

Policy on accidents and first aid

It is our policy to provide a healthy and safe environment for staff, pupils and visitors to the school. We expect that at all times our staff and pupils will cooperate fully in implementing health and safety initiatives, do everything possible to make sure injuries do not occur to themselves and others and take responsible care of their own health and safety at all times.

- It is our intention to ensure that there is a qualified first aider on the premises at all times. Details of the nominated first aiders are posted and listed below and in all offices and in the staff rooms.
- First aid boxes can be found in designated areas across the school. Location lists are held in each office and in the Staff handbook.
- All accidents that occur on the school premises involving members of staff, pupils or persons not employed by the school (however minor) must be recorded by the member of staff dealing with it in the Accident Book held by the Health and Safety Officer Co-ordinator.
- In the case of all accidents, the injured person should, within reason, be advised to see their doctor and this recommendation written into the accident book.
- If a pupil becomes ill we will take every step possible to contact parents, but if this is not possible, we will take responsible measures to care for that pupil. We will expect parents to cooperate with us by not permitting children to attend school if they have any infectious or contagious illness. Staff will also be asked not to attend work under the same circumstances.

Procedure to be followed in the event of an accident

- If a pupil or a member of staff has an accident they will receive first aid from a qualified member of staff in first aid.
- If in the judgement of a member of staff a pupil requires the use of the First Aid Room, either Melanie either of the school Administration Officers should be contacted in the first instance. They will go to the child or member of staff and accompany them to the First Aid Room to make assessment and take any immediate appropriate First Aid Treatment. They will remain with the child or member of staff until a more appropriate member of staff, parent or person can take over.
- A wheelchair, located in the First Aid Room, is available should the patient need transfer to the First Aid Room and as far as possible the site staff should be contacted to make the transfer.
- Gloves will be worn when dealing with blood or any other bodily fluids. These will be disposed of in the special bins provided around the school. The wound will be cleaned with sterile cloths or a cold compress applied.
- No ointments or plasters can be used and no internal medicine given.
- If hospital attention is needed then a member of staff will make that decision and will take the necessary action to get that person to hospital.
- If the accident has happened to a pupil the parents will be informed immediately by a member of staff.
- The accident will be reported to the Health and Safety Co-ordinator. The accident will be recorded in the accident book. It will state the time it

happened, the date, how it happened, first aid given and any recommendations arising.

- Where appropriate, accidents will be reported to the Health & Safety Executive under the RIDDOR requirements
- If you are in the Lockleys building, Stannard Wing, Music House or Nursery block, you should collect an Accident Form from the School Administration Officer based in Lockleys and complete this. The Administration Officer will ensure it is forwarded to the Health & Safety Co-ordinator for inclusion in the Accident Book.

A copy will be made for the pupil and staff personal file.

Paediatric First Aider

Jo Hansen

First Aiders

Clair Armitage
Bob Dawson
Catrin Dove
Melanie Ebbage
Perran Gill
Jo Goode
Rita McNeill
Richard Miller
Nicola Payne
Karen Rennie
Sally Thomson

Members of Staff with Emergency Life Support – All ages

Anna Wright	Julie Miller
Anthony Bywaters	Kaiser Dalal
Carol Chamberlain	Katie Beverstock
Carol Durkin	Liz Crowther
Caroline Mahan	Lorna McPherson
Catherine Fulford	Lorraine Dennis
Christopher Pointeer	Louise Neufeld
Colin Muskett	Perran Gill
David Johns	Phillipa Farrell
Frances Hawkesford	Pippa Sutcliffe
Frances Jones	Pratima Kramer
Giselle Warman	Robert Sutton
Gwen Campbell	Samantha Forbes
Haidy Blake	Shirley Barker
Hilary Morton	Sorel Persaud
Jan Browell	Stephanie Wilson
Jenny Forsythe	Tracey Layton
Jill McMaster	William Whyatt
Josh Jacklin	

