



Mission Statement:

The Sacred Heart is a Community committed to the education of its pupils in a Catholic Christian ethos, where each person is invited to serve God and others in faith, hope and love.

Aims:

To foster spiritual growth in Christian faith and values
To value, appreciate and enjoy learning.
To work for excellence
To further curiosity and creativity
To aspire to high ideals
To stimulate generous service of others

Health & Safety Policies

First Aid / Unwell Children / Administration of Medicines Policy

Aim:

To determine problem and ensure that pupils are given appropriate, prompt care when they are ill or injured
To try to ensure that pupils do not infect others with contagious diseases
To provide a comfortable area where children can safely wait to be collected by parents

Early Years LS and SS First Aid
Early Years LS and SS Unwell Children
Early Years LS and SS Administration of Medicines

Nearly all staff are First Aiders and have up to date certificates. In addition, Early Years staff are Paediatric First Aiders. A list is kept in the office with dates of latest training. Qualified members of staff are on each school site when children are present and an appropriately trained person accompanies any field trip or visit. (Appendix 2)

There are First Aid kits in each staff room, each laboratory, the HE room, the Sports Hall, the kitchen of the Barn and the canteen. There is an additional one for taking on field trips and visits. These include packs of rubber gloves for use with bodily fluid spillage.

Disposal units (sited in the lavatory facilities of the female staff and senior girls) are to be used for disposal of soiled bandages, plasters etc..

Staff are made aware of pupils with allergies and other medical needs and trained accordingly. (e.g. Brittle Asthma)

Procedures:

Lower School / Early Years pupils:

First Aid

- If a child has a minor accident on the playground, the accompanied child is sent to the Staff Room to see the duty teacher.
- Fill in Accident Form (Appendix 1)
- An Ice pack available in the Staff Room for minor bumps
- The First Aider may be sent for, if needed, for advice
- If accident is serious and pupil cannot be moved; give assurance; send for help; notify the Office
- If required phone 999 direct from the nearest phone (9 999)
- There is a wheelchair in the Boarding House which can be used for sprains and so on
- Fill in a minor injury book / complete an accident form, which is then sent to the family (copy kept in office)

Unwell Children

- When a pupil is taken ill at school, the Class Teacher or the First Aider will assess them
- Children are generally kept with their class and made as comfortable as possible
- Children may just need a breath of fresh air
- If a child is likely to vomit the pupil is immediately sent to a cloakroom with an LSA
- Years 5 – 6 may be sent to the Office and go into the Medical Room
- Portable basins and disinfectant are in the Medical Room
- The Class Teacher will telephone the parents to collect the child as soon as possible

Administration of Medicines

- Parents should hand medicines to Staff, carefully named
- Only the last doses of anti-biotic (or medication such as Piriton, or inhalers for long-term asthmatics) are administered. These medicines are kept in the Staff Room or in a locked cupboard in the Medical Room
- Inhalers and EPI-pens are administered if necessary and staff have been trained in their administration. They are kept in the classroom or older pupils may carry them in a bag round their waist.
- If any medicines are administered then an Administration of Medicines form must be completed by the staff.

Senior School pupils:

First Aid

- Children go to the Staff Room for help
- Nose Bleed, cuts and burns – a First Aider should be contacted
- Minor injuries can be 'self-certificated' on a white form
- Ice packs available at Staff Rooms
- Try to keep other pupils away
- A wheelchair is available in the Boarding House
- Staff fill in Pink Accident Form which is sent to the Office with a copy to the parents.
- If pupil cannot be moved, send for First Aider
- Send to the Office so that 999 can be rung – unless another phone is nearer (9 999)

If a member of Staff is injured, this is recorded in the Accident Book

Resuscitation:

- If Staff feel able, attempt resuscitation until paramedics arrive

Unwell pupils

- Sick go to the Staff Room for help
- When a pupil is unwell, the Class teacher / Form teacher or First Aider will assess the situation
- Pupil may be sent to have a 'breath of fresh air' or to have a glass of water
- The pupil may be sent to the Office to go into the Medical Room – to lie down for a while and then perhaps go back to class
- The Office may be advised by Staff to telephone parents to ask them to collect the sick child
- Office Staff record in a book those who have been sent to the Medical Room
- Pupils may be given paracetamol for headaches / period pain, after 11.00am, if necessary and there is signed permission from parents on Health Forms
- EPI-pens may be administered to pupils in possession of one

Administration of Medicines

- Pupils hand medicine in to the Staff Room in a clearly labelled plastic bag
- Pupils should carry their own inhalers and EPI-pens at all times
- Pupils may be given paracetamol for headaches / period pain, after 11.00am, if necessary and if there is a signed permission from parents on the Health Form
- Staff record on the Staff whiteboard, **and** in the Book, that medicine has been given (name and time)

Administration of non-prescribed medicine

Boarders

- Staff must send pupils to the Office to sign out of School
- The Office must tell the Boarding House (Sr Danuta / Sr Kasjana) that a pupil is ill and is being sent down to the House
- Boarders parents are normally asked to collect their sick pupil as soon as possible

Parents

- It is important that parents keep the School informed of up to date telephone and mobile telephone numbers, and addresses where they can be reached in case of emergency (health forms sent out in June asking for updated details). Reminders regularly placed in the weekly newsletter.
- Regular attendance is important, but school is no place for sick children
- If a child has a medical condition which prevents her / him from taking part in PE lessons parents should inform the School in writing

Care Plans need to be completed by parents for children with severe allergies or asthma or other illness which should be known to members of staff.

RIDDOR – a report must be made to the secretary if either pupils or staff are taken to hospital after an injury as it has to be reported to RIDDOR. Early Years serious incidents need to be reported to LADO through Head of Lower School.

Staff need to keep first Aid Certificate up to date, every 2 years. Julie Jennings is a First Response First Aider. If in doubt seek her help.

Staff need to be trained in the use of epi- pens or any other special devices used by pupils.

Health Forms are sent out in June for new parents and annually to existing parents to update.

(Prepared September 2008 DPW; August 2010; Jan 2011, Jan 2012 SG/PP Next Review due:Jan 2013)

ACCIDENT / INCIDENT REPORT FORM

Staff in charge of first aid: First responder: Mrs Jennings Lower School: CA, IH, LL, PP, CR, PW, SW, Sr L, Sr K Middle Senior Sch: JH, MH, HK, LM, KM, MM, WP, RS, FV, NW Sr D Boarding House: Sr D, Sr L, Sr K, SW Office: CC, KD, DF, LP	Management team to be contacted: Sister Francis Mrs Kenny Miss Gooderson
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1. To be filled in by Staff on Duty:

Pupils Name:	Year Group:
Date of Accident / Incident:	Time: am/pm
How and where did accident / incident occur – (In addition to location / others involved also detail RS/LS; back/front; head/leg/ arm etc)	
Signature of Staff Member:	

2. To be filled in by First Aider:

Time Contacted:

Suspected nature of injury:			
Details of First Aid given:			
Parent's Contacted	Yes/No	Doctor/Hospital Contacted	Yes/No
Senior member of staff informed	Yes/No		
Signature of First Aider:			

Original form to be sent to parents for the next section to be completed / sent with the injured pupil to doctor / hospital, and thence on to the parents as necessary.

Photocopy to be filed in the school office on day of accident.

N.B. In the case of a serious accident a copy of this form is to be sent to Sister Francis and retained in the Boarding House overnight.

3. This section to be completed by the parent/guardian and the whole form should be returned to the school office when the pupil returns to school.

Further action taken:	
Signature of Parent / Guardian:	Date:

Appendix 2: First Aid trained staff overleaf

LIST STAFF FIRST AID TRAINED

Title	First Name	Surname	Date Trained	Date Expires	
Miss	CLARE LOUISE	AINSWORTH	6/01/2012	6/01/2015	
Mrs.	GLORIA LYNNE	BOULTON	11/08/2011	11/08/2014	
Mrs.	ANNA	CARTER	1/06/2010	1/06/2013	
Mrs.	CATHERINE	CARTER	9/03/2011	9/03/2014	
Mr.	ADRIAN	COOKE	25/06/2010	25/06/2013	
Mr.	KARON	DUGDALE	5/01/2012	5/01/2015	
Mrs.	DEBORAH LOUIS	FOUNTAIN	5/01/2012	5/01/2015	
Miss	SALLY	GOODERSON	25/11/2008	25/11/2011	EXPIRED
Mrs.	JANE	HARVEY	6/01/2012	6/01/2015	
Mrs.	MEG	HEALE	9/05/2011	9/05/2014	
Mrs.	IRENE	HENDEN	1/05/2010	1/05/2013	
Mr.	JEREMY	HODGES	5/01/2011	5/01/2014	
Mrs.	JULIE	JENNINGS	22/04/2010	22/04/2013	
Mrs.	HILARY	KENNY	5/01/2012	5/01/2015	
Mr.	JOHN	KIRBY	15/03/2011	15/03/2014	
Miss	LIRIDONA	LASKA	5/01/2012	5/01/2015	
Miss	KATHERINE	MACLACHLAN	5/01/2012	5/01/2015	
Mrs.	MARIE	MANSFIELD	5/01/2012	5/01/2015	
Mr.	LEWIS DAVID	MURPHY	5/01/2012	5/01/2015	
Mrs.	DONNA LOUISE	NALLY	1/11/2008	1/11/2011	EXPIRED
Mrs.	WENDY	PADLEY	6/01/2012	6/01/2015	
Mrs.	PENNY	PEIRCE	5/01/2012	5/01/2015	
Sr.	LINDA (PALINA)	PERGEGAJ	6/01/2012	6/01/2015	
Miss	LUCIA	PIVARNIKOVA	6/01/2012	6/01/2015	
Mrs.	CATHERINE	RIEDLINGER	1/05/2010	1/05/2013	
Mrs.	RACHEL LOUISE	SCRAFIELD	5/01/2012	5/01/2015	
Mrs.	NATALIE JUNE	WILSON	5/01/2012	5/01/2015	
Miss	RACHEL	WILSON	15/06/2010	15/06/2013	
Sr.	DANUTA	WLOCZKA	29/01/2011	29/01/2014	
Mrs.	PATRICIA	WOODWARDS	6/01/2012	6/01/2015	
Miss	SARAH	WOOKEY	6/01/2012	6/01/2015	
Sr.	KASJANA	ZIEMBINSKA	29/01/2011	29/01/2014	