



First Aid Policy

THIS POLICY APPLIES TO THE MAIN SCHOOL, THE EARLY YEARS FOUNDATION STAGE
AND THE PRE-PREPARATORY SCHOOL

1) Policy Statement

Vernon Educational Trust will undertake to ensure compliance with the relevant legislation with regard to the provision of timely and competent administration of first aid for all employees and to ensure best practice by extending the arrangements as far as is reasonable to children and others who may also be affected by our activities.

Responsibility for first aid provision is held by the Headmaster. This is delegated to the Health and Safety Officer, the School Nurse and other nominated staff to ensure effective implementation of the first aid policy. All first aid provision is arranged and managed in accordance with the Health and Safety (First Aid) Regulations 1981.

<http://www.hse.gov.uk/pubns/books/l74.htm>

Aims and Objectives

First Aid policy requirements will be achieved by:

- carrying out First Aid Needs assessment to determine the first aid provision.
- ensuring that there are sufficient number of first aiders who have the appropriate level of training to meet their statutory obligations.
- Ensuring defibrillators are in working order and staff are trained to use them.
- ensuring that there are suitable and sufficient facilities and equipment available to administer first aid.
- ensuring a list of qualified first aiders is displayed in all key areas.
- ensuring adequate provision for lunchtimes and breaks
- ensuring adequate provision for leave and in case of absence
- ensuring first aid provision for off-site activities.
- ensuring adequate provision for practical departments, such as science, technology, food technology and physical education.

2) First Aid and Medical Care

Teachers and staff in charge of pupils are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of the pupils at the school in the same way that parents might be expected to act towards their children.

The School maintains a level and distribution of First Aid provision to respond adequately to requirements. Where it is assessed that there is greater risk of injury because of the more practical nature of curricular and other activities, arrangements are in place to cope with demand for treatment (e.g. Science, CDT, PE, Games and Swimming, Off-site visits and trips).

In the event of an accident requiring a RIDDOR report the Bursar and the Senior Maintenance staff will be informed.

Main School

First Aid boxes at The Main School are located in the Medical Centre, Reception, The Pavilion, The Ark, Swimming Pool, DT department and Science Block. Defibrillators are kept in Medical Centre, Pool and Sports Office.

All off-site visits are required to carry a first aid kit depending on the activity and location of visit.

The following information is displayed in The Medical Centre and on the medical area of staff intranet:

- The names of the First Aiders and defibrillator trained staff

Nurse and First Aiders

- The nurse, on duty from 8.15am to 4.45pm, is available to support staff administering First Aid. Lunchtimes are covered by qualified staff.
- Maintenance of the Medical Room and First Aid equipment is the responsibility of the Nurse
- All qualified first aiders are retrained as required depending on the course they have attended – usually every three years.

Administering medicines

The nurse or designated member of staff in The Medical Centre will administer all medication to pupils as required..

For off-site visits, a form will be completed by parents giving a member of staff permission to administer medicines. A member of staff will be designated to administer the medicine and make arrangements for its safekeeping.

Children are not allowed to walk around school with their own medicines (except Asthma or Epi-Pens.) They should always be kept at The Medical Centre. Children should present prescribed medication to The Medical Centre for storage in the 'fridge' and parents complete an administration of medicines form which can be downloaded from School Web site or collected from The Medical Centre. The child has to remember to come at the right time for administration and also to collect the medicine at the end of the school day. Teachers are not expected to administer medication except on a school trip and then only with prior permission/training.

The nurse or designated first aid person do not administer medication to staff. The staff are responsible for self- administration of medication.

Serious situations which require immediate action:

Emergency call out 999/112

During school hours the nurse should be contacted first via The Medical Centre on 235 or 272

An ambulance can be called out by any member of staff who has first aid training but in the event of a serious injury or illness any member of staff can call an ambulance if deemed necessary.

Contact the nurse in The Medical Centre or a First Aider for the following, if unavailable call an ambulance:

Suspected fracture or neck or head injury - DO NOT MOVE the injured person

Asthma attack

Anaphylactic shock - trained members of staff can administer epipen then call an ambulance

Choking

Unconscious child

Child not breathing

Bleeding profusely

A child with a head injury or possible fracture should be escorted to The Medical Centre by a member of staff not another child. If in doubt whether the child should be moved, please contact The Medical Centre for advice.

There is a phone in store room behind pavilion to phone The Medical Centre, Health and Safety Officer or common room to get assistance or send a sensible child up to get another member of staff. Staff are encouraged to carry mobile phones but only if convenient and to hand.

Accident Forms

Please see Accident Procedures at Main School and Bevendean

Accident form should always be completed when a member of staff has medical treatment.

For children an accident form should be completed if severe – required hospital treatment or if the accident was preventable.

The completed accident forms are stored in the medical centre. They are regularly reviewed for patterns in pupil's accidents. Any patterns are discussed with management at the weekly nurse/bursar meeting and the 6 weekly health and safety meeting.

Bevendean

There is a list of qualified full and paediatric first aiders listed in all classrooms and on the First Aid cupboards. There will always be a paediatric first aider on site at all times when children are on both the Prep School and the Bevendean site. There will also be a paediatric first aider on site at all times when EYFS children are on site.

In the case of a child who is in possession of prescription medicines, there is a separate medicine policy. Epipens, inhalers and diabetes medication is kept in the possession of the class teacher. All prescription medicines are kept in the school office in a locked fridge and must be signed for by the administering adult.

In most cases, injuries to children on the premises are dealt with by the adults who are in the proximity of the accident. Should the need arise, colleagues with First Aid qualifications are on hand to give advice.

In the case of any head injury there is a separate procedure. All injuries to the head and any accident that requires hospital treatment are recorded in the accident book which is kept in the Bevendean office. We endeavour to inform the parent of any injury to the head immediately so that the parent has the option to collect the child. Any injury to the head is treated with an ice pack. These are stored in the freezer in the Playground shed. In the case of an injury which is more serious in nature and in the absence of the parent, after due attempt to contact them, we will seek medical attention.

First aid equipment is kept in designated, distinguishable boxes for the playground and around the premises in cupboards marked with a white cross in green background for general use. These can be found in the places named below:

- Adult bathroom/medical room off the library
- Adult bathroom/medical room, ground floor of Michael's building
- On the playground
- In all classrooms
- At the swimming pool

There is a supply of first aid resources, in a designated marked bag, taken to the Paddock with each class. There is a designated room for use with a child who has been taken unwell. In most such cases this is an interim measure whilst we await a parent.

A defibrillator is kept in School Office.

In all cases of children being unwell at school, the parent is contacted and we care for the child until his/her parent arrives. In the event of not being able to contact a parent we will endeavour to call one of the emergency contacts. If in our opinion the child needs medical attention more quickly than the parent is able to get here, we will call the school nurse, a doctor from the Oxshott medical practice next door or an ambulance depending on the severity of the problem. If we consider that the child needs to be taken to a local hospital we will do so, taking with us the relevant medical history and contact numbers.

Contents of bags and cupboards are regularly checked for availability of resources. This is the responsibility of each class teacher for the resources within the classrooms and the Senior Playground Supervisor for the box for the playground. Tissues, plasters and bandages are regularly replenished where necessary via a central stock controlled by the Office Assistant.

For minor accidents in the playground the accepted method of cleaning a wound is to bathe with clean water, dry and protect with a plaster, asking the child first if they are happy to have a plaster. All such accidents are reported to the parent at the end of the day.

For all school trips, at least one person with a current paediatric first aid qualification will attend in order to look after the EYFS children.

In the event of an accident requiring a RIDDOR report the bursar, nurse and the Health and Safety Office will be informed.

See also:

Blood and Body Fluid Management Policy

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FULL Date of Policy update: 31 January 2018

Date of Policy Renewal: 1 February 2019