

GODOLPHIN SCHOOL**First Aid Policy
(Regulatory)**

Reviewed: August 2022

Next Review: August 2023

Reviewed by: Deputy Head Pastoral; School Nurse, Head of Prep and EYFS/Pre-Prep teacher

Refer also to:

Medical

Anaphylaxis

Asthma

Diabetes

Epilepsy

Health and Safety

Medical guidelines

First Aid Policy (including EYFS)

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

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, Emma Adair and Claire Longbottom 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 and Wellness 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 and Wellness 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 and Wellness Centre or with the nurse on call. The Health and Wellness 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 and Wellness 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 and Wellness Centre nurse on duty is called/student sent to the Health and Wellness 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 and Wellness Centre staff will audit this annually. Supplies should be collected from the Health and Wellness 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 and Wellness 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, in the PAC and outside 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 and Wellness 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.

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 Main School office for Senior students or in the Prep Office for Prep pupils. The Health and Wellness Centre is also notified in writing as a precautionary measure. If the member of staff has any concerns, the student should be escorted to the Health and Wellness Centre.
- A sticker is given to any pupil in the Prep who has suffered a head injury and her name is also written on a board in the staffroom 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 by a telephone call or email and if possible staff speak to parents at the end of the day.
- For serious head injuries, the Health and Wellness Centre is notified straightaway and if there has been any loss of consciousness, however brief, an ambulance will be called for immediately. The NICE guidelines on head injuries assessment will be followed.

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 and Wellness 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 and Wellness 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 and Wellness 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 and Wellness Centre and a copy is also sent to the Prep.

Medical Conditions and allergies

A list of all students' medical conditions and allergies is kept in the lower staff room, Prep 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, Prep Staff Room, Health and Wellness Centre 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 and Wellness 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 and Wellness 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 and Wellness 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.

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/ by telephone/ by email, 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 Pre-Prep classroom. 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

FIRST AID TRAINED PERSONNEL

<u>Name</u>		<u>Date of training</u>
Ms Emma Adair	Prep School	19/08/2022
Mrs Jenny Price	Pastoral Deputy	28/06/2022
Dr Rachel Lidgett	Teaching staff	28/06/2022
Mr Jamie Powell	Teaching staff	28/06/2022
Mr Patrick Connor	DT Assistant	28/02/2022
Mr Rob Pocklington	Teaching staff	28/02/2022
Mrs Anna Thommesen	Teaching staff	28/02/2022
Mrs Suzie McNulty	Teaching staff	28/02/2022
Mrs Oonagh Egerton	Day Matron	28/02/2022
Mrs Nicola Daubeney	Head of Year	28/02/2022
Mrs Primrose Campbell	Head of Classics	28/02/2022
Mrs Sarah Pokai	Teaching Staff	04/01/2022
Miss Chelsea Naysmith-Miller	Teaching Staff	04/01/2022
Mrs Cristina George	Teaching staff	04/01/2022
Mrs Sara Radice	Teaching staff	04/01/2022
Mr Christopher Wright	Teaching Staff	04/01/2022
Mrs Sarah Collishaw	Teaching staff	04/01/2022
Mr Greg Clarke	Teaching Staff	04/01/2022
Dr Chris Hillman	Teaching Staff	6-7/12/2021
Mr Jack McNulty	Teaching Staff	6-7/12/2021
Mr Adam Reavill	CCF	6-7/12/2021
Ms Eleanor Lloyd Jones	CCF	6-7/12/2021
Mrs Rebecca Houston	Teaching Staff	6-7/12/2021
Mr Nick Eggleton	Teaching staff	03/09/2021
Miss Julia Miller	Prep School	03/09/2021
Mrs Eleana Eavis	Prep School	03/09/2021
Dr Lisa Arrowsmith	Teaching Staff	03/09/2021
Mrs Jackie Morris	Teaching Staff	03/09/2021
Mr Philip Jones	Teaching Staff	03/09/2021
Mrs Janie Meluish	Tennis Coach	03/09/2021
Mrs Claire Longbottom	House Keeping	05/07/2021
Mr Dave Miller	Teaching Staff	18/06/2021
Mrs Laura Mitchell	Teaching staff	18/06/2021
Mrs Andrea Willis	Technician	18/06/2021
Mrs Joan-Hwa Day	Teaching Staff	18/06/2021
Mr Jack McNulty	Teaching staff	18/06/2021
Miss Madison Llewelin	Technician	18/06/2021
Ms Reyes Avila Cabrera	House staff	18/06/2021
Mrs Charmian Quinlan	Catering	18/06/2021
Mrs Eila Barron	Tennis Coach	18/06/2021
Mrs Rachel Lamb	Prep School	04/01/2021
Mr Richard Ingram	Prep School	04/01/2021
Mrs Susie Harvey	Teaching Staff	04/01/2021
Mrs Sarah Huff	House Staff	04/01/2021
Mrs Vicky Wilson	House Staff	04/01/2021
Mrs Wendy Laptain	House Staff	04/01/2021
Ms Stella Jones	House Staff	04/01/2021

Mrs Sarah Robertson	Teaching Staff	04/01/2021
Mr Sam Pannell	Teaching Staff	04/01/2021
Mrs Dandy Brining	Health Centre	04/01/2021
Mr Matthew Nelson	Estates	25/11/2020
Miss Shanon Flynn	Teaching Staff	20/09/2020
Mrs Miranda Edouard	House and Teaching	18/11/2019
Mrs Olivia Sparkhall	Teaching staff	18/11/2019
Mrs Sandra Davis	Teaching Staff	18/11/2019
Mrs Maria Wilson	House Keeping	18/11/2019
Mr William Hutchinson	Teaching Staff	18/11/2019
Mrs Parresa Meikle	Technician	18/11/2019
Mrs Anne-Marie Fieber	Teaching Staff	18/11/2019

Paediatric First Aid

Ms Clare Longbottom	Prep	652	05/07/21
Emma Adair	Prep		19/08/22

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	2019 checked and correct	2020 checked and correct	2021 checked and correct	2022 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 – entrance	September	September	September	September

Appendix 1
Godolphin School Health and Wellness Centre Duties for commencing September 2022

	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	Dandy Brining 07900224320	Dandy Brining 07900224320	Dandy Brining 07900224320	Venetia Coupe 01722 321297 07776482757
Tuesday	Dandy Brining 07900224320	Dandy Brining 07900224320	Dandy Brining 07900224320	Karen Weeks 07825 804302 01722 237381
Wednesday	Dandy Brining 07900224320	Venetia Coupe 01722 321297 07776482757	Dandy Brining 07900224320	Venetia Coupe 01722 321297 07776482757
Thursday	Venetia Coupe 01722 321297 07776482757	Venetia Coupe 01722 321297 07776482757	Venetia Coupe 01722 321297 07776482757	Karen Weeks 07825 804302 01722 237381
Friday	Dandy Brining 07900224320	Karen Weeks 07825 804302 01722 237381	Dandy Brining 07900224320	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



Sister Fran 07793 752240