

FIRST AID POLICY – Junior Courses

Health & Safety at the School:

We aim to provide a safe and secure place to study. As such, LanguageUK Junior School complies with statutory Health and Safety requirements such as Fire Regulations and First Aid. Please tell a member of staff if you see anything which you think is a Health and Safety hazard.

First Aid Policy:

It is a mandatory requirement of working at LanguageUK that all staff members are fully conversant with this policy and any failure to observe this policy may result in disciplinary action. If you need first aid, please go to your group leader or head of Juniors for LanguageUK. First aid kits are in the Abbey School Reception and in the LanguageUK building. In Broadstairs they are several designated first Aid areas on the main college site and in the LanguageUK building. First aid kits are checked monthly by a responsible qualified member of staff to ensure stock levels are maintained and in date.

Location of the first aid kits including travelling kits:

Faversham: Staff office

Canterbury: In the main Staff Office.

First Aiders are:

Verity Sessions	LanguageUK
Joanne Sessions	LanguageUK
Ece Inan	LanguageUK
Steve Waller	LanguageUK

The above personnel will act in accordance with the Health and Safety at Work Act 1974 and First Aid Regulations 1981. They should always be the first person contacted in the case of any medical problem.

The group leaders and Welfare Officer for LanguageUK should be contacted immediately for any of the following:

- Student remains unwell after 24 hours with minimal improvement
- Headache plus neck stiffness and/or sensitivity to light
- Temperature of 38°C and feels unwell
- Temperature of 39°C
- Student develops a skin rash
- Swellings in neck, cheeks, armpits or groin
- Students arrive from countries where an outbreak such as SARS has been declared
- Symptoms e.g. cough/injury/sickness recurs or persists without improvement All members of staff must be aware of potential drug reactions/allergies.

These fall into 3 categories, and in all cases medical advice must be sought or appropriate life preserving steps commenced:

- mild allergy (localized hives and itching)
- moderately severe allergy (all-over hives and itching)
- severe allergy (shortness of breath, throat tightness, faintness, severe hives, involvement of many organ systems)

In an Emergency If an ambulance needs to be called, staff will:

- Outline the full condition and how it occurred.

- Give details regarding the child's date of birth, and any known medical conditions.
- Contact and notify the leader and the next of kin.

Students will be transferred to hospital by the most appropriate means if:

- A head injury has been sustained and the student has been unconscious.
- Student has swallowed poisons, household chemicals, or excess pills.

A broken bone is suspected.

- Any other circumstance deemed serious enough to affect their immediate or long-term health.
- If hospital treatment is required LanguageUK will discuss the next steps with the student and the next of kin as appropriate.

If the student needs to be transported to a hospital, the following procedures must apply:

- No individual member of staff will be alone with the student in the vehicle.
- Only vehicles insured to cover such transportation to be used.
- A second member of staff will be present to provide supervision of the student.

Incident reporting:

All first aid treatment is recorded in the First Aid Book (located in each First Aid Box). This will be completed by the person administering First Aid and by the person who witnessed the accident.

It is essential that all junior students bring a copy of the Parental consent form with them.

Illnesses and Diseases Some infectious diseases are notifiable. The student's parents/guardians have a responsibility to provide adequate information to the school of any precautionary measures to be implemented. Diseases notifiable (to Local Authority Proper Officers) under the Health Protection (Notification) Regulations 2010:

- Acute encephalitis
- Acute infectious hepatitis
- Acute meningitis
- Acute poliomyelitis
- Anthrax
- Botulism
- Brucellosis
- Cholera
- Diphtheria
- Enteric fever (typhoid or paratyphoid fever)
- Food poisoning
- Hemolytic uremic syndrome (HUS)
- Infectious bloody diarrhea
- Invasive group A streptococcal disease
- Legionnaires' Disease
- Leprosy
- Malaria
- Measles
- Meningococcal septicemia
- Mumps
- Plague

- Rabies
- Rubella
- Scarlet fever
- Severe acute respiratory syndrome (SARS)
- Smallpox
- Tetanus
- Tuberculosis
- Typhus
- Viral hemorrhagic fever (VHF)
- Whooping cough

Yellow fever As of April 2010, it is no longer a requirement to notify the following diseases: Dysentery, Leptospirosis, Ophthalmia neonatorum, Relapsing fever and Viral hepatitis. These and other diseases that may present significant risk to human health may be reported under Other significant disease category.

Reviewed October 2018

Next Review October 2019

Reviewed November 2019

Next review November 2020