



TAVERHAM HALL

Preparatory School

FIRST AID POLICY

[A list of First Aiders can be found at the end of this document]

We have a purpose built Medical Centre at Taverham Hall School, led by The Senior Matron and her assistant who is a qualified nurse.

There is a qualified nurse on duty in the Medical Centre every day who is available to administer first aid, to deal with any accidents or emergencies, or to help if someone is taken ill. We also have a number of members of the teaching staff who are trained and qualified as First Aiders, who are capable of giving first aid if, for example, your child is injured during sport.

First aid boxes are placed in all the areas of the school where an accident is considered possible or likely such as the Sports Hall and swimming pool. We always take first aid boxes with us when groups of pupils go out of school on organised trips or to participate in sporting events.

All new pupils and staff are given information on where to go for help in the event of an accident as part of their induction into the school. There are first aid notices around the school.

We keep records of all accidents and injuries, and have a procedure in place for ensuring that they are reviewed regularly in order, where possible, to minimise the likelihood of recurrence.

We will always contact you, as a parent, if your child suffers anything more than a trivial injury, or if he or she becomes unwell, or if we have any worries or concerns about his or her health. Please do not hesitate to contact your son or daughter's form tutor, the office or the matrons at the Medical Centre at any time if you wish to discuss any concern that you may have relating to your child's health.

Lists of those with Asthma, Epilepsy etc are posted in the Common Room and Surgery. Tutors and teaching staff are made aware and given training where necessary.

Asthmatics inhalers are kept in surgery and given to staff when necessary e.g. games and outings etc.

Dietary needs are posted in the Common Room, Surgery and kitchen serving area. Tutors and those sitting at the head of a table on which those with special dietary needs sit are made aware.

GUIDANCE FOR DEALING WITH SPILT BODY FLUIDS

1. Blood/Vomit etc on carpeted areas

Always wear rubber gloves - use hot soapy water (biological soap powder is best) - rinse well and dry thoroughly (may need to use hair dryer) HIV cannot survive on dry surfaces.

2. Washable surfaces

Apply neat bleach and then wash well with hot soapy water - rinse and allowed to dry. Cloths and mops to be soaked in bleach solution after use.

Certain injuries and illnesses are reportable to RIDDOR. Staff should check the website to see if this is necessary. <http://www.hse.gov.uk/riddor/guidance.htm>

January 2010

FIRST AIDERS IN SCHOOL @ JANUARY 2010

<u>PREP:</u> CROSSLEY, MIKE	03.09.09	
ARDEN, Dawn		
BANKS, Neale	2008 ICT OUTDOOR	
CHAPMAN, Claire		
DREW-BATTY, William	01.09.08	
FOULKES-ARNOLD, Viv	01.09.08	
GOLDSMITH, Steve	2009	
GOLDSMITH, Jo	2009 Paediatric	
HAMBIDGE, Fiona	01.09.08	
HAMILTON, Ross	01.09.08	
HOARE, Jane	2009 Paediatric	
MARLES, Judith		
MARTIN, Iain	05.09.06	
MENEGAZ, Sarah	01.09.08	
NEWTON, Irving	03.09.09	
PENNELL, Juliet	03.09.09	
ROSS, David		
RUST, Sue	01.09.08	
STAMP, Wendy	09.01.07	
STEED, Ed		
WOOD, Edward	09.01.07	
<u>PRE-PREP:</u> DAVIES, Lindsey		

<p>FRY, Ruth</p> <p>NICHOL, Sandra</p> <p>KNIGHT, Valerie</p> <p>JOLLY, Denise</p> <p>TULLY, Barbara</p> <p>TAYLOR, Frances</p>	<p>2009 Paediatric</p> <p>2009 Paediatric</p> <p>2009 Paediatric</p> <p>2009 Paediatric</p> <p>2010</p>	
<p><u>NURSERY:</u></p> <p>BANKS, Penny</p> <p>KNIGHT, Susan</p> <p>LINTON, Jenny</p> <p>STEED, Amanda</p> <p>PASK, Vicki</p> <p>MARTIN, Nicky</p> <p><u>TODDLERS:</u></p> <p>GABRIEL, Sharon</p> <p>ROSE, Jackie</p>	<p>2009 Paediatric & ICT OUTDOOR</p> <p>2009 Paediatric</p> <p>2010 Paediatric & ICT OUTDOOR</p> <p>2009 Paediatric</p> <p>2010 Paediatric</p> <p>2009 Paediatric</p> <p>2009 Paediatric</p>	
<p><u>ADMIN:</u></p> <p>KIRKHAM, Rachael</p> <p>RICE, Francess</p> <p>RICHARDSON, Carole</p> <p>RUSHMER, Tracy</p>	<p>03.09.09</p> <p>01.09.08</p>	

<u>MATRONS</u>		
LISTER, Nicky	24.07.08 (3 day)	
IVES, Elaine	03.09.09	
<u>HOUSEKEEPING</u>		
MATTHEWSON Paula	09.01.07	
<u>DOMESTICS</u>		
BAILEY, Diane		
CLARK, Julie		
WARR, Debbie	03.09.09	
WARR, Mitchell		
STONE, Sue		
GOODRUM, Sue		
PAGE, Veronica	03.09.09	
AMAYA, Lucy		
WILLEY, Judith		
SPASOV, Vasco		
<u>KITCHEN:</u>		
BAKER, Tracy	09.01.07	
BUNTING, Deborah	03.09.09	
<u>GROUNDSMEN:</u>		
SKIPPER, Mike	10.09 (4 day)	
HAVIS, Terry	03.09.09	
BROWN, David	03.09.09	
<u>MARKETING:</u>		
CROSSLEY Alex		
<u>GAP STUDENTS</u>		
BRAANS, Cameron		

TICEHURST, Emily		
HICKS, Julian		
JONES, Kate	2009	

Names printed in **RED** are designated first aiders
Names printed in **GREEN** are first aiders