

FIRST AID

Location of Equipment

Main stock of equipment is in the school's medical room. However there are first aid boxes in the Year 5 Co-ordinator's room, the Year 6 Co-ordinator's room, Design/Technology room, Science Prep room, the Gym and at the Games Field. Travel first aid kits are available for school trips. The first aid kits are monitored by the office staff who are the appointed persons for first aid.

Qualified staff in school

Staff in school who have completed their first aid in schools qualification are as follows:

January 2008 – Due to expire January 2011

Mrs L Jeal, Mrs B Cheverton, Mrs J Curtis, Mrs C Maddox, Mrs B Sharman, Mrs S Warner, Mrs S Wood, Mrs L Woodcock

June 2009 – Due to expire June 2012

Mrs H Bigg, Miss E Barfoot, Mrs T Cross, Mrs L Gooch, Miss G Gore, Mr M Hood, Miss C Hunt, Mr P Johnson, Mr M Langford, Mrs W Rowe, Mrs J Spurgeon, Mrs T Williamson

Clinical waste disposal

There is a specific bin for the disposal of clinical waste. This is located in the medical room. There is also a sharps bin in the medical room. Both are emptied on a regular basis by a specialist company.

Injury reporting procedures

In the event of a minor injury, the pupil should be sent to the School Office accompanied by a responsible pupil or adult. For a more serious injury, a message must be sent to the nearest first aider and the school office. A list of first aiders and the location of first aid boxes is displayed in classrooms.

The treatment of minor injuries, such as cuts and grazes, is recorded in a book retained in the school office. For anything more serious an accident form must be completed and signed by the Headteacher, which is then sent to the Education Office. Accident forms and the instruction for the completion of, are available from the school office.

Medical information

Information regarding a pupil's doctor and the relevant contact numbers is available on the pupil's information sheet which is filed in class order in the school office. It can also be obtained from the SIMS data held on the office server computers.

In the event the injured person is a member of staff, emergency contact numbers are kept in the school office.

Calling Ambulance/GP

In the event of an emergency, office staff will call for an ambulance and notify the parents. Should there be any difficulty in regard to contacting a parent, then the pupil's information sheet should be copied for the hospital and a member of staff will accompany the pupil to hospital and stay with him/her till parents arrive.

RISK ASSESSMENT FOR FIRST AID NEEDS

Staff, pupils and visitors have been included in the carrying out of this risk assessment.

Size and building levels

Taking into account the size and different levels of the school building including the detached gym, first aid equipment has been placed in different areas around the school.

Location of the school

The school is centrally located in the town of Lowestoft and easily accessible to emergency services. If an ambulance has been called, a member of staff will wait at the entrance gate in order to direct emergency services to the casualty. Should it be during morning or lunch break, then available members of staff will also be on hand to direct pupils away from the injured person and any access emergency vehicles may need.

Hazards or risks on the site

There are no identifiable hazards or risks on the site on a permanent basis. However, from time to time, there may be some temporary hazards such as building works. In such circumstances, a risk assessment will always be carried out to ensure the building is as safe as possible.

Specific Needs

The school caters for pupils from the age of 9 to 13 years. Ramps have been placed for access to different building levels in various locations around the school. A lift is available to the Year 5 area. A toilet for those with disabilities is also available.

Accident statistics

Most injuries occur during lunch breaks when first aid staff are always available should the need arise. In addition midday supervisors (the playground is divided into zones to ensure there is always one midday supervisor available in each zone at all times) and staff are on duty to ensure as much care as possible of those on the school site is taken. At other busy times, as pupils enter and leave the school and at morning break, there is also a staff duty area for specific identified areas to reduce any risks.

Contacting First Aid personnel

A list of those qualified in first aid procedures is displayed in most rooms. There are various telephone extensions which can be accessed around the school, including the School Gym and the Playing Field, in the case of any emergency occurring.