

FIRST AID POLICY

Equipment

Comprehensive first aid equipment is located in the Medical Room on the wall next to the medicine cabinet at the Coventon Road site. There is a first aid kit in the kitchen area of the Anniversary Building at and in the Laundry/ Medical Room in the Weston Building at the Wendover Road site.

First aid kits for off-site activities are located in each Medical Room and **must** be taken when pupils go off-site and be returned to the medical room when you return from the trip. The school nurse will be responsible for ensuring that the first aid kits are kept stocked.

First aid kits contain the following items:

- (a) A printed card listing the contents and a leaflet giving general guidance on first aid.
- (b) Individually wrapped sterile dressings.
- (c) Sterile eye pads with attachment.
- (d) Triangular bandages (sterile or, if not, with suitable sterile coverings for serious wounds).
- (e) Safety pins.
- (f) Selection of medium, large and extra large sterile un-medicated dressings.
- (g) Where mains tap water is not immediately available at least 900ml of sterile water, or sterile normal saline solution, should be provided.

The contents of the first aid boxes must be clean and dry.

Disposable plastic gloves are also available.

Procedure

In the event of an accident requiring first aid, one of the staff holding current first aid certificates or nursing qualifications should be called.

A list of the persons holding current certificates can be found next to the first aid box in the medical Room and on the attached list.

In the event of an accident or medical emergency, an ambulance will be called, or with parental consent, the child will be conveyed to the Accident and Emergency Department at Stoke Mandeville Hospital, accompanied by a qualified first aider.

In all instances of medical emergency, parents will be informed and consulted immediately.

Current Emergency First Aid in School Certificate

Current First Aid Certificate at Work

Coventon Road site:
Jo Boxall

Amy Bennett
Tracy Bonson
Lizzie Bonson Forbes
Jo Hatton

Wendover Road site:
Julia Eadie

Szilvia Kopor
Jola Lecko
Chandni Upadhyay
Leah Lewis (Sports First Aid)

Heritage House/Chiltern Hills:

Louise Gardner
Jorge Alves

Current Paediatric First Aid

Coventon Road site:

Jo McCarthy
Jo Boxall
Petula Lunt
Lizzie Bonson Forbes
Jo Hatton
Amy Bennett
Tracy Bonson
Polly Kempson
Jordan Thornhill
Shleena Lee
Leslie Griffin
Sarah Hyde
Charlie Moran
Caroline Collins

Wendover Road site:

Chandni Upadhyay
Julia Eadie (to February 2017)
Szilvia Kopor
Jola Lecko (to February 2017)
Jenny Parker
Ali Mountfield
Laurel Allen
Zsofia Czimer

Heritage House School

Louise Gardner
Jorge Alves (to February 2017)

Trained Nurses

Karen Wood, Sam Gomm

Date: October 2016

Review Date: October 2017

To be reviewed by: Head teacher and school nurse.