

The First Aid procedure at AAGS is in operation to ensure that every student, member of staff and visitor will be well looked after in the event of an accident, no matter how minor or major.

In the event of an accident all members of the school community should be aware of the support available and the procedures available to activate this.

All Staff have a responsibility to ensure the safety and well being of all pupils and fellow staff. The Head Teacher ensures that First Aider/s are available on –site all the time. All First Aiders complete a training course.

FIRST AIDERS:

Names are printed and displayed in medical room

The First Aider must give instant help to casualties with common injuries or illnesses and any injuries happening from particular hazards at school. All First Aiders have the responsibility of the treatment of any person on the school premises.

If and when necessary, ensure that an ambulance is called for.

Preserve good communication to ensure that accident reporting, risk identification, reduction and elimination is efficient.

Action for sick or injured pupils

- Weigh up the nature and seriousness of the situation in terms of the pupil's safety.
- Inform medical room/First Aider for advice and aid.
- If at any time the pupil is unconscious but is breathing, make a top to toe survey, place in the recovery position then send someone to reception to call for an ambulance. If necessary use mobile phone from the classroom to call for a First Aider.
- Write down short details of the sickness/ injury to report to the First Aider.
- In the case, if the injury is not of a minor nature, send the pupil (accompanied) to the First Aider/Medical room
- Ensure the parent/Guardian is informed.
- The injury/incident form must be completed and kept on file.
- Minor incidents the First Aider must write all details in the First Aid book in the medical room.
- In serious cases/ situations, the Head Teacher must be informed.
- Pupils must not be sent home, except by a senior staff and only when parental permission has been obtained. Parents will be required to collect pupils who are ill. If this is not possible the pupil maybe accompanied by a member of staff.

Medical room

This room is made available for medical treatment.

- Sink with running water
- Drinking water
- Paper towels
- A bed clean pillow and blanket
- Antibacterial hand wash
- Clean protective garments for First Aider
- Waste bin
- Recording book

Cleaning Bodily fluids

Direct contact with body fluids has the potential to spread germs. So it is very important to clean it up quickly.

- Gloves must be worn
- Wipe as much of the visible material as possible with disposable paper towels and carefully place the soiled disposable material in a leak proof, plastic bag that has been securely tied.
- Always ensure that any abrasions or cuts are covered immediately with a suitable and waterproof dressing
- For blood and bodily fluid spills on carpeting, blot to remove the fluid as quickly as possible, then the area must be cleaned with a detergent.
- Wash hands thoroughly with hot soapy water.

Informing Parents

Parents must be notified of all injuries, accidents or illnesses, however minor that took place in school. Parents are to be telephoned immediately or as soon as it is possible. The injury/accident/illness is recorded. For minor matters the form tutor or teacher writes a comment in the pupil diary.

Medication

All staff are made aware of pupil medical conditions within a meeting. Any Medication that has to be consumed by the pupil all relevant medication forms are completed and kept on file. Asthma inhalers are with pupils as well as kept in reception with First Aider.

HEAD AND DEPUTY HEADS OF SCHOOL:

- Ensure all new staff are made aware of First Aid procedures in school.
- Ensure that they always obtain the history relating to a student not feeling well, particularly in the cases of headaches, to ensure that no injury has caused the student to feel unwell.
- Ensure that in the event that an injury has caused a problem, the student **must** be referred to a First Aider for examination.

- At the start of each academic year, provide the first aid team with a list of students who are known to be asthmatic, anaphylactic, diabetic, epileptic or have any other serious illness/allergy.
- Have a file of up to date medical consent forms for every student in each year and ensure that these are readily available for staff responsible for school trips/outings.

TEACHERS:

- Familiarise themselves with the first aid procedures in operation and ensure that they know who the current First Aiders are.
- Be aware of specific medical details of individual students when publicised by Heads of Year.
- Ensure that their students/tutees are aware of the procedures in operation.
- Never move a casualty until they have been assessed by a qualified First Aider unless the casualty is in immediate danger.
- Send for help to the Office as soon as possible either by a person or telephone, ensuring that the messenger knows the precise location of the casualty. Where possible, confirmation that the message has been received must be obtained.
- Reassure, but never treat, a casualty unless staff are in possession of a valid Emergency Aid in Schools Certificate or know the correct procedures; such staff can obviously start emergency aid until a First Aider arrives at the scene or instigate simple airway measures if clearly needed.
- Send a student who has minor injuries to the office if they are able to walk where a First Aider will see them; this student should be accompanied.
- Send a student who feels generally 'unwell' to their respective Tutor and not to a First Aider, unless their deterioration seems uncharacteristic and is causing concern.
- Ensure that they have a current medical consent form for every student that they take out on a school trip which indicates any specific conditions or medications of which they should be aware.
- Have regard to personal safety.

OFFICE STAFF:

- Call for a qualified First Aider, unless they are one themselves, to treat any injured student. This should be done by mobile contact if this will hasten contact.
- Support the First Aiders in calling for an ambulance or contacting relatives in an emergency
- Send students who simply do not feel well to the Medical Officer/s.
- **NOT** administer any medication themselves.