



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 Nurses 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 confident 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 as shown on map attached. Defibrillators are kept outside the Medical Centre, in the Swimming Pool Office, outside the Pavilion and outside Arbrook Farm building on the far sports fields

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, the staffroom noticeboard and on the medical area of staff intranet:

- The names of the First Aiders and defibrillator trained staff

Nurses and First Aiders

- The Nurses, on duty from 8.00 - 17.30, are available to support staff administering First Aid.
- Maintenance of the Medical Centre and First Aid equipment is the responsibility of the Nurses
- All qualified First Aiders are re-trained as required depending on the course they have attended – usually every three years.

Administering Medicines

The Nurses or designated member of staff in The Medical Centre will administer all medication to pupils as required. For residential 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 carry their own medicines in School, except inhalers or Adrenaline Pens. They should always be handed to and kept at The Medical Centre. Children/parents should present prescribed medication to The Medical Centre for storage 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 Nurses 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 999/112

During school hours the Nurses should be contacted first via The Medical Centre on 235 or 07436 106 982

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. *See Head Injury and Concussion Policy.*

There is a phone in the 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

An Accident Form available on intranet should always be completed when a member of staff has medical treatment and for children an accident form should be completed if severe – required hospital treatment or if the accident was preventable.

Accident forms are **regularly reviewed for patterns in pupil's accidents.** Any patterns are discussed with management at the weekly Bursar meeting and the 6-weekly Health and Safety meeting.

Bevendean

There is a list of qualified full and paediatric First Aiders in all classrooms and on the First Aid cupboards. There will always be a Paediatric First Aider on site at all times when EYFS children are on site.

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.

There is a separate procedure for head injuries which are recorded in the Bevendean 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 in accordance with our *Head Injury and Concussion Policy* and if appropriate, a *Head Injury* leaflet sent home with the child. 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. Consent for this is signed by the parents on the medical form when a child starts at Bevendean.

In the event of a serious accident involving a visit to hospital or further treatment, a Danes Hill *Pupil Accident/Incident Report Form* must be completed.

First aid equipment is kept in designated boxes around the school. These can be found in the places named below: (and see maps below)

- Adult bathroom/medical room off the library
- Playground
- Classrooms
- School Hall
- Swimming Pool
- Dining Room
- Staff Kitchen
- Bevendean Office

There is an AED (defibrillator) in the Bevendean Front Entrance Hall in an unlocked cabinet.

There is an emergency asthma kit (containing Ventolin) and an emergency allergy kit (containing an adrenaline pen) on the high shelf downstairs in Michael's Building

There is a supply of first aid resources including a portable defibrillator and an emergency allergy kit, 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; this is usually an interim measure whilst we await a parent.

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 Playground Supervisor for the box for the playground. Supplies are regularly replenished where necessary via a central stock controlled by the Health and Safety Officer. The Head of EYFS oversees this task.

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 off site, at least one person with a current paediatric first aid qualification will attend when EYFS children are present.

TJC Date of Policy update: 1 February 2019

Reviewed 29.4.19 ADC

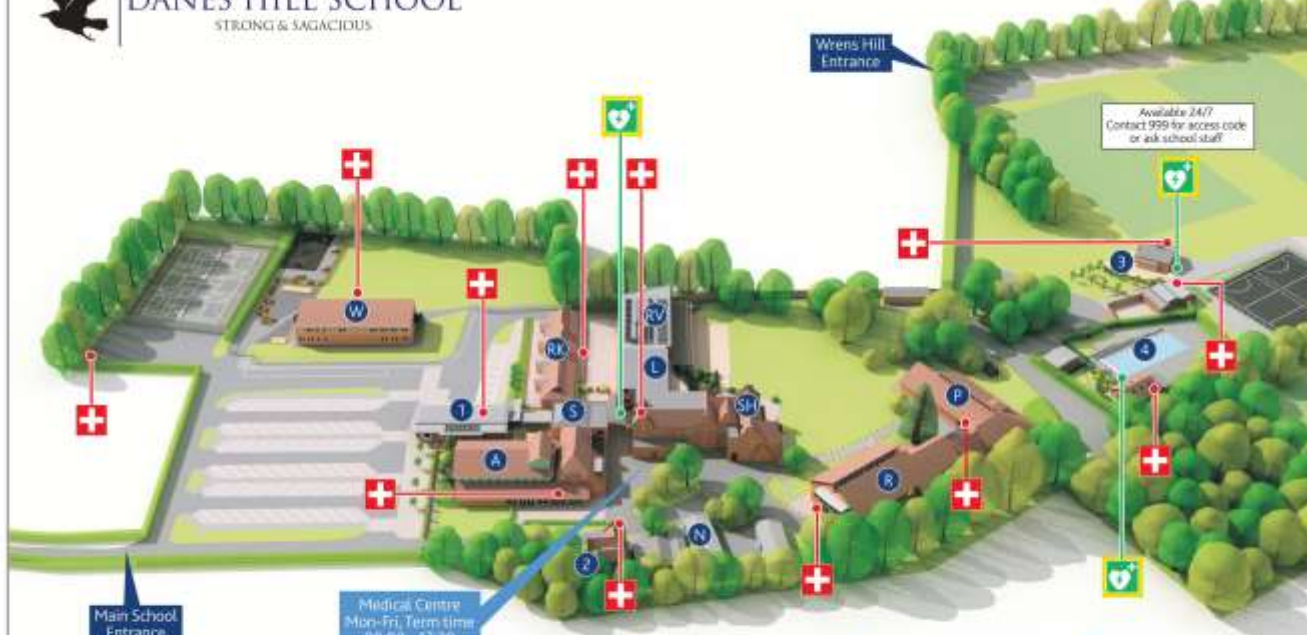
Date of Policy Renewal: 1 February 2020



DANES HILL SCHOOL
STRONG & SAGACIOUS



Arbrook Farm →



Main School Entrance

Medical Centre
Mon-Fri, Term time
08:00 - 17:30

- First Aid Kit
- AED/Defibrillator/Heart Re-starter

- | | | |
|-------------------------------|----------------------|---------------|
| Wrens | School House | Reception |
| Rookery | Noweto | The Cottage |
| Ark | Robins | Pavilion |
| Stable (Music & Drama Studio) | Pitblado | Swimming Pool |
| Link (Library) | Ravens (Dining Room) | |

©BUSINESS MAPS LTD. WWW.BUSINESSMAPS.COM

