

# Buckingham Preparatory School

*'Together we nurture, we inspire, we achieve'*



## A7 – First Aid Policy

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Alison Stoneman	February 2016
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# **BUCKINGHAM PREPARATORY SCHOOL AND EYFS**

## **FIRST AID POLICY**

**Revised: September 2018 (to be reviewed in September 2019)**

**This policy applies to all staff working within the school, including EYFS.**

### **Buckingham Preparatory School policies**

This policy should be read and adhered to in conjunction with the following Buckingham Preparatory School policies:

- Administering Medicines at School
- Health and Safety Policy
- Accident reporting Policy

### **1. INTRODUCTION**

The school is under a general duty to provide a safe working environment for staff, pupils and visitors, with suitable arrangements, including welfare, Section 2 of the *Health and Safety at Work Act 1974*. Provision for First Aid is a requirement under the *Health And Safety (First Aid) Regulations 1981*.

The school must ensure that there is adequate first aid provision for persons who may become ill or are injured, as part of their undertaking for the school.

### **2. POLICY STATEMENT**

The school is committed to providing sufficient numbers of first aid personnel to deal with accidents and injuries occurring at work.

To this end, the school will provide information and training to staff to ensure that they can meet the statutory requirements and the needs of the school are met.

Should persons have concerns about the provision of first aid within the organisation, they should inform:

- Head and/or the Deputy Head(s)
- First Aid Co-ordinator – Sara Rastrick

These concerns will be investigated and an assessment will conclude if any rectification is required.

### **3. ARRANGEMENTS FOR SECURING FIRST AID PROVISION**

#### **3.1 First Aiders**

First Aiders Mr Bryn Evans, Mrs Sara Rastrick and Eleanor Ougham are employees who have been assessed by the Head as being suitable for training and appointment as nominated First Aiders.

First Aiders are qualified personnel who have received training and passed an examination in accordance with Health and Safety Executive requirements. Incorporated into this will be refresher training every year or requalification every three years and an examination to ensure that their skills are maintained. At least one fully qualified First Aider should always be present on site.

It is the intention of the school that all staff should become trained Paediatric Level One first aiders and we are working towards this with a rolling program of training.

#### **3.2 Legal Indemnity of First Aiders**

It is unlikely that first aid personnel rendering assistance will become subject to legal action because of deterioration in the injured person's condition. However, the school has arranged to guard against this possibility by providing, through its insurance policies, indemnification for any member of staff who assists a person who becomes ill/injured either on or off the school's premises but in association with school business.

#### **3.3 First Aid Boxes**

First Aid boxes are provided by the school as an integral part of the building. They are located in all the classrooms and the Staffroom. There are also a range of plasters and gloves kept in the downstairs cloakroom area to deal with minor cuts and scrapes during playtimes. The policing and up-keep is the responsibility of all staff.

If a person requires the use of any provisions held within a first aid box, then they should contact their nearest First Aider.

All boxes will contain the minimum supplies which are required by law:

<b>1-10 Persons</b>		<b>11-50 Persons</b>
6	medium dressings	8
2	large dressings	4
3	extra large dressings	4
2	eye pads	4
6	triangular bandages	6
20	plasters	40
2	sterile saline 500ml *	2

\* Eye irrigation where mains tap water is not available and/or there is a risk of injury to the eye.

Only specified first aid supplies will be kept; no creams, lotions or drugs, however seemingly mild, will be kept in these boxes.

### **3.4 First Aid Co-ordinators**

The current information regarding the location of first aid boxes and the First Aider responsible for their up-keep will be kept by the school's First Aid Co-ordinator.

Re-stocking of the first aid boxes will be overseen by a designated First Aider.

### **3.5 Field-Trip or Portable First Aid Kits**

Field-trip or portable first aid kits are to be made available for those persons who are required to be undertaking their work/study away from their normal place of work/study, external to the school, where an assessment has highlighted that access to such facilities may be restricted.

Examples of these circumstances include (but are not exhaustive):

- Persons travelling abroad;
- Persons travelling in vehicles on a regular basis, away from the school locations;
- Sporting or social events arranged or supported by the school.

However, if attending the premises of a third party i.e. external premises to the school, where first aid arrangements have been assessed to be suitable and the third party can cover the school's needs, then persons in attendance should be provided with relevant information of the first aid arrangements prior to attending and then made familiar of the arrangements again on their arrival to the third party premises.

### **3.6 First Aid/Recovery Area**

This is currently the Year Five classroom, next to the boys' toilets. Children with less serious illness waiting to be taken home can sit outside the secretary's office and be monitored by the secretary or a member of staff.

## **4. ACCIDENT/ILLNESS**

- All users of the school will be able to contact a First aider via a member of staff or the secretary's Office.
- A qualified First aider should be on site and available during the school day. Once informed of an injury the First aider will go to the casualty/ies without delay and provide care.
- Secondary aid will be sought if necessary and at the same time the parent/guardian or other appropriate adult will be informed.
- If a parent/guardian cannot accompany a casualty to hospital a member of staff will accompany him/her if this is deemed necessary/appropriate. Emergency details for the pupil should be obtained from the Secretary's Office before departing for the hospital.
- All appropriate precautions will be taken by support staff when clearing up an incident involving blood, vomit etc.
- A list of First Aiders is to be found in the school office, staff-room, the downstairs toilet lobby area and in Pre-school.
- In the event of a child feeling unwell during a lesson they should, if possible, be accompanied to the Secretary's Office with a message/note of explanation.
- Any staff member who deems it necessary/appropriate to take a casualty to the First Aid area should seek advice from a designated First aider.

## **5. RECORDING OF ACCIDENTS**

All accidents must be recorded, however minor, in line with the school's Accident Reporting Policy and RIDDOR.

It is the responsibility of employees and visitors to complete an entry in the accident book as soon as possible after the incident to a pupil, visitor or staff member has occurred. Where the injured person is unable to complete their own details of the accident, then the First Aider in attendance and/or witness (where relevant) should enter details on the injured person's behalf.

In the event of a head injury occurring to anyone on the school premises, a yellow head injury card must be completed in addition to the Accident Recording Form. Staff supervising the injury should contact a First Aider to check the patient. A staff member will complete a yellow head injury card. A First Aider will check accuracy and initial the card.

Where an accident results in a person being taken to hospital, or inability to continue to attend or subsequently becomes absent from work as a result of the accident then the following should be notified **immediately** by the quickest method:

- Head teacher/Deputy Head teacher
- Health and Safety Officer
- Parents
- Emergency Services

Any person who suffers an injury as a result of an accident that occurred off the school's sites whilst undertaking their role for the school should also report in accordance with the aforementioned procedure. In addition, accidents occurring on a third party's site should be reported with the arrangements applying at that site.

## **6. REPORTING SERIOUS ACCIDENTS/INCIDENTS**

- The Head or most senior teacher on site will be informed of any serious injury occurring in a day.
- All incidents, injuries, head injuries and treatments are to be reported in the Red Accident Folders kept in the playground foyer.
- Parents are to be informed of a head injury with the standard 'Yellow Card' head injury notification.
- Staff should also complete the accident reporting form for employees if they sustain an injury at work in the red folder in the staffroom named Serious Accident and Incident Folder for Staff).
- Serious Incidents involving children should be recorded in the Serious Accident and Incident Folder for Children.

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, 1995 (RIDDOR), some accidents must be reported to the HSE. (See appendix)

1. Involving employees or self-employed people working on the premises.
2. Involving pupils and visitors

We ensure that we follow the RIDDOR Guidelines from Incident Reporting in Schools (accidents, Diseases and Dangerous Occurrences) <http://www.hse.gov.uk/pubns/edis1.pdf>

The Head is responsible for ensuring that procedure is followed.

## **7. SPECIFIC MEDICAL NEEDS**

Pupils with specific allergies are listed on the notice board in the staffroom. In normal circumstances, these pupils would be treated by their Form Tutor. However in his/her absence, a qualified First Aider would take over the responsibility (see Administering Medicines Policy). However it is important that every member of staff is familiar with the symptoms of these allergies and their treatments. For example, staff have attended an in-house course on the use of an auto-injectors, such as Epi-pen.

Children with Asthma are treated in line with their parents' written wishes. Their personal inhalers and, if required, spacers are available in their form rooms and in grab bags in the staffroom for activities off site.

Children may require an auto injector or the equivalent due to serious allergies. Their grab bags will have labels denoting the seriousness of their allergy. All staff have regular and specific auto injector training.

There is a list in the staffroom of all children in school who require medication and how it is to be administered. This list is kept updated by the First Aid Coordinator, who also ensures that medication is in date and staff are aware of the needs of all children.

## **8. HYGIENE PROCEDURES FOR SPILLAGE OF BODILY FLUIDS**

The spillage of bodily fluids would have to be treated in a specific manner. This may include blood, vomit, urine and faeces. Staff would attend to the child in an appropriate manner and wear gloves to protect themselves. These are located in the staffroom.

If for example the pupil was bleeding: after the wound had been dressed by a member of staff in the appropriate manner the wipe would be discarded in the small yellow bin located in the Playground Foyer. This bin is specific to this purpose as it will be emptied by a specialist firm. Wipes should not be disposed of in the normal waste bin.

The caretaker is informed of any bodily spillages and cleanses the area thoroughly. All appropriate precautions will be taken.

## **9. SAFE SYSTEM OF WORK**

The following arrangements should be followed in order to ensure that suitable and sufficient provision of first aid personnel and equipment is available within the school:

- 1) First Aiders should inform the First aid Officer/Head teacher that their training certification period is nearing (6 months minimum) expiry.
- 2) The First Aid Coordinator must ensure that persons are familiar with the identity and location of their nearest First Aider and first aid box.
- 3) The name/s and location/s of First Aiders and equipment must be displayed adequately throughout the School. Ensure that this information is updated to reflect any changes that may take place.
- 4) Ensure that First Aiders are nominated to maintain first aid boxes within their area and to ensure that the contents have not expired.
- 5) Maintain easy access to a First Aider and first aid box.
- 6) Ensure that all persons are familiar with requirements of this Policy through information, instruction and training. Similarly staff should be aware of the hazards in subject teaching and should be familiar with the relevant Risk Assessments.

## **10. ADMINISTRATION OF MEDICAL TREATMENT**

All teaching staff at the Preparatory School and Preschool are able to administer basic medical treatment involving the cleaning of scratches, grazes and cuts and the application of dressings.

If the injury is deemed to be relatively serious, then a member of staff with a First Aid qualification will be called and he/she will then take the most appropriate action. This may involve calling the emergency services on 999/112. The School will contact the child's parents at the earliest opportunity, informing them of the action which has been taken. A member of staff may be required to accompany the child if he is taken to hospital.

The member of staff will remain at the hospital until he/she is confident that the child has come to terms with the accident and is settled and comfortable. They will obviously relinquish responsibility when the boy's parents arrive.

The member of staff who treated the child should complete an accident form which is kept in a file adjacent to the playground. At the end of each week, these forms are transferred to a 'holding' file which is kept in the First Aid cupboard in the staffroom. An 'incident' form should be completed, where applicable.

In the event of a head injury occurring to anyone on the school premises, a yellow head injury card must be completed in addition to the Accident Recording Form. Staff supervising the injury should contact a First Aider to check the patient. A staff member will complete a head injury card. A First Aider will check accuracy and initial the card.

Parents who require staff to administer medication on a regular basis should advise the staff accordingly, in writing. A copy should be kept in the pupil's file. Similarly, pupils who require care of a more specialized nature should also offer their consent in writing. Again, a copy should be filed.

Mrs Rastrick should be the first one contacted as she has prime responsibility for the administration of first aid in the school. It is also a designated First Aider's responsibility to make certain that first aid boxes are well stocked and readily available. For residential or day visits the party-leader should make certain that a first aid box is transported on every trip involving a coach or minibus.

### **First Aid notice**

**First Aid Coordinator:** Sara Rastrick

**Designated First aiders:** Bryn Evans, Eleanor Ougham

### **Access to First Aid boxes:**

These are located in the staffroom and each form room. All staff are responsible for keeping them stocked.

## **11. ADMINISTRATION OF MEDICINES AT SCHOOL**

BPS has a clear Administering Medicines policy and this must be referred to if a member of staff is asked to administer medicines at school. It can be found on the Staff Shared Area.

## **12. SUNSCREEN**

Parents are advised to apply sunscreen prior to school. Pupils may bring their own named bottle of sunscreen to apply themselves during the day.