



EAGLE HOUSE SCHOOL



Academic Year 2023 - 2024

Title of Policy:	First Aid Policy
Policy/Procedure Owner:	Rachel Pascoe Deanne Guest
Date Last Reviewed:	1 st September 2023
Ratified by Governors:	n/a

Policy should be reviewed annually and review details included in italics at the end of the policy together with the initials of who reviewed the policy. Any amendment mid-year also to be tracked at the bottom of the policy.

All policies to use the font Gill Sans MT font size 11.

Introduction

- By the nature of our grounds and open environment, it is quite probable that accidents can and will happen. Staff will, at all times, do everything they can to ensure the safety of the children and prevent accidents.
- A minimum of one staff member qualified in First Aid is always on each school site when children are present. First Aid boxes are updated by the Matrons and located at key points throughout the school and accompany trips away from school.

School Procedures

- If a child or member of staff has an accident, they will receive first aid from a qualified person. If staff, qualified in first aid, are in the room/area at the time of the accident they will take immediate action.
- If the injury is not serious and the person is capable, the person will be sent to Matrons Surgery. When possible, they should be accompanied by a member of staff or another child. All children from The Nest and Pre-Prep will be accompanied.
- If the injury is serious and the person is unable to go to Matrons Surgery, someone must be sent to get the Matron on Duty. If they are not present at The Surgery, the emergency button outside the door should be pressed. This sets off a pager held by the Matron on duty. The person should then wait for Matron to arrive. They must then be taken to the incident.
- The incident will be quickly assessed and any further assistance that may be required will be requested. Should Matron deem an ambulance necessary, another adult will make the 999 call. Other Staff present will take action to remove other children from the area.
- If hospital attention is needed but not as an immediate emergency, the Matron will contact the parents by telephone and arrange for them to either meet the child at the hospital or take the child to the hospital themselves. In the event that the Matron is dealing with the incident and therefore cannot phone, another member of staff will make the phone call.
- If it is necessary to call an ambulance, a member of staff will escort the child to hospital. The child's medical records and personal details will be given to the accompanying staff for use on admission at the hospital.
- If a staff member is required to transport a pupil to hospital in their personal car, they will firstly seek permission from the pupil's parent/guardian and will inform the headteacher. They will ensure that they have a valid driving license.

Insurance cover is provided under the Occasional business use policy for Eagle House School.

Please refer to Appendix A - 999-call procedure by boarding staff between the hours 6pm to 8am.

The Matrons will be responsible for screening all children's paperwork on entry to the school to identify any serious medical condition e.g. diabetes, anaphylaxis, epilepsy. The Matrons will then, in conjunction with the parents, produce a tailored Individual Healthcare Plan (IHCP) (please refer to Appendix A). The Matron will update iSAMS with a 'medical red flag' to identify any children with serious medical conditions for staff to be aware. If required, the Matron will arrange any specific relevant additional training for staff.

Boarding children, where parents are abroad or not in the near vicinity, will always be accompanied by the Matron or Boarding Staff when hospital treatment is required.

The nearest hospital is

- Frimley Park Hospital
Portsmouth Road,
Frimley
GU16 7UJ

Telephone 01276 604604

Sports Fixtures and Events

- A Matron will be present at all major sporting fixtures and events in liaison with the Director of Sport. First aid will be provided for both Home and visiting teams.

Treatment

- Gloves and aprons are to be worn at all times when dealing with any bodily fluids. Bodily fluid spillage kits are available from the surgery and in the cupboard in the dining room. All soiled dressings, used gloves etc. will be disposed of in a clinical waste bag or bin. Wounds will be cleaned and appropriate dressings applied.

Documentation of Accidents

- All first aid treatment will be documented in the treatment book and if it is a pupil, copied onto their individual health record on ISAMS.
- Matron will email any significant treatment to parents/guardians. If anything is deemed more urgent then Matron will telephone the parents/guardians.

- Should a child sustain a bump to the head for which hospital treatment is not sought, parents will be emailed with advice of signs and symptoms to look out for over the next 48 hours if necessary. If the child remains at school, staff will be alerted to observe the child carefully.
- An email will be sent to parents, if a child received any medication under the 'Homely Remedies Protocol'. The parent will also be rung if felt necessary.
- Significant and Serious Accidents are to be documented not only on iSAMS, but also in the Accident Book and reported under the RIDDOR system when appropriate. Guidance can be found at www.hse.gov.uk/riddor.

The Headmaster and Head of Operations must be informed of any serious and significant accidents, and any 'near misses' in the aim to potentially prevent an accident in the future.

Staff are reminded that accidents and injuries sustained by colleagues and/or adults on the premises should be dealt with and recorded, in accordance with this policy.

Location of First Aid Kits

Standard First Aid Kits with pocket masks are kept at the following locations:

- Reception
- Swimming Pool

Standard First Aid Kits are kept at the following locations:

- Staff Room
- Pre-Prep
- Wooton Building
- Malan Building
- Music Block
- Late Stay Room
- Sports Hall
- Food Technology
- The Nest

Standard First Aid Kits with Eye Wash Stations are kept at the following locations:

- Shed / Workshop
- Science Labs
- Kitchen
- Swimming Pool Plant room
- Design & Technology

Basic Sports First Aid Kits for away matches: In the cupboard opposite Matrons' surgery

Public Service Vehicle Kits are kept at the following locations:

- All five minibuses

Outdoor Pursuit First Aid Bags

- 2 x Bags with Holiday Club

First aid kits will be checked and replenished at the beginning of every term and staff are to inform Matrons when they use something so that Matrons can replace the necessary equipment.

Trip First Aid Bags

First Aid bags for school trips are obtained from the Matron on duty. Academic staff must give notification of the trip and the Year Group attending to the Matrons with sufficient notice.

The Matrons will then provide a first aid kit, children's health information, and any additional equipment required for children with individual health needs.

First Aid Training

The Matrons are responsible for ensuring all relevant boarding staff are adequately qualified in First Aid and Medicines Administration if necessary, and that their training is up to date with accurate records held. The Bursar is responsible for the whole school staff, their first aid training and record keeping.

In the event of any child needing emergency treatment for either the dentist or optician, please contact the following:

Emergency Dental Contact Details

**Heathwood Dental Practise
1 Kings Road
Crowthorne
RG45 7BF**

Tel: 01344 776933

**The Old Library Dental Practise
Lower Broadmoor Road
Crowthorne
RG45 7LA**

Tel: 01344 761 758

Emergency Optician Contact Details

**Norman Prince and Partners
85 Church Street
Crowthorne, Berkshire
01344 772 062**

**Castle Optical
21 Duke's Ride
Crowthorne, Berkshire
01344 771 454**