

First Aid, Accident and Emergency Policy

April 2022

Summerhill School policy in this area is to meet the relevant statutory requirements in providing first aid facilities on site to deal with all likely accidents and illnesses that may happen to any member of staff or student. First aid kits are provided throughout the site at various locations and can also be found in the Summerhill School pool car.

Responsibility for replenishing first aid stock is taken by the individual house-parent / teacher where the first aid kit is sited. Replenishing first aid stock in the following areas: the staff room (including 'bum bags'), the kitchen, the café, the San bathroom and the school car, is done by qualified first aiders. Replenishment is done at the beginning of every term and at any other time when required and the 'First Aid Check List' sticker for that area is signed by the person replenishing the kit.

All accidents and injuries, unless minor, must be recorded in the Accident Book which is kept in the staff room. As a rule of thumb, any accident that requires treatment from a medical professional (doctor, nurse etc.), even if it is two or three days after the event, must be recorded in the Accident Book.

The relevant accident form must be submitted to the school office, as soon as possible, so that a report can be made to RIDDOR (Reporting of Injuries, Disease, and Dangerous Occurrences Regulation).

Completion of the Accident Book and RIDDOR are legal requirements.

All staff should have a full understanding of the school's *Safeguarding and Child Protection Policy*.

EMERGENCY FIRST AID

In the case of an accident, where possible, two experienced staff members will assess the situation and decide if the casualty can be dealt with on site, needs to attend Leiston Surgery, to be taken to Ipswich A&E or an ambulance called. This will depend on the severity of the situation. This decision can be further informed by calling the NHS advice centre on: 111.

All house-parents, and staff who drive school vehicles, undertake First Aid training and refresher training every three years. (See Transport Policy).

All other full-time, live-in staff (i.e. teachers) undertake the same First Aid training and refresher training every three years. In addition, where possible, domestic and kitchen staff are invited to attend.

Thus, a qualified first aider is available on site at all times. Further, only staff trained in first aid can take children on school trips. All full-time, live-in staff trained in First Aid are listed in the staff room.

Guide to Action:

1. Minor scrapes, cuts & sprains, bruising, grazes, colds, headaches etc. are **treated on site**. If in any doubt, get a second opinion from an experienced member of staff and / or call Leiston Surgery or call 111.

All medication given must be recorded in the medical records. Treatments for minor illnesses/injuries such as plasters, cold packs, antiseptic / antihistamine cream, throat sweets, herbal teas etc. are not recorded unless the treatment is required on a closely repeated basis. Any adverse reaction to minor treatment must be logged in the child's medical record for future reference and dealt with accordingly.

2. Suspected fractures, severe cuts, severe pain, severe internal pains, dizziness, conditions causing severe pain with no clear cause – get a second opinion from an experienced member of staff and / or call Leiston Surgery or call 111, or take to Ipswich A&E, or call an ambulance.
3. Obvious broken bones, severe blood loss, loss of consciousness, severe internal pain following a fall (possible internal injury), sudden severe fever of an unexplained nature (possible meningitis), stopped breathing. **Do not move the patient. Call an ambulance.**
4. **If in any doubt, do not hesitate to call an ambulance.**
5. The child's medical records must accompany them to hospital.
6. Ensure Zoe, or Will, or Henry, **and** Andrew are informed. Zoe, or Will, or Henry should be kept updated so parents can be kept informed.

Cuts and Wounds

- A quick check should be made for cuts or breaks in the skin, where such occur, a suitable dressing should be applied. Staff handling food should have access to coloured plasters.
- Disposable gloves should always be used when dressing cuts, wounds etc. or when cleaning up spillages of blood or other bodily fluids. Gloves should be available in all first-aid kits.
- All spillages of blood and bodily fluids should be cleared up immediately using bleach. (1 part bleach to 9 parts water.)
- Soiled items such as gloves, wipes, cloths etc. should be sealed in separate bags and disposed of appropriately.
- After dressing wounds and disposing of soiled items, hands should be washed thoroughly with anti-bacterial soap.

School Trips

- A suitably stocked first-aid kit should be carried by a member of staff on school trips.
- All adults in the group should have mobile phones and know how to contact the emergency services.
- The **minimum** contents for a travelling first-aid kit (the bum-bags) are:
 - First Aid advice leaflet
 - 6 Individually wrapped sterile adhesive dressings of assorted sizes, including some hypoallergenic dressings
 - 1 large sterile wound dressing (18 x 18)
 - 1 medium sterile wound dressing (12 x 12)
 - 1 triangular bandage
 - Safety pins
 - 4 alcohol free wipes
 - 1 pair of disposable gloves (vinyl)
 - 1 strip wound closures
 - Resuscitation face shield
 - Assorted plasters
 - 2 burn free gels
 - 3 eyewash pods
- Considerations for first aid needs on school trips include:
 - the number in the group
 - the nature of the activity
 - any likely injuries
 - the nearest hospital

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