

KIRKHAM GRAMMAR SCHOOL

POLICY DOCUMENT

FIRST AID

This is a whole-school policy and is applicable to Kirkham Grammar Senior School (KGS) and Kirkham Grammar Junior, Infant and Pre-School (KGJS).

Policy number: 35	Originating date: September 2003	Date last reviewed: March 2019	Next review: March 2022
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AIMS

- To provide a statement of the first aid provision at Kirkham Grammar School.
- To cover on and off-site activities when the first aid care of staff, pupils and visitors is the responsibility of the school.
- To provide a format for the regular review of procedures and to ensure best practice in all aspects of first aid cover.

This policy should be read in conjunction with other school policies related to First Aid:

- Asthma
- Health and Safety
- Administration of Prescribed Medication
- Spillage of bodily fluid

FIRST AID PERSONNEL AND RESPONSIBILITIES

Senior Management and Surgery Managers are responsible for reviewing this policy.

The Health and Safety Officer will make arrangements for new first aid training or refresher training as/when required, in liaison with the Senior Leadership Team.

Surgery Managers are responsible for checks of the contents of all the First Aid boxes held on the school site. These checks will take place each half term. The boxes will be restocked and the check recorded in a designated book. Staff should be aware that they can request first aid items, from the Medical Centre, at any time during the school day if they run short between checks.

FIRST AIDERS' MAIN DUTIES

The main duties of the First Aiders are to give immediate help to casualties with common injuries and illnesses and those arising from specific hazards at school. When necessary, they should ensure that an ambulance or other professional medical help is called.

In the Senior School, any child or adult requiring attention over and above that being rendered initially should be sent or taken to the Medical Centre for assessment/treatment unless instructed otherwise by professional medical staff at the scene.

In the Junior School, any child or adult requiring attention over and above that being rendered initially should be sent or taken to the School Staff Room to be assessed by a First Aider. If necessary, the Surgery Manager will be called to assess the injury/illness further. All accidents requiring some form of first aid treatment should be recorded on an Accident Report Form (Appendix D) which are kept in the Staff Room. These forms are then given to the School Office, who will inform parents/carers via telephone, if applicable, and a copy of the accident form is sent home. One copy is also placed on the pupil's file and one is retained by the Headmistress.

All accidents requiring some form of first aid treatment should be recorded on a Pupil Accident Report Form (Appendix B/C/D). The Surgery Manager will also enter treatment details in a hardback book, kept in the Medical Centre.

Appendix A is a copy of the notice which is posted on school noticeboards identifying all currently qualified First Aiders.

FIRST AID PROVISION

The Medical Centre is open from 9.00 am to 4.00 pm. It is attended by the Surgery Managers.

The Medical Centre is kept stocked with a comprehensive range of first aid items.

All members of staff should acquaint themselves with the whereabouts of the nearest first aid box. All the boxes are green with a white cross and their locations identified with a green first aid notice. These boxes must remain at their allocated site when not in use.

The contents of each box may vary slightly, based on risk assessment needs, but they all hold the following items:

- disposable gloves
- mediswabs
- assorted plasters
- sterile gauze
- sterile normal saline

LOCATION OF FIRST AID BOXES IN THE SENIOR SCHOOL

- Medical Centre – 2 boxes + defibrillator

- School administration office
- Staff Common Room
- Canteen
- E6 (Junior Art Room)
- E7 (Senior Art Room)
- All 7 Laboratories
- Technology Room 3
- Lawrence House Pavilion
- Old Hall
- MPH
- Caretakers' Lodge
- Sandhurst

LOCATION OF FIRST AID BOXES IN THE JUNIOR SCHOOL

School Surgery – 2 boxes
 School Office
 Staff Room
 Changing Rooms
 I1 Classrooms
 DT Room
 Pre-School

OFF-SITE ACTIVITIES

For school trips, day or residential, staff should consider the level of first aid required – especially if the trip involves the risk of injury or will take place in a remote area. If the first aid requirements exceed the provision carried by the minibuses a box can be made up on request by the Medical Centre staff. This will require one week's notice.

Pupils must have inhalers for asthma or epipens for anaphylaxis if required. Those without will not be allowed to travel off-site.

SPORT COVER

The Games staff should always carry a first aid bag to training sessions and matches. The contents of these should be checked on a half-termly basis. These bags have a card attached which details all of the relevant emergency information for quick reference (Appendix E). Staff should also carry a mobile 'phone to contact the Medical Centre in case of emergency. This is particularly important when supervising pupils on the 'bypass' rugby pitches, which are effectively off-site.

The ambulance service has been given a map of the access to the 'bypass' pitches. Ambulances are unable to gain direct access to the pitchside, as the bypass bridge is too low for the vehicles, and the station is aware that we may need to request an air ambulance for serious neck/back injuries. This situation also applies to the all-weather surface.

A Surgery Manager is employed to be on duty to cover weekend home rugby fixtures in the Senior School. She is based in the Medical Centre - tel 01772 688114. A physio is also on duty who is positioned at the side of the pitch.

The PE Department maintains an up to date health and safety policy incorporating first aid.

AFTER SCHOOL ACTIVITIES

For sports training and matches after school the Games department cover their own first aid requirements.

If a pupil requires hospital treatment his/her parents/carers should be contacted for day pupils and the House Parent on duty should accompany boarders. Parents/carers should be notified of any significant first aid treatment given to their child.

Contact numbers will be kept up to date, in case of emergency.

AFTER SCHOOL SOCIAL EVENTS

First aid qualified staff attending a school function can request the first aid bag from the Medical Centre to be available. In this situation a named First Aider must accept responsibility for administering any care required during the function.

INDIVIDUAL CARE PLANS (ICP)

There are a number of pupils within the Junior and Senior Schools who, because of their medical background, may need specific first aid attention, eg for anaphylactic shock; epilepsy; brittle asthma; or diabetes. These pupils have individual care plans, identifying their needs and what action should be taken in the event of an emergency. Medical Centre staff liaise with parents/carers when preparing the pro formas. Medical Centre staff should also arrange for the relevant staff to receive training for the administration of any individual treatment, eg Epipens. The completed care plans are located in a folder in the Staff Common Room and copies are held by relevant staff. ICPs are updated on an annual basis (including their identification photograph) or more regularly, depending upon receipt of medical information.

Some pupils may require an individualised Emergency Box, containing personal medical treatment and written instructions for care. These boxes are held in the Junior School Office (KGJS) and the Medical Centre for Senior School pupils.

If a pupil has a personal Emergency Box this must accompany him/her on any off-site activities.

WHEN TO CALL AN AMBULANCE

If in doubt always use the ambulance service immediately – do not wait for the Medical Centre staff.

An ambulance should always be called by staff in the following circumstances:

- A significant head injury
- Fitting, unconsciousness or concussion
- Difficulty in breathing and/or chest pains
- A severe allergic reaction
- A severe loss of blood
- Severe burns or scalds
- The possibility of a serious fracture

Pupils taken to hospital in an ambulance will be accompanied by a member of staff unless parents/carers are able to reach the school site in time to go with their child themselves. Parents/carers will be informed immediately of any medical emergency and told which hospital to go to.

A School Register of pupils with ICP is maintained for all staff in the Staff Common Room. Staff are made aware of ICP information in meetings and at the start of each term.

On school visits a review of any individual's medical situation is required.

REPORTABLE INJURIES:

The Medical Centre will refer all reportable injuries according to RIDDOR immediately diagnosis is confirmed. Details including the RIDDOR reference number are included on the Accident or Incident Report Form (Appendix B).

ACCIDENTS

All accidents/incidents resulting in injury will be recorded on the appropriate forms (Appendix B/C/D) and contact made with parents/carers by medical staff or the teacher in charge. Should any pastoral or behavioural issue be involved the Incident Report for KGJS (Appendix D) will be completed as well to ensure the matter is followed up by pastoral staff. First aiders dealing with accidents will ensure the Medical Centre is involved at the earliest opportunity and the forms will be generated by the member of staff concerned with additional medical details from the Medical Centre.

BODILY FLUIDS

From time to time staff will have to deal with bodily fluids deposited on the school premises. Policy number 53 gives guidance on how this should be dealt with.

APPENDICES

Appendix A	Notice of Trained First Aiders
Appendix B	Accident or Incident Report Form for Pupils (KGS)
Appendix C	Pupil Accident Report (KGJS)
Appendix D	Pupil Incident Report (KGJS)
Appendix E	Procedures for Staff Members at Sports Fixtures

Kirkham Grammar School
Registered Charity No: 1123869 and Registered Company No: 6195985

FIRST AID



YOUR TRAINED FIRST AIDERS ARE

Junior School Teaching Staff

Mrs K M Aldeen*
 Mrs S R Anyon*
 Miss J A Bentley*
 Mrs C A Blacow*
 Mr G Brookes
 Mrs C L Brown
 Mr C Butterworth
 Mrs L Case
 Miss C D Evans
 Mrs H Farquharson
 Mrs G V Jones*
 Mrs S L Kenchington
 Miss L J Knowles
 Mr S Lewis*
 Mr A M Oddie
 Miss J L Richardson*
 Mrs E Riley*
 Mrs N Rowlands

Junior School Teaching Staff cont

Mrs G L Simpson
 Mr M Smith
 Mr A Ward

Senior School Teaching Staff

Mrs H L Atkinson
 Miss E A Chiekrie
 Mr D Gardner
 Mrs J M Glover
 Mr M J Hancock
 Mrs L Lovell
 Mrs T Marsh
 Mr S W Moffatt
 Mrs L D Osborne
 Mrs A L Parr
 Mr G S Partington
 Mr M J Percy
 Mr J P Roddam

Senior School Teaching Staff cont

Dr A B Rollins
 Mrs A Sutcliffe
 Mrs S J Taylor
 Mr S R Taylor
 Mr A E Trenhaile
 Mr S R Whittle

Surgery Managers

Mrs A M Riley

Boarding House

Mrs J Dinsley
 Mrs J A Dugdale

Catering Staff

Ms D L Lennie

*Staff with a paediatric qualification

KIRKHAM GRAMMAR SCHOOL



ACCIDENT OR INCIDENT REPORT FORM FOR PUPILS

1. Injured or affected pupil:

Surname:	Forename(s):
Address:	Age:
	Gender:
	Form:
Telephone:	Status:

2. Details of accident or incident:

Nature of accident or incident:	
Location:	
Date:	Time:
Witnesses:	

3. Details of injury/treatment:

Nature of injury:			
Part of body:			
Treatment (tick boxes):			
No treatment	First aid	Medical Centre called	Parent notified
Subsequent treatment (tick boxes):			
Sent home	Attended GP	Sent to hospital	Number of hours detained

4. Description of events leading up to the accident or incident and possible causes:

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5. Description of immediate actions:

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6. Review of options to prevent recurrence and recommendations:

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7. Outcome (tick boxes):

Not off school		Off school for more than three days		Permanent partial disability	
Off school for less than three days		Permanent total disability		Temporary incapacity	

8. Health and Safety Executive informed in compliance with RIDDOR:

RIDDOR Reference No.:
Signature:

9. Report completed by:

Name:	Signature:	Date:
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10. Please return to Surgery ASAP

[If the accident or incident occurs at a weekend please return this form to the Boarding House Parent (Academic) on the day].

Original to: Surgery → Headmaster → Health and Safety Officer → Surgery for filing
office use only

11. Headmaster:

Name:	Signature:	Date:
Insurance Notified	<input type="checkbox"/>	

KIRKHAM GRAMMAR JUNIOR, INFANT AND PRE-SCHOOL

PUPIL ACCIDENT REPORT

NAME:	CLASS:	DATE AND TIME OF ACCIDENT:
LOCATION:		
Slipped/tripped <input type="checkbox"/>	*Bumped head <input type="checkbox"/>	
Fell <input type="checkbox"/>	*Other <input type="checkbox"/>	
*(please provide details) _____		
INJURY TO _____:	TREATMENT:	
Graze <input type="checkbox"/>	Ice pack applied <input type="checkbox"/>	
Cut <input type="checkbox"/>	Graze cleaned <input type="checkbox"/>	
Sprain <input type="checkbox"/>	Plaster applied <input type="checkbox"/>	
Bruising <input type="checkbox"/>	Bleeding stopped <input type="checkbox"/>	
Nosebleed <input type="checkbox"/>	Reassurance given <input type="checkbox"/>	
Additional information (if required)		
Signature of First Aider		

Please place completed forms in the tray on the Staff Room table.

FOR OFFICE USE ONLY

	Time	By whom (initials)
Parent contacted by telephone		

KIRKHAM GRAMMAR JUNIOR, INFANT AND PRE-SCHOOL

PUPIL INCIDENT REPORT

NAME:	FORM:	DATE OF BIRTH:
DATE OF INCIDENT:	LOCATION:	
TIME OF INCIDENT:		
BRIEF DESCRIPTION OF INCIDENT:		
SIGNATURE:	WITNESSED BY:	

Please return completed form to the School Secretary

Copy to:
 Mr S Lewis, Health and Safety
 Mrs H Shuttleworth, Deputy Head
 Form Teacher

PROCEDURES FOR STAFF MEMBERS AT SPORTS FIXTURES
TO BE KEPT IN FIRST AID KIT

Surgery	01772 688114
Anne Marie	07977 401340
Joanne	07981 672673
Ian	07788 504730
Ed	07709 524071

- 1. All staff must have a First Aid Kit and mobile phone.**
- 2. In case of accident – if the situation can be managed on pitch side appropriate first aid to be administered.**

If unsure or the accident is more serious phone the surgery for advice.

PHONE 999 If an ambulance is needed eg:

Sudden collapse
 Cardiac arrest
 Acute head injury
 Obvious fracture
 Serious bleed / signs of shock.

Kirkham Grammar School, Ribby Road, Kirkham, PR4 2BH

If you are on the pitch over the bypass ensure you inform the ambulance of your location:

Kirkham Grammar School Playing Fields: From A583 turn into St George's Park at the roundabout by the Kingfisher, at mini roundabout turn right onto Foxwood Drive, at the T-junction turn right, take 3rd right onto Long Meadow, bear left to end of the road, take dirt track on right hand side, a gate leads under the bypass to the playing fields.

3. Procedure for minor injuries needing School Surgery assistance

Once first aid has been administered at the pitch side, assess if the casualty needs transporting to the school surgery:

Check Are they able to walk themselves
 Do they need escorting by an appropriate adult
 Is transport needed – if so contact a Groundsman for assistance, check who is on duty

4. Appropriate paperwork to be completed and followed up:

Accident forms
 RIDDOR in more serious situations

REMEMBER Equipment in surgery if needed:
 Defibrillator
 Wheelchair

DO NOT move any casualty with head/neck injuries or obvious fractures