

QUEEN'S COLLEGE, LONDON



First Aid

POLICY DOCUMENT

First Aid Policy *Staff Handbook Ref: Health and Safety 1*

Introduction

The health and safety of the girls in the care of Queen's College is one of our prime concerns. There are, accordingly, clear procedures laid down by the school to organise the provision of First Aid for the girls and staff both on and off the school premises.

It is assumed that all girls attending school are healthy and fit to cope with the school day without leaving lessons for medical attention. The College Nurse is there for accidents, emergencies and illnesses that occur during the course of the school day. The College Nurse is deputised by the Assistant College Secretary.

If a girl is too unwell to remain in school then the nurse will contact her parents so that she may be taken home, or to inform parents if the girl needs to be taken to hospital. Any girl who has had an accident requiring urgent medical treatment will be taken by ambulance; call 999.

Further information can be obtained from 'Guidance on First Aid for Schools' issued by the DCSF which itself offers a list of useful publications and contacts.

School Provision

In accordance with legislation and good practice the school will ensure that:

- adequate training and guidance is available for first aiders.
- a risk assessment is carried out to ascertain the needs of the school and the level of provision required.
- the necessary equipment, and facilities are available as well as the appropriate number of first aiders.
- all staff are made aware of first aid arrangements and that INSET time is provided for training of new First Aiders and updating those with qualifications. The school invites staff to volunteer to become first aiders.
- a written record is kept of all significant accidents both on and off the premises in the 'Accident Records Book' and that College Nurse is informed of major injuries without delay. Five Year Storage is provided in the Nurse's Room for Registers, Accident Reports, Medical Certificates, Parents' Absence Letters, Medical Attendance Sheets, and Medical Cards.
- a record is kept of any first aid treatment administered.
- medical forms are completed for each girl by the parents on admission to Queen's. This form describes any relevant medical or pastoral history, any relevant treatment and newly diagnosed conditions. These medical forms are in a locked filing cabinet.

College Practice

All teachers and other staff are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of girls in the College.

The College nurse is located in her room (in 49 Harley Street). It is a part of her responsibility to administer first aid and to organise a girl's transfer to hospital in the case of an emergency. Her room is open from 8.00 am – 4.00 pm, but the girls are not permitted to visit the nurse during lesson times, unless it is an emergency. During the school day, surgery hours are during break and lunchtime.

A first aider must complete an approved course and hold a valid certificate of competence. The certificate is valid for 3 years and the school will organise refresher training before its expiry. 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. A list of qualified first aiders/appointed people is available in the staff handbook and can be found in the following locations:

- the Nurse's room
- the staff room
- front office
- the Science department
- the PE department

First Aid Materials

First aid containers marked with a white cross on a green background are sited in the following areas of the school:

- Front Office
- Nurse's room
- the preparation rooms of the laboratories
- Art department
- Kitchen
- Gymnasium

The College nurse is responsible for stocking and checking the boxes on a regular basis and additional supplies are available from her.

It is good practice to have a box available at sporting/outdoor events and those taking trips should obtain a first aid kit from the school nurse prior to departure.

This policy is reviewed each year by the Council of Queen's College at its

AGM.