

FIRST AID POLICY**INTRODUCTION**

This policy outlines the Schools' responsibility to provide adequate and appropriate first aid to pupils, staff, parents and visitors and the procedures in place meet that responsibility. Separate more detailed arrangements for the administration of medicines exist elsewhere. The policy is designed to cover all areas of school activity, including EYFS, After School Care and Holiday Club.

AIMS

- To identify the first aid needs of the school in line with the management of Health and Safety at Work Regulations.
- To ensure that the first aid provision is available at all times while people are on the School/College premises, and also off the premises whilst on visits.
- We aim to administer first aid and medication as appropriate and in a safe way for both those providing and those receiving the first aid.
- A fully qualified First Aider is to be provided on all sites when the school is in session, including After school care and Holiday club.

OBJECTIVES

- To appoint the appropriate number of suitably trained people as First Aiders and Paediatric First Aiders to meet the needs of Claire's Court/College/Ridgeway.
- To provide relevant training and ensure monitoring of training needs
- To provide sufficient and appropriate resources and facilities
- To inform staff and parents of Claire's Court/College/Ridgeway's First Aid arrangements.
- To keep accident records and to report to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations.

PERSONNEL

The Principals are responsible for the health and safety of their employees and anyone else on the premises. This includes the Heads and teachers, non-teaching staff, pupils and visitors (including contractors).

They must ensure that a risk assessment of the school is undertaken and that the appointments, training and resources for first aid arrangements are appropriate and in place. They should ensure that the insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employ. The Academic Principal James Wilding is a qualified First Aider at Work.

Teachers and other staff are expected to do all they can to secure the welfare of the pupils.

Methods

The members of staff responsible for first aid and medication are the school nurse and the Nursery/Reception staff who have completed the 12 hour paediatric emergency first aid training course and other qualified First Aiders, mainly working within PE and Sport. They are trained to have the knowledge

and confidence to deal with accidents. The training is renewed every three years. A full list of the current first aiders is maintained by the Personnel Officer and School Nurse, Angela Fowke, and they and other staff are retrained every three years – a list of currently qualified first aiders may be found at the end of this document.

There is a qualified First Aider/Nurse/Matron on duty during the school day who is available to administer first aid, to deal with any accidents or emergencies, or to help if someone is taken ill. When they are not present, another member of staff, suitably qualified for first aid will be on duty, usually the school secretary. They have a suitably equipped medical room set aside for this express purpose. At College, this is the School Nurse, Angela Fowke. At Ridgeway the First Aider Jacqueline Webb. At Claires Court the First Aider is Matron, Rosie Adams.

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 where pupils are supervised before and after school, or during holiday club. 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.

At the time of admission parents' written permission for emergency medical advice or treatment is sought. Parents sign and date their written approval. 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. Our Accident / Incident Book:

- is kept safely and accessibly in the main school office (or within the College Nursery as appropriate);
- all staff (and volunteers if appropriate) know where it is kept and how to complete it; and
- is reviewed at least half termly to identify any potential or actual hazards.

We will always contact parents if their child suffers anything more than a trivial injury, or if s/he becomes unwell, or if we have any worries or concerns about their health. Parents are directed to contact your son or daughter's form teacher or the School First Aider/Nurse/Matron at any time if they wish to discuss any concern that they may have relating to their child's health.

EYFS additional guidance for the College Nursery and for Reception at College and Ridgeway.**Statement of intent**

This who teach with our EYFS provision believe that children often have accidents during the learning process and, although every effort is taken to avoid these, there will be times when first aid is required both at home and The Nursery. There are times when a child is well enough to return to The Nursery but requires the completion of a course of antibiotics. Some children have medical conditions which require medication on a regular basis. We endeavour to help in all these cases.

At least one member of staff per room with a current 12 hour paediatric first aid training certificate is on the premises at any one time, and usually never less than 2 in total. Currently, the Paediatric First aiders are Mrs T Ainsley, Miss S Bannister, Miss C Green, Mrs D Carney, Mrs V Challis, Mrs P Crawley, Mrs K Duxbury, Mrs N Freeman, Mrs K Irvine, Mrs A Lambourne-Smith, Mrs C Pemberton, Mrs S Smith

Ofsted through ISI is notified of any injury requiring treatment by a General Practitioner or hospital, resulting in the death of a child or adult. Any injury requiring General Practitioner or hospital treatment to a child, parent, volunteer or visitor is reported to the local office of the Health and Safety Executive. We meet our legal requirements for the safety of our employees by complying with RIDDOR (the Reporting of Injury, Disease and Dangerous Occurrences Regulations). We report to the local office of the Health and Safety Executive:

- any accident to a member of staff requiring treatment by a General Practitioner or hospital; and
- any dangerous occurrences (i.e. an event which does not cause an accident but could have done).

Administration of Medicines

Children's prescribed drugs are stored in their original containers, are clearly labelled and are inaccessible to the children. Parents give prior written permission for the administration of medication. The administration is recorded and the parents advised that the medicine was given. Within EYFS, two members of staff are present when medicine is given, otherwise usually administered by the School First Aider/Nurse/Matron.

If the administration of prescribed medication requires medical knowledge, it is carried out by the school First Aider/Nurse/Matron. Our policy for the exclusion of ill or infectious children is discussed with parents. This includes procedures for contacting parents - or other authorised adults - if a child becomes ill both within EYFS and Main School settings. Ofsted is notified through ISI of any infectious diseases which a qualified medical person considers notifiable.

This policy and statement revised

JTW

OCTOBER 2010

1.1 ILLNESS OR ACCIDENTS:

IF ANYONE SHOULD SUSTAIN AN INJURY AS A RESULT OF AN ACCIDENT OR SHOULD BECOME ILL:

1.1.1 FIRST AID SHOULD BE GIVEN, BUT ONLY AS FAR AS KNOWLEDGE AND SKILL ALLOWS, THIS SHOULD BE BY STAFF WITH A CURRENT FIRST AID CERTIFICATE. THE CASUALTY SHOULD BE GIVEN ALL POSSIBLE REASSURANCES AND IF NECESSARY BE REMOVED FROM ANY FURTHER DANGER.

1.1.2 THE FIRST AID POINT IS THE MAIN SCHOOL OFFICE; HERE THE SCHOOL SECRETARY IS A QUALIFIED FIRST AIDER. SHE IS ABLE TO ADMINISTER APPROPRIATE FIRST AID WHERE NECESSARY. THE SCHOOL FIRST AIDER/FIRST AIDER/NURSE/MATRONS SHOULD THEN BE CALLED TO FOLLOW UP TREATMENT AS DEEMED APPROPRIATE.

1.1.3 THE SCHOOL FIRST AIDER/NURSE/MATRONS WILL THEN TREAT AND ASSIST WITH THE ILLNESS OR INJURY AS SHE FEELS IS NECESSARY.

1.1.4 TRANSPORT TO HOSPITAL:

IF AN AMBULANCE IS REQUIRED THEN THE EMERGENCY SERVICE SHOULD BE CONTACTED

1.1.5 IT MAY BE APPROPRIATE TO TRANSPORT A PUPIL TO A HOSPITAL A&E DEPARTMENT WITHOUT USING THE AMBULANCE SERVICE. THESE WILL BE CASES OF A LESS SEVERE NATURE THAN THOSE REQUIRING TRANSPORT BY AMBULANCE. NO CASUALTY SHOULD BE ALLOWED TO TRAVEL TO HOSPITAL UNACCOMPANIED. IN NO CIRCUMSTANCES SHALL A PUPIL BE ALLOWED TO TRAVEL TO HOSPITAL UNACCOMPANIED, AND WILL IN MOST CIRCUMSTANCES BE A MEMBER OF STAFF, UNLESS THE CHILD'S PARENT IS PRESENT AND ABLE TO ACCOMPANY HER/HIM.

1.2 ACCIDENT FORMS

1.2.1 AS SOON AS POSSIBLE AFTER THE INCIDENT OR INJURY EVERY CASE MUST BE DOCUMENTED AS ACCURATELY AS POSSIBLE. IN THE CASE OF AN INCIDENT THIS SHOULD ALSO BE DOCUMENTED ACCURATELY AND ANY STATEMENTS OBTAINED FROM WITNESSES OR PERSONS INVOLVED IN THE INCIDENT. ALL NECESSARY FORMS ARE KEPT IN THE SCHOOL OFFICE.

1.2.2 IF THE ACCIDENT, ILLNESS OR INJURY RESULTS IN THE PERSON BEING SENT TO HOSPITAL THEN A DETAILED REPORT CALLED RIDDOR MUST BE SENT TO THE HSE. (SEE INFORMATION PACK ABOUT RIDDOR).

1.3 PROVISION OF FIRST AID AND FIRST AIDERS

1.3.1 THE MAIN FIRST AID POINT IS IN THE SCHOOL OFFICE. FIRST AID EQUIPMENT IS KEPT HERE; SUFFICIENT SUPPLIES FOR INITIAL AND BASIC TREATMENT. THE SCHOOL FIRST AIDER/NURSE/MATRONS KEEPS LARGER AND MORE VARIETY OF SUPPLIES IN THE

MEDICAL ROOM. FIRST AID BAGS ARE ALSO KEPT WITH THE SCHOOL FIRST AIDER/NURSE/MATRON IN THE MEDICAL ROOM AND ARE AVAILABLE FOR USE ON SCHOOL TRIPS, SPORTING ACTIVITIES ETC. THERE IS ALSO BASIC FIRST AID EQUIPMENT KEPT IN THE VARIOUS OTHER BUILDING AND CENTRES SUCH AS SPORTS HALLS AND PAVILIONS, NURSERY AND PRE-PREP DEPARTMENTS SO THAT GRAZES AND BRUISES ARE DEALT WITH QUICKLY.

1.3.2 A LARGE FIRST AID BAG IS ALSO KEPT IN THE P.E.DEPARTMENT SO THAT ANY INJURIES MAY BE DEALT WITH AT THE TIME OF THE ACCIDENT. SMALLER FIRST AID BAGS ALSO TRAVEL WITH SPORTS TEAMS WHEN THEY ARE ATTENDING FIXTURES OFF SITE. SCIENCE LABS ALSO HAVE A SMALL SUPPLY OF PLASTERS AND WIPES.

1.3.3 THERE ARE SEVERAL FIRST AIDERS ON SITE. THESE ALL HOLD THE ST.JOHN'S FIRST AIDER AT WORK 4 DAY COURSE. EACH MEMBER OF STAFF THAT HOLDS THIS QUALIFICATION ALL HAVE THEIR THREE YEARLY REFRESHER COURSE IN FIRST AID. AT PRESENT THESE STAFF ARE :

SCHOOL FIRST AIDER/NURSE/MATRON

ALL MEMBERS OF THE P.E.DEPARTMENT

SCHOOL SECRETARY

THERE ARE ALSO SEVERAL MEMBERS OF STAFF THAT DEAL WITH EARLY YEARS CHILDREN (YEAR 3 –FIRST AIDER/NURSE/MATRON RY), WHO HOLD THE PAEDIATRIC FIRST AID COURSE WHICH IS ALSO UP- DATED EVERY THREE YEARS. NEW STAFF THAT WORK IN THIS AREA ARE SENT ON THIS PARTICULAR COURSE AS SOON AS POSSIBLE.

1.4 COMMUNICATION WITH PARENTS OR GUARDIANS

1.4.1 PARENTS OR GUARDIANS SHOULD BE INFORMED OF ANY ACCIDENT/INJURY OR INCIDENT THAT HAS OCCURRED TO THEIR CHILD. IF THE INJURY IS SEVERE AND REQUIRES HOSPITAL TREATMENT THEN THEY ARE INFORMED IMMEDIATELY, THIS GIVES THEM THE OPPORTUNITY TO TRAVEL TO THE HOSPITAL OR TO MEET THE AMBULANCE AT THE HOSPITAL. IF THE INJURY IS LESS SEVERE AND HAS HAD TREATMENT WITHIN SCHOOL THEN, IF NECESSARY THEY MAY BE INFORMED AT THE END OF THE SCHOOL DAY OR ON THE TELEPHONE. OLDER PUPILS ARE USUALLY LEFT TO EXPLAIN THEMSELVES TO THEIR PARENTS.

1.4.2 IN THE EVENT OF A HEAD INJURY WHICH IS NOT DEEMED SEVERE A HEAD INJURY THERE SHOULD BE MONITORING OF THE PUPIL THROUGHOUT THE DAY AND AN INFORMATION CHART IS SENT HOME WITH THE PUPIL AND WHERE APPROPRIATE THE PARENTS OR GUARDIANS ARE INFORMED. A SEVERE OR SUSPECT HEAD INJURY SHOULD BE DEALT WITH IMMEDIATELY. THE PARENTS SHOULD BE INFORMED AND ASKED TO COLLECT THE PUPIL AND ADVISED TO ATTEND THEIR G.P. OR LOCAL A&E DEPARTMENT PROVIDING THE PUPIL IS NOT SUFFERING ANY SICKNESS OR LOSS OF CONSCIOUSNESS. IF THERE IS ANY DOUBT AN AMBULANCE SHOULD BE CALLED.

1.5 ADMINISTRATION OF MEDICINES

1.5.1 THE PRACTICE OF ADMINISTERING NON-PRESCRIBED MEDICATION (E.G PARACETAMOL) BY STAFF SHOULD NOT BE ENCOURAGED; IDEALLY ANY MEDICATION SHOULD BE PRESCRIBED BY A QUALIFIED MEDICAL PRACTITIONER AND WITH THE CONSENT OF THE PARENTS OR GUARDIANS. PLEASE SEE THE GUIDE NOTES FOR SCHOOLS.

1.5.2 EPIPEN ADMINISTRATION: ALL PUPILS WITH A PRESCRIBED EPIPEN IN SCHOOL WILL HAVE A PHOTO DISPLAYED IN THE MAIN SCHOOL OFFICE. ALL PUPILS WITH A KNOWN ALLERGY WILL HAVE AN EPIPEN WITH THEM AND A SPARE EPIPEN IS KEPT IN THE SCHOOL OFFICE. THERE WILL BE A PRESCRIBED FORM AND DETAILED INFORMATION ON THE ADMINISTRATION OF THE PEN (SEE GUIDANCE NOTES ATTACHED). THERE ARE VARIOUS STAFF WHO HAVE BEEN TRAINED IN THE ADMINISTRATION OF THE EPIPEN. SHOULD THERE BE AN INCIDENT WHERE THE PUPIL REQUIRES AN INJECTION THE SCHOOL FIRST AIDER/NURSE/MATRON SHOULD BE CONTACTED IMMEDIATELY AND THE EMERGENCY SERVICES CALLED TO SEND AN AMBULANCE. N.B THE SCHOOL FIRST AIDER/NURSE/MATRON WILL CHECK THE EXPIRATORY DATE OF THE PENS AND INFORM PARENTS AS AND WHEN NECESSARY.

1.5.3 INHALERS: ALL PUPILS THAT REQUIRE AN INHALER MUST CARRY THEIR INHALER WITH THEM AT ALL TIMES. A SPARE INHALER SHOULD BE KEPT IN THEIR P.E. BAG. THESE INHALERS SHOULD BE CLEARLY NAMED.

1.5.4 Arrangements for those pupils with particular conditions, most notably asthma, epilepsy and diabetes are identified by the School Nurse, Matron or First Aider (dependent upon which site) and information/training for those staff concerned made available.

1.5.5 HYGIENE ARRANGEMENTS FOR DEALING WITH THE SPILLAGE OF BODY FLUIDS
For information on hygiene procedures for dealing with the spillage of bodily fluids and intimate care of Nursery and Reception pupils please see attached care plan If a child has soiled themselves in Nursery, Transition or Reception, there are always two adults present whilst the child is cleaned and changed and the parents are always informed at the end of the session/day. The nurse/matron/first aider will be contacted to assist any pupil when required. Disposable gloves are kept in all first aid boxes. Any spillage of Bodily Fluids should be reported immediately to Domestic Bursar or his deputy during the school day or the site supervisor when after school or during holiday club.

See attached Accident/Incident Forms and Medical forms.

*This policy and statement revised
JTW
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