




Aldenham Prep School

First Aid Policy

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Mrs V J Gocher	

INFORMATION

This is a copy of a controlled document. If you are unsure of it being the most current version please refer to the office. If you need any changes to be made please speak to the office or the Policy Manager.

First Aid Policy

This policy is written in accordance with statutory requirements and guidance from:

- Supporting Pupils with Medical Needs: a good practice guide and Circular 14/96
- Supporting Pupils with Medical Needs in School, 1996.
- Managing Medicines in Schools and Early Years Settings, Guidance 2005
- First aid guidance published ahead of Health and Safety Executive regulation changes September 2013

First Aid arrangements are considered to be of paramount importance at Aldenham Preparatory School. The majority of our staff are required to be First Aid trained. Regular courses are arranged by the school to keep training up to date and to train new members of staff. (See Staff First Aid Qualifications, Training and Renewal dates).

In our setting staff are able to take action to apply first aid treatment in the event of an accident involving a child or adult. At least one member of staff with current first aid training is on the premises or on an outing at any time. The first aid qualification includes first aid training for infants and young children.

While it is not our policy to care for sick children, who should be at home until they are well enough to return to school, we will agree to administer prescribed medication as part of maintaining their health and well-being or when they are recovering from an illness providing that appropriate documentation has been completed (see MP: Medication Permission Form). The completed forms are stored on the child's file.

However, major and minor illnesses and injuries can occur in children during the school day. This policy provides recommendation for emergency health care and first aid for children in school.

In the event of a pupil requiring first aid they will be treated by a member of staff who is a qualified first aider.

Accident forms are completed for all significant injuries, and parents/carers are notified as quickly as possible about injuries or illnesses to their children.

These are then passed to the Deputy Head and/or Head. A summary sheet is completed to identify any possible potential accident hot-spots. The forms are stored by the Bursar.

H&SE are notified if necessary.

If a child suffers from either diarrhoea or vomiting at school, parents/carers will be contacted and asked to collect the child as soon as possible. Children who have had diarrhoea or vomiting should not return to school until they have been 48 hours clear from the last episode.

It is essential that parents' contact details are always correct and up to date and it is the responsibility of parents to inform the school of any changes. Annual reminders to update contact details are sent to parents.

All parents/carers are required to complete a Confidential Record form on entry which is held on the child's file. This record is updated as required and when appropriate a Health Care Plan is completed.

The school has an insurance policy which covers all members of staff both trained and non-first aid trained who act in good faith when administering first aid on school business both on and off school premises.

Complete First Aid kits are kept as detailed in 'First Aid Kits – Location'. Kits are inspected half termly by the first aid co-ordinators and re-stocked when necessary.

There are a number of First Aid kits held by each department within the school. Staff should familiarise themselves with the location of the First Aid kits, medical cabinets and their contents. See 'First Aid Kits – Location'

The designated First Aid Co-ordinators will monitor medical supplies half-termly and if he/she feels that further supplies are required will inform the Deputy Head who will place orders half-termly (First Aid Kits - Contents).

Medicines are stored securely as appropriate.

The school has policies regarding long term health conditions which may be suffered by children such as Asthma, Anaphylaxis, Diabetes and Epilepsy.

Inhalers for use in the case of asthma are kept with the adult supervising the child or where appropriate by the child themselves. In Pre-Prep a **red** rucksack type bag goes everywhere with each class, containing inhalers and epi-pens. In Prep where appropriate each asthmatic pupil is instructed to carry his/her own inhaler at all times. Each inhaler is labelled with the pupil's name. The school keeps a register of children with serious medical conditions. This is updated as necessary and circulated to all staff. Refer to Asthma policy.

Epi-pens for use in the case of anaphylaxis are kept with the adult supervising the child or where appropriate by the child themselves. Each child has a spare epi-pen in school which is stored in the epi-pen cabinet in the dining hall. In Pre-Prep a **red** rucksack type bag goes everywhere with each class, containing medication. All medication is labelled with the pupil's name and photograph. There is a protocol for each pupil. The school keeps a register of children with serious medical conditions. This is updated as necessary and circulated to all staff. Refer to Anaphylaxis policy

A written record must be completed when either of these medications are administered and the parents/carers informed. **If an Epi-pen is administered an ambulance must be called immediately.**

A list showing the expiry date of each asthmatic/anaphylactic medicine is kept in each Medical File and checked by designated First Aid Coordinators via the class teachers. It is the responsibility of parents to ensure their child's medication is in date. If medication kept at school is approaching its renewal date, staff will endeavour to remind parents. Please refer to Anaphylaxis policy.

Most of our staff are instructed in asthma treatment on joining the school and training is renewed annually. A list of all staff trained asthma treatment and dates of renewal are kept in the Medical file. See Staff First Aid Qualifications, Training and Renewal Dates.

The Aldenham site has two AED (Automatic External Defibrillators) situated outside the Medical Centre in School House (Senior School) and outside the Sports Centre.

Electrical defibrillation is the only effective therapy for cardiac arrest caused by ventricular fibrillation (VF) or pulseless ventricular tachycardia (VT). These AEDs are easily obtainable for emergency use and can be used in life saving emergencies where a casualty has stopped breathing. **These AEDs are suitable for use in children over the age of 8.**

These AED are activated by voice prompts; many of the school staff are trained in their use. The Resus Council (UK) recommends:

'Attempting defibrillation with the minimum of delay in victims of VF/VT cardiac arrest.'

October 2015 L. Collins, R. London, V. Gocher

Review October 2016

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Document History

Date:	Pages:	Amendments:	Reason:	Name: