



St Margaret's School Exeter

Headmistress: Mrs Sheila Cooper
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FIRST AID PROCEDURES

Person in charge of First Aid: Mrs Gloria Maxwell, School Matron

Trained First Aiders:

- Mrs Gloria Maxwell (Matron)
- Mrs Elaine Clark (Home Economics, D of E)
- Mr Andy Matthews (Maintenance)
- Mr James Meeke (Religious Studies)
- Mr Nicholas Moore (Physics)
- Miss Donna Penfold (PE)
- Miss Sarah Rigby (Sociology)
- Mrs Adele Searle (Maths)
- Mrs Rebecca Sharpe (Nursery)
- Miss Rhiannon Tucker (Reception)

First Aid boxes are situated in:

- Medical Room
- Staff Room
- PAC
- Gym
- All Science Labs
- Art House
- Nursery
- Prep House
- Junior House
- School Reception
- School Kitchen
- Mini Bus

School Trips

A First Aid Box is kept in the Medical Room for staff to take with them on visits away from the school site. This should be ordered by the staff in charge of the outing in advance from the Mrs Maxwell and returned once the outing is over.

First Aid Boxes should be monitored by First Aiders to ensure they are always kept fully stocked. Requests for additional / replacement supplies should be made to Mrs Maxwell. In addition, Mrs Maxwell will check the boxes once a term herself.

PROCEDURE IN THE CASE OF ACCIDENT / INJURY / ILLNESS AT SCHOOL

Mobile casualty

Direct to Medical Room, arrange for another pupil to accompany if this is deemed necessary (e.g. dizziness, fear of fainting) and note the time they leave the class.

In the Medical Room:

- Accident/injury/illness will be dealt with by Mrs Maxwell or, in her absence, a First Aider
- If the casualty recovers, return to class.
- The time of arrival at Medical Room and return to class should be noted by whoever deals with the situation.
- If necessary Mrs Maxwell / First Aider will arrange for the casualty to be collected and taken home.
- Whoever carries out the treatment will record all details in the accident log i.e. date, timing, name of casualty, nature of incident, treatment given?

Immobile casualty

- The casualty must not be left alone.
- If necessary, clear room of other students - instruct them to go silently and gather in a central place (e.g. outside Chapel) from where they can be collected. If this step is taken, send two girls to report to Reception so that help can be mustered and girls can be supervised.
- Send two girls to get help from Mrs Maxwell or in her absence, school reception.
- Mrs Maxwell / first aider will treat, and make decision re action.

Accompanying to hospital

- An adult - Mrs Maxwell in the first instance - must accompany every pupil going to hospital.
- If an ambulance is not called, Mrs Maxwell will contact a non-teaching member of staff in the first instance to drive them to hospital.
- Parents will be contacted and either takes pupil themselves or, where time is crucial, go straight to the hospital.

Head injuries

The risk of delayed reaction to head injuries means that they must be taken seriously, even if they appear relatively trivial initially. A pupil who receives a head injury should be sent home by car or ambulance. All parents of pupils who receive a head bump / injury (particularly Prep and Pre-Prep pupils) will be contacted so that they can be fully aware and vigilant. It will be recommended that they seek medical advice / examination in cases of concussion. See further details in 'Head Bump policy and procedures'.

Accident Reports / Record Keeping

An Accident Report Form, obtainable from Mrs Maxwell, should be completed for all cases of injury through accident. Mrs Maxwell will keep Dr Marshall / Mr Bergin informed at the weekly meeting of all accidents / illness / injury.

In accordance with the Social Security Act 1975, the school keeps an Accident Book in the Medical Room. Details (date, time, place, cause, nature of injury, the work / process being undertaken) should be entered for any member of staff who is involved in an accident during the course of his/her employment.

Accident / injury / illness on school trips / visits

A record must be kept as set out above

Procedures in case of accident / illness / injury at home

Pupils: parents to advise school by phone on day of absence and subsequently by letter.

Staff: to inform Mrs Ward by telephone (see Staff Absence Policy).

Staff Illness / Injury at school

Mrs Maxwell will determine when a member of staff should go home due to illness or injury, if they need to be accompanied home, Mrs Maxwell will ensure that the first aid is covered by another first aider, Mrs Maxwell will inform Dr Marshall, Mr Bergin and Mrs Ward.