



# **THE REGENT SECONDARY SCHOOL**

## **First Aid Policy**

## **Rationale**

First Aid can save lives and prevent minor injuries from becoming major ones. Health personnel and other staff in charge of pupils are expected to use their best endeavors at all times, particularly in emergencies, to secure the welfare of the pupils at the school (including off-site activities). In general, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency. This policy should be read in conjunction with the Administration of Medicine Policy.

## **Aims**

- To provide effective First Aid support for all pupils, staff and visitors
- To ensure that all pupils, staff and visitors are aware of their roles and responsibilities in relation to First Aid and the First Aid systems in place
- To support awareness of Health & Safety issues within school and on off-site activities, in order to reduce the risk of illness or injury

## **The School Nurses**

The School Nurses are employed full time and are located in the School Clinic which is next to the Academic Block. They can be contacted by phone . Phones are held by the Chief Security Officer and his Security staff. The Boarding House Nurses are on site out of school hours at evenings and weekends.

## **General**

The active nature of the School environment can lead to frequent minor collisions, trips or falls which may also include bumps to the head. In the event of any accident the student must be sent to the School Clinic to be checked over.

## **Principal and Staff Responsibilities:**

- Refer all injuries or illnesses that occur during class time to the school nurse to manage the incident
- Complete an Incident Report Form in cases of major injuries
- Never move a casualty until they have been assessed by a qualified First Aider unless the casualty is in immediate danger
- Send for help to the School Clinic as soon as possible, ensuring that the messenger knows the precise location of the casualty
- Reassure, but never treat a casualty unless the staff is in possession of a valid emergency First Aid certificate or knows the correct procedures; such staff can obviously start emergency aid until the school nurse arrives at the scene or initiate simple airway measures if clearly needed

## **The School Nurse Responsibilities:**

- Act as the immediate first aider in the event of an accident or emergency situation
- Contact parents immediately if there is the slightest concern that the injury may be serious
- Purchase and maintain the first aid supplies and resources, first aid kits, ice packs and ensure the general upkeep of the School Clinic
- Maintain adequate standards for infection control at all times
- Supervise the sick or injured student until no further care or assistance is required, or until the person is handed over to appropriate medical care i.e. the hospital or the parent
- Provide initial care of ill or injured staff, students and others by rendering first aid care in accordance with approved training, and where appropriate, referring the casualty for additional medical advice
- Maintain adequate records of all emergencies and the treatment given

#### **Parent Responsibilities:**

- Be aware of the school's policies and procedures regarding first aid
- Ensure contact details are up to date and provide the name of an emergency contact person and alternative care arrangements
- Inform the school of any follow up treatment recommended by a doctor
- Contact the School Office and complete the appropriate medication forms if necessary

#### **School Responsibilities:**

- Ensure that school clinic is stocked with basic first aid materials and non-prescription medicine at all times
- Provide appropriately-stocked first aid kits for use during sporting events, camps, excursions and all other activities undertaken away from the school
- Ensure that every member of staff is informed regarding first aid at the beginning and throughout the year via online and practical training and staff meetings
- Send requests for updated information home, including requests for any medical management plans and reminders to parents of the policies and practices used by the school to manage first aid, management and illnesses
- Remind parents throughout the year of the policies and practices used by the school to manage first aid, illnesses and medications
- Ensure a system for recording all information relevant to the first aid management of an injury or illness is maintained
- Organize first aid duties according to the school's requirements
- Ensure appropriate risk assessments are undertaken and communicated for trips, visits and events held in school
- Ensure the school learning environment and surroundings meet Health and Safety requirements and do not pose a health risk to students, staff and visitors