



LEIGHTON PARK
FOUNDED 1890

First Aid Policy

Introduction

The health and safety of the students in the care of Leighton Park School is one of our prime concerns. There are, accordingly, clear procedures laid down by the School to organise the provision of First Aid and for the administration of medicine both on and off the School premises.

This policy is available to parents and students and to all members of School staff.

The arrangements within this policy are based on the results of a suitable and sufficient risk assessment carried out by the School in regard to all staff, students and visitors.

This paragraph complies with Part 3 Section 13 to the Education (Independent School Standards) (England, 2013 *Consequential Amendments to Subordinate Legislation*) (England) Order 2012 S.I. 2012/979, in force from 1 May 2012 and by the Education (Independent School Standards) (England) (Amendment) Regulations 2012 S.I. 2012/2962, in force from 1 January 2013.

The Health and Safety at Work etc Act 1974 and subsequent regulations and guidance including the Health and Safety (First Aid) Regulations 1981 most recent, Health and Safety at Work (First Aid) (Nov.2015) approved code of practice and guidance.

This policy can be made available in large print or other accessible format if required.

1.0 First Aid Provision

In accordance with legislation and good practice the School will ensure that:

- There are adequate and appropriate First Aid equipment, facilities and First Aid personnel.
- The correct first aid procedures are followed by School staff.
- Adequate training and guidance is provided for first aiders, in order to provide them with sufficient understanding, confidence and expertise in relation to first aid.
- The necessary equipment, and facilities are available as well as the appropriate number of first aiders.
- All staff are made aware of first aid arrangements and that INSET time is provided for training of new first aiders and updating those with qualifications. The School invites staff to volunteer to become first aiders.
- A written record is kept of all significant accidents both on and off the premises in the 'Accident Records Book' and the School Nurse and Health and Safety Officer is informed of major injuries without delay.
- A record is kept of any first aid treatment and any medication administered.
- A photocopy of the accident form is placed in the Students personal file in the house.

- Parents are informed by the member of staff involved, House staff or School Nurse depending on the circumstances.
- Medical forms are completed for each student by the parents on admission. This form describes any relevant medical or pastoral history, any relevant treatment and newly diagnosed conditions. Parents are advised to update this form should there be a change in the student's circumstances.
- Annual medical consent for first aid and administration of medication is sought from all parents
- A First Aid Risk Assessment is completed and reviewed annually.

2.0 School Practice

All teachers and other staff are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of students in the School.

It is part of the Nurse's responsibility to administer first aid and to organise a student's transfer to hospital in the case of any emergency. We have appropriate health care cover from 7.30am until 8.00pm Monday to Friday and a nurse is on call at other times. During School events, that are out of hours the Nursing staff will be on site to cover, for example school fixture, firework displays or other such events. Should a nurse be unavailable, we have a large number of first aid trained staff that can assist in the first instance.

Nothing in this policy should affect the ability of any person to contact the emergency services in the event of a medical emergency. For the avoidance of doubt, staff should dial 999 for the emergency services in the event of a medical emergency before implementing the terms of this policy and make clear arrangements for liaison with ambulance services on the School site or to the location injured person (by providing the postcode or GPS co-ordinates where appropriate).

The first aider must complete an approved course and hold a valid certificate of competence. The certificate is valid for three years and the School will organise refresher training before its expiry. First aiders are qualified to give immediate help to casualties with common injuries and illnesses and those arising from specific hazards in School.

All first aiders are fully indemnified by the School against claims for negligence provided that they are suitably trained and are acting within the scope of their employment and within the School's guidelines for the administration of first aid. A list of qualified first aiders/appointed people is attached and displayed in alongside first aid boxes. First Aid containers are marked with a white cross and on a green background

The School Nurse is responsible for stocking and checking the boxes on a regular basis and additional supplies are available from her. It is good practice to have a box available at sporting/outdoor events and those taking trips should obtain a first aid kit from the School Nurse prior to departure.



IN THE EVENT OF AN ACCIDENT CONTACT A FIRST AIDER FROM THE LIST BELOW OR CALL THE HEALTH CENTRE ON Ext 566.

IN EMERGENCY DIAL 9-999 FOR AN AMBULANCE.

INFORM THE CARETAKER IF YOU CALL FOR AN AMBULANCE 07789 522 506.

Emergency First Aiders	Contact No	Emergency First Aiders	Contact No
<i>Jason Bainbrigge</i>	<i>2 way radio (4)</i>	Matt Richardson	Music Dept
<i>Arron Cogg GROUND</i>	<i>2 way radio (2)</i>	Chris Lockwood	Ext 543
<i>Craige Harris</i>	<i>2 way radio (4)</i>	Alex Leighton	Ext 591/571/520
<i>Tom Sheldon</i>	<i>Ext 640 or 2way radio (2)</i>	Jonathan Porter - Hughes	Ext 520 /578
<i>Darren Taylor</i>	<i>2 way radio (4)</i>	Gemma Simms	543/541
<i>Lewis Bailey</i>	<i>2way radio (1)</i>	Zoe McPherson	Ext 555
<i>Calvin Giles</i>	<i>Ext 538</i>	Tim Green	651/500/555
<i>Steve Miles</i>	<i>2 way radio (4)</i>	Rachael Martin	662/661/632
<i>Michelle Bailey</i>	<i>2way radio (1)</i>	Damon Young	Ext 503/570/534
<i>Keith Eldridge</i>	<i>Ext 606/607</i>	Rachel Pither	Ext 519
<i>Nicola Theys</i>	<i>Ext 689</i>	Michelle Darracott	Ext 547
Ellie Millard	Ext 551	Anastasia Carolan	547
Pablo Gorostidi	Ext 514	Chris Banham	Ext 544

First Aiders	Contact No	First Aiders	Contact No
Joe Aspbell Beaumont	Ext 512	Robin Longworth	Ext 662/660/53 7
Helen McGivern	Ext 566	Myles Nash	Ext 547/578 or 07475078371
Ann Pearce	Ext 566	Sarah Elliott	Ext 580
Jakki Marr	Ext 591/588/555	Nicky Hardy	Ext 626
Sally Pearce	Ext 664	Graham Smith	Ext 503/501/53 7/555
<i>*Available Term time and holidays</i>		Jan Bell	Ext 596
		<i>*Term time only</i>	

First Aid Boxes are located;			
Old School	Ground floor, School Office & Ground Floor, Kitchen	Languages	Ground floor, Lobby area
David Linday	Ground floor, DT & Food Tech Rooms	Main Hall	Ground Floor, Music entrance
	1st Floor, Physics Prep Room	Gym	Ground floor, Office
	2nd Floor, Chemistry Prep Room	Estates Office	Maintenance tea room & maintenance barn
Townson & Caradon	Ground floor, Caretakers Office & 6th Form Common Room	Art	Ground Floor, Office
Peckover	Ground floor, Kitchen	Biology	Ground Floor, classroom
John Ounsted	Ground floor, Lobby area		First Floor, Prep Room
Pavillion	Entrance lobby	Swimming Pool	Office
Boarding Houses	All first aid boxes are located in the Boarding House Office with the exception of Reckitt in the laundry		

Defibrillators are located;	In the Health Centre, Old School Reception adjacent to the main entrance and in the Michael Malnick (MMC Centre).
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All accidents and incidents must be reported. Accident books can be found in the following locations;

Biology, 1st	The Bursars'
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floor office	PA
The Gymnasium office	The Health Centre office
The Art Department office	David Linday Centre, Ground floor DT workshop office
Estates office	David Linday Centre, 1st floor, Head of Physics
All House duty rooms	David Linday Centre, 1st floor, Head of Science

Completed forms should be posted into the Accident Post Box located in the Common Room, Old School, (adjacent to the staff pigeon holes)

3.0 Unwell/Injured Students

3.1 Care of Unwell or Injured Students

It is assumed that all students attending School are healthy and fit to cope with the School day without leaving lessons for medical attention. The School Nurse is available to see students for accidents, emergencies and illnesses that occur during the course of the School day. Unwell or injured students should notify their teacher and attend the school office who will notify the Health Centre immediately. If able the student will then attend the Health Centre or may be directed to see their matron if a small ailment. Should the student be unable to walk to the Health Centre, where possible the School Nurse will collect the student in the golf buggy and bring them to the Health Centre. If a student is seriously unwell or injured, they should not be moved, and the Health Centre called immediately on extension 566 (or mobile 07500 860 455). Any student who has had an accident requiring urgent medical treatment will be taken by ambulance accompanied by a member of staff.

3.2 Unwell Day Students

If a day student is too unwell to remain in School then the School Nurse or Matron will contact his/her parents or guardians so that he/she may be taken home, or to inform parents if the student needs to be taken to hospital.

3.3 Unwell Boarding Students

Boarders who are too unwell to attend School will be cared for by the relevant House Matron or in the Health Centre as needed. The Health Centre must also be informed of any students unwell over the weekend to support, advise and if necessary, review the student. Boarders will be separated by gender. The Health Centre is equipped with 2 rooms that can both accommodate 2 students of the same sex, of which both offer en-suite shower, toilet and basin facilities. Access to adequate drinking water will be provided to the students. All infectious students will be housed in the Health Centre, separated from other students. If students are deemed able to rest in boarding houses, this will be in their usual bedroom, with access to toilet and washing facilities as usual.

3.4 Gillick-Competence and Fraser Guidelines

Gillick competency and Fraser guidelines help us to balance children's rights and wishes with our responsibility to keep children safe from harm. Gillick competency and Fraser Guidelines refer to a legal case which looked specifically at whether doctors should be able to give contraceptive advice or treatment to under 16-years olds without parental consent. But since then, they have been more widely used to help assess whether a child has the maturity to make their own decisions and understand the implications of those decisions. The nurses at Leighton Park form this type of assessment when risk assessing students to keep and administer medications or to consent to

treatment. Should a student be deemed able to make and understand their own decisions, they can consent or with-hold consent for his/her own treatment. A risk assessment will be completed and signed by the student in order for them to keep securely and self-administer medication in the boarding house if deemed sufficiently responsible to do so. A copy of this risk assessment will be shared with the Housemaster/Housemistress.

3.5 Access to Local Services for Boarding Students

All boarding students have access to local services such as dental, optometric, physio, pharmacist as needed. All boarding students are offered to register with the School GP, who visits the school once per week to provide a clinic. Should boarding students need to see a GP outside of this time they can be taken to and access the full services of the School GP practice. House matrons or where available a School Nurse will accompany the student. The school GP will refer as necessary to other local services and health professionals.

3.6 General procedures for students with medical conditions such as asthma, epilepsy, diabetes

The information held by the School Nurse/Matron includes a record of students who need to have access to asthma inhalers, Epipens, injections or similar. This information will be circulated to all school staff. All house staff will have access to care plans in order to support the students. Advice and guidance will be provided from the Health Centre to house staff to help them manage long-term medical conditions. Training will always be offered and provided as necessary. A nurse is always available (on-call during evenings and weekends) for telephone advice and support and can see a student as/when required for assessment.

Where appropriate, individual students will be given responsibility for keeping such equipment with them and this will be reviewed on a regular basis. We will always try to encourage students with chronic medical conditions to self-care and manage their own condition and any medications, with support and guidance as needed.

In other cases, the equipment will be kept, suitably labelled either at the Health Centre or under supervision of individual Matrons. An emergency spare inhaler will be kept in the Houses to be administered to only known Asthmatics, in the event, that the individual does not have their personal device.

3.7 Treatment for Serious and/or Chronic Medical Conditions

Some students suffer from chronic medical conditions, which may require urgent action to prevent a possible life-threatening situation from developing. In the event, that a school nurse is not available to carry out these tasks, and where there are other staff members or First Aider's willing to do so the following points should be followed:

1. In all cases professional training must be obtained before the school makes a commitment. Where students have a condition, which may require rapid intervention, all staff should be able to recognize the onset of the condition and take the appropriate action. Training and advice on recognizing symptoms can usually be obtained from the School's Health Centre.
2. Teachers (including supply) and other relevant staff that may encounter students with such conditions should be made aware of them. There should be a clear action plan for emergency situations including:
 - a. A clear action plan must be in place to aid the care of the student
 - b. A clear procedure for summoning an ambulance
 - c. Access to telephones and clear instructions on what to do.

For the most severe conditions it is important to establish Individual Care Plans in consultation with the parents/guardians and the school's doctor. These should be updated annually or when something changes to allow for the changing health needs of the students concerned.

3.8 Resources for Mental Health and Emotional Wellbeing

The school provides many resources, which are available to all students should they require extra help and support. The DSL and safeguarding team, ARC counselling, Pastoral Intervention Practitioner, School Matrons, School Nurses', Independent Listener and School GP (for boarding students). We encourage our students to talk to someone they trust if they are experiencing any problems.

4.0 Medication

Students should not bring any medication into School without informing their House Matron, Housemaster/mistress or the Health Centre.

House staff may dispense any prescribed medication under the School GP guidance, on a named student basis to students except sixth form students who may be responsible for their own (see Sixth Form Students information below). There may also be other students, although not in the Sixth Form that have the maturity and understanding to self-administer their own medication. This will be encouraged in those students that have chronic medical conditions in order for them to take ownership of their own condition, self-care and manage it with support as needed.

Students are strictly forbidden from giving medication to another student. Any unidentified medicines brought to School by students and students should be referred to the Health Centre.

A letter is sent to all parents requesting consent for the dispensing of medication listed below, to their son or daughter on an annual basis.

Agreed medications which may be dispensed by House staff:

- Paracetamol
- Simple linctus
- Throat lozenges (various)
- Gaviscon
- Anthisan Bite Cream
- Salbutamol inhalers (on a named student basis)

Medication which may be dispensed on authorisation by either the School GP or School Nurse:

- Ibuprofen 200mgs and Ibuprofen Suspension
- Cetirizine

No student shall be given medicine containing aspirin unless prescribed for that particular student by their doctor or the School's GP.

All medication use must be documented.

4.1 Self-Administration of Medication

A risk assessment will be completed and signed by the student in order for them to keep securely and self-administer medication in the boarding house if deemed sufficiently responsible to do so. A

copy of this risk assessment will be shared with the House staff. Please refer to the section on Gillick Competence for further information.

4.2 Sixth Form Students

Only those sixth form students who have been assessed by the School as sufficiently competent to administer their own medication will be permitted to do so. A risk assessment will be completed with the student in order to make sure it is kept securely, not shared with other students and administered correctly.

4.3 Storage of medication

Medicines will be securely stored in accordance with individual product instructions at the Health Centre, or under the supervision of individual House Matrons. All medicines shall be stored in the original container in which they were dispensed, together with the prescriber's instructions for administration and in a locked cupboard. Emergency medications such as auto-injectors and inhalers will always be readily assessable and not locked away.

All controlled medications are kept securely in the Health Centre in a double locked cupboard and administered by the nursing staff as needed. All controlled medications are recorded in the controlled drug book and also on our school medical database.

The School will carry out a risk assessment to consider any risks to the health and safety of the School community and put in place measures to ensure that identified risks are managed and that medicines are stored safely.

4.4 PROCEDURE

1. In case of a serious emergency call **999**.
2. If in any doubt call 566 and speak to the Nurse on Duty. The phone is diverted after 8pm so will automatically go through to the Nurse on Duty mobile.
3. Ensure you have written permission from parents to administer medication, including instructions of what to give and why; how, when and how much to give; and when the parent last gave it if necessary.
4. Non Prescribed Medication - the only non-prescribed medications that can be administered are those listed above, and only then as long as there are no contraindications and you follow the guidelines written on the packaging.

No other medications can be issued until the Health Centre has been contacted and agreed to their issue.

5. Before administering medication check the **Consent Letters and Details (Sec.1)** in the School Nurse's/Matron's Medical File that:
 - The parents / guardians of the student have given their consent for the medication to be given;
 - The student has not taken any other medication from any other source.
6. **Prescribed Medication** - If **prescribed** medication is needed or requested, check the name against the **Current List of Prescribed Medicine Takers (Sec.3)** in the School Nurse's/Matron's Medical File and that:
 - The student has not taken any other medication from any others source;
 - Check the student's name against the medication and follow the instructions on the packaging.

- Be aware if you are giving the first dose of any medication that there may be a reaction to the medication.
- Check the label of the medication with the instructions you have been given and the information leaflet enclosed with the medication. Check the expiry date before giving the first dose.
- Check that you are administering the medication to the correct person. If it is a student from a different house, then this is particularly important. You can use the student's date of birth as an acceptable check.
- Before taking the medication out of its container, ensure that the student is ready and willing to take it. If it is refused do not force it and do not hide it in food or drink. Make a note on the student's **MEDICAL RECORD** and contact the Health Centre.
- Have a drink at hand. Water is best to ensure it is digested properly. Discourage the student from taking medication with hot or fizzy drinks.
- Student should be sitting or standing. Taking medication while lying down is not appropriate as it may cause them to choke.
- Tablets/capsules in monitored dosage or compliance packs should be used as implied by the dosage system. This means that the medication for Monday is taken from the packet where it is marked as "Monday".
- Medication should be placed directly into student's hand or a medicine pot and syrup should be measured using a medicine spoon or measure provided by the pharmacist. It should then be taken while you are watching them. NB: Do not handle medication as this can cause cross-contamination. Use a counting tray when counting out tablets/capsules.

7. Record all that you have given to the student on the DAILY RECORDING SHEET OF STUDENT MEDICATION, (Sec.2), in the SCHOOL NURSE'S/ MATRON'S MEDICAL FILE.

8. If the medication is prescribed, also record the details on the named **PERSONAL PRESCRIPTION MEDICATION FORM**, (Sec.3) in the SCHOOL NURSE'S/ MATRON'S MEDICAL FILE;

- This form also requires the student's initials to say they have received the medication.

9. NB Staff who take medication from the box for personal use must record what they have taken on the MEDICATION DISPENSED TO STAFF, (Sec.4.1) in the SCHOOL NURSE'S/MATRON'S MEDICAL FILE.

10. If asked by the Nurse on Duty to issue medication to a student from another House follow the above instructions but record the details on the **MEDICATION DISPENSED TO STUDENTS FROM OTHER HOUSES**, (Sec.4.3) in the SCHOOL NURSE'S/ MATRON'S MEDICAL FILE.

NB: Tablets should never be crushed and capsules never opened to make them easier to swallow as this may affect the way the medicine works.

NB: Liquid antibiotics have a 7-10 day shelf life. Eye drops should be discarded 28 days after opening.

4.5 Arrangements for off-site activities other than games

- Information is available within the staff handbook on procedures for all off site activities and arrangements in section 4: Health, Health and Safety and off-site activities and in the Educational Visits Policy.

- Consent forms are sent to parents requesting agreement to the administration of first aid, medication and to medical treatment (including vaccinations, general or local anaesthetic, surgery or blood transfusions) which may become necessary for the safety and wellbeing of the student whilst on the off-site visit if parents are unable to be contacted.
- Details of any relevant medical condition and/or medication requirements are requested from parents in advance of off-site visits.
- The group leader will also contact the Health Centre and ask the School Nurse/Matron to check personal files and to ensure that relevant student information is provided in advance of the off-site visit. All students with inhalers, auto-injectors or emergency medication must carry this with them at all times, including whilst out on trips.
- If a student attending an off-site visit cannot self-medicate, if possible, they will be accompanied by a member of staff who has received appropriate training to administer the medication in accordance with this Policy.
- Secure storage for medicines will be available at all short-term accommodation used by the School. When accidents occur that are not on the school premises please refer to the '*EDUCATIONAL VISITS POLICY*' for the administration of both first aid and medicines.

4.6 Arrangements for games and sporting events

All students requiring preventative medicine such as inhalers, if sufficiently competent to self-medicate, are responsible for carrying their medication with them. If they are not sufficiently competent, a member of staff shall carry the medication, individually labelled.

4.7 Procedure in the event of contact with blood or other bodily fluids

The first aider should take the following precautions to avoid risk of infection:

- Cover any cuts and grazes on their own skin with a waterproof dressing;
- Wear suitable disposable gloves when dealing with blood or other bodily fluids;
- Wear a disposable apron where splashing may occur;
- Wash hands after every procedure.

If the first aider suspects that they or any other person may have been contaminated with blood and other bodily fluids which are not their own, the following actions should be taken without delay:

- Wash splashes off skin with soap and running water;
- Wash splashes out of eyes with tap water or an eye wash bottle;
- Wash splashes out of nose or mouth with tap water, taking care not to swallow the water;
- Record details of the contamination;
- Report the incident to the School Nurse and take medical advice if appropriate.

5.0 Accidents and Incident reporting

5.1 Accident reporting

All accidents are to be reported and recorded. The accident books are in the following locations

- All House duty rooms
- The Bursary office
- The Health Centre office
- David Linday Centre Ground floor DT workshop office
- David Linday Centre 1st floor Head of Physics
- David Linday Centre 2nd floor Head of Science
- Biology 1st floor office

- The Gymnasium office
- The Art Department office
- Maintenance workshop office

Reporting to Parents: In the event of accident or injury parents must be informed as soon as practicable. The member of staff in charge at the time will decide how and when this information should be communicated, in consultation with the School Nurse/Matron and/or the appropriate Housemaster/mistress or Head, if necessary. The Head, Health and Safety Officer need to be informed if any student is sent to hospital or ambulance is called.

Reporting to HSE: The School is legally required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR 2013) to report the following to the HSE (most easily done by calling the Incident Contact Centre (ICC) on 0845 300 99 23):

5.2 Accidents involving staff

The following must be reported:

- work related accidents resulting in death or major injury (including as a result of physical violence) must be reported immediately (major injury examples: dislocation of hip, knee or shoulder; amputation; loss of sight; fracture other than to fingers, toes or thumbs); or
- work related accidents which prevent the injured person from continuing with his / her normal work for more than three days must be reported within ten days; or
- cases of work-related diseases that a doctor notifies the School of (for example: certain poisonings; lung diseases; infections such as tuberculosis or hepatitis; occupational cancer); or
- certain dangerous occurrences and near misses - reportable examples: bursting of closed pipes; electrical short circuit causing fire; accidental release of any substance that may cause injury to health).

5.3 Accidents involving students or visitors

Accidents where the person is killed or is taken from the site of the accident to hospital must be reported where the accident arises out of or in connection with:

- any School activity (on or off the premises)
- the way a School activity has been organised or managed (e.g. the supervision of a field trip)
- School equipment, machinery or substances
- the design or condition of the School premises.

For more information on how and what to report to the HSE, please see <http://www.hse.gov.uk/riddor/index.htm>. It is also possible to report online via this link.

6.0 Head and Neck Injuries

6.1 Head Injury

In the event of a student receiving a head injury during the course of a supervised games session the member of staff in charge of the game's session will arrange for the student to be taken to the Health Centre accompanied by an adult, preferably an adult that witnessed the event. The nurse on duty will assess the injury according to the protocol set out below. If the student is unconscious or unable to walk to the Health Centre, then medical assistance should be summoned from the Health Centre (or if unavailable a close by First Aider).

In the event of a student receiving a head injury during the course of a school match at home then the first aid official present at the match will assess the nature of the injury and arrange for the student to be taken to the Health Centre where the nurse on duty will assess the injury according to the protocol set out below. If no pitch side cover is available, the student should be brought to the Health Centre.

In the event of a student receiving a head injury during the course of an away school match the first aid official present at the game's session will assess the nature of the injury and arrange appropriate action to be taken. On return to Leighton Park the member of staff in charge of that team should take the student to our own Health Centre for assessment by the nurse on duty.

In the event of a student receiving a head injury at other times, then if a member of staff is present the student should be taken to the Health Centre where the nurse on duty will assess the injury according to the protocol set out below. If no member of staff is present, then the student should go to the Health Centre where the nurse on duty will assess the injury according to the protocol set out below. If the student is unconscious or unable to walk to the Health Centre, then medical assistance should be summoned from the Health Centre.

Leighton Park Head Injury Policy for examination of a pupil following a head injury

- Check out what has happened from the patient if conscious, if not from bystanders
- Do not move if unconscious or possibility of broken limbs/back injury. Is there any blood? Oozing from the ears?
- Assess conscious level by talking to patient? Are they aware of time and place etc.? Unconscious patient – usual observations
- If patient is unconscious or unable to respond to questions immediately call 999 stating where and what has happened.
- Check pupil reaction with torch – are pupils equal in size and reacting to light? If not call ambulance
- Do they have a headache? Any bruising can be treated with ice pack to reduce swelling. Sit quietly until feeling less shaky. Give Paracetamol if appropriate
- When feeling better discharge from Health Centre if happy with condition and give out head injury advice. Contact parents/boarding staff to inform them of the injury.
- Follow return to play guidance for students – sports must be informed

6.2 Injury to the neck

If this occurs at any time during the course of an activity supervised by a member of staff, then medical assistance must be summoned immediately. If the student is on the ground following such an injury, then no attempt should be made to move the student. Any student receiving any type of neck injury should always report to the Health Centre for assessment.

7.0 Monitoring

The Head or another senior member of staff will organise regular (at least twice per term) monitoring of the School's Accident and Records book in order to take note of trends and areas of improvement. This will form part of the (at least) annual First Aid risk assessment. The information may help identify training or other needs and be useful for investigative or insurance purposes.

In addition, the Head will undertake a review of all procedures following any major incident to check whether the procedures were sufficiently robust to deal with the major occurrence or whether improvements should be made.

Author: Keith Eldridge, Bursar
Reviewer: Health and Safety Committee
Governor: Philip Griffin, Governor
Sign off: Matthew Judd, Head
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