



TAVERHAM HALL

Preparatory School

FIRST AID POLICY

[A list of First Aiders can be found at the end of this document]

We have a purpose built Medical Room, known as Surgery, at Taverham Hall School, led by two matrons, both of whom are qualified nurses and are qualified to work as designated First Aiders.

First Aid Availability (at the point of need)

There is a matron on duty in the Surgery every day. A resident matron is on call for boarders at night time. Matrons will administer first aid, deal with any accidents or emergencies, or help if someone is taken ill. They will also be able to provide pupils with appropriate homely remedies as per those outlined in the Medical Record for each child. Matrons will be called out to children where practical, but we also have a number of members of the teaching staff who are trained and qualified as First Aiders, who are capable of giving first aid if, for example, your child is injured during sport. There is a suitably qualified member of staff in each area of the school estate. A list of staff who currently hold a First Aid qualification, is below. The matrons and other staff have enhanced their first aid training with a course on Anaphylaxis.

Consent to treatment

Parental consent to medical treatment and first aid is obtained at the point of admission. You will be asked to complete a new medical form each academic year, but please inform the matrons should there be any medical changes in the meantime. All new pupils and staff are given information on where to go for help in the event of an accident as part of their induction into the school. There are first aid notices around the school.

Parents are requested to sign the following statement upon joining the school when they complete the Medical Form for their child:

Emergency Treatment Consent

Under Section 2(a) of the Standard Terms and Conditions of the School, I consent to emergency medical treatment, including general anaesthetic and operation under the NHS or at a private hospital, where certified by a doctor necessary for the welfare of my child and if we cannot be contacted in time.

First aid boxes

These are placed in all the areas of the school where an accident is considered possible or likely such as the Sports Hall and swimming pool. We always take first aid boxes with us when groups of pupils go out of school on organised trips or to participate in sporting events. The matrons check the contents of the kits on a regular basis or when notified that items have been used.

Records

We keep records of all accidents and injuries, and have a procedure in place for ensuring that they are reviewed regularly in order, where possible, to minimise the likelihood of recurrence. The board of governors view the log regularly.

Parental Contact

We will always contact you, as a parent, if your child suffers anything more than a trivial injury, or if he or she becomes unwell, or if we have any worries or concerns about his or her health. Children sustaining a significant head injury will be monitored, parents will be contacted and a Head Injury form will be issued to parents. An accident form will be completed.

Matrons are always available to discuss any concern that you may have relating to your child's health.

Please report to the matrons in surgery if your child has any minor ailment, before taking your child to their form tutor, who must also be informed.

When your child returns to school following an absence due to illness, please inform the matrons upon your child's return. This must also be confirmed in writing or by email to the school office, confirming the dates and reason.

No prescribed or over-counter medications, including throat lozenges, are to be in a child's possession. They must be handed in to the matrons at the start of the day.

Special Health Needs

Lists of those with Asthma, Epilepsy etc are posted in the Common Room and Surgery. Tutors and teaching staff are made aware and given training where necessary.

Asthmatic children are aware that their inhalers are kept in surgery and these are given to staff when necessary e.g. games and outings etc.

Dietary needs are posted in the Common Room, Surgery and kitchen serving area. Tutors and those sitting at the head of a table on which those with special dietary needs sit are made aware.

Hygiene Procedures – Bodily Fluids

Use the *Emergency Spillage Compound* provided for this purpose. Follow the package instructions carefully.

- Blood/Vomit etc on carpeted areas

Always wear rubber gloves - use hot soapy water (biological soap powder is best) - rinse well and dry thoroughly (may need to use hair dryer) HIV cannot survive on dry surfaces.

- Washable surfaces

Apply neat bleach and then wash well with hot soapy water - rinse and allowed to dry.

Cloths and mops to be soaked in bleach solution after use.

Emergency Services

Clear guidelines for contacting emergency services are displayed in the Surgery.

RIDDOR

Certain injuries and illnesses are reportable to RIDDOR. Staff should check the website to see if this is necessary. <http://www.hse.gov.uk/riddor/guidance.htm>

November 2010

FIRST AIDERS IN SCHOOL NOVEMBER 2010

Names in **RED** indicate designated First Aiders. Names in **GREEN** indicate Paediatric First Aiders.

LOCATION / DEPT	NAME	Qualification Date	Type	
Surgery	IVES, Elaine	03.09.09	First Aid for Schools	
	MIDGLEY, Kate	19.11.09	4 day First Aid @ Work (Refresher)	
Grounds	SKIPPER, Mike	10.09	4 day First Aid @ Work	
	HAVIS, Terry	03.09.09	Emergency First Aid @ Work	
Prep	CHAPMAN, Claire	06.09.10	Schools First Aid	
	CROSSLEY, Mike	03.09.09	First Aid for Schools	
	BANKS, Neale	01.03.11	ITC/Outdoor	
	DREW-BATTY, William	05.09.08	B.Y. First Aid	
	FOULKES-ARNOLD, Viv	01.09.08	B.Y. First Aid	
Prep	GOLDSMITH, Steve	24.09.08	Emergency First Aid	
	GOLDSMITH, Jo	22.09.09	Paediatric First Aid	
	HAMBIDGE, Fiona	05.09.08	First Aid for Schools	
	HAMILTON, Ross	01.09.08	B.Y. First Aid	
	HOARE, Jane	01.06.09	Paediatric First Aid	
	MARLES, Judith	06.09.10	Schools First Aid	
	MARTIN, Iain	06.09.10	Schools First Aid	
	MENEGAZ, Sarah	01.09.08	B.Y. First Aid	
	NEWTON, Irving	05.09.09	B.Y. First Aid	
	PENNELL, Juliet	03.09.09	B.Y. First Aid	
	RUST, Sue	01.09.08	B.Y. First Aid	
	STAMP, Wendy	06.09.10	Schools First Aid	
	WOOD, Edward	06.09.10	Schools First Aid	
	Pre Prep	FRY, Ruth	01.06.09	Paediatric First Aid
		KNIGHT, Valerie	01.06.09	Paediatric First Aid
JOLLY, Denise		01.06.09	Paediatric First Aid	
TULLY, Barbara		01.06.09	Paediatric First Aid	
Nursery	BANKS, Penny	01.07.09 01.03.11	Paediatric First Aid & ITC Outdoor	
	MARTIN, Nicky	05.11.10	Paediatric First Aid	
	LINTON, Jenny	12.12.09 17.10.08	Emergency Aid & ITC Outdoor	
	STEED, Amanda	01.06.09	Paediatric First Aid	
	KNIGHTS, Sue	06.09.09	Paediatric First Aid	
Toddlers	GABRIEL, Sharon	22.09.09	Paediatric First Aid	
	ROSE, Jackie	16.10.10	Paediatric First Aid	
Admin.	CROSSLEY, Alex	06.09.10	Schools First Aid	
	RICHARDSON, Carole	01.09.08	Emergency First Aid	
Housekeeping	MATTHEWSON Paula	03.09.09	B.Y. First Aid	
	WARR, Debbie	03.09.09	B.Y. First Aid	
	PAGE, Veronica	03.09.09	B.Y. First Aid	
Kitchen	BUNTING, Deborah	03.09.09	B.Y. First Aid	