

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 First Aid Certificate at Work

Coventon Road site:

Amy Bennett
Natalie Harris

Wendover Road site:

Julia Eadie
Szilvia Kopor
Chandni Upadhyay
Leah Lewis (Sports First Aid)

Current Paediatric First Aid

Coventon Road site:

Jenny Regan (maternity leave)
Amy Bennett
Jo McCarthy
Lizzi Bonson Forbes
Petula Lunt
Polly Kempson
Shleena Lee
Leslie Griffin
Sarah Hyde
Charlie Moran (mat leave 2017-2018)

Wendover Road site:

Chandni Upadhyay
Szilvia Kopor
Caroline Collins
Ali Mountfield
Laurel Allen

Trained Nurses Karen Wood, Sam Gomm

Date: October 2017

Review Date: October 2018

To be reviewed by: Head teacher and school nurse.