

## FIRST AID POLICY

### 1. Policy Statement

The policy outlines the School's responsibility to provide effective and appropriate first aid to pupils, staff, parents and visitors and the procedures in place to meet that responsibility.

#### Aims

- To identify the first aid needs of the School in line with the Management of Health and Safety at Work Regulations 1992 and 1999
- To ensure that first aid provision is available at all times while people are on the school premises, and also off the premises whilst on school visits

#### Objectives

- To appoint the appropriate number of suitably trained people as Appointed Person and First Aiders to meet the needs of the school
- To provide relevant training and monitor training needs
- To provide sufficient and appropriate resources and facilities
- To inform staff and parents of the School'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 1995

For additional guidelines pertaining to the EYFS (Pre-Prep and Nursery Departments) please see Appendix D attached to this policy.

### 2. Procedure

#### Personnel

**The Domestic Bursar and Headmaster** are jointly responsible for the health and safety of employees and anyone else on the premises.

They must ensure that a risk assessment of the School is undertaken and that the appointments, training and resources for first aid arrangements are in place.

They must ensure that the insurance provides full cover for claims arising from actions of staff acting within the scope of their employ.

**The Headmaster** is responsible for putting the policy into practice and ensuring that the policy and information on the School's arrangements for first aid are made available to parents.

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

**Appointed Person** takes charge when someone is injured or becomes ill, and ensures that an ambulance or other professional medical help is summoned when appropriate.

Appointed Persons are not necessarily first aiders but should have emergency first aid training/refresher training. These courses do not require HSE approval. Please see attached list of appointed persons (Appendix A).

**School Holiday Provision** – a member of the Nursery staff will be First at Work trained

**Off Site School Visits** – The trip leader will act as the ‘Appointed Person’ for the duration of the trip.

**The First Aider** must have completed a training course approved by the HSE and hold a valid certificate. This must be updated every three years (See Appendix D for list of first aiders or contact reception).

He/she will:

- take charge when someone is injured or becomes ill
- inform School Nurse immediately or in her absence Reception and the Headmaster if emergency services are needed
- ensure that an ambulance or other professional medical help is summoned when appropriate
- ensure Injury Report Form is completed and that the Domestic Bursar informed
- look after the first aid equipment and ensure first aid kit is restocked
- be able to leave normal duties to attend an emergency

### **Procedures**

Reviews are required annually and when circumstances alter by the Domestic Bursar and Heads of Departments e.g. Games/Science/EVC etc.

Recommendations on measures needed to prevent or control identified risks are forwarded to the Domestic Bursar.

Guidance on when to call an ambulance is attached (see Appendix B)

### **Re-assessment of first aid provision**

As part of the School’s annual monitoring and evaluation cycle:

- Headmaster to review the School’s first aid needs following changes to staff building/site activities, off-site facilities
- The School Nurse monitors the number of first aiders, alerts them to the need for refresher courses and organizes training sessions
- The School Nurse will check and replenish First Aid Boxes and Bags across their designated sites at least once a term.

### **Providing Information**

The Headmaster will ensure that staff are informed about the School’s first aid arrangements

The School Nurse will:

- will go through the procedures and policy for new staff as part of their induction programme
- maintain a notice board displaying information about first aid / allergies, asthma, diabetes, epilepsy and other relevant medical conditions
- at the start of each academic year, provide all staff with a list of pupils who are known to be asthmatic, anaphylactic, diabetic, epileptic or have other serious medical conditions on a need to know basis
- give all staff information on the location of equipment, facilities and first aid personnel
- will inform parents of accidents/illness concerning their children. In the School Nurse’s absence a member of staff holding a First Aid at Work Certificate will contact the child’s parents (see Appendix C).

## **Provision**

The Domestic Bursar will decide on the number of first aid personnel required. Schools are low risk environments but specific times, places and activities need to be considered, in particular:

- **Off-site PE** – Games staff act as ‘Appointed Person; if they do not hold a First Aid at Work certificate and they are supplied with First Aid Bags. They are responsible for making sure that first aid kits are re-stocked (supplies from School Nurse)
- **School Trips** – Trip leaders will act as the ‘Appointed Person’, have a good working knowledge of first aid and ensure that an adequate first aid box is taken (obtained from the School Nurse). They will carry a mobile phone, emergency contact details and have up to date information for pupils on the trip (available from the Medical Centre). For adventurous activities, visits abroad or residential visits at least one of the group’s teachers will be a trained first aider and all staff will know how to contact the emergency services. All trips/activities will have the level of risk assessed and the appropriate first aid provision made
- **Science Labs**
- **DT/Art room**
- **Adequate provision in case of absence** – When any of the School Nurses are absent, arrangements for cover will be made. A list of current first aiders is held at Reception (see Appendix D)
- **Out of hours provision** – Outside of normal hours if a qualified first aider cannot be found on site, the emergency services should be called in the event of a serious injury.

## **Number of First aiders**

- **For employees** – The recommended number of first aiders in a low risk environment, such as a school, is one per fifty to one hundred employees. These first aiders must have completed a HSE approved ‘First Aid at Work’ course and hold a valid certificate
- **For pupils** – There are no rules on exact numbers and provision will be based on the Headmaster and Domestic Bursar’s risk assessment of particular circumstances/situations. For pupils aged eight years and over a one or two day first aid course delivered by an HSE approved organization is valid

## **Qualifications and Training**

- First aiders will hold a valid certificate of competence, issued by an organization approved by HSE
- First aiders will undertake a two day refresher training every three years
- The School Nurses will undertake an HSE approved ‘First Aid at Work’ training course
- The School Nurses and first aiders working with children up to seven years will also undertake an Paediatric First Aid Course as recommended by the Independent Schools Inspectorate and will undergo refresher training every three years
- Specialist training in first aid for children and other first aid qualifications will be arranged in a three year cycle with refresher courses as required

## **First aid materials, equipment and facilities**

- The Domestic Bursar must ensure that the appropriate number of first aid containers according to the risk assessment of the site are available
- Each school minibus must carry a first aid kit

- PE staff must take first aid kits to off-site trips
- First aid kits where practical should be kept near hand washing facilities
- The School Nurses are responsible for checking and restocking first aid containers at least once a term. Games staff and Minibus drivers are responsible for bringing their First Aid kits to be replenished as necessary to the Medical Centre
- Anyone using items from first aid kits must advise the Nurse when stock is low
- All first aid containers must be marked with a white cross on a green background and contain the following:

#### **Basic Minimum Contents** (in accordance with HSE guidelines)

- A leaflet giving general advice on first aid and emergency contact numbers
- 20 individually wrapped sterile adhesive dressings (assorted sizes)
- individually wrapped triangular bandages (preferably sterile)
- 20 sterile eye pads
- 6 safety pins
- 6 medium-sized (12cm x 12cm) individually wrapped sterile unmedicated wound dressing
- 2 large (18cm x 18cm) sterile unmedicated wound dressings
- 1 pair of sterile gloves
- N.B. Some first aid kits will have extra items included depending on the specific needs of the area.

#### **Accommodation**

There is a designated surgery/sick bay in the boarding house and medical centre.

#### **Hygiene/Infection Control**

- Basic hygiene procedures must be followed by staff e.g. use of hand washing or a gel rub before attending to a pupil and between treating each pupil
- Single use disposable gloves (and aprons if available) must be worn when treatment involves blood or body fluids
- Any blood or body fluids on the ground must be washed away thoroughly or cleaned up by the cleaning staff. These people have access to body fluid disposal equipment and may be contacted via Reception or the Domestic Bursar. No contaminated items should be left lying around.
- Dressings or equipment must be disposed of in a yellow clinical waste bag (or if not available be double-bagged) and sealed tightly before placing in the bin

#### **Reporting Accidents**

Statutory requirements: under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) some accidents must be reported to the HSE (see RIDDOR definitions of major injuries, dangerous occurrences and diseases). A record must be kept of any reportable injury, disease or dangerous occurrence. This must include: the date and method of reporting; the date, the time and place of the event; personal details of those involved and a brief description of the nature of the event or disease. This record can be combined with other accident records.

### **Reporting of Injuries to Pupils**

- Injury report forms will be completed by the School Nurse/boarding staff
- During the School day the School Nurse will inform HM and the Domestic Bursar of serious injuries, notifiable diseases or dangerous occurrences (RIDDOR reportable injuries). After school, at weekends and off-site the teacher/boarding staff in charge of the injured pupil takes on this responsibility

### **Reporting of Injuries to Employees and Visitors**

- Injury Report form to be completed by person themselves or the first aider present. Forms are kept with the Domestic Bursar's and with the Nurse in the Medical Centre
- Injury Report forms should be passed to the Domestic Bursar
- The HM/Domestic Bursar should be advised immediately in the case of serious injury, notifiable disease or dangerous occurrence
- The Domestic Bursar /School Nurse will arrange for a formal report to be made to RIDDOR without delay
- The Line Manager of the injured employee should be informed of the person's absence from duty as soon as possible

The Head is responsible for ensuring this happens but may delegate the duty to the Domestic Bursar. The School Nurse/Domestic Bursar must notify the enforcing authority without delay and send the completed accident report form within 10 days of the accident or occurrence.

**Appendix A**

**1) FIRST AID BOX LOCATIONS –  
ST ANDREW'S SCHOOL**

<b>Location of First Aid Boxes</b>
Medical Centre
School Office
Kitchen
Pre-Prep Close Building Casson Building
Swimming Pool
Gym
Art/DT Room
Scouts Hut
Forest School
Maintenance Shed
Plant Room
Top Floor Ascham
All Minibuses
Boarding House
Games Department
Music School
Nursery
Science Lab

<b>Eyewash Stations</b>
Medical Centre
Boarding House
Science Room
School Office
Art/DT Room
Nursery
Pre-Prep Close and Casson Buildings
Kitchen
Plant Room

<b>Location of Epipens</b>
Medical Centre

<b>Location of Preventative Inhalers to those who have asthma</b>
Medical Centre

**ST ANDREW'S – LIST OF HSE APPROVED 'FIRST AT WORK' CERTIFICATED  
FIRST AIDERS (3 day training course / 2 day refresher every three years)**

<b>First Aiders</b>	<b>Expiry date</b>
Jane Stroud	Jun 2012
Emma Worsell	Jun 2012
Vicky Burt	Sept 2012
Ian Kennard	Oct 2013
Sue Kennard	Oct 2013
Erika Stephens	Mar 2013
Sally Tomsett	Feb 2014
Paul Shouksmith	Jan 2014
Dave Haggis	Jan 2014
Luisa Veitch	Feb 2014
Hannah Bloxam	Feb 2012
Sue Stacey	May 2013
Leanne Smith	Jan 2014
Heather Stokes	Jul 2013
Alison Tripp	Oct 2013
Neil Reed	Oct 2013
Jana Skinner	Feb 2012
Mark Tomsett	Jun 2014

<b>Appointed Persons</b>	<b>Expiry date</b>
Alan Punshon	Mar 2012
Jim Hitchin	Mar 2012
Ray Everett	Mar 2012
Colin Cowley	Mar 2014
Rod Osborne	Mar 2012
Chris Laughton	Jan 2014
Brian Price	Jan 2014
Mick Stevens	Jan 2014
Simon Osborne	Mar 2012
George Morrison	Mar 2012
Angela Wilson	Mar 2012
Mark Tomsett	Mar 2012
Michael Palmer	Mar 2012

<b>Paediatric</b>	<b>Expiry date</b>
Hannah Shingles	May 2013
Heather Stokes	May 2013
Tamara SurrIDGE	May 2013
Jane Stroud	Feb 2014
Sue Stacey	May 2013
Dawn Butler	Feb 2014

Clare Haggis	Feb 2014
Emily Cracknell	Feb 2014
Zoe Lubbock	Feb 2014
Lisa Reed	Feb 2014
Erika Vokins	May 2013
Armelle Wilkinson	Feb 2014
Emma Worsell	Feb2014
Vicky Burt	Sep 2012
Amy Dadswell	May 2013
Hannah Bloxam	Jan 2012
Leanne Smith	Jan2012
Sarah Dutton	Jan 2012
Sharon Smith	Jan 2012
Jessica Collinson	Dec 2012
Janet Moon	May 2013
Sue Francis	May 2013
Trudy Thorogood	May 2013
Emma Kennedy	May 2013
Lisa Tarrent	May 2013
Suzy Casebourne	May 2013

<b>Defibrillator</b>	<b>Expiry date</b>
Jane Stroud	Mar 2012
Sue Stacey	Mar 2012
Dave Haggis	Mar 2012
Sally Tomsett	Mar 2012
Paul Shouksmith	Mar 2012
Mark Tomsett	Mar 2012
Neil Reed	Mar 2012
Alison Tripp	Mar 2012
Heather Stokes	Mar 2012
Sue Kennard	Mar 2012

<b>Medications</b>	<b>Expiry date</b>
Jane Stroud	Sep 2012
Sue Stacey	Sep 2012
Sue Kennard	Sep 2012
Vicky Burt	Jan 2012
Sarah Steer	Jan 2012
Mark Tomsett	Jan 2012
Hannah Bloxam	Jan 2012
Alison Tripp	Jan 2012
Neil Reed	Sep 2012

## Appendix B: Practical Management of Illness/Injury on School Site

### Unconscious Casualty

- 1. Place on side** – in the recovery position and ensure airway is open and person is breathing (except if back or neck injury suspected). Administer first aid if competent to do so. **Do not leave the casualty alone.**
- 2. Call for help** – during School hours  
Medical Centre 01323 744834 Ext. 213  
(Out of hours: Boarding House 01323 744835, First Aider or phone emergency services directly)
- 3. Phone the emergency services 999/112** (use mobile phone or send someone else to make the call)  
You will need the following information:
  - Address: St Andrew's School, Meads Street, Eastbourne, East Sussex BN20 7RP
  - Sex and approximate age of casualty
  - Details of what happened injury/illness
  - Condition: conscious/unconscious, breathing/not breathing, bleeding, injury
  - Time of injury/onset of symptoms
- 4. Arrange for ambulance to be met** at school entrance by an adult or responsible pupil and directed to the casualty.
- 5. Contact School Office: 01323 733203** and ask them to contact pupil's parents, or, if the casualty is a staff member, the next of kin.
- 6. Inform HM, Housemaster as appropriate.**
- 7. After incident** complete an Incident Report Form and inform Health and Safety Officer to assess for RIDDOR report.

### Conscious Casualty

- Administer emergency first aid if competent to do so.
  - **Minor injuries/illness** – cover any wounds and if the casualty is able walk, escort to Medical Centre
  - **All other injuries/illness or if you are unsure** – do not move casualtyAND
- 2. Call for help** – during School hours phone  
Medical Centre: 01323 744834 Ext. 213 or School Office: 01323 733203  
(Out of hours Phone emergency services directly if necessary and follow steps 3 to 7 above)

**Severe Allergic Reaction (Anaphylaxis)** – caused by exposure to an allergen, for example an insect sting or food substance.

If person is experiencing **ANY** of the following symptoms after exposure to allergen

- Difficulty in breathing or swallowing

- Weakness or floppiness
- Steady deterioration
- Collapse or unconsciousness

#### **ACTION**

- Then USE EPIPEN/ANAPEN immediately (if prescribed)
- Call Emergency Services 999/112
- Medical Centre

#### **Asthma Attack**

If person is experiencing the following symptoms

- Coughing
- Shortness of breath
- Wheezing, feeling tight in the chest
- Being unusually quiet
- Difficulty in speaking sentences

#### **ACTION**

- Keep calm
- Encourage person to sit up and slightly forward
- Encourage two puffs of their reliever inhaler (usually blue) immediately – preferably through a spacer
- Loosen tight clothing
- Reassure
- Call the Medical Centre

#### **Call Emergency Services 999/112 if**

- There's no improvement in 5-10 minutes
- Person is too breathless or exhausted to talk
- Has blue lips
- If you are in any doubt

#### **DIABETES (Type 1 Insulin Dependent)**

##### **A) Signs of Hypoglycaemia – low blood glucose**

- Hunger
- Trembling or shakiness
- Sweating, Pallor
- Anxiety or irritability
- Mood change
- Lack of concentration or vagueness
- Drowsiness

#### **ACTION**

- Immediately give something sugary, coke, Lucozade or other non-diet drink, 3 or more glucose tablets, 5 sweets (jelly babies etc) or GlucoGel

#### **FOLLOWED BY**

- Cereal bar or two biscuits
- Roll/Sandwich
- Portion of Fruit
- Or meal if it is due

- Call the Medical Centre

**Call Emergency Services 999/112**

- If person becomes unconscious (do not give food or drink if unconscious)

**B) Signs of Hyperglycaemia (high blood glucose, over 10mmol/l)**

- Thirst
- Frequent urination
- Tiredness dry skin
- Nausea
- Blurred vision

**ACTION**

- Call Medical Centre who will arrange blood glucose test, contact parents and extra insulin if required

**Call Emergency Services 999/112**

- When there is deep and rapid breathing
- Vomiting
- Breath smells of nail polish remover

**EPILEPSY**

Signs of seizure

- Loss of consciousness, body stiffens and falls to the ground
- Jerking movements for a minute or two
- Blue tinge around the mouth
- Loss of bladder/bowel control
- Consciousness slowly returns

**ACTION**

- Protect the person from injury (remove harmful objects from nearby)
- Cushion the head
- Once seizure has finished, place in the recovery position and check breathing
- Keep calm, reassure the person and stay until recovery is complete
- Call the Medical Centre

**Call Emergency Services 999/112 if**

- It's the first seizure
- It lasts for more than 5 minutes
- One seizure immediately follows another
- The person is injured or you think may need urgent medical attention

## St Andrew's School Medical Centre

### **Procedures that must be followed by staff for the Recording and Reporting of Accidents/Illness and the administration of Medication**

Each child who goes to the Medical Centre with an accident/illness will be assessed by the School Nurse, or, if the Nurse is not available, by a member of staff who holds a First Aid at Work Certificate. The following procedures must be followed:

1. If there is any doubt about the severity of an illness or injury keep the child in the Med Centre for observation. If further medical opinion is needed please do not hesitate to contact Dr. Rajap (numbers listed overleaf,) or, send the child to hospital. Parents/guardians must be contacted
2. Any suspected fracture must be sent to hospital.
2. Children from the Pre-prep must be escorted to and from the Med centre either by a Teacher, Gappie, Nurse, other member of staff or a responsible child depending upon the severity of the injury. Children from the Nursery must always be escorted by an adult.
3. If a child returns to the Med Centre and is still in pain or still feels unwell a period of observation should be allowed before the child returns to his or her class. You should enquire as to what the present or next lesson is to decide whether it is appropriate to return to ie Games/swimming etc.
4. If a child is retained in the Med Centre/sickbay please inform the parents and the school office.
5. If a boarder is to remain in sickbay overnight the House staff/duty staff must be informed.
6. If a child has sustained a more serious injury, the school office should be given full details of the incident in the event that the parents should phone the school.

### **Hospitalisation**

If you have decided to send a child to hospital you should:

1. Contact the parent to arrange collection of the child if a day child. If the parent is unavailable, a member of staff should take the child to hospital, whilst, the office continue to contact the parent .The Headmaster should be informed. If the child is a boarder and lives locally then do as above but, also inform the House parents. If the child is a boarder and their parents are unavailable or live abroad do as above and inform the House parents.
2. Inform the School office.
3. Record all information in the "PASS" system with details of treatment and reason, date, time and your initials. Record all accidents in the Accident Book located in the Medical Centre

(during the school holidays when the Nursery is still open the Accident Book is located in the Nursery).

4. Complete an accident form (Form B1510 kept on top of the filing cabinet in surgery). If the accident is reportable under Riddor Regulations then the Health and Safety Executive must be informed on 0845 300 9923.
5. If the accident is considered to be a Health and Safety issue then please complete a St Andrew's accident form (kept in the same place) which then needs to be sent to the Bursar for a further risk assessment.

## **Head Injuries**

It is vital that parents are informed of a head injury that may result in the symptoms listed below or if the child has sustained a significant swelling. The following routine should be followed:

1. If there is any doubt about the seriousness of the injury, the child should be taken to hospital. Parents must be informed, the School office also needs to be informed and if the child is a boarder then the House parents must be told.
1. Any child with a Head injury should be observed for the following:
  - Drowsiness
  - Behavioural changes
  - Sickness
  - Severe headaches.

You should check for these signs/ symptoms every hour for the first 4 hours and contact parents (in the case of a boarder observe over the following 20 hours and if you are at all concerned contact Dr. Rajap or phone the A& E Dept at the EDGH on 417400).

2. Any child who has sustained a Head injury will be given the top copy of "Accident/Incident/Illness report slip" to take home. In the case of a boarder sustaining a head injury the House parent will be informed
3. If the arrangements for traveling home for a child need to be changed please inform the school office.

## **Medication**

No pupil under the age of 16 should be given medicine without his/her parents consent. If there is any doubt then parents must be contacted.

Children with long term medical needs are often very good at taking their own medication and this is to be encouraged.

If a day child is prescribed any medication then the Parent/guardian **must** fill in a MAR (Medicines Administration Record) sheet (kept on the desk in the Med centre) this gives details of

storage/dosage/time/collection procedures and a signature of consent that any of the staff named below are able to administer that medicine. We are **unable to administer the prescribed medication without this information.**

Whilst there is no legal requirement to keep records when medicines are given to children it is good practice to do so. These records offer protection to staff and proof that agreed procedures have been followed therefore staff must ensure that if **any medications are administered they must be recorded on the "PASS" system.**

**We have a legal obligation when accepting the responsibility of dispensing medicines to ensure that the correct dosages are given at the correct times.**

**ONLY staff that have undergone training in administering medicines are able to give medication, the following staff are able to administer medications ONLY if parents have signed a consent form giving permission for their children to have "over the counter" medication in school( under the Homely Remedy Policy).**

Jane Stroud  
Sue Stacey  
Erika Stephens  
Alison Tripp  
Neil Reed  
Mark Tomsett  
Sue Kennard

#### **Holiday Clubs/Nursery (during school holidays) only**

**Vicky Burt**

If a child fails to turn up at the required time then it is our responsibility to find the child and administer the medicine and record it on the PASS system and record the dispensing of medicines on the Drug Audit sheet (yellow file on desk).

If a child is given any medication during school hours this must be recorded on the Accident/Incident/Illness report slip and the top copy must be given to the child to take home.

18/10/11

**Author: Jane Stroud**  
**Update annually**  
**Next Review Date: 18/10/12**

#### **Contact details:**

**Dr.Rajap: 01323 727531 (work), mob 07900914934**

**Jane Stroud: Mob 07545556313**

## Appendix D

### St Andrew's Pre-Prep



### First Aid Policy

**St Andrew's Pre-Prep Department**  
**(including EYFS)**

**First Aid Policy**

(This policy should be read in conjunction with the Whole School First Aid Policy document,  
including Appendices)

**GENERAL STATEMENT**

The Pre-Prep department aims to provide a safe, happy environment for all the children in our care so that learning and play can take place in a relaxed and secure atmosphere.

The First Aid procedure at St Andrew's is in operation to ensure that every child, member of staff and visitor will be well looked after in the event of an accident, no matter how minor or major.

The team consists of a Registered Nurse, staff that are First Aid at Work trained, those with Paediatric training and staff that are trained in the use of a defibrillator.

In the event of an accident all members of the Pre-Prep are aware of the support available and the procedures available to activate this.

**The purpose of the Policy is therefore:**

- To provide effective, safe First Aid cover for children, staff and visitors.
- To ensure that all staff and children are aware of the system in place.
- To provide awareness of Health & Safety issues within school and on school trips, to prevent, where possible, potential dangers or accidents.

There are a limited number of situations where a child could require First Aid Treatment

- When an incident or accident occurs in school during term time
- When an incident or accident occurs in school during the holiday period
- When an incident or accident occurs during a school outing or trip

This policy links with the **Every Child Matters** agenda, in that every child has a right to grow up safe, healthy, enjoying and achieving, making a positive contribution and achieving economic well-being.

## **FIRST AID PROVISION**

The Pre-Prep department has access to the following First Aid Provision

1 RGN (term time only)\*\*

18 members of staff who have received full first aid training

28 members of staff who have received Paediatric first aid training

10 members of staff who are trained to administer medicines.

*\*\*NB – In the school holidays First Aid provision is provided by staff who have received full first aid training and who are able to administer medicines)*

## **PROCEDURE (whilst on school premises)**

Should a child require First Aid the following procedures will apply:

### **First Aiders will:**

- Ensure that their qualification and insurance [provided by the school] are always up to date.
- Ensure that first aid cover is available throughout the working hours of the school week and during the school holidays
- Always attend a casualty when requested to do so and treat the casualty to the best of their ability in the safest way possible. This includes wearing gloves where any loss of blood or body fluid is evident, calling for help from other First Aiders or Emergency Services.
- Help fellow First Aiders at an incident and provide support during the aftermath.
- Act as a person who can be relied upon to help when the need arises.
- Ensure that their portable first aid kits are adequately stocked and always to hand.
- Insist that any casualty who has sustained a significant head injury is seen by professionals at the hospital, either by sending them directly to hospital or by asking parents to pick up a child to take them to hospital; ensure that parents are aware of all head injuries promptly.
- Ensure that a child who is sent to hospital by ambulance is either:
  - Accompanied in the ambulance at the request of paramedics.
  - Followed to a hospital by a member of staff to act in loco parentis if a relative cannot be contacted.
  - Met at hospital by a relative.
- The First Aider need not be the member of staff to accompany the casualty to hospital, however, an appropriate person should be sent.
- Liaison must occur with the Head of Pre-Prep, to ensure that lessons are covered in the event of an absent teacher.
- Keep a record of each child attended to, the nature of the injury and any treatment given, in the book provided in the Medical Centre. In the case of an accident, the Accident Book must be completed by the appropriate person.
- Ensure that everything is cleared away, using gloves, and every dressing etc. be put in a yellow bag for contaminated/used items and sealed tightly before disposing of the bag in a bin. Any bloodstains on the ground must be washed away thoroughly. No contaminated or used items should be left lying around.

**The Governing Body will:**

- Provide adequate First Aid cover as outlined in the Health & Safety [First Aid] Regulations 1981.
- Monitor and respond to all matters relating to the health and safety of all persons on school premises.
- Ensure all new staff are made aware of First Aid procedures in school.

**Head of Pre-Prep will:**

- Ensure that they always obtain the history relating to a child not feeling well, particularly in the cases of headaches, to ensure that no injury has caused them to feel unwell.
- Ensure that in the event that an injury has caused a problem, the child must be referred to the Medical Centre in the first instance or a First Aider for examination.
- At the start of each academic year, provide the Pre-Prep staff with a list of children who are known to be asthmatic, anaphylactic, diabetic, epileptic or have any other serious illness. This will have been compiled by the School Nurse using information received from parents
- Have a file of up to date medical consent forms for every child in each year and ensure that these are readily available for staff responsible for school trips/outings.

**Pre-Prep and Nursery Teachers will:**

- Familiarise themselves with the first aid procedures in operation and ensure that they know who the current First Aiders are.
- Be aware of specific medical details of individual children in their class.
- Never move a casualty until they have been assessed by a qualified First Aider unless the casualty is in immediate danger.
- Send for help from the Medical Centre as soon as possible either by a person or telephone, ensuring that the messenger knows the precise location of the casualty. Where possible, confirmation that the message has been received must be obtained.
- Reassure, but never treat, a casualty unless staff are in possession of a valid Emergency Aid in Schools Certificate or know the correct procedures; such staff can obviously start emergency aid until a First Aider arrives at the scene or instigate simple airway measures if clearly needed.
- Send a child who has minor injuries to the Medical Centre if they are able to walk where the School Nurse will see them; this child should be accompanied.
- Ensure that they have a current medical consent form for every student that they take out on a school trip which indicates any specific conditions or medications of which they should be aware.
- Have regard to personal safety.

**Medical Centre staff will:**

- Administer first aid and medications (with parental consent).
- Send home Accident/Incident/Illness report slip note to parents
- Call for parents to collect a child when necessary.
- Call for an ambulance when necessary

## PROCEDURE (whilst away from school on an outing or trip)

All trips away from school (non-residential) will include staff who have received First Aid training

The above procedures remain relevant and the following must also apply:

- The Trip Leader will ensure that a first aid kit is taken on the outing
- All relevant medical details, allergies etc are taken on the outing
- Emergency contact telephone numbers of parents will be taken on the outing
- The Trip Leader will contact the Head of Pre-Prep immediately should an accident or incident occur


## POLICY EVALUATION

Evaluation and review of this policy takes place on a bi-annual basis. The staff works together to discuss any changes or adaptations. Throughout the year the whole staff are encouraged to feed back information and ideas regarding the implementation of this policy.

## CONCLUSION

It is the aim of the Pre-Prep department to ensure that there is a continuity of approach throughout the school with regard to the safety of children in its care. New members of staff will be informed of the department's policy on First Aid and be expected to adhere to it

This document was informed by reference to the relevant documentation issued by DfES, IAPS and the East Sussex Local Authority and was written with reference to Every Child Matters. It is also in accordance with the school's policy on equal opportunities and child protection and safeguarding.<sup>◊</sup>

Authorised by Resolution of the Governing Body Representative	
Signature	<u></u>
Name	<u>Andrew Robinson</u> Date <u>2/11/11</u>

Author:	Jane Stroud (School Nurse)
Date:	18/10/11
Review Frequency:	Yearly
Review Date:	18/10/12
References:	D.f.E.E. Guidance on First Aid in Schools (1998); Health and Safety (First Aid) Regulations 1981 Approved Code of Practice and Guidance: Health and Safety of Pupils on Educational Visits (DfES)

<sup>◊</sup> Firstaidpolicy.doc/ls/2010