



## FIRST AID POLICY

Author/reviewer responsible:	AM / JJ	Last amended:	October 2024
Reviewed by:	SLT	Date of authorisation:	November 2024
Authorisation by resolution of:	Governors	Date of next review:	November 2025

### Introduction

Blanchelande College is committed to ensuring the health, safety, and well-being of all staff, students and visitors. First Aid provision is always available while people are on the College grounds, as well as off-site whilst on trips or visits.

### Policy Purpose

This First Aid Policy sets out the responsibilities and procedures for ensuring that adequate and appropriate first aid arrangements are in place to manage incidents that occur at Blanchelande College. The policy is reviewed annually and should be read in conjunction with the Health and Safety Policy. This policy covers, illness, first aid, accidents, record keeping and medicine management.

### Objectives

- To provide relevant training and ensure monitoring of training needs.
- To ensure the appropriate number of trained people as First Aiders to meet the day-to-day needs of the College.
- To provide sufficient and appropriate resources and facilities.

### Policy Compliance

- [‘Guidance on First Aid for Schools’](#) (Department for Education)
- [‘Supporting children at school with medical conditions’](#) (Department for Education)
- [Public Health - States of Guernsey](#) (Public Health, Guernsey)

### First aid needs assessment

The College’s provision is determined by a first aid needs assessment that takes into consideration:

- the physical College environment,
- employees, students and visitors, and
- hazards and risks present.

### Management and responsibility for First Aid

Responsibility for the implementation of the provision of first aid at Blanchelande College is delegated by the Trustees and Board of Governors to the Principal who determines the number and training needs of the Appointed Persons.



## **Appointed persons**

A qualified first aider's role is to respond to accident/medical incidents and carry out a basic assessment. If appropriate, this will involve accompanying the injured or sick pupil to the First Aid Room. Appropriate treatment and record-keeping are to be carried out. If a pupil is unable to relocate to the First Aid room, the first aider ensures that appropriate First Aid equipment is brought to them. In the case of a major incident or cardiac arrest, an ambulance is to be called (999/112); an automated external defibrillator (AED) is onsite. The AED is located outside the De La Salle Hall.

The designated first aider/matron in charge of the first aid room, is an individual who has undertaken an advanced 3-day First Aid in the Workplace course. They are responsible for assessing any illness or medical emergencies. They will then make decisions on treatment to be given and provide advice on where to seek definitive care. They are to keep clear and concise records on any first aid given or medication administered. This is to be recorded on the electronic Accident Report Form or iSAMS which covers all students, staff and visitors.

The First Aid Lead is responsible for keeping the First Aid Room stocked and manage medications.

All staff are responsible for practising infection control procedures e.g. wearing of non-latex gloves when dealing with bodily fluids. All medical dressings and gloves are to be disposed of in a yellow bag. These can be found in the First Aid Room and Junior Department.

The number of first aiders and level of training is reviewed annually by the Principal.

## **The number of appointed persons**

The number of appointed persons / First Aiders is reviewed annually – or more frequently, if required, taking into consideration:

- The age of the children (especially in the EYFS);
- the number of staff (and pupils) present at any one time;
- the number and location of first aid boxes;
- the level of experience of the staff;
- the number of staff and pupils with disabilities or specific health problems;
- the size, nature and location of the school premises to which members of staff normally have access in the course of their employment;
- the level of risk and any unusual or specific hazards (e.g. working with hazardous substances, tools or machinery);
- arrangements for travelling and off-site activities;



- arrangements for out of school hour activities such as wraparound care and parents' evenings;
- the types of activity undertaken;
- the proximity of professional medical and emergency services;
- accident statistics, based on incident reports and near-miss forms.

When selecting staff to be an Appointed Person or First Aider, the Principal will consider their reliability, communication skills, ability to learn, ability to cope with stressful situations and the ability to leave the work they are doing at the time.

## Sickness and Attendance

- Vomiting / Diarrhoea: Any child who is experiencing these symptoms during the school day will be sent to the First Aid Room. Parents will be contacted to collect.
- Return to College after sickness - the 48-hour rule: A child who has been off-school with a vomiting / diarrhoea must be *symptom-free for 48 hours* before returning to school. The Principal has the right to refuse a premature return to school following a vomiting / diarrhoea bug.

## First Aid training

There are three levels of First Aid training within the College:

1. First Aid at Work: the full statutory training certificate.
2. Emergency First Aid: a one-day training certificate.
3. Specific First Aid training, including Paediatric and Outdoor Education.

All qualifications are listed in Appendix A.

## Within the Infants and Juniors

For minor illness/injury, Infant and Junior pupils will be assessed by a paediatric first aider. If further advice is required, the first aid lead will be contacted. The paediatric first aider should follow the below guidance:

1. **If the injury is serious** e.g. cut, heavy fall, potential fracture, sickness, head bump, headaches, stings, allergic reaction etc the child should go to the first aid lead.
2. Children must not go to First Aid Lead without having spoken to a teacher or LSA first.
3. **If the injury is not serious** e.g. minor graze, small bump it should be dealt with by Infant/Junior staff where possible.



4. If you are on duty on the field, please take a first aid kit from the cupboard in the staff room.
5. If a Primary child has a minor injury and you deal with it, please let the Primary Secretary know so it can be electronically logged. If this is after 2.00pm add it to the red accident folder and it will be logged the following day.

It is the responsibility of staff to check the pupil's medical information – available in the Junior staffroom.

## **Within the Seniors and Sixth Form**

First Aid Lead is the point of contact for illness/injury.

## **Responsibility**

Teachers and other colleagues must familiarise themselves with the First Aid procedures and ensure they know who the First Aiders are. They should be aware of the specific medical details of individual students and ensure that the students are aware of the procedures in operation. Everyone must do all they can to secure the welfare of the students at Blanchelande College.

## **Emergency procedures and informing parents**

Any pupil who sustains an injury on the school premises should be taken to the First Aid Room, if the injury allows it, and is required. If the pupil is unable to attend the First Aid Room a designated first aider must be contacted and is to attend the scene.

Parents/guardians must be contacted immediately/at the time if the accident is serious, and a decision should be taken about whether to seek hospital attention:

- If the situation is life threatening, an ambulance must be called without delay, and the pupil should be transported to hospital. (Although this is at the cost of the parent/guardian, parental permission to call an ambulance is not required.)
- Staff should not take pupils to hospital in their own car other than in exceptional circumstances e.g. if an ambulance is unable to get to the emergency.
- It is the responsibility of every parent/guardian to ensure that the school has their correct contact details.

## **Head Injuries**

Accidents involving the head can be problematic because the injury may not be evident e.g. internal, and the effects only become noticeable after a period of time.



Even if the injury is minor, all head injuries should be closely monitored, and a phone call home is made. An email is sent to relevant staff to make them aware of the incident and to continue to monitor for any signs of concussion. Any serious head injury should always be referred for hospital treatment.

When an accident has taken place in the Nursery that involves further action by a health professional, the Early Years Inspection Team are to be notified within 24 hours of the accident occurring.

## **First Aid facilities**

There are a number of first aid boxes located around the school. The contents of first aid boxes are checked on a regular basis by the First Aid Leads in each area and any replenishments/replacements are actioned immediately.

Blanchelande College has a designated First Aid Room adjacent to the Main Office, on the ground floor by Reception. The First Aid Room contains the following facilities:

- A locked medicine cabinet.
- A medical couch for those needing medical assistance to rest and receive treatment.
- Hand washing facilities.
- Adjoining the room are bathroom facilities dedicated to the First Aid Room.
- Equipment for the management of infection control.
- First Aid box / all required equipment

## **Medication storage**

The medicine cabinet is locked at all times and contains both stock medication (paracetamol and antihistamine) and pupil-prescribed medication.

Inhalers and EpiPens are readily available in a separate cabinet (located just outside the First Aid room). All members of staff will be trained annually in the use and administration of Epi-pens. Individual allergy care plans are held within the First Aid room.

## **Reporting & record keeping medication**

All members of the school community should report any accident or incident, however minor, as soon as possible after it has occurred. This should be done by completing an accident form. The Accident Report will be countersigned by the Vice Principal (who is also Vice-Chair of Health and Safety Committee) and/or Bursar (Chair of Health and Safety Committee) before being passed onto the Principal. All Accident Report forms are co-ordinated by the Matron / First Aid Lead for review by the Health and Safety Committee.



Parents should be informed about any accident in the following categories:

- where a pupil has had to go to hospital;
- where a pupil is particularly upset by the accident;
- where a head injury is involved.

If, as a result of an accident, a pupil is taken to hospital and becomes absent from school, the Principal /Vice Principal should be notified immediately.

## **Statutory requirement to report**

Under the Reporting of *Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)* some accidents must be reported to the Health & Safety Executive (HSE).

The Principal must report accidents to the HSE as specified under Guernsey legislation. Details of this are specified in the Guernsey HSE guidance document '*Reporting an injury, disease or dangerous occurrence*'. A copy of this document is kept in the Principal's Office and is available to staff on request.

The Principal must keep a record of any reportable injury, disease or dangerous occurrence which must include the following details:

- date and method of reporting;
- date, time and location of the event;
- personal details of those involved;
- brief description of the event or disease.

## **Parents' responsibilities**

The following are the sole responsibility of the pupil parents/guardians:

- Keeping the College up to date with information about their child's medical needs. Medical information should be forwarded to the school office and colleagues should be aware of the likelihood of an emergency and know what action to take if one occurs.
- Parents must inform the school in writing of the type of medication that needs to be taken and the reasons for this medication
- They must give written consent for Blanchelande staff to administer medication to their child and be explicit as to what type can be administered.
- Supplying the school with medication in the dispensed packaging (if prescribed) containing the child's name, medication, dose and time.
- Make the school aware of any changes in their child's health and wellbeing.
- Ensure the school has any required medication the pupil may need.
- Restock medication as required and ensure that any medication kept at Blanchelande is up to date and has not expired.



- It is strongly advised that parents to provide the College with a spare inhaler / spacer (in the original dispensed packaging) for use in case of emergency e.g. the original inhaler is left at home or runs out.
- To take responsibility for the collection of medication no longer required, or at the end of the school year.

## **Protocols for medication**

Regardless of the medication being prescription or non-prescription (e.g. those providing relief from period pains or hay fever) the following rules apply:

- The College will only accept prescribed medicines that are in-date, labelled, provided in the original container as dispensed by a pharmacist and include instructions for administering, dosage and storage. Medication must be clearly labelled with pupil name, dosage and any medical instructions (i.e. when the medication must be administered).
- When no longer required, medications are to be returned to the parent/ guardian for disposal.
- Medication of any type should not be given by any member of staff to a pupil unless written consent has been given by parents/guardians. In exceptional circumstances, verbal request may be sought from the parent/ guardian providing; two members of staff receive the message, one of whom is First Aid Lead who will administer the medication. This will be logged in the First Aid book. Parents/carers must also submit a written medication request within 24 hours – available here or in reception - [Medical Information Form Blank.doc](#)
- Inhalers may be kept by pupils if they are considered responsible enough to do so.
- Prescription medicines are not administered unless they have been prescribed for a child by a doctor, dentist, nurse or pharmacist.
- A child under 16 should never be given medicine containing aspirin unless prescribed by a doctor.
- Medication, e.g. for pain relief, should never be administered without first checking maximum dosages and when the previous dose was taken. Parents should be informed.
- Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside school hours
- All medicines should be stored safely in the First Aid Room. Children of school age should know where their medicines are at all times and be able to access them immediately. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenalin pens (EpiPen) should be always readily available to children and not locked away. This is particularly important to consider when on school trips.



- A child who has been prescribed a controlled drug may legally have it in their possession if they are competent to do so but passing it to another child for use is an offence. The College should otherwise keep controlled drugs that have been prescribed for a student securely stored in the medical cabinet in the First Aid room and only named staff should have access.
- A member of staff may administer a controlled drug to the child for whom it has been prescribed providing they have received specialist instruction. Staff administering medicines should do so in accordance with the prescriber's instructions and recorded within the individual students 'controlled drugs book'.
- The College should keep a record of all medicines administered to individual children, stating what, how and how much was administered, when and by whom. Any side effects of the medication to be administered at school should be noted.
- When no longer required, medicines should be returned to the parent / carers to arrange for safe disposal. 'Sharps' boxes should always be used for the disposal of needles and other sharps.
- On joining Nursery, any child who is prescribed an inhaler must have a personalised asthma action plan. The plan must include structured education on the medications prescribed and details regarding how they should be given and how to recognise an asthma attack. This should be completed with advice from a qualified healthcare professional.

## **Record keeping**

A record of all administered medication must be kept by the First Aid Lead and must include the following details:

- Who was the medication administered to and by whom?
- When was the medication given to the pupil (date and time)?
- What medication was administered?
- Why was the medication administered?
- Any side effects of any medication administered should also be noted and parents informed.

## **Location of First Aid boxes**

First Aid boxes/bags are located in the following places:

- A-Level Lab (Science 4)
- Physics Lab (Science 2)
- Chemistry Lab (Science 3)





- Biology Lab (Science 1)
- Science prep room
- Rosaire Hall Kitchen
- Junior Staff Room
- Cookery Room
- Outside the Infant toilets
- Design Centre
- PE office
- Victor House staff kitchen
- Nursery department
- School minibuses x 5

The PE, Nursery and Infant staff have first aid kits for outdoor use. Additional portable first aid kits (for taking on offsite activities, etc.) are available from the First Aid Lead in the First Aid Room. It is the responsibility of staff to return first aid kits and advise of any contents used. A designated first aider will be present on any trip or off-site activity.

### **Contents of First Aid boxes**

Each first aid box should contain the following items: [First Aid kits equipment lists.docx](#)

### **Infection Control Procedures**

Blanchelande College provides Bio-hazard kits for the disinfection and removal of blood, vomit, urine and other bodily fluids. These kits are available in the First Aid room and Primary staffroom.

### **Emergency medical needs**

Medical needs which might give rise to the need for emergency support include:

**Anaphylaxis** - [Anaphylaxis](#)

**Asthma** - [Asthma](#)

**Diabetes** - [Diabetes](#)

**Shock** - [Shock](#)

**Bleeding** - [Bleeding](#)

**Epilepsy** - [Epilepsy](#)

**How to manage a knocked out adult tooth** - [Avulsed Tooth.docx](#)



## **Communication of Policy**

This policy will be available to all staff, students, parents, carers and visitors. It will be shared as part of the new staff induction, on the school's website and in the staff handbook.

## **Monitoring and Review**

This First Aid Policy will be reviewed annually and updated as necessary to ensure compliance with best practice. Incidents regarding first aid will be used to inform future revisions of the policy.



## APPENDIX A – First Aiders

Appointed Person	
Appointed Person with responsibility for day to day First Aid provision	Jo Masterton-Pipet / Jess Vivyan

First Aid at Work (statutory three-day course)			
Qualified staff	Date of qualification	Date of expiry	Contact details
Joanne Masterton-Pipet	1 <sup>st</sup> March 2023	26 <sup>th</sup> February 2026	Ext 229
Jess Vivyan	27 <sup>th</sup> March 2025	27 <sup>th</sup> March 2028	
Sarah Curle	16 <sup>th</sup> – 18 <sup>th</sup> September 2024	September 2027	

Activity First Aid (2-day course)			
Qualified staff	Date of qualification	Date of expiry	Contact details
Claire Cathcart	9 <sup>th</sup> February 2023	8 <sup>th</sup> February 2026	
Susie Sloman	13 <sup>th</sup> February 2025	13 <sup>th</sup> February 2028	

Emergency First Aid at Work (one day course)			
Qualified staff	Date of qualification	Date of expiry	Contact details
Morna McDougall	November 22 <sup>nd</sup> , 2023	November 23 <sup>rd</sup> , 2026	Ext 232
Danielle Potter	October 13 <sup>th</sup> , 2022	October 12 <sup>th</sup> , 2025	Ext 200
Zach Masterton-Pipet	October 5 <sup>th</sup> , 2023	October 4 <sup>th</sup> , 2026	Ext 232
Antonio Strappini	September 26 <sup>th</sup> , 2023	September 25 <sup>th</sup> , 2026	
Andy Manning	September 26 <sup>th</sup> , 2023	September 25 <sup>th</sup> , 2026	Ext 207
Darren Broad	May 31 <sup>st</sup> , 2023	May 30 <sup>th</sup> , 2026	Ext 205
Kath Guille	December 7 <sup>th</sup> , 2023	December 6 <sup>th</sup> , 2026	Ext 232
Steve Hutchison	April 11 <sup>th</sup> , 2024	April 10 <sup>th</sup> , 2027	Ext 201
Tricia Lewis	April 24 <sup>th</sup> , 2024	April 9 <sup>th</sup> , 2027	Ext 243
Pete Appelqvist	November 29 <sup>th</sup> , 2024	November 28 <sup>th</sup>	



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Paediatric First Aid Training			
Qualified staff	Date of qualification	Date of expiry	Contact details
Scarlett Le Page	2 <sup>nd</sup> March 2023	1st March 2026	Ext 264
Kate Taylor	10 <sup>th</sup> June 2024	10 <sup>th</sup> June 2027	
Faye Pedersen	15 <sup>th</sup> July 2022	15 <sup>th</sup> July 2025	
Jemima Carr	24 <sup>th</sup> June 2022	24 <sup>th</sup> June 2025	
Jo Hutchison	14 <sup>th</sup> May 2022	13 <sup>th</sup> May 2025	
Romey Le Masurier	18 <sup>th</sup> February 2023	12 <sup>th</sup> February 2026	
Becky Clarke	10 <sup>th</sup> June 2024	10 <sup>th</sup> June 2027	
Siri Skerker	18 <sup>th</sup> March 2023	17 <sup>th</sup> March 2026	
Linda Loveridge	18 <sup>th</sup> March 2023	17 <sup>th</sup> March 2026	
Gill Carre	18 <sup>th</sup> March 2023	17 <sup>th</sup> March 2026	

National Water Safety Management Programme			
Qualified staff	Date of qualification	Date of expiry	Contact details
Steve Hutchison	June 2023	June 2025	Ext 201

The school will ensure that first aiders are appropriately trained by accredited organisations and that qualifications are updated regularly.