

# BOURNE COMMUNITY COLLEGE



*Aspiration, Innovation, Motivation*

## FIRST AID POLICY

**September 2020**

Next review date July 2021



### ***Our Mission:***

*To ensure every student achieves great outcomes to flourish and be successful*

*To have high expectations of all staff and students*

*To respect those in our community locally, nationally and internationally*

### ***Our Vision:***

*To be the school of choice and the Learning Hub for the locality*

### ***Our Values***

*Our values respect the charter of the UNICEF rights of the Child and our Bourne ID mirrors this.*

*We gained GOLD status as a rights respecting School and are building on this great achievement.*

### ***Our strap line:***

*Aspiration, Innovation, Motivation*

## **Bourne Community College**

### **First Aid Policy**

- The Headteacher will be responsible for the arrangements for First Aid within the school and ensuring procedures and guidance laid down in the 'WSCC Education Department First Aid Policy' are followed.
- Suitable and appropriate first aid cover will be provided for staff, visitors and students during the College day both at College and for off site activities. Contractors who work on site must provide their own first aid.
- Assistant Headteacher, Mrs J Murray-Brown will identify first aiders' training needs and arrange for the most appropriate training.
- First aiders will be issued with guidance as to their duties and will sign to acknowledge this. (Appendix 1)
- Mrs J Murray-Brown will issue a ½ termly reminder for staff to check first aid boxes. Staff who agree to have a first aid box in their classroom will be responsible for maintaining them on a weekly basis.
  - a leaflet giving general guidance on first aid
  - pairs of disposable gloves
  - 20 individually wrapped sterile adhesive dressings (assorted sizes and blue ones for food technology or kitchen areas)
  - sterile eye pads
  - individual wrapped sterile triangular bandages
  - safety pins
  - medium-sized individually wrapped sterile unmedicated wound dressings (approximately 12 cm x 12 cm)
  - large individually wrapped sterile unmedicated wound dressings (approximately 18 cm x 18 cm)
  - disposable waste bag
  - individually wrapped antiseptic wipes.
- The names of first aiders, position of boxes and general procedures will be brought to the attention of all staff by the Assistant Headteacher, Student Support and updated every half term. (Appendix 2 and Appendix 3.)
- Suitable medical accommodation will be provided.

### **Procedure**

- In case of a student requiring very minor first aid please direct to the nearest room containing a first aid box – see location of first aid boxes. (Appendix 3)

- If unsure or student requires more attention then please call for any of the following members of staff:

Mrs Murray-Brown

Mr Ellis

Mrs Jewer

Mr Robbins

Mrs Smith

- If students are feeling ill they should be sent to the Student Support Manager who will decide whether they should go home or return to the lesson. If Student Managers are unsure please refer to Mrs J Murray-Brown or Mrs Jewer.
- Complete accident book as required and/or record any first aid treatment given located in all First Aid boxes.
- For other than 'Emergency First Aid' parents will be contacted before offering assistance by the First Aider.
- First aiders must maintain effective communications, including mobiles
- Strict hygiene rules must be followed at all times. In the case of blood spillage gloves must be worn and the area cleaned using Terminex II.
- Suitable and appropriate portable first aid kits must be taken on all off site activities.

### **Policy on Medicines**

- Medicines will be managed in accordance with the guidance contained in WSCC – Guidance of the Administration of Medicines
- Student Managers will oversee arrangements with respect to students self-medicating
- All medicines are to be kept locked within the Student Managers' Office
- Parental/Doctor's information for each student's medication are available on the year noticeboard in the staff room
- Health Care Plan for individual students will be completed as appropriate.

## **Bourne Community College**

### **Asthma Policy**

The school:

- Recognises that asthma is a widespread, serious but controllable condition and the school welcomes all students with asthma
- Ensures that students with asthma can and do participate fully in all aspects of school life, including art, PE, science, educational visits and out of hours activities
- Recognises that students with asthma need immediate access to reliever inhalers at all times
- Keeps a record of all students with asthma and the medicines they take
- Endeavours that the whole school environment, including the physical, social, sporting and educational environment, is favourable to students with asthma
- Ensures that all staff (including supply teachers and support staff) who have students with asthma in their care, know who those students are and know the school's procedure to follow in the event of an asthma attack

#### **Asthma medicines**

Immediate access to reliever medicines is essential. Students are expected to carry their own inhalers with them.

It is advised that the school is provided with a labelled spare and in date reliever inhaler. These are held in case the student's own inhaler runs out, or is lost or forgotten and are kept by the Student Managers. All inhalers must be labelled with the child's name

If the parent/carer has stated that their son/daughter requires an inhaler in school but does not supply an in-date inhaler, the school will take the following action:

- Inform the student that they do not have an in date inhaler at school
- Phone the parent/carer and request that an inhaler is brought into school without delay.
- If the parent/carer fails to supply the inhaler as requested, write to the parent repeating the request for the inhaler and stating that without an inhaler, in the event of an asthma attack, staff will be unable to follow the usual Asthma Emergency inhaler procedures and will be reliant on calling 999 and awaiting the Emergency Services. The letter will be filed with the child's asthma information form.

All school staff will let students take their own medicines when they need to.

**For information on how to clean inhalers please go to [www.asthma4children](http://www.asthma4children)**

## **Record keeping**

When a child joins the school, parents/carers are asked to declare any medical conditions (including asthma) that require care within school, for the school's records. At the beginning of each school year, parents are requested to update details about medical conditions (including asthma) and emergency contact numbers.

All parents/carers of students with asthma are given an asthma information form to complete and return to school. From this information the school keeps its asthma records. All teachers know which students in their classes have asthma. Parents are required to update the school about any change in their son's/daughter's medication or treatment.

## **Exercise and activity - PE and games**

All students are encouraged to participate fully in all aspects of school life including PE. PE staff are aware of those students with asthma. Students are encouraged/reminded to use their inhalers before exercise (if instructed by the parent/carer on the asthma form) and during exercise if needed. Staff are aware of the importance of thorough warm up and down. Each student's inhaler will be labelled and kept in a box at the site of the lesson.

## **School Environment**

The school endeavours to ensure that the school environment is favourable to students with asthma. The school will take into consideration any particular triggers to an asthma attack that an individual may have and will seek to minimise the possibility of exposure to these triggers.

## **Asthma Attacks – School's Procedure**

In the event of an asthma attack, staff will follow the school procedure:

- Encourage the student to use their inhaler
- Summon a first aider who will bring the student's Asthma Information Form and will ensure that the inhaler is used according to the dosage on the form
- If the student's condition does not improve or worsens, the First Aider will follow the '**Emergency asthma treatment**' procedures

## **EMERGENCY ASTHMA TREATMENT**

### **Asthma attacks & wheeziness**

Signs of worsening asthma

- Not responding to reliever medication
- Breathing faster than usual
- Difficulty in speaking in sentences
- Difficulty walking/lethargy

- Pale or blue tinge to lips/around the mouth
- Appears distressed or exhausted
- **Give 6 puffs of the BLUE inhaler via the spacer**
- Reassess after 5 minutes
- If the student still feels wheezy or appears to be breathless they should have **a further 4 puffs of the BLUE inhaler**
- Reassess after 5 minutes
- **If their symptoms are not relieved with 10 puffs of the blue inhaler then this should be viewed as a serious attack**
- **CALL AN AMBULANCE AND CALL PARENT**
- **While waiting for an ambulance continue to give 10 puffs of the reliever inhaler every few minutes**

**How to use a reliever inhaler in an emergency when a child is having a Severe Asthma Attack, whilst waiting for the ambulance:-**

- If a student is finding it difficult to use an inhaler effectively
- Use a spacer device
- If a spacer is not available improvise using a plastic beaker as a mask with a hole cut in the bottom to administer
- In an emergency 10 puffs of reliever inhaler can be given through a spacer over 15 minutes, then wait 15 minutes before starting the process again.

**How to use a spacer device using tidal breathing:-**

**Eg volumatic or nebuhaler**

- 1 Remove the cap, shake the inhaler and insert into the device
- 2 Place the mouth piece in the mouth
- 3 Press the canister once to release a dose of the drug
- 4 Breathe deeply in and out five times (tidal breathing): Breathing out through the mouthpiece (with children establish a breathing pattern – this will make a clicking sound as the valve opens and closes, then depress the canister)
- 5 Remove the device from the mouth
- 6 Wait about thirty seconds before taking the next dose. Repeat steps 1 -5.

Bourne Community College

Dear

Following your agreement to act as a First Aider, I set out below the duties that you have agreed to undertake:

- 1 Administering First Aid as and when appropriate
- 2 Informing Assistant Head (Student Support) if First Aid is administered (where appropriate)
- 3 Maintaining First Aid boxes to the standards outlined in the College First Aid Policy
- 4 Ensuring an accident form is completed where necessary

Yours sincerely

*J Murray-Brown*

Janet Murray-Brown (Mrs)  
Assistant Headteacher

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**Reply Slip – First Aider Agreement**

I confirm that I agree to undertake the duties specified in the First Aider Agreement letter.

Signed: ..... Date: .....

Print Name.....



## Appendix 2

### Bourne Community College – First Aid Qualifications

<b>Name</b>	<b>Qualifications</b>	<b>Date Passed</b>	<b>Renewal Date</b>
Tanya Midwinter	Emergency Aid @ work	20 Sep 2016	19 Sep 2019
Rachel James	Emergency Aid @ work	6 Jan 2017	5 Jan 2020
Alice Hardwick	Emergency Aid @ work	23 Jan 2017	22 Jan 2020
Lou Harris	Emergency Aid @ work	26 Jan 2017	25 Jan 2020
Phil Harper	Emergency Aid @ work	10 Feb 2017	9 Feb 2020
Lorraine Jerome	Emergency Aid @ work	11 Oct 2017	10 Oct 2020
Sharon Hudson	Emergency Aid @ work	24 Oct 2014	10 Oct 2020
Vicky Smith	First Aid at Work	8 Dec 2017	07 Dec 2020
Kelly Donovan	Emergency Aid @ work	17 Jan 2018	16 Jan 2021
Jess Moore	Emergency Aid @ work	05 Feb 2018	04 Feb 2021
Emma Farley	Emergency Aid @ work	05 Feb 2018	04 Feb 2021
Cindy Kemp	Emergency Aid @ work	13 Mar 2018	12 Mar 2021
Mark Burns	Emergency Aid @ work	15 Mar 2018	14 Mar 2021
Sharron Bell	Emergency Aid @ work	25 Apr 2018	24 Apr 2021
Diane McGarry	Emergency Aid @ work	21 May 2018	20 May 2021
Susannah Greenwood	Emergency Aid @ work	16 Jul 2018	15 Jul 2021
Jon Robbins	First Aid at Work	19 Jul 2018	18 Jul 2021
Louise Ireland	Emergency Aid @ work	29 Oct 2018	28 Oct 2021
Chris Glover	Emergency Aid @ work	29 Oct 2018	28 Oct 2021
Kim Brown	Emergency Aid @ work	29 Oct 2018	28 Oct 2021
Tea Patrascu	Emergency Aid @ work	5 Nov 2018	4 Nov 2021
Sarah Whitlock	Emergency Aid @ work	14 Nov 2018	13 Nov 2021
Anne-Lise Riedmuller	Emergency Aid @ work	14 Nov 2018	13 Nov 2021
Jo Church	Emergency Aid @ work	14 Nov 2018	13 Nov 2021
Janet Murray-Brown	First Aid at Work	21 Nov 2018	20 Nov 2021
Kirsty Davies	Emergency Aid @ work	28 Nov 2018	27 Nov 2021
Helena Jewer	First Aid at Work	4 Dec 2018	3 Dec 2021
Catherine Hall	Emergency Aid @ work	7 Dec 2018	6 Dec 2021
Paul Walmsley	Emergency Aid @ work	10 Dec 2018	9 Dec 2021
Dene Ellis	First Aid at Work	18 Dec 2018	17 Dec 2021
Charlie Colley	Emergency Aid @ work	17 Jan 2019	16 Jan 2022
Nathan Griggs	Emergency Aid @ work	17 Jan 2019	16 Jan 2022
Helen Smith	Emergency Aid @ work	5 Mar 2019	4 Mar 2022
Marilyn Perry	Emergency Aid @ work	10 Jun 2019	9 Jun 2022

In a school between 300-399 students, a minimum of 2 people with First Aid at Work Certificates must be on site at all times.

Also, we must have a minimum of 3 people with Emergency Aid Certificates on site at all time

## MEMORANDUM

**TO:** All Staff

**FROM:** JMB

**DATE:**

**COPIES:**

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**Re: First Aid Kits**

All first aid kits have been refilled and reissued to the following areas:

English – English office (small)  
MFL – MFL office (small)  
PE – Girls (large)  
PE – Boys (large)  
Science – Prep Room (large)  
Resistant Materials – B4 (large)  
AVA – (small)  
Personal Development – (small)  
Maths Office – (small)  
Food Technology – (small)  
Library – (small)  
Kitchen – (small)  
Caretaker's Office – (small)  
BSSC – (small)

If anyone else has a First Aid kit, please let JMB know of any replenishment needed.

All First Aid kits will be need to be checked every half-term by yourselves for stock. In the meantime, if you run out of any equipment please let JMB know.

Any First Aid issues – please send to Jon Robbins, Janet Murray-Brown, Helena Jewer, Dene Ellis or Vicky Smith

**BOURNE COMMUNITY COLLEGE**

**RECORD OF FIRST AID TREATMENT**

**AREA..... DATE.....**

Full name (*address) of person/s who suffered an accident/illness  *if a visitor to the site	Form/staff/ visitor	Date of entry	Accident		WSCC Accident /Report form completed  YES/NO	Brief details of illness/injury suffered and treatment given	Signature of person administering first aid treatment or who has made this entry
			Time	Location			
(1)	(3)	(4)	(5)		(6)	(7)	(8)

**Key: F = Form    S = Staff    V = Visitor**