



THE UNICORN SCHOOL

20 Marcham Road, Abingdon, Oxfordshire, OX14 1AA

Tel: 01235 530222 Fax: 01235 536889

e-mail: info@unicornoxford.co.uk

www.unicornoxford.co.uk



First Aid Policy

Policy written by: Vita Parvin

Date Agreed by: Andrew Day

<i>Date of Review</i>	<i>Completed By</i>	<i>Signed</i>
September 2016	Vita Parvin	
September 2017	Andrew Day	

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FIRST AID POLICY

September 2017

The **First Aid Policy** at the Unicorn School is in operation to ensure that every child, member of staff and visitor will be well looked after in the event of an accident, no matter how minor or major. This is to be read in conjunction with the Administration of Medicines Policy.

First Aid Staff:

The Designated First Aiders:

Lucie Allison Cedar Class teacher

Diane Kenyon School Secretary

Dee Chappelle – 1:1 Teacher and Sports Teacher

Susannah Hill – Admin Support

First Aid Resources:

There is a first aid box on the wall in the kitchen. The key is on top of the box.

All floor levels have at least one first aid box (green).

There is a chest of drawers with first aid equipment behind the reception desk. The designated first aiders will restock the first aid resources.

Ice packs are kept in the freezer in the kitchen. These are to reduce swelling for minor bumps.

There are three travelling first aid bags in Reception on top of the filing cabinets. Sometimes a marked first aid bag containing instructions, with medication for a specific child with allergies and an epipen, is kept here too. This bag needs to accompany that specific child on any trip and to the lunch hall if appropriate. The travelling first aid bags need to be checked, by any of the first aiders, on a regular basis, particularly at the beginning of term.

First Aiders will:

- always attend a casualty when requested to do so and treat the casualty to the best of their ability in the safest way possible. This includes wearing gloves where any loss of blood or body fluid is evident
- call for help from other First Aiders or Emergency Services
- help fellow First Aiders at an incident and provide support during the aftermath
- insist that **any** casualty who has sustained a significant head injury is seen by professionals at the hospital, either by sending them directly to hospital or by asking parents to pick up a child to take them to hospital; ensure that parents are aware of **all** head injuries promptly. Fill in appropriate injury forms in the accident book kept in Reception on chest of drawers.

Ensure that a child who is sent to hospital by ambulance is either:

1. Accompanied in the ambulance at the request of paramedics.
2. Followed to hospital by a member of staff to act in loco parentis until a relative is with the casualty.
3. Met at hospital by a relative.

The First Aider need not be the member of staff to accompany the casualty to hospital, however, an appropriate person should be sent.

Any teacher on duty at the time of an accident should record each child or adult attended to, treatment given, on the Engage System in the school office.

A copy must be sent home.

Reports must contain:

- the date, time and place of the event
- outline details of those involved (without disclosing the name of any other child)
- a brief description of the accident/illness and any first aid treatment given
- details of what happened to the casualty immediately afterwards - for example went to hospital, went home, resumed normal activities, returned to class.
- If transport to Marcham Hospital or the John Radcliffe is needed, make sure parent/carer contact numbers and emergency contact numbers are taken by the accompanying adult so parents can be contacted as soon as possible. If transported by staff car in case of minor injury, make sure there is another adult with the child in addition to the driver.

The Head teacher and Deputy Head will:

- Ensure that they always obtain the history relating to a student not feeling well, particularly in the cases of headaches, to ensure that no injury has caused the student to feel unwell
- Ensure that in the event that an injury has caused a problem, the student **must** be referred to a First Aider for examination
- At the start of each academic year, provide all teachers and ancillary staff with a medical list of students and staff who are known to be asthmatic, haemophiliac, anaphylactic, diabetic, epileptic or have any other serious illness For any pupil who has a health care plan, the plan will be posted on the noticeboard in the staffroom
- Ensure lists of emergency contact details and information about medical conditions are kept in all travelling first aid bags
- Have a file of up to date medical consent forms for every student in each year and ensure that these are readily available for staff responsible for school trips/outings
- Ensure all new staff members are made aware of First Aid procedures in school

Teachers will:

- familiarise themselves with the First Aid procedures in operation and ensure that they know who the current First Aiders are

- be aware of specific medical details of individual children in all classes, also staff where appropriate
- **never move a serious casualty** until they have been assessed by a qualified First Aider unless the casualty is in immediate danger
- send for help from the office as soon as possible either by a person or telephone, ensuring that the messenger knows the precise location of the casualty. Where possible, confirmation that the message has been received must be obtained
- reassure, but not treat, a casualty unless staff are in possession of a valid First Aid at Work or know correct procedures; such staff can start emergency first aid until a First Aider arrives at the scene or instigate simple airway measures if clearly needed
- send a child who has minor injuries to Reception or relevant First Aider.
- ensure that they have a current medical consent form for every student that they take out on a school trip which indicates any specific conditions or medications of which they should be aware
- have regard to personal safety

First Aiders will:

- administer first aid and medications (only with parental consent). Medicines that children have brought into school should be kept in the kitchen first aid cupboard (key high on top of cupboard) or the fridge if necessary.
- send home accident forms/bump/medical notes to parents
- contact parents to inform of accidents or illness
- call for parents to collect a child when necessary
- take child to the designated First Aid Room if necessary
- call for an ambulance when necessary
- restock first aid equipment when necessary.

Andrew Day

September 2017