



# RENDCOMB COLLEGE

NURSERY • JUNIOR • SENIOR

## **First Aid Policy**

**Monitoring:**

Sister

**Policy Review:**

Next review August 2020

**Person Responsible:**

Sister

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## **FIRST AID IN AN EMERGENCY SITUATION**

Medical cover is provided term time only, 24 hours a day, by qualified nursing staff based in the Medical Centre.

In the event that a student, member of staff or a member of the public receives an injury, First Aid should be administered by anyone in attendance to the best of that person's ability, with equipment available.

There are First Aid kits around the school in most areas. Their locations are marked with a white cross on a green background and the words 'First Aid'

**If the injury sustained is serious or life threatening, telephone for an ambulance immediately.**

- **If the defibrillator is required instruct another person (if possible) to fetch it from the garage wall next to the recycling bins at the entrance to Lawn and Godman Houses)  
Perform chest compressions while waiting for the defibrillator or CPR if competent to do so.**
- **Notify Reception if ambulance called**
- **A student must always be accompanied to hospital in the ambulance by a member of staff**

**Notify Sister as soon as possible on 01285 832329, or 07786 653983 so that an assessment can be made and appropriate treatment or advice be given.**

If Sister is delayed or off site call upon one of the staff who have attended instruction in First Aid to give assistance. (List held at reception)

**The following action should be taken:**

1. Assess the situation. (What has happened?)
2. Make the area safe. (Is the casualty in any danger?)
3. Get help (obtain qualified help as early as you can)
4. Give First Aid (Assess casualty's condition and take appropriate action)
5. Send pupils away from the scene as soon as possible. Bystanders can get distressed and can be a nuisance - if the accident is not serious, send pupil/staff to the Medical Centre with or without an escort.
6. Deal with the aftermath (clear up the scene, replace first kit, report accident) Notify next of kin if appropriate.

## **FIRST AID PROVISION**

### **The Medical Centre**

In term time the Medical Centre is run by three Registered General Nurses on a 24 hour, 7 day rota. Only one nurse is on duty at a time. There are nine beds in the Medical Centre available for students who are unwell or injured. Students are assessed and appropriate treatment given. If unable to return to class they will be kept in the Medical Centre either until someone can collect them to take them home or, if a boarder, they are well enough to return to their boarding house.

If Sister is unavailable or if first aid is required off school premises or during the holidays first aid is provided by members of staff who hold a current "First Aid at Work (FAW) certificate which qualifies them as first aiders. This is renewed every 3 years. The staff holding this certificate are, for example, house parents, chef, sports staff, staff likely to go on school trips and the Bursar.

The Nursery staff hold a valid Paediatric First Aid certificate.

Other members of staff hold a basic first aid course which is renewed annually.

The Medical Centre is open for routine or return visits after each mealtime. At all other times, if Sister is out, she can be contacted either on the mobile telephone 07786 653983, or via Reception.

Sports staffs are issued with their own personal First Aid kits to take to all games fixtures and practices.

Travel First Aid Kits are available from the Medical Centre on request for a school trip. Sister is responsible for the recording and reporting of all accidents. Those of a more serious nature will be reported to the Health and Safety Officer.

Sister is responsible for notifying the parent of a more serious injury to their child whilst at school.

Staff have access to a list of students with medical conditions/allergies. This information is kept in a blue file on the shelf in the staff room. House Staff also have a copy of the list in each of the boarding houses.

Each student with a more serious medical condition has a separate care plan and guidance of how to deal with a problem in an emergency is on that plan, plus when to call for help/ambulance.

There are Biohazard kits available for spillage of body fluids from the Medical Centre, and from the Junior School Headmaster's secretary's office. Each boarding house also has a kit. Guidance on their use and disposal are enclosed with the kit.

### **Procedure to Follow in Event of Sudden Illness in Lessons or in House:**

1. Assess need of pupil/staff.
2. Is medical help needed immediately? If yes send a message to Sister to attend.
3. If not urgent, send pupil/staff to the Medical Centre with an escort
4. If outside dispensary times, ask the student to report to reception first in case Sister is off site.

**Dispensary Times:** (for non-urgent visits for medication or dressings)

7.30 am - 8.30 am

1.15 pm - 2.10 pm

6.15 pm - 7.00 pm

**Off Games List, Appointments, Medical Centre Admissions:**

- All pupils must report to the Medical Centre by 8.30 am if they are off games, otherwise they are not placed on the list. The list is found on Firefly under Sports and is amended continually.
- When a pupil is admitted to the Medical Centre overnight, the appropriate Housemaster/Housemistress is advised as soon as possible.
- Medical appointments outside the school should normally be made by the School Nurse who will ensure that the patients are accompanied. Students are entitled to see a female doctor if they so wish.

**Medicines**

All medicines brought into school or prescribed for pupils by their GP, should be handed over to the School Nurse or House staff for safe-keeping in a locked medicine cupboard. These will be given to the pupils when required by either the house staff or nursing staff.

Older pupils who wish to self-medicate will be given a written protocol from Sister to ensure the medicine is taken and stored correctly. Pupils are allowed to keep asthma medication and Adrenalin devices with them at all times.

**Reporting of Accidents:**

The regulations are complicated, but any accident requiring treatment from a medical practitioner, dentist or hospital A&E Department, of any person whether employee, pupil or visitor, must be notified to Sister who will arrange for the necessary report to be made.