



# **WELLINGTON COLLEGE**

## **FIRST AID POLICY**

## Rationale

It is the policy of Wellington College to provide prompt first aid assistance to any member of staff, pupil or visitor who may require it.

## Aims/Objectives

- a) To ensure that no member of staff or pupil is at risk due to lack of suitable first aid support.
- b) To ensure that no member of staff is at risk of inappropriate behaviour or failure to give support to a colleague or child in need of first aid attention.
- c) To provide advice and training to staff.
- d) To ensure that everyone concerned is aware of his or her responsibilities and of the protocols to be followed when administering first aid.

## Roles and Responsibilities

### a) Pupils:

Pupils must avoid any action which could cause injury to themselves or to any other member of the school community. It is their responsibility to seek attention, using the established protocols, in the event of illness or minor injury.

### b) Parents and Carers:

Parents/Carers must make sure that the school is made aware, in writing, of any medical condition affecting their child and of any medication being taken - further guidance on this is contained within the school's Administration of Medicines Policy. Parents are strongly advised to provide a medical alert bracelet for any child whose condition could deteriorate suddenly (eg diabetes, asthma, extreme allergies, epilepsy, cardiac condition).

### c) Staff:

All staff should be aware of the protocols for obtaining first aid assistance and of the location of first aid kits. Staff members are only expected to provide direct first aid assistance if they have the training and confidence to do so. In practice, most first aid assistance will be provided by members of the First Aid Team, all of whom hold a current First Aid Certificate. Additional training is provided in the management of specific medical conditions and in the use of a defibrillator. Any member of staff administering first aid is expected to complete all relevant documentation and to arrange for the replenishment of any first aid kits used.

### d) The Employer:

The Education Authority has a self-funded insurance arrangement which will indemnify staff who act in good faith, during the course of their employment. Employers should support staff to use their best endeavours at all times, particularly in emergencies. In general, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.

### **First Aid Arrangements**

1. First aid treatment will normally be provided by personnel from the First Aid Team. In their absence the Office will arrange for assistance. In a serious incident, the nearest first aider(s) should be called immediately. The current arrangements for First Aid will be displayed on the Medical Room door and circulated to Form Teachers.
2. Anyone requiring first aid should report directly to one of the first aiders or to Reception. Pupils should, if possible, be accompanied. In the event of severe illness or injury, the casualty should be made comfortable and reassured, but not moved unnecessarily. A message should be sent to the Office or to the nearest first aider requesting assistance. Unconscious or seriously injured casualties should not be left unattended.
3. Staff can only be expected to give first aid treatment commensurate with their training and experience. First aid kits are placed strategically around the College to facilitate this. Large first aid kits are permanently based in the Office and Staffroom. Additional kits can be signed out from the Office for out-of-school activities and trips. The school also has a defibrillator.
4. All treatment given must be recorded in the notebook in each kit or in the file in the Medical Room. Where appropriate, an accident form must also be completed and given to the Principal's Secretary as soon as possible - there are different accident forms for pupils and for staff.
5. A qualified first aider has the authority to send home any pupil provided that the parent or guardian has been informed and asked to arrange for the collection or reception of the child. It is important to ensure that the correct signing out procedures are observed.
6. Pupils sent to hospital by ambulance may need to be accompanied by an adult. A parent/guardian should be summoned prior to the arrival of the ambulance. Where this is not possible, the matter should be referred to the Senior Leadership Team. The Office must be informed if an ambulance is called. To call an ambulance dial 999 or 112 (once you have secured an outside line). In a non-emergency situation, where the parent/guardian is not available, it may be appropriate to transport a pupil to hospital or home without using an ambulance, but this should be done on a voluntary basis (and may have insurance implications). In practice this is normally done by Senior Staff. No member of staff should transport a pupil on his/her own.
7. Pupils who are feeling only mildly unwell, and are not injured, and do not have a medical condition, should be encouraged to stay in school. Any pupil who feels so unwell that they need to go home may be given permission to do so by any teacher – the pupil should be given a sickness slip and sent (accompanied) to Reception. Arrangements will then be made for the pupil to go home.
8. Staff should never give painkillers or any other medication to pupils unless this has been agreed in writing with parents: the procedure for this is explained in the school's Administration of Medicines Policy.
9. Staff required to treat pupils should consider the use of an adult chaperone but should not delay treatment unduly if none is available.

10. Specialist equipment (eg carry chairs, stretchers) should only be used under the supervision of trained personnel. Lifting and carrying should be kept to a minimum.
11. On Saturdays, St John Ambulance may be in attendance at sports fixtures. While they may deal with some incidents, more serious situations may require the casualty to attend hospital.
12. **A separate Protocol is in place for pupils/staff displaying possible symptoms of Covid-19.**

### **Emergency First Aid Procedures**

The following advice is intended to help staff deal with a serious first aid emergency until more experienced help arrives on scene.

1. Assess the situation calmly and make the area safe.
2. Give emergency treatment using the nearest first aid kit, if required. The casualty should be made comfortable and reassured, but not moved unnecessarily. Priority should be given to the casualty's airway and breathing and to the control of any major bleeding. Appropriate PPE should be used to protect against infection. Send for the defibrillator if you suspect that the casualty is not breathing. Spare auto-injectors (eg ePipens) are kept for named pupils in the Office.
3. Send for help - do this at the outset if the incident is obviously serious. Dial 999 or 112 if an ambulance is required (once you have secured an outside line). Inform the Office that an ambulance has been called and arrange for a parent/guardian to be contacted.
4. Complete all appropriate paperwork. Return any first aid kits used and arrange for their replenishment.

### **Continuous Professional Development of Staff**

The School is committed to providing relevant training and support for all staff in the implementation of this policy. This may be provided on a group basis or at an individual level. The School recognises its responsibility to maintain awareness of particular medical conditions such as anaphylaxis, asthma and concussion.

**Linked Documentation: Administration of Medicines Policy, Concussion Policy, COVID-19 Protocol**

### **Monitoring and Review**

The policy will be monitored continuously by the Senior Leadership Team in order to ensure that it remains fit for purpose. It will be reviewed at least every three years.