

# DE LA SALLE COLLEGE



## FIRST AID POLICY

*“BUT A SAMARITAN, AS HE JOURNEYED, CAME TO WHERE HE WAS, AND WHEN HE SAW HIM, HE HAD COMPASSION. HE WENT TO HIM AND BOUND UP HIS WOUNDS, POURING ON OIL AND WINE. THEN HE SET HIM ON HIS OWN ANIMAL AND BROUGHT HIM TO AN INN AND TOOK CARE OF HIM.”*

LUKE 10:33-34

Compiled by: The College Director	Last Reviewed: June 2025
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## Policy Statement

De La Salle College will undertake to ensure compliance with all the relevant legislation with regard to the provision of First Aid for students, staff, parents and visitors. We will ensure that procedures are in place to meet that responsibility. This policy should be read in conjunction with De La Salle's Health and Safety policy and policy on Safeguarding children on school visits. It will be reviewed annually.

### Aims and Objectives:

- To identify the First Aid needs of De Salle College in line with current legislation regarding the Management of Health and Safety at Work Regulations.
- To ensure that First Aid provision is available at all times whilst people are on the premises and on premises used by the school.
- To ensure that when recruiting staff, an appropriate number of successful candidates hold relevant First Aid qualifications and have been suitably trained or are prepared to undertake training.
- To maintain a record of all First Aid training at De La Salle College and to review First Aid needs and procedures annually.
- To provide ongoing training and ensure monitoring of training needs.
- To provide sufficient appropriate resources and facilities.
- To provide awareness of Health and Safety issues within De La Salle College and on school trips to prevent, where possible, potential dangers or accidents.
- To inform staff, parents and students of the First Aid arrangements at De La Salle College.
- To report, record and, where appropriate, investigate all accidents.
- To keep accident records and to report to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulation in force at the time.

### First Aid Provision:

#### First Aid kits are available in the following locations:

- The staffroom/medical room/kitchen (ground floor) x3
- DT
- DT2
- The Upper Deck area (Art Department)
- The Lower Deck area – (Mr Roger's office)
- Music Room
- Canteen
- Games Hall - office
- Pyramid Building
- DLS – Library lower floor
- Jubilee Building office + box for playground & 2x trips/sports bags
- Jubilee Building – small tub in each classroom
- The Science Block – Prep room and Lab 5.

- New Sports Hall – Storeroom/office
- Caretakers Portacabin
- Fitness Room
- First aid box is carried on all the sports coaches
- Brother Anthony Building - staffroom – playground box and 3x trip/sport bags
- Pre-Reception classroom
- Brother Edward Building – 1x in each of Year 5 classrooms

The named First Aid Secretary will check the contents of kits every half term and restock as necessary. A kit should also be checked every time it has been used. It is the responsibility of the person who opened the First Aid box to report any replenishing requirements to the First Aid Secretary.

The First Aid room will be located off the Secretaries' office on the ground floor of the Beeches Building. Temporary designated rooms are available in the Brother Edward and Brother Anthony Buildings. At no time should an injured or ill person be left unattended in the designated room.

All members of staff, teaching and support must ensure they have read this First Aid Policy.

## First Aid Training

As part of personnel duties, David Sharrock is responsible for ensuring that there is an adequate number of qualified First Aiders/Appointed persons.

All members of staff will be trained in the use and administration of EpiPens. A list of all students who may require this treatment will be held by the qualified First Aiders in the secretary's office on the ground floor in the Beeches building. In addition, all staff will be reminded how to access this information in Class Charts at the start of each year.



## First Aiders Holding First Aid at Work Qualification and Their Locations

**PRIMARY SCHOOL** – there are currently 4 qualified first aiders in the Primary School holding First aid at Work certificates – renewal period 3 years. There are 2 staff with Paediatric First Aid certificates – renewal period 3 years.

Additionally, all Primary staff undertake an Emergency First Aid at Work course each year.

**SECONDARY SCHOOL** – there are currently 27 qualified first aiders in the secondary school holding First Aid at Work certificates – renewal period 3 years.

**DEFIBRILLATOR** – Defibrillator training is completed as part of the First Aid at Work qualification.

## Head Injuries

Accidents involving the head can be problematic because the injury may not be evident, e.g., internal, and the effects only become noticeable after a period of time.

Even if the injury is minor, all head injuries should be closely monitored, and a phone call home made.

Any serious head injury should always be referred for hospital treatment following the emergency procedures below.

## Emergency procedures

- Where the injury is an emergency, an ambulance must be called following which the parents will be contacted.
- Where hospital treatment is required but it is not an emergency, the Receptionist/First Aider or First Aid T.A. at KS 1 & 2 will contact the parents for them to take over the responsibility of the student.
- In the event that the parents, or the person designated by the parents cannot be contacted, a member of college staff will be asked to accompany the student to the hospital and remain with them until the parents can be contacted and arrive to take over responsibility. Office Staff or Head of House gives a courtesy call home the next day.

## An ambulance must always be called:

- In the event of a serious injury.
- In the event of any significant head injury.
- In the event of a period of unconsciousness.
- Whenever there is a possibility of a fracture or where this is suspected.

## Hygiene/Infection control

- Hands must be cleansed thoroughly, by either washing, or using gel before and after giving First Aid.
- Single-use disposable gloves must be worn when treatment involves blood or other body fluids.
- Any soiled dressings etc must be put in a clinical waste bag and disposed of appropriately.
- Any body fluids on the floor should have absorbent granules sprinkled on them and be swept up with the designated dustpan and brush. If possible, the area should be bleached.
- Body fluid spillages on hard surfaces should be cleaned up and then bleached by the maintenance staff.
- Exposed cuts and abrasions should always be covered.

## Incident Reporting

All incidents/injuries/head injuries and treatment will be recorded on the 'Administration of First Aid' sheet, which is kept in the First Aid room, by the named First Aider.

The named First Aider will contact the parents if there are any concerns about an injury or should a student need to be sent home through illness.

Any significant injury also needs to be entered in the Accident Book/Student Accident Book. This needs to be completed by the person administering First Aid and by the person who has dealt with the accident. At the earliest opportunity, it should be signed by the person who was the subject of the injury. These records should be kept for 7 years.

If the nature of the accident involves contacting 'Reporting of Injuries, Diseases and Dangerous Occurrences Regulations', the College Director or Assistant Headteacher (Safeguarding) will be the persons designated to undertake this on behalf of De La Salle College.

## Sharing of information

At the start of each academic year, the named First Aid Secretary (E. Le Moucheux) will inform all members of staff of the updated list of students who are known to have medical conditions/problems, especially those with individual health plans. This list will be reviewed each time a student is to be added or deleted from the list.

Medical Consent forms for out of school visits can be obtained from the RM Staff (T:) drive/College Documents/School Trip Paperwork/Approval Forms folder or from the office and these are readily available to all staff for use related to school outings.

## Administration of Medicines

**Under no circumstances should a student be offered any medication, prescribed or non-prescription, such as aspirin or paracetamol, without first having written parental approval.**

There will be times when a student is well enough to attend school but requires medication, but in general, where a child requires medication or treatment, he or she should be kept at home until the course of treatment is complete. The exceptions to this are:

- When a student has almost fully recovered and simply needs to complete a course of medication e.g., antibiotics for a day or so.
- Where a student suffers from asthma, severe allergic reaction or another occasional ailment and may need to use an inhaler or Epi-pen.
- Where equipment such as an inhaler is necessary, we strongly encourage students to take care of and be responsible for these items as early as possible. Clearly identified spare inhalers, also stating the required dosage, should be supplied by the parents and kept in the First Aid rooms or by class teachers at KS1 & KS2.
- Parents whose child requires the administration of intramuscular adrenalin due to a severe systemic allergic reaction (anaphylaxis) are responsible for ensuring there is an 'in date' Epi-pen in school at all times.
- The location of the pens will depend on the age of the student and are as follows:
  - Reception and Key Stage 1; one Epi-pen kept in the student's classroom.

- Key Stage 2; one Epi-pen in the student's classroom, one in the medical cabinet in the Primary school first aid room and one in the playground medical box.
- Key Stage 3 and above; one Epi-pen to be kept by the student at all times. This could be kept in their pencil case or blazer pocket. A second Epi-pen should be kept in the Secondary school first aid room.

## Legal aspects

There is no legal duty on non-medical staff to administer medicines or to supervise a child taking it, this is purely a voluntary role. Staff should be particularly cautious agreeing to administer medicines where:

- The timing is crucial to the health of the student.
- There are potentially serious consequences if medication or treatment is missed.
- A degree of technical or medical knowledge is required.

Staff who volunteer to administer medicines should not agree to do so without first receiving appropriate information and/or training specific to the student's medical needs, for example, medical plans and Epi-pen training.

## Safety checklist

Details of this policy and procedures will be publicised and available from the school website.

- Has the parent completed the Medical Consent form and has a copy been filed?
- Is any specific training required to administer medicines?
- Is any necessary protective clothing or equipment available?
- Is the member of staff clear on what they are expected to do?
- Is the emergency contact information, particularly for the GP and parent or guardian clear?
- What action is necessary in the event of an accident or failure of the agreed procedures?
- Will medication be stored in the same place and at a suitable temperature?
- Staff must be aware of information on infectious diseases that is held in the Primary and Secondary school's First Aid rooms and on the Staff notice boards at KS1 & KS2.

## Instruction and Training

- Specific instruction and training should be given to staff before they are required to assist with or administer medicines or medical procedures. This must include the identification of tasks that should **not** be undertaken.
- Such safeguards are necessary both for the staff involved and to ensure the wellbeing of the student. Even administering common medicines can sometimes be dangerous if children are suffering from non-related illnesses or conditions.

## Record Keeping

The following information must be completed by the parent:

- Name and date of birth of the student
- Name of parents/guardians, contact address and telephone numbers of landline and all mobiles
- Name, address and telephone number of the student's GP
- Name of medicines
- Details of prescribed dosage
- Date and time of last dosage given
- Consent given by parents/guardian for staff to administer the specific medicine/s
- Expiry date of the medicines
- Storage details

**The parent consent form, providing all the above information, will be copied and retained in a central file as a record for future reference.**

## Safe storage and disposal of medicines:

- Medicine should be administered from the original container or by a monitored dosage system, such as a blister pack. The designated member of staff should not sign the medicine record book unless they have personally administered, assisted or witnessed the administration of the medicines.
- When medicines are used, staff will need to ensure that they fully understand how each medicine or drug should be stored. Storage details can be obtained either from the written instructions of the GP/Pharmacist or from parents.
- All medicines should be stored in the original container, be properly labelled and kept in a secure place, out of the reach of children. Arrangements may be needed for any medicines that require refrigeration. These should be clearly labelled and kept separate from any foodstuff.
- Medicines should only be kept whilst the child is in attendance.
- Where needles are used, a sharps container and adequate arrangements for collection and disposal should be in place. Such arrangements are necessary for any equipment used which might be contaminated with body fluids such as blood etc.
- Any used or outdated medication will be returned to the parent for safe disposal.

## Accidental failure of the agreed procedures:

Should a member of staff fail to administer any medication as required, they will inform the parent as soon as possible. However, the position would not normally arise as any student requiring vital medication or treatment would not normally be at school.

## Supporting students with medical conditions:

Some students with underlying medical conditions may require assistance in managing their condition or may require first aid intervention as a consequence. Examples of such conditions are severe asthma, diabetes, epilepsy and severe allergies. In such cases, when informed by parents or the school nursing team, an individual health plan will be produced in consultation with the student, parents and school nursing team. The plan will set out each individual's



responsibilities in supporting the student in school, the signs and symptoms to look out for and what to do in an emergency. Plans will be reviewed annually, and information shared with relevant staff at the start of the academic year and if the plan changes by the named First Aid Secretary. Staff will be provided with appropriate training to enable them to support these students, either from the school nursing team or via our online training platform.

In all cases where a student requires first aid assistance, staff should get help from the nearest qualified first aider as soon as possible.

### Guidelines for children having an asthma attack

- Encourage them to take their reliever inhaler (usually blue) straight away and to try to breathe deeply and steadily
- Sit them down and loosen any tight clothing
- If their symptoms haven't improved after five minutes, or you are worried, call 999 or see a doctor urgently
- Encourage them to continue to take a puff of their reliever inhaler every minute until help arrives

### Guidelines for children with Diabetes

- All your teachers/support staff need to be aware that the child has diabetes (see supporting students with medical conditions)
- All medical staff should be aware of the child's testing and treatment needs and should be informed as to what to look for and how to act should the child be low or high on blood sugar

### Guidelines for children with Epilepsy

What Should I Do for a Person Who Is Having a Seizure? If someone is having a seizure:

- Loosen clothing around the person's neck.
- Do not try to hold the person down or restrain them. This can result in injury.
- Do not insert any objects in the person's mouth. This can also cause injury.
- Reassure concerned bystanders who may be upset and ask them to give the person room.
- Remove sharp objects (glasses, furniture, and other objects) from around the person to prevent injury.
- After the seizure, it is helpful to lay the person on their side to maintain an open airway and prevent the person from inhaling any secretions.
- After a seizure, the person may be confused and should not be left alone.
- In many cases, especially if the person is known to have epilepsy, it is not necessary to call 999.
- Call 999 if the seizure lasts longer than 5 minutes, or if another seizure begins soon after the first, or if the person cannot be awakened after the movements have stopped. If you are concerned that something else may be wrong, or the person has another medical condition such as heart disease or diabetes, you should contact a doctor immediately. A trained first aider will call an ambulance if necessary.

### Guidelines if someone has [symptoms of anaphylaxis](#):

- Use an adrenaline auto-injector if the person has one – but make sure you know how to use it correctly first
- Call 999 for an ambulance immediately (even if they start to feel better) – mention that you think the person has anaphylaxis
- Remove any trigger if possible – for example, carefully remove any stinger stuck in the skin
- Lie the person down and raise their legs – unless they're having breathing difficulties and need to sit up to help them breathe. If they're pregnant lie them down on their left side
- Give another injection after 5 minutes if the symptoms do not improve and a second auto-injector is available. (See above for location of second auto-injector)
- If you're having an anaphylactic reaction, you can follow these steps yourself if you feel able to.

### Students with infectious diseases:

Students with infectious diseases will not be allowed in school until deemed safe by their GP or the relevant local Health Authority and a doctor's certificate or letter confirming this will be required.

Information on exclusion periods for common infections can be found in the States of Jersey, Health & Social Services Policy 'Prevention and Control of Infection Guidelines for Early Years and School Settings 2016'.



## DE LA SALLE COLLEGE

### MEDICAL CONSENT FORM

**Important: School employees are not required to undertake this responsibility.  
Please print in black ink throughout.**

Student's name: \_\_\_\_\_

Date of birth: \_\_\_\_\_

Parent emergency contact (please give as many numbers as possible):

\_\_\_\_\_

Doctor: \_\_\_\_\_ Surgery: \_\_\_\_\_ Phone: \_\_\_\_\_

Medication: \_\_\_\_\_ Storage details: \_\_\_\_\_

Dosage: \_\_\_\_\_ Use before date: \_\_\_\_\_

Please enter below any special guidance/frequency of dosage etc:

\_\_\_\_\_

\_\_\_\_\_

Please enter below consequences if medication or treatment is missed/action required:

\_\_\_\_\_

\_\_\_\_\_

**Parent/Guardian consent. (Please read and sign)**

This task is being undertaken voluntarily and in a spirit of general care and concern. We will make every effort to administer this medication on time and as required. The member of staff responsible can make no absolute guarantees and may decline to accept responsibility once they have read these instructions. If so, you will be informed immediately.

**Signature of parent/guardian** \_\_\_\_\_ **Date:** \_\_\_\_ \_\_\_\_ \_\_\_\_

**Staff member, do you understand exactly what is required? YES | NO (Please delete)**

**Signature:**

**Original: Retain with medication**

**Copy: To be filed in Medication File**

## Procedures For Usage, Disposal and Replacement of Sharps Bin and Procedures to be Followed in Event of a Needle Stick Injury

Some students at De La Salle College may have medical conditions that necessitate them using blood glucose testing devices or hypodermic needles. Such equipment is held securely in the medical room and used only under the supervision of a qualified first aider.

The used devices and needles are then placed into an approved UN/BS (United Nations/British Standard) Sharps Container by the user – under the supervision of a qualified first aider.

On very rare occasions, children or staff may injure themselves on discarded used blood glucose testing device or hypodermic needle, \*\* which they have found. As well as ensuring that the victim gets any necessary care, it is important that the needle gets disposed of safely to avoid the same thing happening to others. If a discarded needle and/or syringe is found, it should be carefully placed into the approved UN/BS Sharps container.

The approved UN/BS Sharps Container at De La Salle College is lid tight and located in a locked cupboard in the medical room – ground floor – Administration Building.

Before it reaches its capacity, it is carefully placed into a chemical waste bag – also kept in the medical room – and taken to Reid's Pharmacy, Five Oaks. On a weekly basis, Reid's Pharmacy take any such items for disposal to the incinerator where the contents for disposal are recorded.

A replacement approved UN/BS Sharps Container will be put in the medical room cupboard for future use.

\*\* De La Salle College will inform the police immediately should any discarded needles/syringes be found on or in the vicinity of the premises.

### Procedures in the event of needle stick injury.

If someone pricks or stabs themselves with a **used** hypodermic needle:

1. First Aider ensures protective gloves are worn,
2. Gently bleed (milk) the wound – DO NOT suck or lick the wound,
3. Wash the wound thoroughly with soap and running water,
4. Cover it with a waterproof dressing,
5. Record it in the Accident Book, and
6. **Seek immediate medical advice** from the Emergency Department at Jersey General Hospital about the possible need for immunisations (e.g. hepatitis B or C) or for treatment if the wound becomes infected.

There have been no documented cases of people acquiring HIV, Hepatitis B or C from discarded needles. Nevertheless, Hepatitis B immunisation and monitoring is recommended for these incidents, so it is important to seek immediate medical advice.