



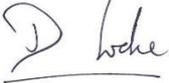
Kingdown School
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Kingdown First Aid Policy

To be used in conjunction with:

[School Adrenaline Auto-Injector Procedure](#)

To be read in conjunction with the [Health and Safety policy](#)

Author	School Nurse
Last Amended	November 2020
Review Date	Every 3 years
Signed by  Headteacher	Date 19 th November 2020

RATIONALE

First Aiders

First Aiders at Kingdown School are defined as persons who hold a current certificate obtained by successfully completing the 'First Aid at Work' course accredited by the Health and Safety Executive.

Kingdown School ensures that training is provided to ensure an adequate number of First Aiders are qualified. Areas of particular risk are given priority:

- Physical Education
- Science
- Design

At any given time, a range of staff will be qualified as First Aiders, encompassing both teaching and non-teaching staff. A minimum number of 23 First Aiders will be trained at any one time.

First Aid Kits

First Aid resources are kept at Kingdown School's dedicated Medical Room with additional first aid kits being situated in the areas of particular risk (see above). A mobile first aid kit is also available at the School Medical Room for situations requiring a first aider to be called out to an incident on school site.

Responsibility for restocking a first aid kit after use, rests with the First Aider who has attended the incident. This should be done as soon as possible after care of the casualty has been completed.

Travel First Aid Kits

Travel first aid kits are available to be taken on all school trips. If school minibuses are being used to transport students, they will have their own first aid kit on board. Any items used should be reported on the return to school so that re-stocking takes place promptly.

School Medical Room

Kingdown has a School Medical Room on site to enable casualties and those who are unwell, to be kept warm and comfortable during assessment, treatment and if necessary, whilst waiting for the emergency services.

Students will remain at the Medical Room until they:

- are able to return to class or,
- are collected by a parent/carer to be taken home or assessed by their own doctor/hospital.

Recording Incidents and First Aid Treatment

Administration of first aid will be recorded after dealing with the casualty by the First Aider providing the care. In the case of significant illness or injury, a parent/carer will be contacted.

- For employees, visitors or contractors this will be in the statutory accident book.
- For students this will be in the Student Incident Book.

- When an incident meets the requirements, a Health & Safety Executive report will be completed.

Bumps to the head

Students who have a bump to the head will be assessed, treated and monitored by a First Aider to determine whether they are able to remain in school. Parents will be informed and a 'bumps to the head' information letter will be given to the student to take home, or to the parent/carer if the student is being collected following the injury. Where necessary, a parent/carer will be advised to take the student to hospital for further assessment or in the case of a serious head injury, the emergency services will be called.

Contacting Emergency Services

In the event of a medical emergency, 999 will be called to request an ambulance to attend Kingdown School, Woodcock Road, BA12 9DR.

- A member of staff will meet the ambulance to direct them to the incident.
- The first aider at the scene will remain with the casualty until Paramedics arrive and the situation can be formally handed over, after giving relevant details of the incident.
- Parents/carers will be called to come directly to school to accompany the student to hospital. In some situations the ambulance crew may advise the family member or go directly to hospital.
- If the casualty has a Health Care Plan or other significant medical history, this should be transported with them.
- A senior member of staff will be available to support an emergency situation.

Students with Adrenaline Auto-Injectors for Severe Allergy

A range of staff at Kingdown will attend annual Anaphylaxis Training, encompassing both teaching and non-teaching staff. This will qualify them to administer a student's own Adrenaline Auto-Injector in the event of a severe allergic reaction occurring.

Students who have been prescribed an Adrenaline Auto-Injector for a severe allergy will have an individual Allergy Action Plan completed by the Community School Health Nurse. In the event of an incident requiring their AAI to be administered, the Allergy Action Plan will be followed and the emergency services and parents will be telephoned.

Also see: the **School Adrenaline Auto-Injector Procedure**

Defibrillator

Kingdown School has a Community Defibrillator which is situated outside the Main Front Entrance. In the event of a life-threatening emergency this may be brought into use in endeavour to preserve life until care of the casualty is handed over to the emergency services. Instructions are self-contained in the defibrillator unit should a member of staff need to use the unit.