



## First Aid Policy

### Principles

- Medical treatment is NOT within the remit of **any** school staff, except where the child has ongoing needs and an agreement has been reached between the parents and the school. At all times the principle objective is First Aid, the intention of which is to save life, prevent further injury and hand over to medical personnel.
- **Accidents and near misses must be entered in the Accident Log** held in the reception office. The supervising teacher is responsible for this. A copy is sent home with the injured person. There is a second logbook in the early years department. These are reviewed at each Health and Safety Committee meeting.
- First Aid box to be kept in the office to current specifications and permanently prepared to take to accidents where the victim cannot move to the office. Small kits of plasters and minor supplies to be kept at locations round the school, and each kitchen and workshop. Reception staff are responsible for ensuring the kit is complete.
- At any given time there should be at least three full time members of staff with current First Aid at Work or Appointed Person certificates.
- Additionally there should be a substantial number (at least three) of teachers, assistants and other staff with current basic or paediatric first aid training.
- Risk assessments for class trips should cover first aid. At least one supervisor on a class trip should have some first aid knowledge to a level appropriate to the circumstances of the trip.
- Simple first aid kits are available in every section of the School, generally shared between up to three classrooms and in each kitchen and workshop. An accident form must be completed for any injury.
- Although some irrigation / washing may be appropriate, staff will *not* attempt to clean wounds.
- Where wounds / injury may need medical attention urgently parents will be advised and asked to collect the child.
- Disposable latex gloves must be used to clean up spillages of any body fluid and for any first aid involving open wounds
- In emergencies an ambulance must be called.

### Procedure

1. Where there is a serious or potentially serious injury an ambulance should be called by the first aider or in emergency the member of staff or person present. This is imperative in the case of pupils likely to be suffering from severe allergic reactions, anaphylaxis, acute asthma, or any other acute life threatening condition or injury.
2. The first aider should stay with the patient if at all possible until the patient and all relevant information has been handed to the ambulance personnel.
3. Parents should be informed at the first available opportunity.
4. In cases of pupils with medical awareness protocols such as anaphylaxis, follow individual protocol. If in any doubt, an ambulance should be called.
5. When a child is taken to hospital by ambulance, if the parent has not managed to arrive in time, a staff member will accompany the child to the hospital and meet the parent there. *Such staff member must take the pupil record card from the office and be alert for medical notes such as allergies etc.*

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6. In cases of head injury or other situations which may require parental vigilance, a note to parents will be handed to the child. In such circumstances it may be appropriate to ask a classmate to show the note to teachers of subsequent lessons and to be alert. The pupil should *remain under constant observation, in class if well enough*.

### **Parents / Guardians**

- Parents are asked to ensure that they have provided the school with sufficient contact numbers and are able to arrange for the child to be picked up in an emergency.
- Parents must make the School aware in writing of any medical problems a child may have, and keep the School updated.
- Parents are asked to ensure that where a child is at risk of anaphylaxis or other dangerous life threatening conditions, that the School is informed in writing and a medical awareness form and / or protocol drawn up.

### **Medication including Epipens**

1. Separate protocols apply for each person identified with serious or life threatening allergies or at risk of anaphylaxis. These cover the carrying of the medication, symptoms and awareness arrangements.
2. The School will not provide medication or any other pain relief.
3. Pupils above Class 6 likely to need pain relief are permitted to carry one or two tablets sufficient for their need for that day only.
4. No medication will be administered to any child unless prescribed by a General Practitioner and with the prior written permission of a parent/carer.
5. No member of staff is allowed to administer any medication by the injection route other than where emergency medical protocols require it such as for anaphylaxis.
6. Medication to be locked away.
7. Parents to provide letter of instruction with medicine, dosage, and times each day that medication is required to be administered.
8. When administering medication it must be documented and signed on an Administration of Medication form. These must be kept for two years and provided for parents to see if required.
9. Medicine to be sent home with child.
10. Medication other than those mentioned in 1) and 3) above to be kept in a locked cupboard.

### **First Aid Supplies**

1. The Sick Room cupboard will contain most first aid supplies including materials for cleansing. Supplies will be maintained by the office staff.
2. *All medication will be kept in the safe, with the exception of epipens, ventolin and medication subject to an individual protocol.*
3. The school does not administer or keep any homeopathic remedies for pupils.

Policy last reviewed August 2016  
Lesley Taberer, Bursar

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