



FIRST AID POLICY AND PROCEDURES

This policy applies to all pupils, including the EYFS, and has been compiled with reference to DfE advice "Guidance on First Aid".

The Health and Safety at Work Act (1974) and (First Aid) Regulations relate to employees, but those responsible for pupils also have a duty to them to take care of pupils in the same way that a prudent parent would do under common law under the 'In loco parentis' (see below) doctrine and these procedures apply to pupils, as well as visitors and employees.

NB: Specific treatment for most injuries is not included in these procedures, as it would not be possible to include all treatments, or to keep up-to-date with changes in recommended treatments. However, first aid is administered in a timely and competent manner as outlined in this policy.

First Aiders are re-trained every three years.

First Aiders

The required number and distribution of first aiders within the School has been assessed on the basis of the activities carried out in various departments and the geographical distribution of the school population, including after school care and School trips. The need to provide first aid cover throughout not only the pupils' day, but also that of School staff has been taken into account. There is at least one qualified person on each School site when pupils are present for each teaching of the School day in addition to the full-time School Nurse.

Provision is made in the budget to train additional first aiders and to re-test the existing first aiders every three years.

Qualified First Aiders "Emergency First Aid at Work" 1 day course

Mrs S Lonergan (qualification expiry date September 2023) junior
Mrs F Ptohopoulos (qualification expiry date September 2023) senior/aftercare
Mrs P Dattani (qualification expiry date September 2023) junior
Miss I Evans (qualification expiry date Oct 2024) senior
Mrs J Whalley (qualification expiry date Oct 2024) senior
Mrs J Rose (qualification expiry date Oct 2024) senior
Mrs K Haresign (qualification expiry date Oct 2024) senior
Mr A Rose (qualification expiry date Oct 2024) senior
Mrs M Wormleighton (qualification expiry Oct 2024) senior

Emergency first aid at work plus paediatric first aid

Tracey Johnson (qualification expiry Jan 2024) senior

Qualified Emergency First Aid at work 1 day course

Mrs R Buswell (qualification expiry March 2025) senior aftercare
Mr G Neary (qualification expiry date Sept 2025) early premises
Mr M Panter (qualification expiry date Sept 2025) late premises



Mrs H Rai (qualification expiry date September 2025) senior
Mr D Ingram (qualification expiry Sept 2025) senior
Miss A Paul (qualification expiry Sept 2025) senior
Mrs K Penny (qualification expiry sept 2025) senior
Mr A McMurray (qualification expiry Sept 2025) senior
Mrs K Kotadia (qualification expiry Sept 2025) senior
Mrs M Watkiss (qualification expiry Sept 2025) senior

Qualified first Emergency first aider at work and Paediatric First Aiders - 2 day Course

Mrs L Boyer (qualification expiry date Sept 2025) junior
Mrs J Jethwa (qualification expiry date Sept 2025) junior
Miss C Loomes (qualification expiry date Sept 2025) junior
Mrs M Singh (qualification expiry date September 2025) junior
Mrs N Sturmeay (qualification expiry date September 2025) junior
Mrs L Dunn (qualification expiry September 2025) junior
Mrs R Dye (qualification expiry date Sept 2025) junior
Mrs L Heywood (qualification expiry Sept 2025) junior
Miss E Stell (qualification expiry Sept 2025) junior
Miss F Wood (qualification expiry Sept 2025) junior
Mrs P Gascoigne (qualification expiry Sept 2025) junior
Miss L Harrison (qualification expiry Sept 2025) senior/junior

PROCEDURES FOR DEALING WITH MEDICAL INCIDENTS

Every member of staff has the School Nurse's contact numbers and can seek her advice at any time, even if she is not in School, such as in school holidays, or when staff are out of School on a trip.

In case of accidents to persons on the premises

School staff have the duty to act in 'loco parentis' to those pupils they are supervising. ('in loco parentis' = A standard of care that would reasonably be expected of a prudent parent)

When an incident / accident resulting in an injury occurs, the following procedures should be followed:

If two members of staff are present- One should take charge of the injured person while the other, if possible, quietly removes any children from the area and reassures them.

If one member of staff only is present- A pupil should be sent with clear instructions to ask another member of staff for help and a first aider summoned via the School Office.

Injured persons who are able to walk should go to the medical room via the office for treatment. Unless the injury is very minor, the injured person should be accompanied by one other pupil.



For **more serious injury or conditions**, a first aider will be contacted and a decision made about contacting parents.

In case of **serious injury or life-threatening conditions** including severe bleeding, anaphylactic shock, serious asthma attack etc:

- An ambulance should be called immediately
- The School Nurse or an appointed first aider should be called to the patient urgently to render immediate aid
- The Headmaster and/or the Head of the Junior Department will be informed immediately
- Parent/guardians of pupils or appropriate relatives of staff will be informed immediately by the Headmaster/Deputy Head or Head of the Junior Department
- The adult in charge (whether first aider or other staff) will remain with the patient and pass on to the ambulance staff, details of treatment given
- A member of staff will remain with the patient at the hospital (whether pupil, staff or visitor to school premises) until a relative arrives
- Within 24 hours, of any serious accident, illness or injury to, or death of, any child whilst in School's care, and of the action taken, a RIDDOR report will be completed by the School Nurse
- A list of all injuries is logged by the School Nurse in the Accident Report Book and reported to the School's Health & Safety committee each term.
- Local child protection agencies will be informed of any serious accident or injury to, or death of, any child while in our care, and advice given will be acted upon

Procedures in the EYFS

- At least one member of staff who has a current paediatric first aid certificate will be on the premises at all times when children are present and will accompany any children on outings
- A First Aid box will be accessible at all times
- All girls will be sent home if they are infectious or too unwell to remain at School, with advice from the School Nurse on how long they should stay away from school to prevent the spread of infection
- All parents will be notified of any medication given to the girls, as set out in the letter re-administration of medication and the school policy Administration of Medicines in the EYFS and the Junior Department
- A medical questionnaire is sent to parents and the information kept up-to-date by the School Nurse
- Training is provided for staff re-administration of medicine as required and care plans are written for individual cases
- Medicines are not usually administered unless they have been prescribed for a child by a doctor, dentist, nurse or pharmacist (medicines containing aspirin are only given if prescribed by a doctor)
- Medicines (both prescription and non-prescription) are only administered when written permission has been obtained to dispense that particular medicine. Parents are always informed if medication is required



- A written record of the administration of medicines is kept by the School Nurse/first aider who administers the medication; parents are telephoned and a letter goes home on the same day, or as soon as reasonably practicable
- A written record of accidents, minor accidents, or injuries and the first aid treatment is kept. Accident forms are completed and parents informed by telephone of any accident or injury sustained by the child and of any first aid treatment given on the same day or as soon as reasonably practicable
- Local child protection agencies will be informed of any serious accident or injury to, or death of, any child while in our care, and advice given will be acted upon

Junior pupils' medications which are named and long term, such as Epipens or inhalers are to be kept in their classroom first aid box which is locked and only accessible by staff and the pupil whose medication it is.

Hygiene Procedures for dealing with spillage of bodily fluids

Staff should cordon off the affected area appropriately, having first ensured that all pupils and adults are clear of the area. Staff should then contact the Caretakers, via the School Office, who will prioritise the removal of bodily fluids as a matter of urgency using the appropriate chemicals and equipment (used only for this purpose). This is then disposed of safely and appropriately, for example, double-bagging the said waste.

Emergencies on School Trips

- See Educational Trips and Visits Policy and Procedures and Crisis Management Policy, which details action to be taken in case of emergencies occurring during school trips.

Information for Parents

Information is given to parents on a regular basis, via letters, SchoolComms, updates, telephone calls, tweets and at New Parents' Information events from the School Nurse on matters of health and sickness eg not to return to school whilst the child is still infectious for at least 48 hours after the last symptoms. Further information is provided to explain to parents the procedures which will be followed in the case of their child falling ill at school, including parents of children in EYFS.

PROCEDURES FOR RECORDING MEDICAL INCIDENTS

Minor accidents and illness are recorded on accident report forms and filed in the Accident Record book which is kept centrally by the School Nurse for both the Senior School and Junior Department.

All incidents other than minor, common events, must be recorded in the accident book, which complies with the Data Protection Act, and an incident report filled in and filed. The School Nurse and the Deputy Head should be contacted if further help is needed by staff.



All serious accidents must be reported to the Headmaster who will telephone the parents. The Deputy Head and School Nurse **must** also be informed if a member of staff goes to the hospital.

RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) requires employers and others in control of premises to report certain accidents, diseases and dangerous occurrences arising out of, or in connection with, work. These relate to:

- injuries and ill health involving employees (eg fractures, crush injuries, amputations, serious burns, loss of consciousness, injury leading to reduction/loss of sight, physical violence, occupational diseases, stress)
- injuries involving pupils and visitors (eg injury which arose out of, or in connection with, an activity which leads to the person being taken directly to hospital for treatment), death
- dangerous occurrences (eg collapse/failure of load-bearing parts of lifts and lifting equipment, accidental release or escape of any substance causing serious injury or damage to health, electrical short circuit or overload causing a fire or explosion)

Refer to the HSE information sheet on *Incident reporting in schools (accidents, diseases and dangerous occurrences)* for further guidance.

The necessary forms (Injuries and dangerous occurrences) are online and are completed by the School Nurse, who telephones for advice on each occasion if she is unsure the incident needs reporting. The School Nurse will complete the forms and copies of each report are kept by the School Nurse.

For minor or common events, a pink form can be given to inform Junior Department parents if the member of staff thinks this is required. There is also a form used for EYFS pupils which records any injury and which is sent home to EYFS parents. A duplicate copy is retained by the School.

If a pupil has to be sent home, the School Nurse or first aider should contact the parents and inform the form teacher, or class teacher in the Junior Department. If the incident occurs before afternoon registration, a note must be put in the register.

Medical Room

A medical room with basic medical facilities is located on the ground floor of the Senior School, near to the School Main Office. There is a separate medical room for the Junior Department located by the Junior Department Administrator's office.

FIRST AID PROCEDURES

The Location of First Aid Boxes

All medical supplies including first aid boxes are checked regularly and restocked. A first aid kit for school trips is available from the School Nurse.

The PE department has multiple kits for off-site activities, and there are further first aid boxes in the food studies room, the science labs and prep room, the mini bus,



the caretakers' office, the art studio, Main Reception, the Junior Department, the EYFS, and Aftercare (Junior Hall).

The Location of the Defibrillator

The School's Defibrillator is located immediately outside the Deputy Head's office (off Main Reception). First aiders are trained to use it, but also staff are able to use it; training annually at inset day.

Pupils requiring First Aid

All pupils must get permission from their teacher or the member of staff on duty and go to the School Nurse, or a qualified first aider on duty if the School Nurse is unavailable. A list of first aiders is located at main reception if the school nurse is not available.

Administering First Aid and Transmission of Diseases and Guidance to those rendering First Aid

- NB an entry **MUST** be made in an Accident Report Book each time first aid is administered as this entry provides a record of treatment given
- For their own protection and the protection of the patient, the following precautions should be taken:

Owing to the possibility of patients being infected with HIV , Hepatitis, particular care must be taken when dealing with bleeding or other causes of spillage of bodily fluids:

- First aiders should wash their hands before and after giving first aid
- First aiders should wear disposable gloves
- When disposable gloves are worn, the hands should be washed after first aid is given, first with the gloves on, and then again after the gloves are discarded
- Any splashes of blood from another person on the skin, eyes or mouth should be washed off with copious amounts of water

Identification and treatment of pupils with particular medical conditions

- The School keeps updated records of all pupils with particular medical conditions (e.g. asthma, epilepsy, diabetes).
- The School Nurse keeps copies of pupils' individual care plans, and updates all staff on a regular basis about individual pupils with specific medical needs
- Regular training in the use of epipens etc is offered to the staff

REPORTING TO THE HEALTH AND SAFETY COMMITTEE

Prior to each Health and Safety Committee meeting, the School Nurse makes notes about all but the most trivial accidents reported in the accident report book for discussion at the meeting. This information is used solely to pinpoint procedures and environmental conditions in need of improvement.

Staff working after hours

If a serious injury occurs, an ambulance should be called immediately. There may also be an 'Appointed Person' on school premises at this time e.g. School production rehearsals or matches.

Staff working when no First Aider is present e.g. in school holidays



An 'Appointed Person' may be contacted, or the School Nurse. If a serious injury occurs, an ambulance should be called immediately.

COVID-19

This policy should be read in conjunction with the Covid 19 Risk Assessment for School and the outbreak management plan

Sponsor update	EP/EM
School Committee review	Health & Safety September 2022
Leadership Team review	September 2022
Governor Committee review	Finance & Estates September 2022
Next Governor update	Annual September 2023