

# St Anne's Preparatory School



*Fortiter, Fideliter, Feliciter*

**St Anne's Preparatory School**

## First Aid Policy

**For Review - September 2021**

**ST. ANNE'S PREPARATORY SCHOOL**  
**FIRST AID POLICY – Updated annually – last reviewed September 2020**  
**This policy also applies to EYFS**

**INTRODUCTION**

First aid is emergency care given to an injured person before professional medical care is available. Teachers and staff are expected to do their best at all times to secure the welfare of the children in their care.

**RISKS**

A risk assessment of first aid needs is necessary to ensure adequate provision is available. This should include:

- The identification of pupils with specific conditions such as asthma, Epilepsy, diabetes and allergies.
- The identification of specific hazards in school.
- When to call for further help.
- The documentation of necessary treatment.

**RESPONSIBILITIES**

- The responsibility for Health and Safety, which includes first aid, rests with the Head Teacher and the Proprietor. The Head Teacher is responsible for putting the policy in place, including informing staff and parents. This policy is reviewed and updated by the Admin team, in coordination with the lead First Aiders.
- A qualified first aider must be available at all times and for all activities both in school and out of school.
- At least one member of the EYFS staff, trained in paediatric First Aid, will always be present in the school building and on trips out of school.
- Adequate First Aid cover will be provided in all school buildings, as well as at break times. If a staff member is alone on a trip or during a PE activity they must have access to a telephone in order to summon help.
- First aiders must have attended a recognised First Aid course approved by the Health and Safety Executive (HSE) and attend refresher courses every three years. (See Appendix A)
- The HSE states that First Aid does not include the administration of medicines but St. Anne's will administer them as necessary. Please refer to the section entitled 'Storage and Administration of Medicines'.
- It is the responsibility of the Head Teacher to ensure that good First Aid practice is being carried out within the school and at events organised by the school. (with liaison with the Lead First Aiders)
- All staff should have regular First Aid training. Lists of staff with First Aid responsibilities and/or appropriate training should be displayed in the office and/or staff room.
- The staff will be responsible for administering first aid, in accordance with their level of training, to those children or adults who become ill or are injured whilst on the premises.

- There may be other duties which are identified and delegated to first aid leads, such as regular inspection of first aid kits.

### **EMERGENCY ARRANGEMENTS**

Upon being summoned in the event of an accident, the first aider/appointed person is to take charge of the first aid administration/emergency treatment commensurate with their training. Following their assessment of the injured person, they are to administer appropriate first aid and make a balanced judgement as to whether there is a requirement to call an ambulance.

The first aider/appointed person is to always call an ambulance on the following occasions:

- In the event of a serious injury.
- In the event of any serious head injury.
- In the event of a period of unconsciousness/fit of any kind.
- In the event of an allergic reaction i.e. anaphylaxis.
- Wherever there is a possibility of a fracture or where this is suspected.
- Whenever the first aider is unsure of the severity of the injury.
- Whenever the first aider is unsure of the correct treatment.

In the event of an accident involving a child, the parents/guardians will be contacted by telephone or in person on the same day and notified of the accident if it:

- Is considered to be a serious (or more than a minor) injury.
- Involves a head injury, however minor it may seem at the time. **A “Head Bump” wrist band is to be applied to the child concerned.** (located in the first aid cupboard in the staff room). The parents of children with head injuries will also be emailed by the office and an NHS “HEAD INJURIES NOTIFICATION” form is attached. (saved in Admin)
- Requires attendance at hospital.

In the event that parents/guardians cannot be contacted and messages have been left, the school will continue to attempt to make contact at regular intervals. In the interim, the qualified first aider/appointed person or another member of staff will remain with the child until the parents can be contacted or arrive.

In the event that the child requires hospital treatment and the parents/guardians cannot be contacted prior to attendance, the first aider/appointed person/another member of staff will accompany the child to hospital and remain with them until the parents can be contacted/arrive at the hospital.

In the event of a child becoming ill in class, the teacher will skype the office group to ask for a member of staff to come to the classroom to accompany the child out of the classroom. A folding bed is available should a child need it. Parents will be contacted to take the child home if appropriate.

### **HYGIENE/INFECTION CONTROL**

- Basic hygiene procedures must be followed by staff.
- Single-use disposable gloves must be worn when treatment involves blood or other bodily fluids.
- Care should be taken when disposing of dressings and equipment. A bodily fluids waste bin should be used as necessary.
- Children and staff affected by vomiting and or diarrhoea should not return to school for 48 hours after the last incidence of this.
- If a child contracts any notifiable disease the school must be informed.

## **REPORTING ACCIDENTS**

A record must be kept of any injury requiring first aid treatment, reportable injury, disease or dangerous occurrence. A copy of this form must be given to the parent/guardian on the same day. This must include:

- The date and method of reporting.
- The date, time and place of the event.
- Personal details of those involved.
- A brief description of the nature of the event or disease.

This record can be combined with other records and should be kept by the school until such time as the child reaches the age of 21. (See Appendix B)

Any child receiving a bump to the head will be given a 'I bumped my head' red wristband to alert staff and parents of careful monitoring.

Statutory requirements: under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) some accidents must be reported to the HSE.

The following accidents must be reported to the HSE:

1. Involving employees or self-employed people working on the premises:
  - Accidents resulting in death or major injury (including as a result of physical violence).
  - Accidents which prevent the injured person from doing their normal work for more than three days.

*For definitions, see RIDDOR - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.*

2. Involving pupils and visitors:
  - Accident resulting in the person being killed or being taken from the site of the accident to hospital **and** the accident arises out of or in connection with work.

i.e. if it relates to

- Any school activity, both on and off the premises.
- The way the school activity has been organised and managed.
- Equipment, machinery or substances.
- The design or condition of the premises

HSE must be notified of fatal and major injuries and dangerous occurrences without delay.

The Head Teacher and the Bursar are responsible for ensuring that this happens. They are also responsible for completing the RIDDOR form. (See Appendix C)

## **STORAGE AND ADMINISTRATION OF MEDICATION.**

- Asthma inhalers and Epipens must be kept on the child's person or in their school bag, to hand. They should be taken to all activities that take place off school premises.
- In addition to this, a spare Epipen is to be kept in the school hall to ensure quick access at lunchtimes.
- Parents and children are be responsible for their own inhalers. Parents should consult with teachers to decide what is appropriate for each particular child.

- If a child has an Epipen, staff should receive appropriate training in its use. Each child who has an epipen should have a care plan from their GP which is to be kept in the same container as the epipen.
- If a child is a diabetic, relevant staff should receive appropriate training to assist the child in the management of their condition.
- This applies to all children who have chronic or long term medical conditions.
- Antibiotics and other medication taken on a short term basis should be given to the office who is responsible for safe storage.
- A form stating dosages and times of administration is to be completed and signed by the parent/guardian. (See Appendix D)
- The office is responsible for the administration of prescribed medication and will keep a record of the drugs that are given.
- Any medication that needs to be refrigerated will be kept in a designated first aid fridge in the staffroom. If this is unavailable, they will be stored in the staff under counter refrigerator in the staff room.
- The Head Teacher and Bursar should ensure that the parents/guardians of each child complete a form giving permission for St. Anne's staff to apply plasters and dressings, as well as administering pain relief such as Calpol and Nurofen at the beginning of each academic year. (See Appendix E)
- Pre Signed permission (on the information sheet parents' sign when joining St Anne's) will be sought from parents/guardians for the administration of Calpol. The dosage and time of administration are recorded in an index book in the school office and a duplicate slip will be sent home with the child for the parents/guardians information at the end of the school day (See Appendix F). No Calpol is to be kept in First Aid boxes in the classroom.
- Staff's own medication must be kept securely either in the school office or in a locked drawer.

### **FIRST AID KITS AND EQUIPMENT**

- Limited first aid kits are to be kept in all classrooms, outside kitchen, the hall, reference suite and on the terrace (waterproof red first aid bag).
- The appointed person is responsible for checking the condition and contents of the first aid kits every half term.
- Staff should report deficiencies in supply to the appointed person or the Bursar.
- First aid supplies are kept in the first aid cabinet in the staff room.
- The appointed person is responsible for checking the condition and contents of the first aid cupboard every half term.
- A cardiac defibrillator is located inside the entrance of the school hall for use in an emergency. Staff should receive appropriate training in the use of this equipment.

**Appendix A**

**STAFF FIRST AID TRAINING Updated September 2020**

| <b>NAME</b>            | <b>QUALIFICATION</b>                                     | <b>DATE</b>                             |
|------------------------|--|---|
| Mrs. Valerie Eveleigh  | <b>Emergency First Aid</b>                               | <b>September 2018</b>                   |
| Amanda Lindsay         | <b>Emergency First Aid</b>                               | <b>September 2018</b>                   |
| Mrs. Zoe Mara          | <b>Emergency First Aid</b>                               | <b>September 2018</b>                   |
| Mrs. Frances Couch     | <b>First Aid at Work Refresher<br/>First Aid at Work</b> | <b>November 2016<br/>June 2018</b>      |
| Miss Amber Myerscough  | <b>Emergency First Aid</b>                               | <b>September 2018</b>                   |
| Mr. Tim Clark          | <b>Emergency First Aid<br/>Sports First Aid</b>          | <b>September 2018<br/>December 2016</b> |
| Mrs. Lindsey Crutchett | <b>Emergency First Aid</b>                               | <b>September 2018</b>                   |
| Mrs. Nina Perkins      | <b>Emergency First Aid</b>                               | <b>September 2018</b>                   |
| Mrs Rhonda Makins      | <b>Emergency First Aid</b>                               | <b>September 2018</b>                   |
| Mrs. Amanda McClymont  | <b>Emergency first Aid<br/>Sports First Aid</b>          | <b>September 2018<br/>December 2016</b> |
| Miss Ruby Smith        | <b>Emergency First Aid</b>                               | <b>September 2018</b>                   |
| Mrs. Julie Bennett     | <b>Emergency First Aid</b>                               | <b>September 2018</b>                   |
| <b>EYFS Staff</b>      |  |   |
| Mrs. Pam Baker *       | <b>Emergency First Aid<br/>Paediatric First Aid</b>      | <b>September 2018<br/>November 2015</b> |
| Miss. Gabby Bruns *    | <b>Emergency First Aid<br/>Paediatric First Aid</b>      | <b>September 2018<br/>March 2016</b>    |
| Jackie Lewis *         | <b>Paediatric First Aid</b>                              | <b>October 2016</b>                     |
| Sarah Vincent *        | <b>Emergency First Aid</b>                               | <b>September 2018</b>                   |

\*Please refer to all appropriate appendices regarding this policy B thru F