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## FIRST AID POLICY

**The Health and Safety (Jersey) Law 1989 and the Health and Safety (First Aid) Regulations 1981 (SI 1981 No 917)** used as best practice, place *“a general duty on employers to make, or ensure that there is made, adequate first aid provision for their employees if they are injured or become ill at work. Employers must also inform their employees of the first aid provision made for them”.*

### Aims

The aim of this policy is to set out guidelines for all staff in school in the administering of first aid to children, employees, and visitors. Teachers and other staff in charge of children are expected to always use their best endeavours, particularly in emergencies, to secure the welfare of the children at the school in the same way that parents might be expected to act towards their children. In general, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.

### Sharing of Information

This policy, and policies it references, shall be shared with all employees during their induction. At Haute Vallée School, we ensure that we have the required number of trained First Aiders on site. These staff members receive refresher training as and when required. The list of trained First Aiders is displayed in each department and in the school office. This is updated on a regular basis.

### Medical Conditions

Students' medical conditions are detailed within Classcharts – this includes information regarding specific dietary requirements – information can be displayed by flipping the student profile cards.

School staff have access to a training video for epi-pen users, this is in the policies area of SharePoint. This explains the condition, the symptoms and how to respond to an anaphylactic reaction. It also outlines the stages and procedures for giving the treatment.

### Application

If a child or adult on-site sustains a major injury or injury of the following nature, a First Aider will be called:

- any respiratory difficulties
- cut or serious bang to the head loss of consciousness suspected
- sprain or break
- burns
- stings: i.e., bees/wasps/insects (due to the possibility of allergic reaction)

A First Aider must be notified first and an ambulance called if required. Children with specific needs have a health care plan (this can be located in the student's file) to ensure their safety; this should always be consulted. There is an additional school policy in place for Administration of Medicines.

### Procedures

**Headteacher** Mr S J Hughes, BSc (Hons) NPQH

**Deputy Headteacher** Mr R Allsopp BSc (Hons) **Deputy Headteacher** Miss S Quenault BA (Hons)

Haute Vallée School, La Grande Route du Mont à l'Abbé, St Helier, Jersey, JE2 3HA

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The member of staff responsible for the child should either carry out first aid, if qualified, or take the child to a First Aider. An informed assessment will be carried out and the appropriate treatment given.

If a child needs to be sent to hospital by ambulance following an injury in school, then a parent/guardian will be contacted by a member of the office team and advised that their son/daughter is being transferred to hospital. The parent/guardian will be requested to attend A&E reception and advise them that their son/daughter is on their way to hospital by ambulance. A member of staff will go with the student to hospital and stay until the parent/guardian arrives. If the student needs to be seen in A&E but does not require an ambulance, the parent/guardian will be contacted to collect them from school, it is then up to the parent/guardian if they wish to take them to A&E.

If the decision is that the child needs to go home parents will be contacted by a member of the office team and permission will be requested for the student to walk home or they can be collected from the school reception area.

### **Incident Reporting**

All incidents requiring first aid (whether minor or major) will be recorded in SIMS under the medical tab. All incidents that require hospital treatment must be recorded as a Notifiable Accident by completing a Government of Jersey Notifiable Accident online report. This should be completed by the First Aider involved or a member of the School Office Team.

### **Head Injuries**

The school recognises that accidents involving a person's head can be problematic because the effects of the injury may not be evident and only become noticeable after a period. Where emergency treatment is not required, a phone call home to the student's parent/guardian is done by a member of the office team.

### **First Aid Kit**

First aid kits can be found in the Design Technology department, Food Preparation room, the main office, the site team office and the minibus. First aid kits must be taken on all school trips.

The administering of items such as antiseptic creams, etc. are not permitted in case of allergic reaction. Cuts and grazes are treated with gauze, clean water and Elastoplast plasters / micropore applied where necessary.

### **Protection Aids**

Disposable gloves must be worn when dealing with all injuries which involve the loss of blood. Sterile wipes and mouth guards should be used for any mouth-to-mouth situations.

### **Medication in School**



From time to time, the school receives requests for medication to be administered through the school office. In normal circumstances, parents take responsibility for the medication of their son / daughter and students will be expected to bring the required medication to school and self-medicate during the day. Please be aware that all staff have been informed that they must not supply or administer any medication to students whatsoever. This includes pain relieving tablets and throat lozenges. Non-prescriptive medications cannot be stored at school.

On rare occasions, we are contacted by parents requesting for their son / daughter to have their medication stored and administered from the school office. In these events, the Head teacher will decide whether the school can assist a student who needs to take their medication at school. If in the future, you feel that circumstances have changed and you would like to make such a request of the Head teacher, please contact the school office in writing. A decision will then be made on the individual merit of the request.

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