

# St Margaret's Preparatory School



## First Aid Policy

<b>Date Policy Reviewed</b>	<b>Policy Reviewed By</b>	<b>Reason/Outcome</b>	<b>Next Review Due</b>
September 2016	Sara Moutard	Review	September 2017
March 2017	Sara Moutard	Change of Procedure and Update (inc EYFS Statutory Framework)	September 2017
May 2017	Sara Moutard	First Aid Kit Review	September 2017

## Our Vision

- We want... every child to love coming to school and to love learning.
- We want... all children to feel secure and cared for.
- We believe... in teaching the whole child and finding exciting ways to enhance their learning experience so that when they leave St. Margaret's, they say what a fantastic school it is in every way.

### And this is what we aim to do

- Provide a high quality education, where children can grow in knowledge and understanding.
- Equip all children with appropriate skills, attitudes and values.
- Create an environment where every child can fulfil their potential.
- Encourage every child to benefit from our caring staff and fine facilities.
- Enable every child to communicate with confidence in every situation.
- Treat every child with the highest standards of courtesy, loyalty, honesty and fairness, and expect the same from them in return.

This Policy applies to the whole school and to the Nursery at St. Margaret's.

#### KEY FACTS:

- ❖ **To ensure that we promote the good health of all the children in our care.**
- ❖ **First aid can save lives and prevent minor injuries become major ones**
- ❖ **The school will ensure that there are adequate facilities and appropriate equipment for providing first aid in the workplace, including for visitors, as well as for the age of children.**
- ❖ **Minimum first aid provision is a suitably stocked first aid container, an appointed person to take charge of first aid arrangements, for information for employees on first-aid arrangements, as well as adequately trained and experienced staff.**
- ❖ **This minimum provision is supplemented with a first aid needs assessment to identify any additional requirements specific to the school, to record the findings and to introduce measures to manage any risks.**
- ❖ **First aid provision must be available at all times whilst children are on the school premises and including school visits off site.**
- ❖ **Our school, staff and others have a duty to safeguard and promote the welfare of children.**

## 1 Legislative Requirements

1.1 The following legislation and guidance has been duly considered, to ensure adequate provision has been made for the provision of first aid in the school:-

- **The Health and Safety at Work Act 1974**  
*requires the employer to conduct their work in such a way that their employees or*

*others that may be affected, are not exposed to health and safety risks. Including the provision of suitable information to other people with reference to their workplace/premises, which might affect their health and safety etc*

- **The Management of Health and Safety at Work Regulations 1999**  
*requires employers and self-employed persons to make an assessment of the risk to the health and safety of themselves, employees and others that might be affected in connection with their undertakings, to make appropriate arrangements for health and safety etc*
- **Health and Safety (First Aid) Regulations 1981**  
*requires employers to provide adequate and appropriate equipment, facilities and personnel to ensure their employees receive immediate attention if they are injured or taken ill at work.*
- **The Education (Independent Schools Standards) Regulations 2014**  
*Part 3 (paragraph 13) Welfare, Health and Safety of Pupils requires that the proprietor ensures that first aid is administered in a timely and competent manner by the drawing up and effective implementation of a written first aid policy.*
- **Health and Safety Executive (HSE) – Guidelines on Regulation of the Health and Safety (First Aid) Regulations published 2013**  
*Recommends a range of factors to be considered including the size of the school. The first aid needs assessment should consider a range of factors related factors such as: the nature of the work and associated risks such as curricula and special educational needs and/or disabilities; history of accidents and illness; lone working; travelling; remoteness from main school site; absence of first aiders; provision for non-employees such as visiting parents and volunteers; the number of first aiders required and the type training considered most suitable.*
- **The Statutory Framework for the Early Years Foundation Stage** – Setting the standards for learning, development and care for children from birth to five’ – April 2017 (see section 2 below)
- First Aid in Schools 2014 and Health and Safety Advice on Legal Duties and Powers outline specific additional guidance to which we adhere.
- All staff receive induction training to help them understand their roles and responsibilities induction training must include health and safety issues.

## **2 Policy Overview**

2.1 The definition of First aid is as follows:

- In cases where a person will need help from a medical practitioner or nurse, treatment for the purpose of preserving life and minimising the consequences of injury and illness until help is obtained; and,

- Treatment of minor injuries which would otherwise receive no treatment, or which do not need treatment by a medical practitioner or nurse.

Please note: it does not include the administration of medicines, which is dealt with under the Administration of Medicines and Medical Conditions Policy.

- 2.2 This policy provides an overview of the statutory requirements and how these are met in school. All safeguarding and child protection policy guidelines must be adhered to both on and off the school site, when first aid is administered.
- 2.3 The policy applies to all pupils including those pupils covered by the Early Years Foundation Stage – see Clause 6 below.
- 2.4 The responsibility for drawing up and implementing the First Aid Policy is delegated to the Headmaster, including informing staff and parents. However, implementation remains the responsibility of all staff in our school in order to keep children healthy, safeguarded and protected whenever they are in our care.

### **3 Current Procedure**

- 3.1 Our appointed person (First Aid Co-ordinator) carries out an annual first aid risk and needs assessment to ensure that adequate provision is available given the size of our school, the staff numbers, our specific location and the needs of individuals.
- 3.2 Our procedure outlines when to call for help when necessary, such as an ambulance or emergency medical advice from professionals/treatment, and outlines the requirements for documenting necessary treatment once applied. The main duties of a First Aider are to give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school.
- 3.4 We ensure that first aid provision is available at all times, including out of school trips, during PE, and at other times when the school facilities are used.
- 3.5 We keep a written record of all accidents or injuries to pupils and first aid treatment administered to them. The records are then transferred to the SIMs database by the office staff. We inform parent(s)/carer(s) of any accident or injury on the same day, or as soon as reasonably practicable and of any first aid treatment.
- 3.6 Accidents occurring to adults in school are recorded in a separate Accident Reporting Book and records are kept by the Bursar. For further information please see our Accident and Incident Reporting Policy.
- 3.7 Our First Aid Procedure is set out at Appendix 1.

### **4 First Aid Training**

- 4.1 We carefully consider, and review annually, the training needs of our staff to ensure that suitable staff are trained and experienced to carry out First Aid duties in our school. In particular, we consider the following skills and experiences:-

- Reliability, communication and disposition,
- Aptitude and ability to absorb new knowledge and learn new skills,
- Ability to cope with stressful and physically demanding emergency procedures
- The need to maintain normal operations with minimum disruption to teaching and learning.

4.2 First Aiders in our school have all undertaken appropriate training. They have a qualification in either First Aid at work (FAW, 3 days or 18 hours) or Emergency First Aid at Work (EFAW, 1 day or 4-6 hours).

EYFS paediatric first-aiders hold a Paediatric First Aid Certificate and comply with the provision of the Early Years Statutory Framework – April 2017 (see Section 2 above).

Before the certificates expire, first aiders undertake a requalification course as appropriate, to obtain another three-year certificate. In relation to the FAW/EFAW training courses, providers will follow the current guidelines issued by Resuscitation Council (UK) October 2015. E-learning or other forms of distance learning is not recommended by the HSE as a valid form of delivery because training must be delivered face to face to allow for a hands on practical approach.

4.3 Re-qualification training must be undertaken before the expiry of the current certificate.

4.4 Our appointed person in school who is responsible for looking after first-aid equipment and facilities, as well as arranging for the emergency services to be called as required is Sara Moutard - Bursar.

4.5 The following staff have completed a recognised training course in First Aid at Work:

- Andrew Clark
- Harriett Carter
- Sara Moutard
- Julie Last

4.6 The following staff have completed a recognised training course in Emergency First Aid at Work:

- Callum Douglas
- Lulu Bordoli
- Judith Morgan
- Abigail Easton
- Dora Christie
- Lucy Salmon
- Corinne Walker
- Sophie Moser
- Jayne Crowley
- Becky Westover

➤ Paul Burgoyne

4.7 The following staff have completed a recognised training course in Paediatric First Aid:

- Louise Laurie
- Debbie Raby
- Jo Irvine
- Hannah Fraser
- Melanie Harris
- Nicola Turner
- Terri Griffiths
- Clare Donnelly
- Harriett Carter
- Vicki Kirby

4.8 The following staff have completed a recognised training course in School First Aid:

- Leanne Weaver

4.9 All staff receive basic first aid refresher training (including anaphylaxis training) every year (prior to 2016 this was every three years)

4.10 Records of all staff first aid training are kept in the Training Log which is maintained by the Bursar.

## **5.0 Our First Aid Room and The Contents of Our First Aid Boxes**

5.1 The First Aid Room is Room Number 9. It is located in the Main Building – adjacent to the Headmaster’s Study.

5.2 Our First Aid boxes or bags are kept in the following places:

- The First Aid Room (1 x medium and 1 x small, 2 x ‘mobile’ kits for use on school trips or when travelling away to sports fixtures)
- Nursery / Transition (near sink)
- The LAF Building
- The main kitchen in the Sports Hall (specialist catering first aid kit)
- The staff changing room in the Sports Hall (mobile bag)
- The school car

5.3 The contents of our First Aid Boxes are compliant with British Standard BS8599-1. As a minimum, they contain the following:

- 1 x Information Leaflet
- 4 x medium sterile dressings
- 1 x large sterile dressing
- 2 x triangular dressings
- 12 x safety pins
- 2 x eye dressings
- 40 x wash proof plasters (various sizes)

- 20 x sterile wet wipes
- 1 x microporous tape
- 6 x pairs of disposable gloves
- 1 x face shield
- 1 x foil blanket
- 1 x burn dressing (10 x 10 cm)
- 1 x clothing cutter
- 1 x conforming bandage
- 2 x finger dressings

The 'mobile' first aid kits also contain items which may be useful in particular circumstances ie additional foil blankets and sick bags.

We do not keep tablets or medicines in the First Aid boxes.

- 5.4 First Aiders take careful precautions to avoid the risk of infection by covering cuts and grazes with a waterproof dressing, wearing suitable gloves and washing hands after every procedure.

## **6.0 Early Years**

- 6.1 We comply with the provisions of the 'Statutory Framework for the Early Years Foundation Stage – Setting the standards for learning, development and care for children from birth to five' ('the Statutory Framework') published March 2017 – Effective 3<sup>rd</sup> April 2017. In complying with these regulations we:

- Ensure that at least one person who has a current paediatric first aid (PFA) certificate is on the premises and available at all times when children are present, and must accompany children on outings.
- Ensure that the PFA certificate complies with the provisions of Annex A of the EYFS
- That all PFA Certificates and associated are renewed every three years
- Ensure that a PFA qualified member of staff is able to respond to emergencies quickly
- All staff who have completed a level 2 and/or level 3 qualification on or after 30<sup>th</sup> June 2016 also have either a full PFA or an emergency PFA certificate
- Display signs showing which members of staff have a current PFA certificate
- Make sure that all staff have sufficient understanding and use of English to ensure the well-being of children in our care

## **7.0 Defibrillators**

- 7.1 The school has one defibrillator which is kept in the First Aid Room.

7.2 The defibrillator is always accessible and staff are aware of the location. They are designed to be used by someone without specific training and by following the accompanying step by step instructions on it at the time of use.

## **8.0 Monitoring and Evaluation**

8.1 Our school's Health and Safety (formerly Compliance) Committee monitors our first aid provision including training for staff on an annual basis. Our First Aid Policy and Procedure is reviewed annually (or more often if necessary). Minutes of the Health and Safety Committee are submitted to the Health and Safety Manager at Cognita Regional Office. The Health and Safety Manager reports to Cognita (UK) Regional Compliance Committee acting in the role as Proprietor.

8.2 Biannual overview reports are provided to our Safeguarding Committee which includes an overview of first aid treatment to children including the identification of any recurring patterns or risks, lessons learned with the management actions to be taken accordingly and the provision of adequate training for staff.

8.3 As Proprietor, Cognita Schools has published a compliance training guide for schools which details preferred providers of first aid training, including approximate costs and procurement arrangements. This document is currently available on the Hub.

## **9.0 Other Associated Policies and Procedures**

- Health and Safety Policy
- Learning Outside the Classroom Educational Visits
- Safeguarding Policy: Child Protection Procedures
- Accident and Incident Reporting Policy (including Serious Incident Reporting)
- Safeguarding: Allegations of Abuse Against Teachers and Other Staff
- Compliments and Complaints Policy
- Administration of Medication and Medical Conditions Policy
- Infection Control Policy (including Prevention and Control of Communicable and Infectious Diseases Procedures)



## APPENDIX 1

### St. Margaret's Preparatory School First Aid Procedure

This procedure is in operation to ensure that every pupil, member of staff and visitors will be well looked after in the event of an accident, no matter how major or minor.

The First Aid team at St. Margaret's consists of qualified First Aiders and not trained doctors or nurses.

In the event of an accident, all members of the school community must be aware of the support available and the procedures available to activate this.

The purpose of this procedure 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
- To provide awareness of health and safety issues within the school and on school trips, to prevent, where possible, potential dangers or accidents.

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.

The Headmaster will:

- Ensure that first aid cover is available throughout the working hours of the school week

Staff who are qualified in First Aid at Work, Emergency First Aid at Work and Paediatric First Aid will:

- Ensure that their First Aid at Work qualification is always up to date
- 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 other First Aiders at an incident and provide follow up support
- Act as a person who can be relied upon when the need arises
- Ensure that all the information and actions regarding a first aid incident are clearly recorded so that an incident can be followed up if necessary (see the Accident and Incident Reporting Policy)
- Ensure that everything used for First Aid is cleared away, using gloves, and every dressing etc is 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 Headmaster's PA / Admin Assistant will:

- Administer basic first aid where necessary
- Ensure that in the event that an injury has caused a more serious problem, the pupil must be referred to a First Aider for examination and the parent/carer informed
- Keep all accident reports and ensure that the information in them is put onto SIMs as quickly as possible
- Make staff aware of any first aid which has been given to a pupil on the same day
- Contact the parent/carers as necessary in the event of a head bump / injury / illness
- Any decision to request a parent/carer to collect their child will be made in conjunction with the Headmaster or Deputy Head.

Teachers, Teaching Assistants, other Support Staff and Peripatetic Staff 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 pupils in their care when publicised by the Headmaster's PA
- 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 child (using the red / amber card system), or by telephone. They must ensure that the messenger knows the precise location of the casualty
- Reassure, but never treat, a casualty unless staff are in possession of a valid First Aid 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 pupil who has minor injuries to the Office – accompanied by another member of staff or a fellow pupil (Prep only)
- Send a pupil who feels generally 'unwell' to the Office – accompanied by another member of staff or a fellow pupil (Prep only) 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 or excursion out of school which indicates any specific conditions or medications of which they should be aware
- Have regard to personal safety

All Staff who administer any first aid to a child will complete the Minor Accidents Report form which are kept in the First Aid Room. They will keep one copy on file and ensure that the other copy is provided to the pupil's form teacher as quickly as possible so that parents can be informed of the incident at pick up time. Parents will also be told of the incident if it is more serious by the Headmaster's PA or the Admin Assistant.

## **HEAD BUMPS**

Injuries to the head need to be treated with particular care. First Aiders must look for the following symptoms which may indicate serious injury and the need for an ambulance to be called:

- Unconsciousness or lack of full consciousness (ie difficulty keeping eyes open)
- Any problems with memory
- Persistent headache
- Disorientation, double vision, slurred speech or other malfunction of the senses
- Nausea and vomiting
- Unequal pupil size
- Pale yellow fluid or watery blood coming from the ears or nose
- Bleeding from scalp that cannot quickly be stopped
- Loss of balance
- Loss of feeling in any part of the body
- General weakness
- Seizure or fit

The Head's PA will ensure that if a child sustains a knock to the head, the parent / carer is contacted as quickly as possible.

Any child who has sustained a bump to the head will be given a 'head bump sticker' to alert other members of staff to the incident.

The child will take home a letter completed by the Headmaster's PA to notify parents/carers about the bump to the head

## **PUPIL ILLNESS**

Our policy on illness is set out in the Parent's Information Handbook.

## **EMERGENCIES**

In the event of a medical emergency the Office must be notified immediately.

The Office or – if more appropriate – a qualified First Aider will dial 999 and seek the necessary assistance.

If the emergency happens close to drop off or pick up time at Gosfield Primary School the Headmaster's PA or the Bursar will notify the Primary School that we are awaiting an emergency vehicle in an effort to keep congestion along Hall Drive to a minimum and children crossing the road safe.

A member of staff will wait by the gate and guide the emergency vehicle to the casualty.

A qualified First Aid at Work member of staff (Andrew Clark, Harriett Carter, Julie Last or Sara Moutard) must be notified immediately and will attend the scene.

If the casualty is a child, their parents / carers will be informed immediately of the situation by the Headmaster's PA.

If the casualty is an adult, their next of kin will be called immediately by the Headmaster's PA. All contact numbers for children and staff are located in the Office.

When a child is taken to hospital s/he will be accompanied by an adult from school who will remain with the child until their parent/carer arrives.

All accidents must be recorded and reported in accordance with the school's Accident Reporting Policy.

Our main local hospitals with Accident and Emergency provision are:

Broomfield Hospital, Court Road, Broomfield, Chelmsford Essex  
Telephone: 01245 443673

And

Colchester General Hospital, Turner Road, Colchester, Essex  
Telephone 01206 747474