



## **First Aid, Health and Safety Policy**

Students, staff and all adults attached to the school are entitled to a safe and healthy environment in which to work and learn.

Visitors and parents must be provided with the same assurance.

There is a designated First Aider on each site, Dr Marian Waugh at the Trinity site and Teresa Donoghue (Primary) and Isabel Adeler (Early Years) at the Yeoward (La Luz).

**All staff** receive basic First Aid training at least every 3 years.

The First Aid boxes in La Luz are located in the Primary staff room and in the Nursery bathroom in Early Years. They contain epipens and inhalers (clearly labelled), latex gloves, cotton wool and thermometers.

Minor injuries can only be cleaned with water and if necessary an ice pack should be applied (Spanish law).

Ice packs are located in the freezer in the Primary staff room, sports hall and kitchen area of the dining rooms in La Luz (Yeoward) and Trinity and In Early Years in the freezer in the staff kitchen.

If a student bleeds the member of staff should use latex gloves and dispose of any tissues in a zip plastic bag.

For excursions, two First Aid bags are located in the staff room at La Luz (Yeoward site) and in main office at Trinity and contain an emergency ice pack, tissues, non-latex gloves, wet wipes, a bottle of water and some plastic bags.

Epipens and inhalers must be taken on the excursion and looked after by the class teacher.

The designated first aider has “free” time on their timetable each week to check that the first aid equipment is up to date.

Medication cannot be given to students and only inhalers will be administered if the School has signed consent from parents. (Early Years has a separate policy on administering medicine).

Allergy lists are updated by the school secretaries at the start of the school year and during the year if they have been advised of changes to the list. All staff including temporary staff are given a complete list which will be kept in a locked drawer because of Data Protection Laws.

Children should not be sent to school if they are ill (See attached Illness Procedure)  
Parents must advise the school immediately if their child is diagnosed with an infectious disease.

Parents (via Educamos), and staff will be notified immediately if there is a serious outbreak of a disease.

## **Illness**

If a Primary student is taken ill during the school day, the class teacher should report this to the Head of Primary or Head of Early Years who will decide if the student should be sent home or allowed some time out of class to see if they feel better. The Head of Primary or Early Years will contact the school secretary to inform parents if the student is to be sent home.

In Primary the student should wait in the sick room and be supervised by the designated First Aider or the Head of Primary until collected by parents. In Early Years children should be made comfortable and wait in the classroom or in the book area outside the Head of Early Year's office.

If a Key Stage 3 or 4 student becomes ill, the subject teacher should send the student to Mr. Arthur who will decide if the student should be sent home or not. Mr. Arthur will contact the school secretary to inform parents if the student is to be sent home. The student should wait in the sick room, under supervision of the cover teacher, until collected by parents. Mr. Arthur will inform the student's tutor of his decision.

## **ACCIDENTS**

### **MINOR ACCIDENTS**

Any minor accident which occurs during school hours should be reported to the Head of Primary, Early Years or Head of Key Stage in Trinity who will decide if parents should be contacted to inform them or if they should be informed at the end of the school day.

The designated First Aider writes a report in the accident book with the teacher who observed the accident for ALL incidents which are reported to her.

The accident book in Primary is kept in a locked cupboard in the classroom where the designated first aider works, and she has a key as does the class teacher in that room.

In Early Years there is an accident book in each class which is kept in a locked cupboard. In Trinity the accident book is kept in the school office.

If the accident is as a result of faulty equipment or dangerous facilities the Financial Manager and Health and Safety officer must be informed.

The information about accidents should be discussed in Sub-Committee meetings so any action required can be discussed.

**All** head injuries should be sent to the designated first aider who will ascertain whether the student needs observation in school or further medical treatment. Parents will be advised of any head injury, either at the end of the day if minor or immediately if the student needs further medical attention.

The designated first aider and Head of Primary, Early Years or Head of Secondary will make the decision whether the child needs to go to the medical centre and if so the secretary will inform the parents or emergency contact numbers immediately to either come to collect the child, or if not able, to meet the member of staff at the medical centre as soon as they can.

The secretary will fill in an accident form which the parent/member of staff will take with them.

### **SERIOUS ACCIDENTS**

If a serious accident occurs, the member of staff present must send immediately for the designated first aider and the nearest member of staff. Two students should be sent with the message "First Aid Emergency. Come now" If an ambulance is required that member of staff should immediately use the nearest phone (their mobile/staff room phone/Head of Department's office phone) to ring 112 or inform the office to ring immediately.

The Academic Director should be informed as soon as possible about any serious accidents. If a serious accident occurs due to a school health/safety flaw the Financial Director and Health and Safety Officer will investigate immediately.  
(Early Years has a separate Accident Policy)

To be reviewed September 2024