

This Policy applies to the whole school including the EYFS



## **FIRST AID AND SUPPORTING MEDICAL NEEDS POLICY**

### **General**

This policy complies with Regulation 3(1) and Part 3 Paragraph 14 of Schedule 1 of the Education (Independent School Standards) (England) Regulations 2010, the Health and Safety at Work etc. Act 1974 and subsequent regulations and guidance including the Health and Safety (First Aid) Regulations 1981 (SI 1981/917). It is drawn with reference to DFE Guidance on First Aid.

This policy has also been prepared in line with the Local Authority's generic policy, and contains the policies and procedures to be used in this School.

### **Aims**

- To ensure timely and competent administration of first aid and the effective implementation of this first aid policy.
- to ensure that the School has adequate and appropriate equipment, facilities and procedures to provide appropriate First Aid;
- to ensure that the First Aid arrangements are based on suitable and sufficient risk assessments.
- to ensure that all staff and pupils are aware of the procedures in the event of any illness, accident or injury.

### **Responsibilities**

The school has overall responsibility for ensuring that there is adequate and appropriate First Aid equipment, facilities and First Aid personnel and for ensuring that the correct First Aid procedures are followed.

The Headmistress is responsible for ensuring that staff have the appropriate and necessary First Aid training and that they have sufficient understanding, confidence and expertise in relation to First Aid.

There will be sufficient numbers of appropriately trained staff to ensure that any incident can be quickly and appropriately dealt with. These first aiders and emergency aiders must have completed 1st aid course recognised by the HSE (health and safety executive) which is renewable every 3 years. A list of these first aiders can be found as an appendix to this first aid policy.

**EYFS** requires, that at least one person with a paediatric first aid qualification must always be present on site and at least one paediatric trained member of staff must be on all EYFS outings. Paediatric first aid courses must be EYFS compliant as described in EYFS Practice Guidance(12 hours).

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Teachers' conditions of employment do not include giving First Aid. Staff may, however, volunteer to undertake First Aid tasks. However, all staff in charge of pupils (including volunteer staff) must use their best endeavours at all times, particularly in emergencies, to secure the welfare of the pupils in the same way that parents would be expected to act towards children. Nothing in this policy should affect the ability of any person to contact the emergency services in the event of a medical emergency. For the avoidance of doubt, Staff should dial 999 for the emergency services in the event of a medical emergency before implementing the terms of this Policy and make clear arrangements for liaison with ambulance services on the School site.

### **Duties of a First Aider**

They must:

- complete a HSE-approved First Aid training course at least every 3 years and hold a valid First Aid qualification;
- give immediate help to casualties; and
- ensure that when necessary an ambulance or other professional medical help is called.

At least one First Aiders holding Paediatric First Aid will be on site when children under 5 are present and will attend an educational visit if children under 5 are attending that visit. The school aims to keep the majority of full time staff working in the EYFS qualified with Paediatric First Aid.

### **All Staff**

All other full time members of staff have received a basic first aid course in order to ensure that they are trained in coping with emergencies and basic first aid situations.

The training includes:

- what to do in an emergency;
- cardiopulmonary resuscitation;
- first aid for the unconscious casualty; and
- first aid for the wounded or bleeding

This is valid for three years. Staff must provide aid only to the level of qualification or competence they possess. They should NOT give high level first aid treatment unless they have received high level paediatric first aid training.

### **Number of First Aid Personnel**

There are no rules on exact numbers. The School will make a judgement based on local circumstances, having considered likely risks to staff, pupils and visitors.

The School will have regard to any advice as published from time to time by Wolverhampton LA.

The Health and Safety Commission (HSC) recommends:

- in low risk places including normally schools – 1 First Aider to every 50 to 100 employees

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The school will also take into account the need for adequate cover at breaks and lunchtimes, during practical lessons and PE and Games activities, and on off-site activities.

Wherever practicable the school will train lunchtime supervisors in First Aid.

### **Procedure in the event of an accident or injury**

If an accident occurs, then the member of staff in charge of supervision at the time should take immediate steps to safeguard those affected.

They should assess the situation and decide on the next course of action, which may involve calling immediately for an ambulance or calling for a First Aider if one is not present.

### **Ambulances**

Staff should always call an ambulance in the following circumstances:

- In the event of a serious injury or illness;
- In the event of any significant head injury;
- In the event of a period of unconsciousness;
- Whenever there is the possibility of a fracture;
- In the event that the First Aider does not consider that they can adequately deal with the presenting condition by the administration of First Aid or if they are unsure of the correct treatment.

If an ambulance is called then the member of staff should make arrangements for the ambulance to have access to the accident site. Arrangements should be made to ensure that any pupil is accompanied in the ambulance, or followed to hospital, by a member of staff if it is not possible to contact the parents in time.

### **Number and Location of First Aid Stations**

The minimum first aid provision is:

- a suitably stocked first aid container;
- an appointed person in charge of first aid;
- information for employees on first aid arrangements;
- arrangements for off-site activities including residential visits; and
- out-of-school hours provision

First Aid Kits are located in the following places:

- Lower Floor of Upper School
- Office (minimal supplies – mainly plasters)
- Upper Floor of Upper School - landing
- Treatment Room in Girls Changing Room (Main supplies)
- Dining Room Cloakroom (Out of Hours Provision and Break times)
- Kitchen (Kitchen Staff only – blue plaster supply also)
- Lower School Entrance
- Lower School corridor – outside Tots
- Nursery Staff Room
- P.E. Cupboard – portable for Games lessons.

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There are stocked first aid kits for off site visits and residential visits which should be returned to the Treatment Room.

All staff should know where the First Aid boxes are kept.

The boxes must contain a 'sufficient quantity' of First Aid material and nothing else.

The School requires the following items to be in the box as a minimum:

Guidance card	X 1
Yellow plastic bags for the disposal of contaminated items	X 5
Disposable gloves	X 2
Gauze for washing wounds pack	X 2
Irriclens	X 1
Instant Ice pack x 1	X 1
Individually wrapped sterile adhesive dressings (plasters)	X 20
Sterile eye pad, with attachment	X 1
Triangular bandage	X 1
Medium size (approx. 12cm x 12 cm), sterile un medicated dressings	X 4
Large size (18 cm x 18cm), sterile un medicated dressings	X 2
Low adherent dressing for cuts	X 2

The person in charge of First Aid supplies (Mrs Jacqueline Newton) will determine whether there should be more than the minimum items. The stock of each kit will be checked on a regular basis, once per week during term time.

If members of staff are aware that stock has been used, they are responsible for informing Mrs Newton as soon as reasonably practicable. Mrs Newton will also check the use by dates on First Aid supplies.

#### **Hygiene Procedures for dealing with the spillage of bodily fluids**

If a spillage of blood or other bodily fluids occurs arrangements must be made for the proper containment, clear up and cleansing of the spillage site.

The First Aider should take the following precautions to avoid risk of infection:

- cover any cuts and grazes on their own skin with a waterproof dressing;
- wear suitable disposable gloves when dealing with blood or other bodily fluids;
- use suitable eye protection and a disposable apron where splashing may occur;
- use devices such as face shields, where appropriate, when giving mouth to mouth resuscitation;
- wash hands after every procedure.

If the First Aider suspects that they or any other person may have been contaminated with blood and other bodily fluids which are not their own, the following actions should be taken without delay:

- wash splashes off skin with soap and running water;
- wash splashes out of eyes with tap water or an eye wash bottle;

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- wash splashes out of nose or mouth with tap water, taking care not to swallow the
- water;
- record details of the contamination

### **If a child falls ill at school or on a visit:**

If a child falls ill at school, they will be first assessed by their class teacher who knows them well. If there is a concern, they should be taken by a first aider in the school office. The headmistress or the Deputy Head or a member of SLT will assess the child's needs/illness and take appropriate measures such as administering any medications that are prescribed and with consent under a medical plan ( e.g.: asthma inhaler –please see the school's administering medicines policy) ensuring they are as comfortable as possible, contacting the parent to collect the child.

If the child is waiting for parents to collect him/her in the EYFS or Lower School, the class teacher will make appropriate arrangements to keep the child comfortable and close to a toilet if necessary. Thought will be given to the other children in the room if the illness is considered to be contagious. The child must not be left unaccompanied.

If the child is of Upper School age and waiting for parents to collect, it is appropriate for the child to wait on a chair in the hallway (close to toilets and a wash hand basin) under the supervision of the office staff. The child must not be left unaccompanied by the office staff, but within vision or hearing distance is appropriate.

If the child needs to lie down, they will be taken to the Treatment Room until their parent arrives. The child must not be left unaccompanied. If a child has been suffering with an infectious disease they must not return to school until the symptoms have passed and they are out of the infectious period, for example, in the case of sickness and diarrhoea, a period of 24 hours is recommended.

If a child falls in on a visit, the qualified first aider will assess their needs. If it is deemed necessary, the parent will be contacted directly using the school's emergency mobile phone to come and collect the child. The first aider may have to wait with the child until the parent arrives and the Group Leader must make contingency arrangements to ensure the safety and supervision of the rest of the group, whilst avoiding compromising the visit if at all possible.

### **Procedure for infectious illness**

Pupils who show signs of infectious illness while at school will be seen by a qualified first aider. Any pupil with a (specific) infectious disease cannot be allowed back into school unless clarified by the Headmistress. Parents are expected to make arrangements to have their children collected at the earliest opportunity. Pupils should not be in school until they have been free of infection for 24 hours.

### **Insurance**

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The Headmistress must ensure that insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employment, including in relation to the provision of or omission to provide first aid.

### **Training**

The School will provide adequate and appropriate training for First Aid and appropriate information for all staff to enable them to carry out their duty of care. The Headmistress will ensure that there are sufficiently trained members of staff to meet statutory requirements and the assessed needs, allowing for staff who are absent or off-site.

### **Equal Opportunities**

The School will take particular care with the First Aid provision for its disabled staff and pupils. Appropriate risk assessments will be carried out and suitable provision will be made in liaison with the Headmistress.

### **Monitoring and Review**

The Headmistress will review the First Aid needs and arrangements annually, and will ensure that the appropriate level of First Aiders/appointed persons are in post, and that the appropriate standard is met.

### **Medical Consent**

Parents are asked to complete an annual Medical Consent Form. In 2015/2016 this form is 'pink'.

### **Record Keeping**

The First Aider should complete a record of first aid provision on the form provided. All injuries, accidents and illnesses, however minor, must be reported to the child's class teacher and is responsible for ensuring that the accident report forms are filled in correctly and that parents are kept informed and the form is signed and returned to school as necessary.

These First Aid Forms are monitored in the office Accident report forms and filed in the child's individual record folder.

All serious injuries, accidents and illnesses must be recorded in the School Accident Book. The date, time and place of the event or illness must be noted with the personal details of those involved with a brief description of the nature of the event or illness. What happened to the injured or ill person immediately afterwards should also be recorded.

Records should be stored for at least 3 years or if the person injured is a minor (under 18), until they are 21.

### **Reporting to Parents**

In the event of accident or injury parents must be informed as soon as practicable. The member of staff in charge at the time will decide how and when this information should be communicated, in consultation with the Headmistress if necessary.

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The School will always inform parents of any accidents, injuries or first aid treatment that is given to pupils in the EYFS setting. The School will also discuss with parents the procedure for dealing with pupils who are ill or infectious.

### **Other Reporting Requirements**

Reporting to the HSE: The School is legally required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (SI 1995/3163) (RIDDOR) to report the following to the HSE (most easily done by calling the Incident Contact Centre (ICC) on 0845 300 99 23):

#### **1. Accidents involving Staff**

- work related accidents resulting in death or major injury (including as a result of physical violence) must be reported immediately (major injury examples: dislocation of hip, knee or shoulder; amputation; loss of sight; fracture other than to fingers, toes or thumbs)
- work related accidents which prevent the injured person from continuing with his/her normal work for more than three days must be reported within 10 days
- cases of work related diseases that a doctor notifies the School of ( for example: certain poisonings; lung diseases; infections such as tuberculosis or hepatitis; occupational cancer)
- certain dangerous occurrences (near misses - reportable examples: bursting of closed pipes; electrical short circuit causing fire; accidental release of any substance that may cause injury to health ).

#### **2. Accidents involving pupils or visitors**

- accidents where the person is killed or is taken from the site of the accident to hospital and where the accident arises out of or in connection with:
  - any School activity (on or off the premises)
  - the way a School activity has been organised or managed (e.g. the supervision of a field trip)
  - equipment, machinery or substances
  - the design or condition of the premises.
- For more information on how and what to report to the HSE, please see <http://www.hse.gov.uk/riddor/index.htm>
- Providers must notify local child protection agencies, as appropriate, of any serious accident or injury to, or the death of, any child whilst in their care and act on any advice given.

### **Monitoring**

The Headmistress will organise a regular review of the School Accident book and First Aid records in order to take note of trends and areas of improvement. This will be reported to the Health and Safety Sub-Committee.

The information may help identify training or other needs and be useful for investigative or insurance purposes. In addition, the Headmistress will undertake a review of all procedures

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following any major incident to check whether the procedures were sufficiently robust to deal with the major occurrence or whether improvements should be made.

### **Procedures for pupils with medical conditions**

Parents of pupils with complex health needs or medical conditions such as asthma, epilepsy, diabetes and severe allergies should notify the School.

The School will maintain a record of pupils' medical conditions and requirements. This information will be provided to teachers, First Aiders and other members of staff as required.

The information held by the School will include a record of pupils who needs to have access to asthma inhalers, epipens, injections or similar and information regarding relevant parental consent.

### **ADMINISTRATION PROCEDURES**

All staff should take precautions to avoid infection and must follow basic hygiene procedures. Staff should have access to single-use disposable gloves and hand washing facilities, and should take care when dealing with blood or other body fluids and disposing of dressings or equipment.

### **Body Fluids (Urine/Faeces/Vomit And Blood) HIV Protection**

- Latex disposable gloves are worn when treating accidents/incidents that involve body fluids
- Waste (wipes, pads, paper towels etc.) are placed in a disposable bag and fastened securely
- Any soiled children's clothes should be placed in a plastic bag and fastened securely ready to take home
- **Children are not allowed to attend to scratches or cuts on other pupils**
- Urine/Faeces are cleared using paper towels with soapy water and disinfectant Rubber gloves are worn; waste is disposed of in plastic bags and tied securely. The cleaning equipment used for this should be RED
- Small amounts of blood are cleared using paper towels with soapy water and antibacterial spray. Rubber gloves are worn, waste is disposed of in plastic bags and tied securely.
- Small plastic bags are in all First Aid Boxes, are available in Nursery, Lower School and the School Office, Staffroom
- Vomit and large blood spillages are cleaned with Body Fluid disposal kits. These are available from the main first aid supplies in the Treatment Room (contained in black box). Please follow instructions on the packaging. Any cleaning equipment (Yellow from January 2015) used for this process should be disposed of immediately. It is recommended that staff in Lower School and Nursery ensure that **one** Body Fluid disposal kit is kept in the staff room in each building.

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### **WOUND CLEANING**

Wounds (cuts and grazes) should be cleaned with Irriclens (sterile water) and gauze. THE USE OF PAPER TOWELS AND TAP WATER IS NOT PERMITTED.

### **COLD COMPRESS**

Small day to day bumps can be treated with Irriclens (sterile water) and gauze. Significant bumps can be treated with instant ice-packs. Follow instruction on the ice pack: Simple squeeze and shake activation. - Packs become ice cold within seconds. (These are disposable and should not be reused for hygiene reasons).



Additional information on specific needs can be found in the following policies:

- MEDICINE ADMINISTRATION POLICY
- ALLERGY AND ANAPHYLAXIS POLICY
- ASTHMA POLICY
- DIABETES POLICY

SAF 13<sup>th</sup> May 2013

Reviewed 02/01/2015

SAF

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SAF

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## ACCIDENT FORM

- Copies available by First Aid Box in Lower School, each classroom or from School Office
- To be completed by staff as soon as reasonably practicable
- Signed by parents on same day
- Returned to Main School Office as soon as possible

	Report Number <input type="text"/> To be completed by office
<p>Dear parent / guardian, This is to let you know that your child had an accident at school today. After examining him/her you may feel it necessary to obtain medical advice. The incident has been recorded at school and the information stored confidentially.</p>	
<b>About the person who had the accident/incident</b>	
Name _____	
TOTS <input type="checkbox"/> Nursery <input type="checkbox"/> Reception <input type="checkbox"/> Year 1-2 <input type="checkbox"/> Year 3-6 <input type="checkbox"/>	
<b>Details of the accident/incident</b> (Continue on the back of this form if you need to)	
When it happened. Date _____ Time _____	
Where it happened. _____	
How did the accident/incident happen? _____	
Details of injury (if any) Bump <input type="checkbox"/> Cut/Graze <input type="checkbox"/> to _____	
Other _____	
Give details of any treatment/first aid given. Cold compress <input type="checkbox"/> Cleaned with water <input type="checkbox"/>	
Cleaned with water & plaster applied <input type="checkbox"/> Other _____	
Back to class <input type="checkbox"/> Sent home <input type="checkbox"/> Sent to hospital <input type="checkbox"/>	
Details of person giving treatment	
Name _____ Date _____	
Signed _____	
Parental Signature _____	
<i>Copy to be signed by pupil's parent or guardian. Original copy to be sent to Main office for confidential storage.</i>	
<b>For the Main Office only</b>	
Complete this section if the accident is reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).	
How was it reported? _____	
Sign _____ Date _____	

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