



## FIRST AID POLICY

This policy <u>should be reviewed annually</u> and as required by legislation.			
Action	Reviewer	Date	Completed
Review	SGL	June 2019	✓
Approved by Governors		June 2019	✓
Date for next internal review		June 2020 (or earlier if necessary, in response to accidents)	
Date for next Board of Governors' approval		June 2022	

Notes:

<b>Review policy to be published:</b>	
On website	✓
On portal	✓
In Dropbox	✓

# **CITY OF LONDON SCHOOL FOR GIRLS**

## **FIRST AID POLICY**

### **1. INTRODUCTION**

- 1.1 This policy has been written with reference to the following sources of advice and guidance:
- The Department for Education (DFE)
  - The Health & Safety Executive (HSE)
  - The Department of Health (DH)
  - Medical Officers of Schools Association (MOSA)
  - The Independent Schools' Inspectorate (ISI)
  - The Office for Standards in Education (OFSTED)
  - The Independent School Bursars Association (ISBA)
- 1.2 As indicated in our Parents' Handbook, please keep your daughter at home if she is ill or infectious, and contact us on the first day that she is ill. An ill child will not be happy in school, and will only infect others. We will therefore telephone you and ask you to collect your daughter if she becomes ill during the day.
- 1.3 All girls have access to our Medical room and the School Nurse is on site throughout the school day. A number of members of the teaching and support staff are trained First Aiders.
- 1.4 We will always contact you at once if your daughter suffers anything more than a trivial injury, or if she becomes unwell during school day, or if we have any worries or concerns about her health.

### **2. FIRST AID AT CITY OF LONDON SCHOOL FOR GIRLS**

#### **First Aiders**

- 2.1 As stated above, there are always First Aid trained staff on the school site in addition to the School Nurse. As far as possible, a First Aid Trained member of staff accompanies school educational visits and a first aid kit is always taken with every group which goes off site on a school organised activity.
- 2.2 A number of members of staff are also trained in the use of epipens and the defibrillator.

### **3. FIRST AID NOTICES**

- 3.1 A list of members of staff who are qualified as First Aiders is displayed on the door of the medical room and copies are posted at other key points around the school.

#### **4. FIRST AID BOXES**

4.1 First aid boxes are placed in all the areas of the school where an accident is considered possible or likely (such as the Sports areas, or the Science Department). We always take first aid boxes with us when groups of pupils go out of school on organised trips or to participate in sporting events. All boxes are checked regularly by the School Nurse and, if necessary, replenished.

#### **5. ACCESS TO FIRST AID**

5.1 All new pupils and staff are given information on where to go for help in the event of an accident as part of their induction into the school.

#### **6. HYGIENE PROCEDURE ON HOW TO DEAL WITH A SPILLAGE OF BODILY FLUIDS**

- Ensure that staff and students are aware of spillage and the area is safe so others do not slip.
- Place wet floor warning sign in area.
- Wear suitable protective gloves and apron.
- Safely clean contaminants using appropriate equipment such as biohazard spill-pak.
- Disposing of contaminates safely in the clinical waste bin provided in the medical room.
- Wash hands according to best practice.
- Notify the cleaner to re-clean the area.
- Recording the incident in accordance with school procedures. For example if a student has vomited this should be recorded on their medical notes and their parents should be informed.

#### **7. CALLING AN AMBULANCE**

7.1 If someone at the school has an accident, staff are trained to summon medical help immediately. The School Nurse is normally responsible for summoning an ambulance and for escorting the pupil to hospital; but all members of staff are advised in their induction training that if she is unavailable, they should summon an ambulance themselves. A member of staff will always stay with a child in hospital until their parents have been contacted and have arrived.

#### **8. EMERGENCY MEDICAL TREATMENT**

8.1 In accepting a place at the school, we require parents to authorise the Headmistress, or an authorised deputy acting on her behalf, to consent on the advice of an appropriately qualified medical specialist to your child receiving emergency medical treatment, including general anaesthetic

and surgical procedure under the NHS, if we are unable to contact you in time.

## **9. REPORTING AN ACCIDENT**

9.1 The School follows the City of London Corporation's procedures for Accident Reporting including RIDDOR where appropriate.

## **10. OUR MEDICAL CARE**

10.1 We send all new parents a medical questionnaire and ask you to complete it before your daughter joins the school.

## **11. CHILDREN WITH MEDICAL NEEDS OR SPECIAL EDUCATION NEEDS WHO REQUIRE SPECIAL ADJUSTMENTS**

11.1 If your child has medical needs, special education needs or requires any special adjustments, we will invite you to a meeting with the school's Special Education Needs Coordinator and any outside Specialist who has been involved with the care of your child, to discuss thoroughly the regime that is most appropriate for her individual care, before she joins the School.

## **12. MEDICAL EXAMINATIONS AND IMMUNISATIONS**

12.1 Your consent will be sought from time to time to your child receiving the routine range of immunisations recommended by the Department of Health for all children of her age.

## **13. MEDICAL RECORDS**

13.1 We keep records of all treatment and immunisations that your daughter receives during her time at the school. We record all accidents and injuries to your daughter and of all medicines that are given to her. We will always tell you if your child has received any form of medical treatment – however minor.

13.2 All medical records will be stored on Engage, our school management information system. Access to these records is restricted to the Medical Staff.

13.3 We keep records of all accidents and injuries, and have a procedure in place for ensuring that they are reviewed regularly in order, where possible, to minimise the likelihood of recurrence.

## **14. MEDICINES AND TREATMENTS BROUGHT TO SCHOOL FOR PUPILS**

14.1 Procedures for girls who need to bring medicines into school and for administration of medicines during the school day are set out in an annex to this policy and in the Parents' Handbook.

## **15. RELATED SCHOOL POLICIES AND DOCUMENTS**

- The Parents' Handbook
- The Pupil Code of Conduct
- The School Policy on Health and Safety
- The School Policy on Educational Visits