



HEATH HOUSE PREPARATORY SCHOOL

First Aid Policy

This policy applies to the following year group at Heath House: EYFS, Pre-Prep Year 1, Pre-Prep Year 2, Prep Year 3, Prep Year 4, Prep Year 5 and Prep Year 6. This policy has regard for the Department for Education (DfE) *Guidance on First Aid for Schools (2014)*. This policy links to the school's Medication Policy, Infection Control Policy and the Health and Safety Policy.

The First Aid procedure at Heath House Prep School is in operation to ensure that every pupil, member of staff and visitor will be well looked after in a timely and competent manner in the event of an accident, no matter how minor or major.

It is emphasised that the **team** consists of **qualified First Aiders** and **not** trained doctors or nurses.

In the event of an accident all members of the school community should be 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 pupils, staff and visitors;
- To ensure that all staff and pupils are aware of the system in place.

NB The term FIRST AIDER refers to those members of the school community who are in possession of a valid Paediatric First Aid Certificate or equivalent.

Staff Qualified in First Aid

Staff are trained by the Red Cross in Paediatric First Aid. Training is updated every 3 years. Each building has a First Aiders chart of staff qualified in first aid. Staff currently holding valid Paediatric First Aid Certificates are:

Building	Staff Name	Certificate	Valid Until
Tranquil Hall	Courtney Williams	Paediatric First Aid	28/08/23
	Katy Ray	Paediatric First Aid	05/10/22
Wemyss Road	Sophia Laslett	Paediatric First Aid	20/07/21
	Richard Laslett	Paediatric First Aid	20/07/21
	Elena Laslett-Shaw	Paediatric First Aid	20/07/21
	Gemma Meeking	Paediatric First Aid	20/07/21
	Lucy Borg	Paediatric First Aid	22/10/22
The Old Library	Anna Rokakis	Paediatric First Aid	20/07/21
	Damian Williams	Paediatric First Aid	08/08/21

	Ellie Mallen	Paediatric First Aid	20/07/21
	Emily Tilly	Paediatric First Aid	20/07/21

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;
- Always attend to 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 after the incident;
- 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;
- Log any and all head injuries on a Head Injury Form: the original form must be filed in the Office, and a photocopy given to the child's parents. A child who has sustained a head injury will wear a sticker indicating they have received first aid for a head injury;
- 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:
 1. Accompanied in the ambulance at the request of paramedics
 2. 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 teacher in charge of cover, to ensure that lessons are covered in the event of an absent teacher;
- Keep a record of each pupil attended to, the nature of the injury and any treatment given, in the book provided in the First Aid bag. In the case of an accident, the Accident Book (located in the Office) must be completed by the appropriate person.
- Ensure that everything is cleared away, using gloves, and any dressing used to 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. See the Infection Control Policy.

THE HEAD TEACHER OF THE SCHOOL will:

- Provide adequate First Aid cover as outlined in the Health and 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;
- Ensure that they always obtain the history relating to a student not feeling well, particularly in the cases of headaches, to ensure that no injury has caused the pupil to feel unwell;

- Ensure that in the event that an injury has caused a problem, the pupil **must** be referred to a First Aider for examination;
- At the start of each academic year, provide the first aid team with a list of pupils who are known to be asthmatic, anaphylactic, diabetic, epileptic or have any other serious illness;
- Have a file of up to date medical consent forms for every pupil in each year and ensure that these are readily available for staff responsible for school trips/outings.

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 students when publicised by the Head;
- Ensure that their pupils are aware of the procedures in operation;
- Never move a casualty until they have been assessed by a qualified First Aider unless the casualty is in immediate danger;
- Send for help to the Office, 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 Paediatric First Aid Certificate or know the correct procedures; such staff can start emergency aid until a First Aider arrives at the scene or instigate simple airway measures if clearly needed;
- Send a pupil who has minor injuries to the Office if they are able to walk where a First Aider will see them; this pupil should be accompanied;
- Send a pupil who feels generally 'unwell' to the Head and not to a First Aider, unless their deterioration seems uncharacteristic and is causing concern;
- Ensure that they have a current medical consent form for every pupil 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.

When to call an ambulance

Staff should call an ambulance without delay when someone is seriously ill or injured and their life is at risk. An ambulance should be called without delay if:

- The area isn't safe for a member of staff to assess the casualty;
- The casualty is unresponsive and breathing;
- The casualty is unresponsive and not breathing, appears not to be breathing, or is having difficulty breathing;
- The casualty is bleeding heavily;
- The casualty has severe chest pain;
- The casualty has had/is having a heart attack;
- The casualty has had/is having a stroke;
- The casualty has a spinal injury;
- Following a head injury the casualty vomits, becomes unresponsive, is bleeding heavily, or shows other signs that a head injury might be serious;

- The casualty is in an acute confused state;
- The casualty is having a severe allergic reaction;
- The casualty is having a fit/fits that is/are not stopping;
- The casualty has severe burns or scalds.

OFFICE STAFF will:

- Call for a qualified First Aider, unless they are one themselves, to treat any injured pupil. This should be done by telephone in all cases of minor and serious injuries, giving the specific location of the casualty;
- Support the First Aiders in calling for an ambulance or contacting relatives in an emergency;
- Send pupils who simply do not feel well to the Head Teacher;
- **DO NOT** administer any or other medication.

In all instances Parents are shown the accident report form for their child on the day the accident occurred or as soon as reasonably practical and asked to sign it.

Medication

First aid bags should only contain items permitted by the Health and Safety (First Aid) Regulations Act 1981, such as sterile dressing, bandages, and eye pads. No other medical items, such as prescription or non-prescription medicine for children, paracetamol, or staff medication, should be kept in the first aid bags.

When dealing with medication of any kind in school, strict guidelines should be followed. Please see the Medication Policy for full information on the school's policy and procedures for the administration of medication.

The school **DOES NOT** administer any medication unless prior written consent is given for each and every medicine. The school has a separate medication consent form for parents to complete. Please ask your child's teacher for one when necessary. Please see the Medication Policy.

Provisions for children with particular medical conditions

The school makes provision for pupils with particular medical conditions that may require emergency medication e.g. Asthma, epilepsy, diabetes, allergies that require having an EpiPen. Their access to the full school curriculum is not hindered in any way.

Every child with a severe allergy has an 'Allergy Action Plan' in place which is completed by the parent and provided to the school. Children with Asthma have an 'Asthma Plan' which is completed by the parent and provided to the school.

There are charts in every building with the child's photo and their medical condition so that they are easily identified. Those children are aware of their condition and have the relevant equipment with them at all times.

Storage of emergency medications

Emergency medication, such as inhalers and Epi-Pens, will be within easy reach of staff in case of an immediate need, but will remain out of children's reach and under supervision at all times. Allergy Action Plans are in place for all children who have been prescribed an Epi-Pen.

The school stores emergency medications in green first aid waist-bags ('bum-bags') that are kept in the child's form room alongside the first aid bag, and taken by the member of staff supervising the child when he or she is participating in activities outside of the school buildings e.g. on the Heath, or on an educational visit/school trip. Additional emergency medications will be stored in the medication cabinet of the building the child's form room is located in.

Parents must provide the school with in-date emergency medication for their child. If a child's medication is out of date, the child's form tutor should notify the school office who will contact the child's parents. It remains the parents responsibility to ensure that all medication provided to the school is in date and replaced as needed.

Injections, pessaries, suppositories

As the administration of injections, pessaries and suppositories represents intrusive nursing, they should not be administered by any member of staff.

The execution of this policy will be monitored by the Head Teacher, All Teachers, and Office staff.

Hygiene procedures for dealing with the spillage of bodily fluids

Please see the Infection Control Policy.

Accident Reporting Procedures, including those reportable under RIDDOR

In line with the Health and Safety Policy, all First Aiders record any treatment that they have given to a pupil in the First Aid Record book which is kept in the First Aid Bag. Alongside this, First Aiders complete Head Injury Forms and Accident Forms as applicable. Copies of any forms completed are sent home with the child and stored in the School Office.

Please see the Health and Safety Policy for further detail on reporting procedures.

Staff medication/other substances

All staff must be fit to work. All staff must sign a medical declaration before starting work at the school (these are stored in personnel files).

Staff must not be under the influence of alcohol or any other substance that may affect their ability to care for children. Staff must seek medical advice if they are taking medication which may affect their ability to care for

children, and those staff may only work directly with children if medical advice confirms that the medication is unlikely to impair that staff member's ability to look after children properly. Any staff medication must be securely stored at all times. Staff medication must be clearly labelled and stored in the medication cabinet (one in each building).

First aid bags should only contain items permitted by the Health and Safety (First Aid) Regulations Act 1981, such as sterile dressing, bandages, and eye pads. No other medical items, such as paracetamol, ibuprofen or aspirin or any staff medication, should be kept in the first aid bags.

Covid-19

In the event that a pupil or staff member displays symptoms of Covid-19 whilst at school, they will be immediately sent home. Whilst a child is waiting to be collected by their parents, they will be isolated in the Sick Bay and cared for by a member of staff who will wear full PPE including a face mask, visor and apron.

Should any pupil or staff member have a positive test result, they will need to self-isolate in line with the Government's current guidelines. The School will then contact the Local Health Protection Team who will advise on any next steps that need taking which may include closing a 'building bubble'.

Please see the Infection Control Policy and Covid-19 Risk Assessment.

Internal use only

Last reviewed	1 April 2021
Date for review	1 April 2022