



## THOMAS'S FULHAM FIRST AID POLICY

This document is school specific and **should be read in conjunction with Thomas's Health & Safety Manual – Section 10, First Aid.**

### Personnel

There are, in line with health & safety legislation, trained personnel who have completed the four day First Aid at Work (FAW) course (a list of currently qualified first aiders is displayed outside the Staff Room). In addition, some members of staff have a 1 day Emergency First Aid (EFA) course qualification (displayed on the Health & Safety Board in the Staff Room).

NAME	LOCATION	TYPE	EXPIRY DATE
Jane Hind	Office	FAW	November 2020
Jan Turner	Office	FAW	February 2021
Willa Barham	Office	Statutory Early Year FAW	September 2020
Emma Beckett	Office	FAW	September 2021
Kate Chesworth	Office	Statutory Early Year FAW	March 2022
Paul Wild	SLT	FAW	December 2019
PE Department	PE office/gym/ games field	FAW  Statutory Early Year FAW Paediatric First Aid	C Chesworth – June 2022 L Walters – March 2022 S Lakin – June 2022 K Blurton – October 2019 R Firmager – September 2019 R Beadle – January 2021
<b>1 Day EFA – List kept by Ringwood &amp; office</b>			

### Equipment

First aid boxes can be found in the following places throughout the school:

<b>Ground Floor</b>	School Office Gym Kitchen (burns Specific) Playground (Hardy & Lawrence staircase) Checked daily
<b>1<sup>st</sup> Floor</b>	Deputy Head's office Wellbeing Room Art Block
<b>2<sup>nd</sup> Floor</b>	Science Room 1 Science Room 2
<b>3<sup>rd</sup> Floor/s</b>	Computing Suite (cupboard)

### 3<sup>rd</sup> Floor Staff Room

- Playground kits are restocked every morning.
- Kits are checked each term to check that contents are not out of date and that they are fully stocked.
- In addition there are First Aid Kits for use by the PE department and Trip leaders when they take pupils off site.
- If you are off-site with pupils, you must have a first aid kit with you, which the Medical lead will supply. You will need to ensure that all long-term medicines for your class are included in these packs, which should be collected prior to your trip and then returned to the Medical lead/School Office when you arrive back on school premises. All of this information should be included on your Trip Risk Assessment and given to the Health & Safety Co-ordinator (Paul Wild), prior to your visit. For more information about School Trips, please refer to our Educational Visits and School Activities (EVOSA) Policy

### Wellbeing Room (Medical Room)

The Wellbeing Room is located on the first floor next to the Lawrence staircase, opposite the lift. This space is used for illness or injury when the child needs treatment, examination and/ or cannot be collected from school straightaway. Children must be accompanied by an adult in this room at all times, the School Office (First Aid trained) should be informed that the room is in use and why. The Wellbeing Room is also used for school counselling sessions but if there is a medical need this takes priority. The room is next to pupil toilets and has a small sink. There are larger sinks immediately outside the door.

### Restrictions

We do administer plasters & use alcohol wipes in conjunction with the consent of the Parent/Guardian. This is part of the pupil's school card and should be referred to by the person administering first aid. All medicines brought into school must be kept in the Office and must be signed into the Office's care by the parent/guardian. Teachers must not keep any medicines in the classroom unless these are long term medicines such as epi-pens/Ventolins. In this instance, there must be duplicates in the office for which the Medical Lead is responsible.

### Reporting

- There are two accident folders for reporting injuries – one for pupils and one for teachers & visitors. These are kept in the School Office and must be filled in for all injuries however small.
- Pupil's accident forms should be signed by the teacher who immediately deals with the incident and handed to the School Office (**it is the responsibility of the person who witnesses the accident, or the first person on the scene, to fill in an accident form with the date, time, place and details of injury; no matter how minor AND that procedures are followed**). Do not leave accident forms on the office staffs desk without communicating in person with the Medical Lead (or a member of the office staff in the Medical Lead's absence) to ensure that the child has been dealt with adequately.
- The top copy of the accident form will then be forwarded to the Class teacher who in turn will pass this on to the parent at the end of the school day. The carbon copy will remain with the Medical Lead/School Office and be kept on file.

- All head bumps (however minor you believe it to be) must be reported to a First Aid trained member of the School Office immediately who will decide on further action. Pupils who have had head bumps must be carefully monitored for a period afterwards. If the Medical Lead/member of the office staff is not available and you have not spoken directly to her, you may be required to call the parent yourself. DO NOT assume it is being done. In addition, the class teacher should be informed at the end of playtime so that they can monitor the pupil and pass on the information if they are in Co-curricular lessons.
- In suspected cases of concussion, we follow the RFU 'Headcase' Guidance in recognising and dealing with pupils. If a child has suffered a suspected concussion out of school, teachers must let the Medical Lead and PE staff know so that they can follow the recommended procedure as set out in the RFU Guidance.
- In addition there is a Serious Accident Form (RIDDOR) that is kept in the school office. All entries in this file are to be reported to Chris Tuck at the Ringwood office by Kate Chesworth to the Head.

### Calling an ambulance

- Where injuries/conditions are severe and require emergency treatment a member of Office Staff will call for an ambulance. A member of office staff will go to the front of the school to greet and direct the ambulance crew to the casualty.

School Address	Thomas's Fulham, Hugon Road, Fulham, SW6 3ES	020 7751 8200
Nearest Hospitals	Chelsea & Westminster, 389 Fulham Road, SW10 9NH	020 8746 8000
	Charing Cross, Fulham Palace Road, W6 9NT	020 8846 1799
Nearest Police station	Heckfield Place, Fulham, SW6 5NL	020 8246 2965
	Hammersmith Police Station, 226 Shepherds Bush Road, Hammersmith, W6 7NX	020 8246 2425
	Lavender Hill Police Station, 176 Lavender Hill, SW11 1JX	020 8871 6000

**See also:** [Thomas's First Aid Policy](#), [Thomas's Medical Conditions and Medication Policy](#), [Health and Safety Manual](#)

<b>This policy will be reviewed annually</b>			
Latest Review: September 2019	By:	Paul Wild, Deputy Head, Lee Walters, Assistant Head, H&S Co-ordinator and Kate Chesworth (Medical Lead)	Changes made
Next Review: September 2020	By:	Paul Wild, Deputy Head, Lee Walters Assistant Head, H&S Co-ordinator and Kate Chesworth, Medical Lead	