

# St Martin-in-the-Fields High School for Girls

A CHURCH OF ENGLAND ACADEMY  
CO-ED SIXTH FORM



## FIRST AID POLICY

**APPROVED: JUNE 2022**

**DATE TO BE REVIEWED: JUNE 2023**

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**Approved: June 2022**  
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At St Martin's, we are a family community built from Christian values. We believe, most importantly, that we belong to something much greater than ourselves – Christ is at the centre of our Church of England school community. In all that we do, we seek to show God's care for our students. We live, love and learn together. Students of all faiths and none are welcomed into our school family. We value, respect and celebrate all faiths and cultures because we are inspired by a welcoming, inclusive and loving God, seen in Jesus Christ and lived out through the Holy Spirit, alive in every person.

**Our vision**

A high achieving Christian Girls' School with a thriving mixed Sixth Form where excellence is exemplified and encouraged, ensuring an enriching educational experience where our students appreciate that learning is not a matter for school but for life and productive citizenship.

**Our Mission**

Inspired by our motto "Caritate et Disciplina" Our mission is to create a safe, caring, happy and inclusive community underpinned by our Christian values. We want our students to shine and grow together in faith and knowledge, developing their unique gifts and talents both in the classroom and in the wider life of the school and beyond.

We believe that reverence for God, respect for self, others and the environment is essential in today's society and we therefore dedicate our effort towards fostering these virtues. During their time at St Martin's, they will be empowered to fulfil their learning potential because they are Hopeful, Enquiring, Respectful, Organised, Independent and Collaborative. Our students will fulfil their academic potential, but more than this, they will develop the skills, competencies and personal qualities and characteristics that will help them to be successful in the future in whatever route they choose to take.

*'Show yourself in all respects to be a model of good works, and in your teaching show integrity, dignity and sound speech. Titus 2:7-8*

**St Martin's School Prayer**

Dear God,

We thank you for your love and your promise to be with us. At school or work, at rest or play, help us to feel near to you and hear your voice. Inspired by St. Martin's example, may we always show respect, encourage one another and serve our community. Help us to be aware of our talents, be enquiring and independent. May your gifts of faith, hope and love shine in us today.

Amen

*Inspired by St Martin's School Prayer*

**We nurture. We develop. We educate. We are St Martin's.**

# First Aid at St Martin's

The First Aid procedure at St Martin's is in place to ensure that every child, member of staff and visitor will be looked after in the event of an accident, no matter how minor or major.

This policy is written in conjunction with DfE guidance on First aid in schools:

<https://www.gov.uk/government/publications/first-aid-in-schools>

It is emphasised that the team consists of qualified First Aiders and not trained doctors or nurses.

In the event of an accident, all members of the school community should be aware of the support available and the procedures available to activate this.

**The purpose of the Policy is therefore to:**

- provide effective, immediate and safe First Aid cover for students, staff and visitors.
- ensure that all staff and students are aware of the systems in place.
- provide awareness of Health and Safety issues within school and on school trips, to prevent, where possible, potential dangers or accidents.

**NB:** The term FIRST AIDER refers to those members of the school staff who are in possession of a valid First Aid certificate.

## First Aiders

First Aiders will ensure that their qualifications (provided by the school) are always up to date.

The Headteacher will ensure that first aid cover is available throughout the working hours of the school week and on school trips.

The First Aiders can be identified on the notice board in the staff room, in Student Services, the Sixth Form Reception, and at the Main Reception Desk, so that all staff, students and visitors know who to ask for assistance. First Aiders will always attend a casualty when requested to do so and treat the casualty to the best of their ability in the safest way possible by:

- following basic hygiene procedures: single-use disposable gloves must be worn when treatment involves blood or other body fluids. Care should be taken when disposing of dressings or equipment.
- calling for help from other First Aiders or Emergency Services if required.
- helping fellow First Aiders at an incident and provide support during the aftermath.
- acting as a person who can be relied upon to help when the need arises.
- in the event of a head injury it is the policy of the school to ask parents to pick up a child to take them to hospital or if necessary for the school to send them to hospital

directly; ensuring that parents are aware of all head injuries promptly.

## **First Aid on duty**

If the teacher on duty is not a certified first aider, they should stay with the injured child and send another child to alert the first aider to attend the incident and location.

## **Accommodation**

Whilst medication can be administered in the main office, there is a medical room that is private and has a sink.

## **Basic hygiene procedures**

If a child has an accident, which results in bleeding or vomiting, the following procedures will be followed:

- wear disposable gloves
- open cuts and sores will be covered with the appropriate dressings taking note of any allergies to plasters etc
- wash the wound with water
- wrap blood stained tissues in a plastic bag and dispose of separately in the outdoor waste bin
- wash blood splashes off the skin with warm soapy water or out of eyes with water
- clothes stained by body fluids will be wrapped securely in plastic bags and sent home with the student or parent when collecting the student.

## **Emergency Services**

It is the decision of the First Aider and Headteacher/ Senior Leadership Team or second First Aider to elect to call the emergency services. They will follow these guidelines:

An ambulance must be called for:

- a wound where blood flow cannot be stemmed
- a severe head injury (especially if resulting in loss of consciousness)
- hyperventilation lasting more than 10 minutes
- an epileptic seizure that continues for longer than is normal for the individual child
- an allergic reaction that has resulted in an Epi-pen being used
- an asthma attack where breathing is severely compromised

An ambulance may be called for:

- any suspected fracture
- a severe allergic reaction
- open wounds requiring stitches
- **If in any doubt about the patient's safety**

The First Aider will ensure that a child who is sent to hospital by ambulance has some or all of the following and is:

- accompanied in the ambulance at the request of paramedics.
- followed to hospital by a member of staff to act 'in loco parentis' if a relative cannot be contacted.
- met at hospital by a relative

The First Aider need not be the member of staff that is sent to accompany the casualty to hospital; however, an appropriate person should be sent.

Liaison **must** occur with the Headteacher/Senior Leadership Team to ensure that lessons are covered in the event of an absent teacher (due to the above).

The First Aider will keep a record of each child attended to, the nature of the injury and any treatment given. In the case of an accident, the Accident Form must be completed by the appropriate person on duty or who witnessed the accident.

**The Governing Board will:**

- provide adequate First Aid cover as outlined in the Health and Safety (First Aid) Regulations 1981 and First Aid in Schools DfE 'Guidance (Feb 2022).
- monitor and respond to all matters relating to the health and safety of all persons on school premises.
- ensure all new staff are made aware of First Aid procedures in school.

**Headteacher will:**

- make sure that they always obtain the history relating to a student not feeling well, particularly in the cases of headaches, to ensure that no injury has caused the student to feel unwell
- ensure that in the event that an injury has caused a problem, the student must be referred to a First Aider for examination
- at the start of each academic year, ensure there is a sufficient first aid team across the school and check if any refresher training is necessary for current first aiders.

**Teachers will:**

- familiarise themselves with who the current qualified First Aiders are. There are lists around the school to direct all staff to trained First Aiders
- be aware of specific medical details of individual children in their class. All parents/carers must complete the Medication consent form for any medicine required during school hours
- never move a casualty until they have been assessed by a qualified First Aider unless the casualty is in immediate danger.
- where a casualty is unable to move or come to the First Aider, the teacher must send for help, either by a person or telephone, ensuring that the messenger knows the precise location of the casualty.
- reassure but never treat a casualty unless staff are in possession of a valid First Aid Certificate, or know the correct procedures; such staff can obviously start emergency aid until a First Aider arrives at the scene or instigate simple airway measures if clearly needed.
- send a child who has minor injuries to wait in the Student Services seating area or to Main Reception if they are able to walk, where a First Aider will see them; this child should be accompanied.
- inform parents immediately of any serious accidents (and for all head bumps and injuries to the head).
- ensure that on school trips or any off-site activities that medical needs for every student with long term health are taken into account, which indicates any specific conditions or medications of which they should be aware. Any necessary medication must accompany students on school trips and off-site activities.
- have regard to personal safety.
- First Aiders and any witnesses must log any accidents as and when they occur using the form in the Main Office. Where there is an accident or injury such as a head bump, or ambulance called, or other serious nature, a Parent/Carer must be informed as soon as possible.

**Office Staff will:**

- at the start of each academic year, provide the staff with a summary of students who are known to be asthmatic, anaphylactic, diabetic and epileptic or have any other serious condition. It is the responsibility of each staff member to read the details for the students in their care. The individual health care plans are kept in the office and all health details must be kept securely and out of sight.
- have a file of up to date medical information for every student in each year that has long term health needs and ensure that these are readily available for staff responsible for school trips/outings.
- administer medications with parental consent. All parents/carers must complete the Medication consent form for any medicine required during school hours.

- call for parents/carers to collect a child when necessary. Permission must be obtained via the Progress Leader or Deputy Headteacher
- call for an ambulance when absolutely necessary.
- store all logged accident forms as and when they occur. A first aider should complete these forms for any First aid or accidents.
- maintain and keep a file on emergency contact numbers and important medical information.

## **Other policies and documents associated with the First Aid Policy:**

- Supporting Students with Medical Conditions Policy
- Safeguarding Policy
- Health and Safety Policy
- Medicines in schools policy