



## ROUGEMONT SCHOOL

### FIRST AID POLICY

All the reception areas in each section of the school have fully qualified first aiders. They are there to administer first aid, to deal with any accidents or emergencies, or to help if someone is taken ill. There are also approximately 30 qualified first aiders on the school site, who are capable of giving first aid if, for example, your child is injured during sport.

Mrs Nicky Bates, the school Registrar, is our advisory first aider. Using her previous experience as a registered nurse, Mrs Bates can be called on for a second opinion when required. Mr Aled Rees is also a Senior First Aider.

First aid boxes are placed in all the areas of the school where an accident is considered possible or likely (such as the Sports Hall). We always take first aid boxes with us when groups of pupils go out of school on organised trips or to participate in sporting events. There is an automated external defibrillator on site with 24 hour access.

All new pupils (and staff) are given information on where to go for help in the event of an accident as part of their induction into the school. There are first aid notices around the school.

We keep records of all accidents and injuries, and have a procedure in place for ensuring that they are reviewed regularly in order, where possible, to minimise the likelihood of recurrence.

We will always contact you if your child suffers anything more than a trivial injury, or if he or she becomes unwell, or if we have any worries or concerns about his or her health. In the rare event that your child requires hospital treatment, we shall endeavour to contact you, and if your child's condition is not urgent we shall give you the opportunity to collect your child from school. If it is not possible to contact you and/or your child requires urgent attention, we shall arrange for your child to go to hospital by car or ambulance.

Please do not hesitate to contact a member of the school's pastoral team at any time if you wish to discuss any concern that you may have relating to your child's health.

Appendix A

**Procedure for sending a child to hospital**

For very serious conditions

- Contact a senior member of staff and an ambulance should be called straight away.
- A member of staff should travel in the ambulance with the pupil and stay with the pupil until a parent arrives.
- Parents should be contacted immediately to be informed that their child is being taken to hospital.
- The school office should contact parent at a later stage as to the well-being of the pupil.

For other conditions

- Contact a first aider\*
- First aider will make a judgement as to whether the child should go to hospital or not\*.
- School office will contact parent to see if they can collect pupil and take them to hospital.
- First aider will contact a member of the senior management team to tell them pupil is going to hospital.
- School office should contact parent at a later stage for an update as to the well-being of the pupil.

If a parent is unavailable to take the pupil to hospital;

- First aider should contact a member of the senior management team who will help assign a member of staff to take the pupil to hospital and stay with the pupil until a parent arrives (even if the pupil is a sixth form pupil)
- Parent should be updated as necessary until they arrive at the hospital.
- School office should contact parent at a later stage for an up-date as to the well-being of the pupil.

\*If the first aider needs a second opinion they should contact Mrs Bates the advisory first aider and/or Mr Rees.

**IF IN DOUBT CALL AN AMBULANCE**

## Appendix B

### FIRST AIDERS

The School has reviewed the cover for First Aiders in the School and taken into account all the risk factors and the following cover is required:-

First Aid at Work – 3 day qualification

Mrs Bates – Advisory first aider  
School Secretaries  
Technicians

PE Staff, DT Staff and a selected number of teaching and other support staff will be trained up to the Emergency First Aid 1 day course standard.

Paediatric First Aid – Extended day provision staff. Nursery and Infant staff in first instance then Junior staff – 2 day course.