’s office in a marked box.

Follow-up procedures:

- In the case of infectious disease, pupils may not return to school until 48 hours after all symptoms have ceased
- If a child contracts a ‘notifiable disease’, parents **must** inform the school immediately and the child may not return to school without specific written permission from the school
- Parents are asked to keep the school informed of the outcome of any injury sustained in school that required medical treatment
- Incidents of injury are recorded on an accident form that is then passed to the Health & Safety officer of York Minster (treatment required should form a part of this record)
- The school will make reasonable adjustments to accommodate pupils who are temporarily incapacitated due to an injury – e.g. plaster cast, crutches etc.
- The school will, within reason, attempt to continue to support learning if a pupil is likely to be absent for a protracted period of recuperation
- Parents should note that, due to the historic nature of the three main buildings, access is limited and a pupil who suffers severe physical impairment may find it difficult or impossible to continue attending school.
- All pupils are covered by insurance and parents should contact the school bursar for details when seeking to make a claim



The Minster School: First-Aid Policy

- The School complies with the *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR), 1995* and will report deaths, major injuries, work related diseases and dangerous occurrences to the Health & Safety Executive

Conclusion:

Members of staff at the Minster School are committed to the well-being of pupils and will make reasonable endeavours to ensure their safety. However, it must be recognised that accidents can and do happen. We hope that parents will work with the school to safeguard all pupils and to minimise the impact of any illness or injuries that may occur for the good of the wider school body.

Reviewed: January 2012

Next review date: January 2013