



## First Aid Policy

The policy for first aid will be based on the Department for Education and Skills 'Guidance for First Aid in Schools' and although not subject to UK Health and Safety law King's College, Soto de Viñuelas will endeavour to maintain at least the minimum requirements of this legislation. This policy should be read in conjunction with the "Health and Safety Policy".

### **Responsibility**

- According to the DfEE, in its document "Guidance on First Aid for Schools", the employer is responsible for the health and safety of their employees and "anyone else on the premises".
- The Headteacher of the School, or in his/her absence the Deputy, has ultimate responsibility for Health and Safety at school. It follows therefore that he/she must, with the support of other professionals, ensure that:
  - 1) The School environment is safe; that a Health and Safety Policy is in place.
  - 2) Guidelines and rules promoting safety are adhered to, and
  - 3) All staff in the School have an adequate awareness and knowledge of health and safety issues.

First Aid at King's College, Soto de Viñuelas is administered by the School Nurse or designated First Aider in the absence of the afore mentioned individual (teachers or other staff, who have undertaken a current practical training in First Aid).

Unless they hold a recognised and valid first aid certificate, staff are appointed persons (see guideline in 'Guidance on First Aid for Schools' DfEE for definition; 'an appointed person is someone who takes charge when someone is injured or taken ill' and are therefore expected ONLY to give first aid treatment for which they have been trained/feel confident to administer. Teacher's conditions of employment do not include giving first aid, although any member of staff may volunteer to undertake these tasks. 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 the pupils at the school in the same way parents might be expected to act towards their children. In general, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.

How many First-Aiders are required?

- An appointed person is the minimum legal requirement.
- There are no rules on exact numbers but as a guide a lower risk place of work (e.g. shops, offices and libraries) should have at least one first-aider for every 50-100 employees.



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- King's College, Soto de Viñuelas falls into the lower risk category. However, account should be taken of the fact that all first-aiders may not be in the school at the same time (due to sickness, residential trips, nurse not being on-site etc.) and because of this, first-aid training should be given to more than the minimum recommended number of people to ensure adequate coverage at all times.
- A First-Aider will have undergone specific training as set out by the Health and Safety Commission.
- Schools such as King's College, Soto de Viñuelas with Early Year provisions should follow Early Years Foundation Stage guidance and ensure that there is always at least one person on the premises (and on outings) who holds a Paediatric First Aid certificate.

### **Immediate Action when dealing with a Serious Incident.**

First Aiders are taught the following steps in dealing with any emergency:

1) Assess the situation.

Quickly and calmly find out what has happened, and look for further dangers, such as fire, chemicals, etc., which may still be present.

2) Make the area safe.

Protect the casualty, yourself and others from danger. Do not attempt to do too much yourself.

3) Assess all casualties and give emergency aid.

Appropriate and adequate emergency aid may alleviate pain and suffering, and occasionally even save a life (remember the ABC: Airway, Breathing and Circulation are vital requirements). Prioritise according to severity of injury when dealing with multiple casualties.

4) Get Help.

Summon School Nurse/qualified First-Aider. Quickly ensure that any necessary specialist help is on the way.

5) Complete an Accident/Incident Form.

Detail what happened, what the injury was and what you did immediately.

6) Contact the parents if necessary and inform the Head of School if incident is serious



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### **Practical Steps in the School Situation.**

The Teacher is usually the first person to be involved in managing an accident or sudden illness. He/she must therefore carry out at least steps 1 and 2 above himself until the school nurse/first aider arrives on scene. The School Nurse/First Aider will decide (depending on the nature and the severity of the problem) whether the casualty should be moved. Much of this is common sense; a basic knowledge of safety and First Aid is also required.

Here a list is of staff with Paediatric First Aid training who can be contacted to deal with the incident:

*Appointed School Nurse:* Sara Gómez Terol

#### *Primary:*

Jodie Furlong	Morgane Follett	Declan MacDonald
Luke Tamblyn	Lorena Malvárez	Bethan McLean
Nerea Allica	Karen Klameth	Jade Alton
Dawn Sutherland	Lulu Olais Kimai	Paul Guillard
Susan Lincoln	Kerrie Mortlock	Elena González
Maureen Purdue	Linda Booth	Kelly Thornes
Patricia Carrasco	Meredith Silburn	Virginia Maestro
Amanda McLean	Paula Parkinson	Gemma Galler
Nadejzda Peche	Nicola Burke	Katie Evans
Joanne Weale	Silvia San Román	Joseph Simmons
Ana Castellano	Mar Vallejo	Rebecca Fry
Sally-Anne Banks	Carolina Vivas	

#### *Secondary:*

Michael O'Connor	Iratxe Zarraga	Agustina Martínez
Luke O'Sullivan	Ana Molinete	Carmen Requena
Cathy Kong	Póla Cuinneá	Rebeca Pintos
Johanna Clark	José Espinosa	Xabier Urizarbarrena
Mark Blake	Daniel Molloy	James Jones
Philippa Bromhead	Gemma Kelly	Sarah Garrison
Ian Robertson	Helen Amos	Hanan Nazha
Martin Glynn	Simone Balani	Michaela Tucker-Blackford
Juliette Robinson	Laura Esteve	Illias Laaouina

#### *Admin Staff:*

M <sup>a</sup> del Rocío Urraca	Tatiana González Concheiro	Cristina Canalda
Julia Tucker-Blackford		



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### **Authorised use of Defibrillator in case of emergency**

Adrián Gómez

Amir Tarighpeyma

James Jones

Ana Molinete

José Espinosa

Philippa Bromhead

Charlotte Christiansen

Tatiana González Concheiro

Ana Cepeda

Cristina Canalda

Nerea Allica

Iratxe Zarraga

Julia Tucker-Blackford

Defibrillators are located in the main reception entrance (by the receptionist desk), in the sports hall (next to the teachers' toilets) and in Tenbury House (in the main hall).

The teacher also has responsibility for the rest of the class, so will, if necessary, send or take the casualty to the Nurse's room where First Aid help is available. In the case of minor aches and pains or minor injuries a pupil feeling unwell may be accompanied by another pupil to visit the School Nurse. The accompanying pupil should return to class as soon as the casualty has been handed over to a responsible adult. Alternatively, the School Nurse /First Aider can be summoned to the scene of an incident. In this case the teacher should stay with the casualty and send a responsible pupil or adult for help.

The Headteacher or Deputy must be informed, via the Secretary or office staff, as soon as possible in the event of a serious incident. When a pupil is involved, the parents are also informed by telephone (trying first the home and then the work telephone numbers). If the parents cannot be contacted immediately the Headteacher must act "in loco parentis".

First Aid treatment is given either where the casualty has been injured or in the Nurse's room. Continuing care is given if necessary either at school or by sending the casualty home or to hospital. The School Nurse/First Aider and/or Headteacher decide whether the casualty needs to be transported by car, taxi or ambulance. In the event of a less serious injury that requires physician follow-up or examination, it is the parent's responsibility to transport an injured pupil to hospital if a visit to the Casualty department or doctor for evaluation is deemed necessary.

In a serious emergency, a casualty would be taken, accompanied by an appointed person to the nearest casualty department (usually "Hospital Universitario de Madrid, La Paz" being the nearest) appropriate to their requirements. This decision will be made by the School Nurse/Headteacher.

### **Accident/Incident Records**

All serious medical incidents or accidents should be recorded on the "Accident record form", kept in the cupboard in the Nurse's room. Less serious incidents for Nurse Office visits are recorded in the daily log on the nurse's desk and later entered onto the school computer system. If the accident happens out of the nurse working hours, the accident should be recorded in the Accident Log Book kept in the Reception; PE Office, Baby Unit, Prep. Room (S206) and Tenbury House.



By law, this information should include the following:

- Name, year, date, time and location of incident.
- Nature of injury.
- Treatment given.
- Follow-up taken (i.e. sent back to class, sent home, doctor/parents called etc.)

Entries should be made by any staff member who dealt with the case and telephone contact made with parents, where appropriate (for more serious injuries or potentially contagious illnesses, and all head injuries). In addition, for serious accidents an Accident/Incident Form should also be completed immediately, signed by the Teacher or individual who witnessed the accident/incident, the person administering the first aid and the Health and Safety Officer. The parents should be informed by telephone as soon as possible.

The Health and Safety Officer should review the incident forms in order to ensure that incidents are indeed handled properly and to determine and eliminate any avoidable causes of accidents.

### **Quantity, Contents and Location of First Aid Kits**

(Reference to Guidance on First Aid for Schools, DfEE).

As a minimum, employers are required to provide a fully stocked first aid container on each site.

There are *First Aid kits* located around the school in the following locations:

- |                                             |                                               |
|---------------------------------------------|-----------------------------------------------|
| - EYFS building: E0A & E0B & Baby Unit      | - New Sports Hall –S107 and S206              |
| - EYFS building: Hall, second floor.        | - Dining room.                                |
| - EYFS playground.                          | - Kitchen: staff toilets.                     |
| - KS1 playground: Toilets.                  | - Kitchen: staff changing room.               |
| - Infants – B0F (Staff room).               | - Portable Cabin (History block), next to T1. |
| - Infants – B0O (Jo Weale’s classroom).     | - School Shop.                                |
| - Infants – B0C (Paula Parkinson’s office). | - Tenbury House: Office, Kitchen & Car.       |
| - Administration – Headteacher’s Secretary. |                                               |
| - New Sports Hall – P. E. Office.           |                                               |
| - New Sports Hall – Swimming pool.          |                                               |

First aid cupboard in Nurse’s room with at least the minimum provision of supplies.

First Aid Bags for Residential and Day Trips (located in cupboard in nurse’s office).

An emergency healthcare list is kept on display in the medical room and other strategic places as well as by First Aid containers.



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Whenever possible, the school nurse or a member of staff with paediatric First Aid training will deal with body spillages. However, all staff should be made aware of the need for infection control with correct disposal of infectious materials and the wearing of gloves when handling such material or body fluids (see guidelines for dealing with spillage of bodily fluids under Infection Control Policy).

### IN CASE OF AN EMERGENCY, CALL 112

List of qualified First Aiders on display board hung on every classroom, in staff rooms and in Nurse's office.

#### References:

1. First Aid at Work. The Health and Safety (First Aid) Regulations 1981
2. Update on the review of the Health and Safety (First Aid) Regulations 1981  
[www.hse.gov.uk/firstaid/review/dec05.htm](http://www.hse.gov.uk/firstaid/review/dec05.htm)
3. Guidance of First Aid for Schools DfEE
4. First Aid at Work; Your Questions Answered <http://www.hse.gov.uk/pubns/indg214.pdf>

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