



FIRST AID POLICY

Introduction

In accordance with Health and Safety legislation (Health and Safety (First Aid) Regulations 1981 and the amended regulations 2009) it is the responsibility of the Governing Body to ensure adequate and appropriate First Aid provision at all times when there are people on the College premises and for staff and pupils during off-site visits and activities.

This policy outlines the Colleges responsibility to provide safe, appropriate, first aid (the initial assistance or treatment given to someone who is injured or suddenly taken ill) day pupils, boarding pupils, staff, parents and visitors to ensure best practice. It includes arrangements for first aid within the College environment and for activities off site involving pupils and members of staff. It will be available for all staff to access via the College intranet.

Where more than basic first aid or homely remedies are required the parent/guardian of the pupil will be notified as soon as possible.

There will be parts of the policy where arrangements are different for visitors, staff, EYFS (early years foundation stage), key stage 1, and all other pupils and these will be clearly stated.

Consent to administer first aid is obtained from parent/guardians on admission to the College.

First Aiders

There will be sufficient numbers of appropriately trained staff to ensure that any incident can be quickly and appropriately dealt with.

First aiders and emergency aiders must have completed a first aid course recognised by the HSE (the Health and Safety Executive) which is renewable every 3 years.

A list of our first aiders and the location of first aid boxes in the College will be available in the Medical Centre and via the staff intranet.

The DUCKS first aiders list can also be found in the Kindergarten and Infant School offices.

In addition, there will be a list of the nearest first aiders and Medical Centre contact details displayed at prominent places throughout the College.

Boarding House staff will be encouraged to complete first aid training. They will provide first aid cover during the evenings and weekends when the Medical Centre is closed. A nurse will be on call during these times to offer advice and support and will come to the boarding house if required.

The EYFS rules require that at least one person with a paediatric first aid qualification must always be present and at least one paediatric trained member of staff must be on all outings. Paediatric first aid courses must be EYFS compliant as described in EYFS Statutory Guidance.

Duties of a First Aider

- To respond promptly to calls for assistance
- To give immediate assistance to casualties with injuries and illness
- To ensure that ambulance or professional medical help is summoned as appropriate
- To record details of accident and treatment and replacing any first aid supplies used

Appointed Persons

An appointed person will be allocated to each first aid box in the College. Wherever possible they will be a qualified in First Aid/ Emergency Aid. Their responsibilities include:

- To take charge of the situation until a qualified First Aider arrives.
- To contact emergency services as appropriate.
- To ensure that first aid boxes are replenished regularly and particularly after an incident.
- EYFS first aid boxes are stocked appropriately for the age of the children for which they are to be used.

Pupils taken ill/ having an accident in the classroom or elsewhere in the College

If a pupil is taken ill or has an accident in the classroom or anywhere else in the main College campus during the College day they should be sent to the Medical Centre (accompanied if necessary) and with a note giving them permission to attend. If the pupil is too unwell/injured to attend the Medical Centre then a nurse should be called (internal 269) to attend at the scene. If necessary, first aid will be given at the site and where required an ambulance called. If the pupil's condition is serious an ambulance should be called before the arrival of the nurse.

The preceding paragraph also applies to any other person who is taken ill or has an accident on the College premises.

A member of staff will accompany any pupil taken to hospital and await the arrival of parent/guardian.

If a child at DUCKS is taken ill or has an accident, his/her parents will be informed immediately and the treatment (or any need to send the child home) will be discussed at that point. Any treatment needed will be given as deemed necessary to keep the child comfortable and to prevent any possible spread of infection. If the child's condition is serious an ambulance should be called and the parents informed. A member of

DUCKS staff will accompany the child in the ambulance and meet the parents at hospital.

Notifiable Diseases

Any notifiable disease to any pupil/child will be reported to Public Health England (PHE). Notifiable diseases are those identified by PHE on the Guidance on Infection Control in Schools and other Childcare Settings poster.

Pupils with medical conditions

A list of pupils on the main campus who have medical conditions will be kept at each of the school offices for staff to access. Pupils who have serious medical conditions e.g. diabetes and anaphylaxis will be highlighted on class mark lists to alert staff to check these lists. Health care plans will be completed by the Medical Centre staff and where appropriate copies will be displayed in the staff common room and dining rooms. These serious conditions have individual policies and guidelines which can be accessed on the staff intranet.

The medical needs of children at DUCKS are detailed on their Entry Profile and on the management information system. In the case of children with allergies, this information is also added to allergy posters which are displayed in the kitchen, serving areas and child's classroom at DUCKS. Children who have serious medical needs will be highlighted to class teachers, key people and room leaders and where necessary other members of staff. Details will be kept in the register.

Administration of medication

Following assessment of a pupil's condition medication will be administered in accordance with the Medical Centres medication policy, protocols and guidelines.

DUCKS staff will administer medication in line with the DUCKS medication procedure. EYFS Parents must complete a medication form detailing the time and dose to be given, this will also be recorded in the central record held in the office.

Bodily fluid spillage

Following an incident any bodily fluids must be dealt with according to the Medical Centre protocol. If the spillage takes place in another area it is the responsibility of the facilities department to ensure this is done effectively.

Any incidents involving bodily fluids at DUCKS must be dealt with in accordance with the adapted Medical Centre protocol.

Activities offsite

When an activity is taking place offsite the designated leader of the party should ensure that they have details of any pupils/children with medical conditions and any treatment they require. They can access this information from the Deputy Master Co-Curricular. They are also responsible for collecting a first aid kit from the Medical Centre and for reporting any accident that occurs offsite.

When to call an ambulance

If a nurse or qualified first aider assesses a casualty and decides an ambulance should be called, or an unqualified person is unsure about a casualty's condition 999/112 should be rung with the upmost speed. The condition, the treatment and the location of the casualty should be clearly stated and the instructions given by the ambulance service should be followed.

Record keeping

Records should be kept of any first aid administered within the College.

Any first aid administered within the Medical Centre will be recorded on the Medical Centre database and when appropriate accident forms will be completed online.

Accident report forms can be found on the College Intranet

Accident forms will be sent to the Operations Office and RIDDOR Forms completed where necessary under the statutory regulations. Accident books are also kept in the operations office and the facilities department.

A written record of any accident or incident involving an EYFS pupil will be made using a Eureka form, whether or not any first aid has been given. All sections of the form will be completed giving full details of the accident/incident. This is counter signed by the parent/carer on collection of the child after which the accident record is filed in the child's personal file. An over view of all accidents is made by the Head of DUCKS and the Head of Kindergarten to ensure risk assessments are carried out if necessary. This overview is sent to the Operations Office.

The following occurrences must be reported to the HSE and (in the case of an occurrence involving a child in the Early Years Foundation Stage) OFSTED as soon as reasonably practical but in any event within 14 days:

- Any serious accident or death
- Any accidents falling within the RIDDOR guidelines
- Any food poisoning that affects two or more children

All personal data recorded or provided to a third party will be safeguarded and processed in accordance with the College's relevant Privacy Notice and the Data Protection Act 2018 (and other relevant data protection legislation).