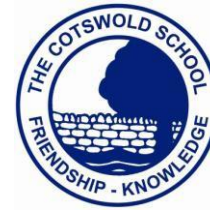


## THE COTSWOLD SCHOOL – POLICY DOCUMENT



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<b>Policy:</b>	<b>First Aid/Administration of Medicines Policy</b>
<b>Policy Ref:</b>	<b>CSP30</b>
<b>Version Number:</b>	<b>2.0</b>
<b>Date:</b>	<b>December 2017</b>
<b>Review Date:</b>	<b>December 2020</b>
<b>Authorised by:</b>	<b>Governing Body</b>
<b>Updated by:</b>	<b>Mrs S Dee and Mr Bob Hadley</b>

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*This policy needs to be read in conjunction with*

- *Child protection policy.*

The First Aid procedure at The Cotswold School is to ensure that every student, member of staff and visitor will be well looked after in the event of an accident, no matter how minor or major.

The Cotswold School has a First Aid team consisting of qualified First Aiders. A First Aider is a member of staff who is in possession of a valid First Aid 'At Work' certificate or equivalent.

In the event of an accident all members of the school should be aware of the support available and the procedures to activate this. A list of local doctors and hospitals is attached in Appendix 1.

The purpose of the policy is therefore:

- To provide effective, safe First Aid cover for students, staff and visitors.
- To ensure that all staff and students are aware of the system in place.
- To provide awareness of Health & Safety issues within school and on school trips, to prevent, where possible, potential dangers or accidents.

## **LIST OF FIRST AIDERS**

There are over 40 staff who are trained first aiders. This list is reviewed regularly and training organized appropriately so that all parts of the school are covered – some with one day, some three day qualifications.

## **DEFIBRILLATOR**

A defibrillator unit is on The Cotswold School site. It is situated at Pupil Reception.

This is covered in first aid training. Furthermore step by step instructions are given so that anyone can use it in an emergency.

## **FIRST AIDERS will:**

- Ensure that their qualification and insurance (provided by the school) are always up to date.
- Ensure that First Aid cover is available throughout the working hours of the school week.
- 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.
- Act as a person who can be relied upon to help when the need arises.
- Ensure that Departmental and Sick Room First Aid kits are adequately stocked and always to hand
- Ensure that parents are aware of all head injuries promptly. (Pupil Reception First Aider)
- Ensure that any casualty who has sustained a significant head injury is seen by medical professionals either by sending them directly to hospital by ambulance or by asking parents to pick up a child to transport them.
- Ensure that a child who is sent to hospital by ambulance is either accompanied in the ambulance or followed to a hospital by a member of staff to act in loco parentis if a relative cannot be contacted. The First Aider need not be the member of staff to accompany the casualty to hospital.
- Ensure the child is met at hospital by a relative.
- Keep a record of each student attended to, the nature of the injury and any treatment given, in the book provided in the Pupil Reception. In the case of an accident, the Accident Form must be completed by the appropriate person.
- Ensure that everything is cleared away. The site team should be contacted

immediately so they can ensure that any bloodstains or other bodily fluids on the ground are washed away thoroughly. All contaminated or used items should be disposed of and not left lying around.

**THE GOVERNING BODY and THE PRINCIPAL will:**

- Provide adequate First Aid cover as outlined in the Health & Safety (First Aid Regulations 1981).

- Monitor and respond to all matters relating to the health and safety of all persons on the premises.
- Ensure all new staff are made aware of First Aid procedures in school.

### **PUPIL RECEPTION will**

- Provide staff with a list of students who are known to be anaphylactic, diabetic, epileptic or have any other serious illness.

### **STAFF 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 students.
- Ensure that their students/tutees are aware of the procedures in operation.
- 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.
- 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 Pupil Reception 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 never treat, a casualty unless staff are in possession of a valid Emergency Aid in Schools Certificate or know the correct procedures. Such staff can obviously start emergency aid until a First Aider arrives at the scene.
- Send a student who has minor injuries to Pupil Reception if they are able to walk where a First Aider will see them. This student should be accompanied.
- 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.
- Report any accidents or other dangerous occurrences to Reception and the appropriate documentation to be completed
- Visits to the medical room by pupils should be recorded and Pupil reception will keep a log of pupils who visit the Medical Room.
- Any drugs that are administered should be recorded
- Any paracetamol administered should be reported to the parent/guardian the same day. Trip leaders should notify parents of any paracetamol administered whilst on school trips
- Make sure all medicines are kept in a locked cabinet unless they need to be refrigerated or they are medicines that need to be used in an emergency

situation such as asthma, anaphylaxis, diabetes and epilepsy, when immediate access would be essential. The key to the locked cabinet must be readily available to appropriate staff to ensure access.

**PARENTS will:**

- Notify the school of any ailments (serious or minor) affecting the pupil, prior to admission or when the condition develops, and to ensure that the child is well enough to attend school.
- Provide up to date contact information. A reminder will be issued twice yearly to request that parents update medical information.
- Any painkillers and medicine which are required to be taken during the school day must be kept labeled with written consent from parent/guardian detailing dosage and permission for school to supervise the young person taking the medicine. It is the responsibility of the parent/guardian to ensure that supplies are renewed if necessary, any relevant instructions are clearly notified and that drugs are within the expiry date

**THE SCHOOL OFFICE will**

Have a file of up to date Medical Consent forms for every student when they go out on a school trip and will ensure that these are readily available for the member of staff responsible for the trip.

(18- 12 -2017)

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ratified by Governors and  
signed as such by The Chair of Governors

This policy is written and administered with due regard to our duty and commitment as a school: to consider all aspects of equality and diversity.

## APPENDIX 1

### **HOSPITALS AND DOCTOR SURGERIES:**

Cotswold Medical Practice: Moore Health Centre, Moore Road, Bourton-on-The-Water  
GL542AZ  
tel: 01451 820242

Cotswold Medical Practice: Westwood Surgery, Bassett Road, Northleach GL54 3QJ  
tel: 01451 860247

The Surgery, Well Lane, Stow-on-The-Wold GL54 1EQ  
tel: 01451 830625

North Cotswolds Hospital, Stow Road, Moreton-in-Marsh, Gloucestershire  
GL56 0DS **[MINOR INJURIES UNIT – Open 7 days: 8am-8pm]**  
Tel: 0345 6598770

Royal Gloucester Hospital Great Western Road, Gloucester GL1 3NN  
tel: 0845 422 2222 **[A&E]**

Cirencester Hospital, Tetbury Road, Cirencester GL7 1UY  
tel: 01285 655711

Cheltenham Hospital, Sandford Road, Cheltenham, Gloucestershire GL53 7AN  
tel: 08454 222222

Horton General Hospital, Oxford Road Oxford Rd, Banbury, Oxfordshire OX16 9AL  
tel: 01295 275500 **[A&E]**

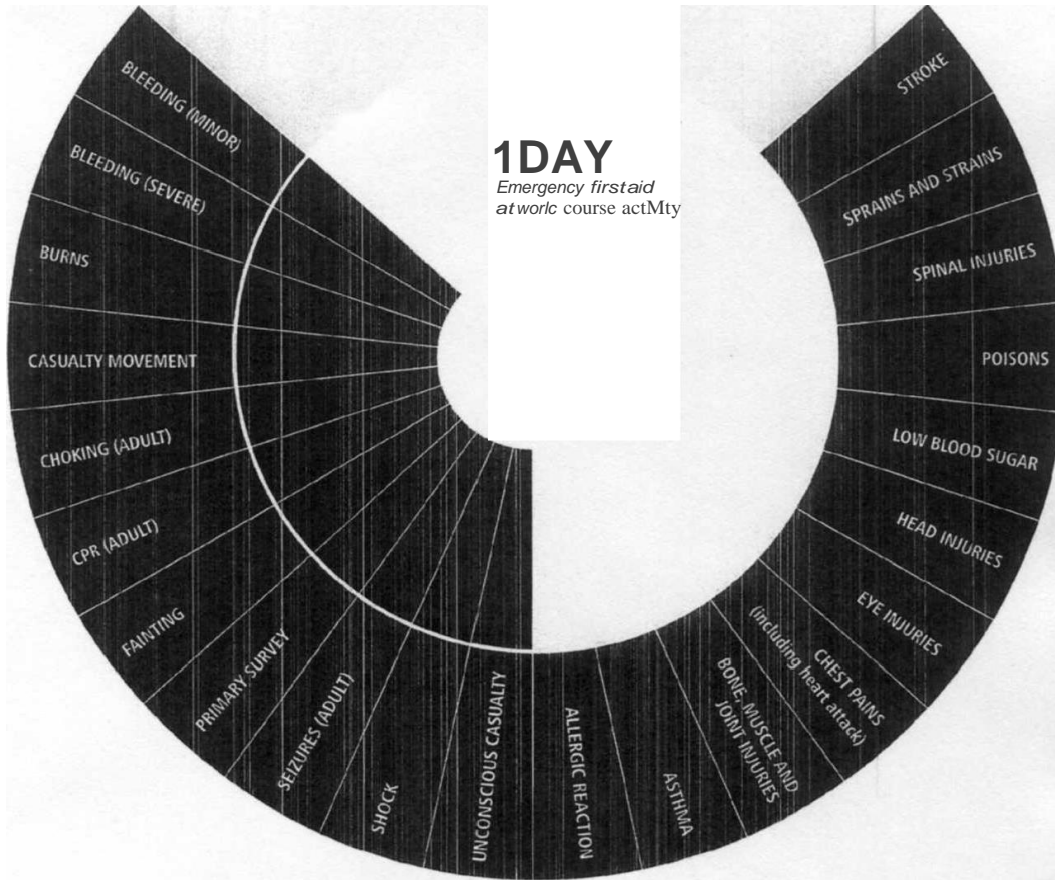


# 3DAY

First aid at work  
course activity

# 1DAY

Emergency firstaid  
at work course actMty



**StJohn**  
Ambulance   
The difference.