

FIRST AID PROCEDURE at SHAPWICK PREP

First Aid training is completed as part of the INSET for all staff. All residential Houseparents must complete basic First Aid training and all other staff are encouraged to do First Aid training and update it every 3 years. We always ensure that there is a qualified first Aider on site at all times.

First Aiders

Name	Date next due	Name	Date next due
Burbach S	Jan 2012	Cooper K	Jan 2012
Wolfman F	Jan 2012	Preston J	Jan 2013
Whittock J	Jan 2012	Dyer C	Jan 2012
Coombes S	Jan 2013	Billany V	Jan 2013
Lush H	Jan 2013	Hewitt G	Jan 2013
Irons H	Jan 2013	Pollard C	Jan 2013
Gorodi C	Jan 2013	Windsor S	Jan 2013
Ponsillo J	Jan 2013	Hogg J	Jan 2013
Paterson S	Jan 2013		

1. Medicine and dressings administered or given to any pupil must be recorded in the duplicated record book provided. The top sheet should be removed from the book at the time of the recording and put into Houseparent's pigeon hole in the Staffroom. Houseparents should send in their record sheets as necessary on a daily basis. A checklist of exactly what is to be recorded is below. The details on the sheets received will be recorded on a daily basis in a central file by the School Assistant.
2. All medical/hospital/dental visits will be recorded in a duplicated book and recorded as above.
3. Where a dressing has to be given or an incident of a personal nature has to be dealt with, the pupil should be taken to the Sick Bay. (Keys are in the School Assistant's pigeon hole). Staff should obtain the assistance of any available qualified first aider on the staff to deal with the incident. If qualified staff are not available, the adult dealing with the incident should ensure they wash their hands, use disposable gloves where body fluids are involved and should record the incident below.
4. It is accepted that certain classrooms/teaching areas will have basic first aid facilities available, particularly where minor injury can occur due to the practical nature of the work. Minor incidents or scratches and grazes need not be recorded. Medicine (particularly Paracetamol) must not be available or given to pupils in the classrooms, and should

only be administered by Houseparents, the School Assistant or Duty staff. The first aid reporting routine must be followed as previously detailed where applicable.

5. If a child is ill, or needs medical attention whilst still in the boarding house, the Houseparent will take responsibility for supervising/arranging doctor visits etc.
6. If a child is ill or needs medical attention during the school day, then he/she should be taken to the Sick Bay in the school playground. The School Assisstant will take responsibility for the correct course of action, or contact the Houseparent or parent of a day pupil. A portable call button and sounder is available for use when appropriate.

If the School Assistant is not available, or if the incident occurs outside her normal working hours, the member of staff in charge must take responsibility for dealing with and reporting the incident to houseparents or parents of day pupils

7. If a Houseparent is available during the day, then they will be asked to look after the child, if feasible, if not the School Assistant/Duty staff will take the appropriate course of action.
8. Privacy is important to all individuals and only incidents of an extreme nature need to be recorded in the incident book in the staffroom. Classroom teachers will be informed of incidents when appropriate
9. Incidents where bodily fluids are involved: Wear gloves and assess the casualty. Ensure the area is safe for all concerned. Treat the injury/casualty as appropriate. Remove waste responsibly to prevent spread of infection.
10. Assessing Injuries/casualty: Follow the basic first aid procedure for unconscious or seriously injured casualties and call an ambulance. For where there is a suspected fracture, excessive pain or a head/back injury assess the casualty then either transport to hospital or if unable to move the casualty call an ambulance. All other casualties assess using Basic First Aid procedure and treat accordingly **if casualty not responding to treatment or if there is any doubt either transport to hospital or call an ambulance.**

CHECKLIST FOR RECORDING FIRST AID ADMINISTERED

RECORD (where applicable)

- Date
- Time
- Medicine (prescribed or otherwise)
- Dressing (elastoplast/wound bandage)
- Antiseptic used
- Cause of incident
- Nature of illness/injury
- If further action required
- Who has been informed of incident (if required)

Copies to School Assistant/Staffroom/Houseparents/all staff

Addendum following meeting with Mr Brown Pharmacy Inspector (CSCI) – 09/11/05

- The Headmaster to check all boarding house and Prep school medicine records (Ritalin, paracetamol and any other regularly used medicines) and to log onto the computer at Shapwick to check their records
- A record must be kept of how many paracetamol are bought and distributed to boarding houses
- A staff book to record paracetamol used – all staff to be included
- All prescriptions to be recorded
- Past medical records to be put on disc when pupils leave and to be archived
- Creams and lotions not to be used for more than one person
- Record all usage of sun cream and whether the pupil has refused or not.
- Record when buying bottles of sun cream and distributing to boarding houses
- Training to use Epi-Pens must only be given by a qualified nurse – not by a parent
- Insulin – ensure correct storage of insulin in fridge between 2 and 8 degrees. Must be kept secure
- Be aware that MELATONIN can be used as a vitamin supplement. It is illegal if given by a third party. Can be bought legally in USA or over the Internet. **MUST NOT BE GIVEN BY SCHOOL STAFF**

The policy will be reviewed and updated annually by the Headmaster

Next due on: 1st September 2012