

Bradford Girls' Grammar School



First Aid Policy

Issued: December 2023

Reviewed: December 2024

Next Review Due: December 2025

Aims

It is the aim of the school that, so far as is reasonable and practicable, every possible step will be taken to ensure that there are adequate and appropriate personnel, facilities and equipment for providing First Aid on the school premises and off the premises whilst pupils are on school visits.

First Aid Box Contents

The minimum contents of the first aid boxes are:

- 20 individually wrapped sterile adhesive dressings (assorted sizes)
- 2 sterile eye pad
- Four individually wrapped triangular bandages (preferably sterile)
- Six safety pins
- 6 medium sized individually wrapped sterile unmedicated wound dressings
- 2 large sized individually wrapped sterile unmedicated wound dressings
- 1 pair of disposable gloves
- A pair of scissors

The contents of the first aid boxes will be checked and restocked by the staff with responsibility for each area.

First Aid boxes will be taken on all school trips and pupils will be made aware of the member of staff responsible. At least one First Aid qualified member of staff will be on the school premises when pupils are present.

Staffing will be considered for all trips. It is the trip leaders responsibility to ensure that there is a First Aider in attendance on every trip.

Procedures - Accidents

Anyone requiring First Aid should be taken where possible to **the First Aid Room located on the basement corridor**. Alternatively, a list of staff with current First Aid qualifications is displayed alongside First Aid boxes and one of these should be brought to the individual in need.

The main duties of any First Aider are to give immediate help to casualties with common injuries/illnesses or those arising from hazards at school, and to ensure when necessary that an ambulance or other professional medical help is called. However, any accident involving **a head injury on any pupil** requires particular action to be taken including:

- completion of the report on 'Medical Tracker'.

- inform parents/carers and advise them to remain vigilant for any signs of concussion.
- accompany an injured person when appropriate to the Accident and Emergency Reception at the Bradford Royal Infirmary.
- ensure that Health Forms and/or Health Questionnaires go to the hospital with the pupil

Note: All pupils must be accompanied to hospital and remained with until a Parent/Carer arrives.

Calling An Ambulance

- trained First Aid staff make an informed judgement about the nature and seriousness of illness or injury.
- staff are advised to err on the side of caution and to call an ambulance when concerned about illness or injury.
- head injuries are always of particular concern and pupils are carefully monitored until a decision is made about the appropriate course of action for treatment.
- when an ambulance is called for the School Reception is informed who in turn inform the Headteacher.

Accident Reports

- **All reports are logged on 'Medical Tracker'.**
- Pupils with injuries under clothing such as on legs under tights will be assessed with 2 members of staff present and with permission of the student to assess injury – details of this will be recorded on Medical Tracker.
- the Academy Business Leader will inform HSE and school insurers if appropriate.
- parents will be informed by telephone and a copy of the Accident Report will be made available on request.
- the school adheres to RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, 1995) under which schools are required to report to the Health & Safety Executive (Tel. 0845 300 99 23).

Procedures - Sickness

- where a pupil is complaining of sickness such as: headaches, stomach upsets, earaches or toothaches they go to the First Aid room.
- the pupil will be monitored, and their attendance will be recorded.

- the pupil is made comfortable and if no improvements are noted parents are contacted and the pupil may be collected.

Training

- regular training will be provided for staff to keep qualifications up-to date and new staff to become qualified

Administering Medication

- Requests for prescription medicine to be administered to Lady Royd pupils will be agreed in advance by the Headteacher or Designated Safeguarding Lead.
- Medicine will only be administered that is presented to the School in its original packaging with dispensing instructions (typically a doctors sticker) attached and clearly readable.
- Over the counter medicines (OTC's) will not be administered by BGGs staff.

Specific Medical Conditions

- Where pupils have particular medical conditions such as; asthma, epilepsy or diabetes their names are added to the school medical register on Medical Tracker and SIMs. This is updated at each data capture point **OR** upon request by parents
- Each Phase also maintains 2 x 'Blue' inhalers for emergency use
- Specific medication for individual pupils is named and stored in the Medical Room - which is kept locked - and parents should provide a Medical Care Plan

Conclusion

Whilst it is not a condition of employment to give First Aid, teachers and other staff in charge of pupils are expected to use their best endeavours at all times, particularly in emergencies to secure the welfare of pupils in the same way Parents/Carers might reasonably be expected to.

In general, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency. However, staff should not give First Aid treatment for which they have not been trained and should always try to summon assistance from a qualified First Aider.