



Aldenham Prep School

First Aid Policy

| Managed by: | Updated: | Review Date: |
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| V Gocher | March 2017 | March 2018 |

| Heads Authorisation: | Date: |
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|  | 17/03/17 |
| Mrs V J Gocher | |

INFORMATION

This is a copy 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.

Aldenham Prep School (including EYFS) Policy for First Aid

Introduction

The staff and Governors of Aldenham Prep School acknowledge their responsibilities to First Aid and supporting pupils with medical conditions. This policy is one of several which pertain to the medical care which is available to pupils. All of these policies and related procedures and documentation are available on the 'T' drive and in hard copy in the Medical Room.

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

The Special Educational Needs and disability Code of Practice 2015
 First Aid Guidance HSE Regulations 2015
 Regulation 5 of the School Premises (England) Regulations 2012
 Equality Act 2010
 Managing Medicines in Schools and Early Years Settings, Guidance 2005
 Sections 21 and 175 of the Education Act 2002
 Supporting Pupils with Medical Needs: a good practice guide and Circular 14/96
 Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995
 The Health and Safety (First-Aid) Regulations 1981
 Sections 3 and 17 of the Children Act 1989
 Section 2 Health and Safety at Work Act 1974
 Misuse of Drugs Act 2001
 The Human Medicines Regulations 2012

The First Aid Policy should be read in conjunction with the following policies and documentation which can be found on the 'T' drive:

- Anaphylaxis Policy
- Asthma Policy
- Children with Medical Conditions Policy
- Diabetes Policy
- Epilepsy Policy
- First Aid Kits Contents
- First Aid Kits Locations
- Health and Safety Policy
- Individual Care Plan
- Intimate Care Policy
- Medical Care at Aldenham Prep Policy
- Medical Information Key Elements
- Medical Permission Form
- Medication Policy and Procedure
- Nappy Changing Policy
- Prep School Medical Checklist
- Risk Assessment Long Term Medical Condition Policy
- Risk Assessment Long Term Medical Condition
- Risk Assessment Medicines
- Serious Accident Procedure
- Spillage of Bodily Fluids - Action & Safety Plan
- Staff First Aid Training and Renewal dates

Scope and Remit

First Aid arrangements are considered to be of paramount importance at Aldenham Prep School. The majority of our staff volunteer 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 on 'T' drive). The Policy applies when supervising children taking part in off-site activities and visits, as well as when taking part in on-site activities.

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 training includes first aid training for infants and young children.

Roles and Responsibilities

The employer at Aldenham Prep School is the Aldenham Foundation. Under the Health and Safety at Work Act 1974 the Governing Body has a responsibility for ensuring the existence of the Health and Safety Policy including arrangements for First Aid, insurance and the training of first-aiders.

The **Headmistress** is responsible for putting the Governing Body's policy into practice, for developing detailed procedures and ensuring that they are followed. She also ensures parents are aware of the School's Health and Safety Policy and the First Aid arrangements. She ensures adequate and appropriate training and guidance for staff who volunteer to be first aiders/appointed persons. She ensures there are adequate trained staff to care for children's needs when there are offsite visits and learning outside the classroom activities.

The conditions of employment for **teachers and other school staff** do not include giving first aid, although all members of staff volunteer to do so. Staff are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of pupils.

The Foundation 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.

Competence

First aiders must complete a training course approved by the Health and Safety Executive. Staff with responsibility for Foundation Stage children complete enhanced training and are trained in paediatric first aid. (See staff First Aid Training and Renewal dates).

At Aldenham Prep the Appointed Persons (for each main first-aid location) have responsibility for re-stocking the first aid kits and Medical Room.

Assessment of Need

The Headmistress at least annually re-assesses the School's first-aid needs to take into consideration any legislative up-dates and to ensure that provision of trained staff and facilities is adequate.

Circulation of Information

Notices regarding first aid provision are displayed in Medical Room and the Staff Room (for KS2), the Pre-Prep kitchen (for Pre-Prep) and Nursery Office (for Nursery and Reception.)

First-aid information is included in the staff induction programme and is to be found in the Staff Handbook.

Parents are informed about the First-aid Policy and its whereabouts on the Portal.

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. Reminders to up-date contact details are sent to parents.

Risk Assessment of First-aid Needs

Risk assessments include the first-aid needs of children, staff and visitors. Provision is centralised into the Medical Room (for KS2), the Pre-Prep kitchen (for Pre-Prep) and Nursery Office (for Nursery and Reception) due to the nature of our two building site and the age appropriate needs of the children. When using other facilities on the Aldenham site staff should be aware of first-aid provision in each building that they use. When children move around the site, staff carry a green rucksack type bag, containing inhalers and epi-pens (as appropriate to the individual class) and a suitably stocked first aid container. The buildings regularly used on the Aldenham site, with locations of First-Aid kits are:

- Sports centre – in Sports Centre Office
- Dining Hall
- Science Block - 2 first aid kits, 1 in the upstairs prep room and 1 in the downstairs. Eye wash bottles in each lab.
- Theatre- stage left wing, to the right of the shutter door.
- Chapel – in vestry

Should it be necessary to call an ambulance to the Prep School, it must be made clear that the ambulance is for the Prep (as we have the same postcode as the Senior School, WD6 3AJ). It must be stressed that the ambulance is needed in the Sports Centre Car Park.

Accident trends are collated and assessed via scrutiny of the accident forms and the Medical/Incident Log Book. Adjustments to playground rules and/or supervision, for example, can be made to reduce accidents and incidents.

At least 50% of the FS staff should be Paediatric trained (12 hour course). In reality at least 80+% are so trained. At least 50% of the Pre-Prep and Prep staff should be Basic Paediatric trained (4 hour course). In reality usually 80+% are so trained.

This level of trained staff ensures that there is adequate first-aider provision at lunch-times, breaks, after school clubs and for offsite visits and learning outside the classroom activities. There is adequate provision during Science, DT and PE lessons and in the two main buildings of the School. There is also adequate provision for student Early Years Practitioners and student teachers.

With such a high proportion of staff being trained, access to a fully trained first aider is easy and quick. Staff must ensure that if they are not first-aid trained themselves, they must be aware of who is and where first-aid equipment and facilities are stored.

Training

The Non Teaching Manager keeps a record of staff first-aid training and ensures that it is approved by the HSE and is appropriate for those working with the ages of children at the Prep. She ensures refresher training takes place before the three year certificate validity expires.

Materials, Equipment and Facilities

Our first-aid equipment is clearly labelled and easily accessible. All first-aid containers are marked with a white cross on a green background. First-aid containers are sited in the Medical Room (for KS2), the Pre-Prep kitchen (for Pre-Prep) and Nursery Office (for Nursery and Reception). Handwashing facilities are included within the first two rooms and within 4 metres in the last room, (in Elmer's classroom).

For first aid container contents see First-aid Kits: Contents.

Re-stocking of the First-aid containers is the appointed persons' responsibility. Care must be taken to ensure items should be discarded safely after any expiry dates have passed.

All School minibuses carry first-aid containers which are checked and re-stocked by the Senior School Medical Centre.

The Medical Room is situated in the Prep building and can be used by children of all ages. In practice younger children are often kept in the environment they know to aid their wellbeing while receiving first-aid. The room contains a wash-basin and is adjacent to a toilet.

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.'

Hygiene and Infection Control

Staff must take precautions to avoid infection and must follow basic hygiene precautions. Staff should wear gloves when dealing with blood or other bodily fluids and care must be taken when disposing of dressings or equipment. The PHS bin located outside the Nursery Wilbur classroom is for soiled gloves, bloodied tissues etc. Bodily fluids (such as vomit) should be dealt with using a spills pack. Once bagged, they should be taken to this bin.

Reporting Accidents and Record Keeping

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) some accidents must be notified to the HSE. The following accidents must be reported to the HSE and this is done by the Bursar:

- accidents resulting in death or major injury (including as the result of physical violence)
- accidents which prevent the injured person (adult or child) doing their normal work, for more than three days (including acts of physical violence)

The Bursar must be informed of such an accident without delay (i.e. by telephone) as well as via the accident form.

The School keeps a record of all incidents/accidents. These are stored in the Medical Room (for KS2), the Pre-Prep kitchen (for Pre-Prep) and Nursery Office (for Nursery and Reception). This information is used: to help the school identify accident trends and possible areas for improvement in the control of health and safety risks; for reference in future first-aid needs assessments; for possible insurance and investigative purposes. Accident forms are also completed. These are scrutinized by the Deputy Head (Nursery and Pre-Prep) and Headmistress (Prep). Currently these forms are stored by the Prep. From September 2017 the accident forms will be stored on the child's office file. These files are stored until the child is 25 years of age. Only details of accidents which need to be reported to the insurers will be sent to the Bursar.

In an emergency staff access parents' contact details in the Prep office or in Nursery office. All serious or significant incidents (e.g. head bumps) are reported to parents with a phone call and/or a red head bump letter.

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

Review October 2016

Re-written March 2017 V. Gocher