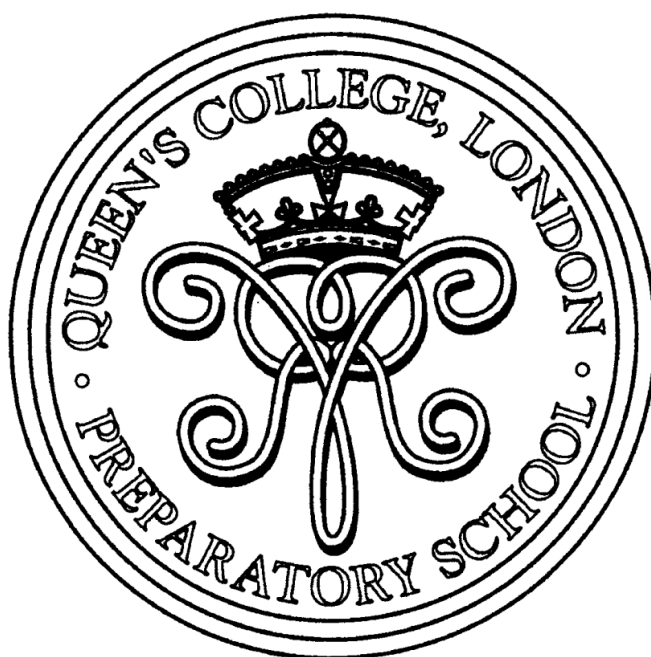


**Queen's College Prep School  
(including Early Years Foundation  
Stage)**

**First Aid Procedures**



**Created by SMT  
Review Date: September 2011**

## **FIRST AID – PROCEDURES**

**This should be read in conjunction with the QCL First Aid Policy and includes provision for children on the Early Years Foundation Stage.**

### **Introduction**

The health and safety of the girls in the care on Queen’s College Prep School is one of our prime concerns. The aim of this document is to enable children to keep safe and well at school by setting out procedures for staff at QCPS in the event of accidents and illness. In addition, there is a policy document on Medicines in School.

### **School Staff & First Aid**

All teachers and other staff are expected to use their best endeavours at all times, particularly in emergencies to secure the welfare of the girls in the school. Most staff hold basic first aid qualifications. The certificate of competence is valid for three years and the school will organise refresher training as necessary. First aiders are qualified to give immediate help to casualties with common injuries and illnesses and those arising from specific hazards in school.

All first aiders are fully indemnified by the College against claims for negligence provided that they are suitably trained and are acting within the scope of their employment and within the school’s guidelines for the administration of first aid.

There are six qualified emergency first aiders with training in the care of children under 5: they are the Senior Secretary, Rowena Laforet, Anita Burden, Denali Ranasinghe, Clíodhna Moore & Fiona Clarke hold EYFS approved certificates.

The Senior Secretary deals with accidents, emergencies and illnesses that occur during the course of the school day, calling the College Nurse for advice and/or help as necessary. The School Nurse is based at QCL and can be contacted on 020 7291 7075

### **First Aid Equipment:**

#### **Location**

- First Aid kits are on every floor of both buildings and the ice-packs are stored in the kitchen fridge.
- First Aid kits marked with a white cross on a green background are in the following rooms:

Kitchen
Medical Room (Assistant Head’s Office)
School Office
Library
Gym

Music Room
Staff Room

### **Outside School**

- A first aid kit, obtainable from the first aid store in the library, must be taken on every school outing/visit to the park, or PE venue etc.

### **Responsibility for First Aid Equipment**

- The First Aid Co-ordinator has the responsibility to ensure that the general first aid kits in the designated rooms are fully stocked and contain the appropriate equipment. When a member of staff uses an item from a first aid kit, it is their responsibility to replace it as soon as possible.
- The First Aid Co-ordinator is also responsible for ensuring that the stocks stored in the library are maintained.

### **Procedures for Accidents**

#### **Minor Injuries**

- Members of staff including lunchtime supervisors deal with minor injuries.

#### **Injuries requiring First Aid**

- A child needing first aid should be accompanied to the Office. Depending upon the injury sustained this can be either a child or member of staff.
- If a child is unable to go to the Office, a designated first aider should be informed who will come to them and decide upon the next course of action.
- The duty teacher or the teacher in charge of the activity must complete an Accident Report form. The forms are available in the Office.

#### **Injuries requiring Hospital Treatment**

##### **Loss of Consciousness**

In cases of loss of consciousness – even lasting for a few seconds – the ambulance service must be contacted immediately.

- In the event of an accident occurring where it is considered necessary for the child to be checked at hospital the parents will be contacted and asked to collect and take their child. If it is not possible to contact the parents a member of staff should take the child to hospital. In the meantime, the school will continue to try to contact the parents.

- In the event of a serious injury or where there is doubt as to the nature or seriousness of an injury an ambulance will be called and parents contacted immediately.
- In the event of a serious injury the teacher in charge of the activity must complete an Accident Report form as soon as reasonably possible following the incident. One copy of the report should be placed in the child's file in the Office and a further copy put into the Accident File.
- The Headmistress must be informed about any serious injuries.

## Action to be taken in the event of Specific Injuries

### Head Injury

All staff and particularly those in charge of games are to ensure that if, following a blow to the head; *a child should lose consciousness (for however short a period of time), appear dazed or confused, or suffer any disturbance of vision:*

- a) The ambulance services must be contacted
- b) An appointed first aider must remain with the child until the ambulance arrives
- c) Parents must be contacted

When a child receives a bump to the head, however trivial, the school will always inform the parents immediately in order to give them the choice of picking up their child and observing them for the rest of the day.

### Spinal Injuries

If a fracture of the neck or back is suspected or if the injury causes pain or pins and needles in the arms or legs, the child **must not be moved** until seen by an ambulance attendant or doctor. However, if the child is in danger of becoming unconscious, resuscitating or protecting the airway **must** take priority.

### Eye Injuries

Any child who has been hit in the eye and experienced pain or mistiness of vision, even if only temporarily, is to be referred to a doctor on the same day. Delay in instituting treatment for what might seem to be a trivial injury can seriously delay recovery.

## **Procedures for Illness**

- When a child reports to a teacher that they feel ill the teacher must assess whether the feeling of unwellness is transitory or whether the child should be sent to the Office.
- When a child feels unwell they are accompanied to the Office.
- If the child is obviously ill, does not get better, or it seems likely that they have something infectious, parents are contacted and asked to have their child collected. Parents are contacted by telephone and email.
- The Office will inform the child's form teacher if the decision has been made to send an unwell child home.

## **Guidance on Dealing with Spillage of Body Fluids**

Spillages of blood, vomit, urine and excreta should be cleaned up promptly. The following general actions must be taken by the person dealing with the spill:

- Clear the immediate area of people. Hazard signs and cordoning may be necessary, according to the circumstances.
- Disposable personal protective equipment (PPE), including gloves (latex or nitrile) or equivalent and a disposable plastic apron must be worn.
- Any spilt blood or other body fluids should be cleaned up with disposable absorbent paper towels. Dispose absorbent towels and latex gloves inside the clinical waste bin located in the toilet next to the Office.
- Ensure the area is cleansed with a suitable antiseptic solution.

## **Educational Visits**

- Teachers should follow the procedures set out in the Educational Visits policy document.

## **Games**

- Games teachers must ensure that they have a first aid kit available at all times. It is their responsibility to make sure that any equipment used is replaced before the next outing.
- Games teachers must be able to contact the Office when off-site.

## **RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations)**

The school has a legal duty under RIDDOR to report and record major work-related accidents. This includes dangerous occurrences where something happens that does not result in an injury but could have done. RIDDOR applies to all work activities but

not all incidents are reportable. The Headmistress will take advice when unsure as to whether the accident is reportable.

The Incident Contact Centre (ICC) : 0845 300 99 23.