



First Aid Policy

The following outline procedures for incidents at school and in the dormitories.

General Sickness

Sick children during school hours must report to a teacher.

A teacher will bring them up to the administrative floor and hand over the child to the nurse or one of the administrators if the nurse is not present.

If a teacher is not accompanying the child, the child will be given a note for the nurse.

Sick room: Any student in the sick room without a note must be sent back.

The nurse will then decide if the child should be sent home, back to the dorms, to a doctor or to the hospital.

In the case that the nurse is not in her office;
Children are advised to seek assistance from the Residential Director or Counsellor or a member of the administration on the 3rd floor.

The administrator will ask for a note in case the child is not accompanied by a teacher, check the child into the sick room, and decide what to do next.

An admission and records chart to the sick room will be created and posted on the back of the door.

The Nurse visits the sick children in the dormitories in the mornings and before she goes off duty.

In the mornings, the Nurse informs the school of all sic residential students.

The Nurse keeps all medication in a safe and locked cupboard in her office; she also updates the first aid kits in the sick room and in the dormitories.

For non-head injuries

If a child states they have had an injury or accident or a member of staff sees an incident or potential injury, but there is no physical mark, sign or symptom, then the child should be appropriately counselled, but no paperwork needs to be completed.

If there is a sign or symptom then the child should be referred to the Nurse. These incidents will be recorded in the register.

For any serious non head injury, parents must be contacted.

In the absence of the Nurse, a first-aider is contacted during the day, or a dormitory parent in the evening or weekends.

A list of first-aiders is posted on the Nurse's door.

For head injuries

Head injuries include the face & ears, not just the top of head.

All head bumps / injuries should always be referred to the Nurse who will decide if parents need to be contacted.

If a child states they have hurt their head or a member of staff sees a child bang their head, then the child should be examined, the Nurse consulted & appropriate treatment provided.

In the case of day students, only if the injury is deemed serious by the Nurse will the parents be contacted. The school's advice to parents should always be that the parent decides any next steps.

In the absence of the Nurse, a first-aider is contacted during the day, or a dormitory parent in the evening or weekends.

A list of first-aiders is posted on the Nurse's door.

Appropriate paperwork should be completed for all visible head injuries.

N.B. Any member of staff in school whether first aid trained or not should act in a reasonable way over accidents and injuries. Acting in "loco parentis" with appropriate 'duty of care' covers any reasonable action or decision taken.

As the severity of the situation demands, Dormitory parents or the school office may call for an Ambulance immediately. In the case of day students, the office will immediately inform the parents of the transfer to the hospital, so they can join their child.

Documentation and records

All injuries & accidents must be recorded in the Accidents Register at the school office.

Letters/emails must always be sent home for children who have any head injury / bump.

It is the responsibility of the dormitory parent/Academic Director to make sure the letter is sent to the parent.

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This policy is a living document. It is reviewed continuously to keep it up-to-date with statutory and non-statutory guidance and legislation revisions/releases. This policy document is subject to at least one plenary review every three years.	
Last Plenary Review Date	Responsible Person
10_2023	V. Williams