



First Aid Policy

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1. MEDICAL INFORMATION

Parents of every pupil are required to complete a medical record, which is kept in each pupil's file. It is most important that parents inform the school of any change in a child's medical circumstances.

2. ARRANGEMENTS

Mrs Cheeseman is the school's principal first-aider but the vast majority of staff (see below) have paediatric first aid certificates.

The medical room is situated on the first floor of the main building. Parents will be informed immediately a pupil is deemed too unwell to continue in lessons.

Duty staff will treat simple injuries appropriately, using cleansing materials and plasters but no medication. If in doubt, Mrs Cheeseman will be called upon. Serious injuries will be reported immediately to the secretary or Mrs Cheeseman who will call for emergency assistance and inform parents. A member of staff will accompany any pupil who needs to go to hospital, taking the pupil's school medical record for reference by hospital personnel.

Incidents involving head injury or impact should be reported to Mrs Cheeseman. All injuries and treatment are logged on an accident report form.

Medication will not be given by the school without the express written authority of a parent on the appropriate form, available from the school office. Medication, including tablets, should not be given to a pupil to bring to school but handed to a member of staff or driver of transport. Only one dose, in the quantity to be administered during the day concerned, should be handed over.

3. A NOTE ON HEADLICE

Please note that head lice (pediculosis) occur even in the cleanest of households so a thorough check of your child's hair before he/she returns to school would be a useful preventative measure. The Devon Area Health Authority recommends that children found with head lice should be excluded from their school until treatment has been received. If in any doubt telephone the school. We have been advised that we cannot do the check for parents. All children should have a comb or brush in school (in their kit bag). GPs' advice is that regular shampooing, conditioning and combing of hair helps to keep head lice at bay.

4. SAFETY IN SPORTS ACTIVITIES

Gumshields are required in rugby and hockey lessons. Shin pads are required in football and hockey lessons. Ear studs must be removed or covered with sticking plaster.

5. LOCAL MEDICAL SERVICES



Honiton has an accident and emergency unit, plus a 24-hour minor injuries unit.

6. INSTRUCTIONS FOR ADULTS IN CASE OF A MEDICAL EMERGENCY REQUIRING AN AMBULANCE

Call the ambulance service on 999 and ask for AMBULANCE. State “This is Manor House School, Springfield Rd, off Tower Road, Honiton EX14 9TL. We have immediate need of an ambulance. Would you like map co-ordinates and shortest route directions?”

Co-Ordinates:

MAP – North 50 degrees 47 minutes 43 seconds West 3 degrees 10 minutes 12 seconds

GPS North 50 47 point 717 West 3 10 point 200

GRID ST176001

Shortest route from Honiton: Up Dorchester Rd, past Toll House, in emergency taking first right at “no right turn” on sharp bend.

The school telephone number is 01404 42026

If the injury is very serious request the air ambulance, give the nature of the injuries, state whether it is a child and give map co-ordinates (above). The helicopter can land in the field next to the school or on the senior playground if clear of vehicles.

8. RECENT FIRST AID CERTIFICATION

The following staff members received Paediatric first aid course certificates in Spring 2008:

Susan Atterbury
Dawn Bradley-Buxton
Susan Broad
Della Carter
Antonia Cheeseman
Jayne Clancy
Gillian Cole
Adam Gibson
Gillian Harvey
Susan Harvey
Neil Hudson
Linda Hymans
Heather MacLean
Katherine McGreal
Caroline Nunns
Lisa Reeves
Sarah Spiller
Andrew Sutherland
Geoffrey Wilmot