



Heathside Preparatory School

16 New End Hampstead London NW3 1JA Tel: 020 7794 5857 Fax: 020 7435 6434

FIRST AID POLICY (REVISED JAN 2010)

Heathside Preparatory School strives to keep all persons entering the school safe and well. This is achieved through health and safety policies and staff training. Should an individual require medical treatment the appointed person for first aid will administer basic care.

Our first aid policy implements the following procedures:

- All staff know which of their colleagues are qualified to give first aid and how to refer any accidents or other medical emergencies to them promptly.
- At all times there should be at least one designated first aider on each site occupied by the school.
- All first-aiders will attend a training course every three years, will follow the guidelines given at the course, and will have easy access to first aid kits.
- Accidents and other medical emergencies will be recorded in the accident book. Parents will be informed when necessary and a record kept of occasions when they have been.
- Members of staff will be aware of any particular hazards in the subjects that they teach or activities they supervise and all will have appropriate training and access to first aid kits.
- Pupils with medical conditions, such as epilepsy, asthma or severe allergies will be identified and staff will be made aware of the conditions and alert to the need for prompt action.
- There is guidance on what levels of injury are to be treated on site and what levels automatically trigger an emergency ambulance call or visit to the hospital.
- There is guidance on hygiene procedures in case of spillage of blood or body fluid.

The appointed first aiders in the Lower School are Val Dolmeo and Fouzia Elanquoui.

The appointed first aiders in the Upper School are Jill White and Hamid Haidari.

Parents will be informed of any treatment given to their child at collection time or, if deemed necessary by the appointed person, the parent will be called immediately. Should a child receive a bang to the head parents will be informed immediately and advised to take the child to the doctor.

All accidents and other medical emergencies will be recorded in the accident book located in the Upper School and Lower School offices.

First Aiders will:

- Ensure that their qualifications are always up to date.
- Ensure that first aid cover is available throughout the working hours of the school week.
- Always attend a casualty when requested to do so and treat the casualty to the best of their ability in the safest way possible.
- Use appropriate hygiene protection measures including single-use disposable gloves and hand washing facilities, and take care when dealing with blood or other body fluids and disposing of dressing or equipment which will be sealed inside a plastic bag and disposed of appropriately.
- Call for help from other First Aiders or Emergency Services when necessary.