



ST. DOMINIC'S
PRIORY SCHOOL

FIRST AID POLICY

St. Dominic's Priory School recognises that it is a statutory requirement for an employer to make adequate first aid provision for all employees. We also recognise that the provision should cover all staff, students and visitors and that staff should be aware of hazards in their subject teaching areas and should carry out departmental risk assessments.

This policy applies to all parts of the school community including EYFS. It should be read in conjunction with the School's Administration of Medicines to Students Policy.

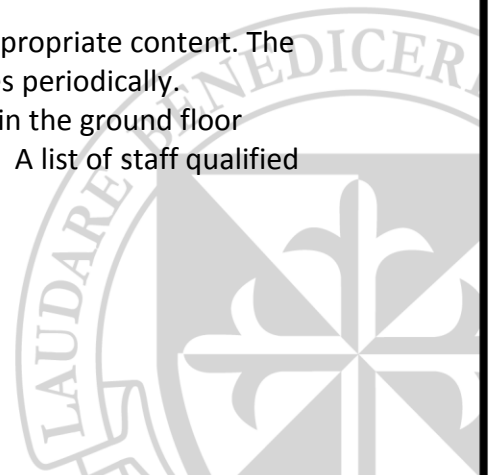
Accident or Injury

We have a duty to inform parents of any accident or injury sustained by a pupil on the same day or as soon as reasonably practical and to give details of any first aid treatment given. The School's Accident/Incident Forms must be completed and details of first aid given stated.

First Aid Training:

It is school policy to encourage staff to undertake Basic First Aid training, which is provided by the school. A list of those qualified in basic first aid is kept in the School Office and by the Facilities Manager. Training needs to be updated every 3 years. At least one person qualified in basic first aid is on the school site when children are present. At least one person who has a current paediatric first aid certificate must be on the premises when Out of School Club (Early Birds, Tea Club, Holiday Club) children are present. Teaching staff engaged in residential visits are required to have at least one member of staff who has undertaken such training or to have access to First Aiders at their residential centre. EYFS Staff undertake appropriate Paediatric First Aid training.

First Aid boxes must be accessible at all times and include appropriate content. The School Office/Prep/Early Years Unit checks the First Aid boxes periodically. First Aid boxes are sited in every department of the Seniors, in the ground floor classroom in the Croft, in the Nursery in the Early Years Unit. A list of staff qualified in basic first aid is in the School Office.





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Medical Conditions (Student)

Information is requested from parents and updated as necessary. Every member of staff should have a copy of the school medical list in their mark book and note any updates which are emailed to them. Staff must check the list before a school trip. More detailed medical information is available from the School Office. Risk assessments for school trips should make reference to students with particular problems and the provision being made for those problems. Staff should remind pupils that essential medication eg inhalers, should be carried on them.

Pupils with particular problems such as diabetes or epilepsy are known to staff in their area of the school and a risk assessment has been undertaken on their behalf.

Medical Conditions (Staff)

For their own safety staff should inform the Headteacher of any illness and/or medication that it would be important to make Emergency Services aware of in the event of a medical emergency. Such information will be kept confidential. Staff accompanying trips involving residential stays should complete an emergency information/contact sheet, as do the students.

Staff suffering from an illness which may preclude them coming into contact with children or taking medication, which they believe may affect their ability to care for children, should seek medical advice. EYFS Practitioners will only work directly with children if medical advice confirms that the medication is unlikely to impair their ability to look after children properly.

Staff medication on the premises must be securely stored, and out of reach of pupils at all times.

Student Illness:

No student should telephone home independently. In the Senior School, if a pupil becomes ill during the school day they report to the School Office, with a note from the teacher who has sent her. It may be necessary to ask a student to accompany the sick student to the School Office. Having reported to the School Office, the sick student should wait outside the School Office or in the Senior Library, as directed by staff in the School Office. The School Office should refer to a member of the Leadership Team before contacting parents.



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If a Senior pupil needs access to a sick room, it is located in the Admissions Office, next to the Senior Staff Room. If this were the case, the School Office should arrange for a suitable member of staff to accompany and to check on the student.

In the Prep School the student is referred to the Class Teacher and the class teacher or School Office contacts the parent. The class teacher should then inform Mrs Talbot (Senior Prep Teacher).

EYFS provision follows Nursery Accident and Injury Procedures (EYFS Room Handbook).

The School Office needs to know of all students leaving the premises due to illness and the Receptionist on duty will enter details of any student who feels unwell in the Medical Book.

Emergency assistance should be obtained from the ambulance service via the School Office.

The Registering Authority (ISI and/or OFSTED) will be notified of any serious accident, illness, injury to or death of a child while in our care and any action taken (with regard to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, 1995). OFSTED will be notified of any food poisoning affecting 2 or more children in EYFS. All notifications will be made as soon as reasonably practicable but in any event within 14 days of the incident occurring. If there is reason to believe that any child or member of staff is suffering from a notifiable disease, action will be taken on advice given by the Health Protection Agency and the Registering Authority will be informed of any action taken.

Accidents/Emergency Services:

It is school policy to inform parents of any incident involving a bump to the head.

See EYFS procedures for Accidents and Injury (folder in each EYFS Room).

In the event of an injury or medical emergency during the school day the Ambulance Service should be contacted through the School Office. During After School Club when the School Office is closed, staff will contact the Ambulance Service directly.

If it is necessary to send anyone to hospital, they will be accompanied by an appropriate adult. Parents will be informed by the School Office and/or staff as



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appropriate. In the event of a serious accident involving a pupil, contact would be made with parents/ guardians by a senior member of staff.

In the event of an accident occurring in a lesson/ on site activity, the teacher in charge is responsible for entering details on the Incident/Accident report sheet. If an incident occurs with no member of staff present, the form should be completed by the member of staff to whom/ by whom, the incident was reported. Forms should be completed as soon as possible and within one school day. Incident/Accident report sheets are kept in the School Office.

Incidents eg broken bones involving hospital treatment, are recorded as a Serious Incident and may need referring to the Health and Safety Executive (Tel. 0845 300 99 23) under RIDDOR (the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, 1995).

Accidents on school trips should be recorded at the venue and a copy of the report returned to the School Office.

Cleaning Up After An Incident:

All appropriate precautions must be taken when cleaning up after an incident involving blood, vomit etc. The Facilities Manager will need to be informed, via the School Office, of any necessary cleaning requirements. If the School Office is closed, staff should inform the Facilities Manager/ Domestic Supervisor directly.

Reviewed: January 2017

Next review: January 2018

(Earlier if required by changes to legislation and or internal evaluation)