



Park School for Girls

FIRST AID POLICY

This policy applies to the whole school, including the EYFS

The policy is written with due regard to the DfE guidance "First Aid in School"

The member of staff responsible for First Aid is Mrs Powley

Introduction

The school provides timely and competent administration of first aid and the effective implementation of the policy. The first aid policy at Park School for Girls is in operation to ensure that every student, member of staff and visitors will be well looked after in the event of an accident, no matter how minor or major. It is emphasised that the **team** consists of **qualified first aiders** and **not** trained doctors or nurses. In the event of an accident all members of the staff should be aware of the support available and the procedures available to activate this.

Aims

The purpose of the policy is therefore:

- To provide effective, safe First Aid cover for users of the school with particular reference pupils, staff and visitors.
- To treat the casualty(ies), relatives and others involved with care, compassion and courtesy.
- To provide or seek secondary aid where necessary and appropriate.
- To ensure that First Aid is administered in a timely and competent manner.
- To ensure that all staff are aware of the system in place.
- To provide awareness of Health & Safety issues within school and on school trips, to prevent, where possible, potential dangers or accidents.
- To ensure that all staff and students are aware of the system in place.

NB: The term **First Aider** refers to those members of staff who are in possession of a valid First Aid at work certificate or equivalent.

GUIDELINES

- The school will provide First Aid cover during the working hours of the school week and where appropriate and necessary out of school hours
- First Aid information will be readily available and staff and students will be informed who to call and how to call for help.
- First Aid kits for minor injuries are available for use in:

School Office (Ground Floor)

Reception Class

P.E. Staff (On site and Off Site)

Year 1 and 2 Class

The Science Prep Rooms

- The Bursar and Mrs Fernley [The member of staff responsible for Health and Safety] will ensure that there is an adequate number of qualified paediatric First Aiders working on site.

Mrs Fernley will:

- Ensure that all staff holding first aid certificates undertake training at the appropriate intervals to retain their qualifications.
- Ensure there are at least two paediatric first aiders on site to cater for EYFS and Year 1 at all times when there are children present.
- Check that First Aid kits at appropriate locations (see Appendix Three for full list of locations) are fully stocked at the start of each half term and that items used by staff are promptly replaced.

PROCEDURES

- Mrs Powley and/or qualified First Aiders will be available on the school site during the school day.
- School users will be able to contact Mrs Powley on extension 20
- or another qualified First Aider via the reception office on extension 26
- Once informed of an incident a qualified First Aider will go to the casualty(ies) without delay and provide emergency care.
- On request from Mrs Powley, staff will contact parents and emergency services as required.
- If necessary Mrs Powley or another appropriate adult will accompany a casualty to hospital.
- All appropriate precautions will be taken when cleaning up after an incident, using body spill kits and protective gloves.
- Mrs Powley is responsible for ensuring that the School's statutory Accident Book is completed and will record details of any treatment administered.

- Parents of the Prep School are notified of any accident or injury on the day of the incident and all children are sent home with a form on which their injury is recorded.
- Accidents involving students in the Senior School are recorded in the accident book, and parents are notified of any serious incident or injury.
- Parents are expected to notify the school should their child be too unwell to come to school. The school must be contacted as soon as possible, preferably immediately if a child is diagnosed with a notifiable disease (e.g. meningitis, rubella, measles). All children who are ill or infectious must not be brought to school and should not return until 48 hours after vomiting or diarrhoea.

Mrs Powley will:

- Ensure that student medical details are promptly updated SIMS and contained on their form lists, Mrs Williams will assist with this task.
- Have a consent form for each student to administer agreed medicines or other remedies.
- Provide First Aid kits requested by staff for school trips.
- In the event of a school trip, first aid kits are put together by Mrs Powley together with the teacher in charge of the trip. The first aid kit will reflect the medical needs of the students on the trip, for example epi pens, inhalers etc and Mrs Powley or in her absence, Mrs Williams will run through the medication with the teacher in charge of the trip. All first aid kits are collected from the school office and the member of staff must report anything that has been used, on their return
- Ensure that, in accordance with the Reporting of Injury, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995 , [see Appendix 2] in the case of serious accidents and injuries, the Health and Safety Executive (HSE) is notified immediately. The Bursar will ensure that arrangements are in place for this. Mrs Powley will arrange for 'notifiable' accident reports to be forwarded to the HSE as soon as possible and in any case within 10 days. Mrs Powley has an understanding of what constitutes a reportable incident. The Head will review major incidents immediately, informing the governors where appropriate, and review all accident report forms on a termly basis
- Inform parents promptly of any significant injuries or first aid administered, including head injuries however minor, and advise SLT daily of these incidents.
- In the rare event that parents cannot be contacted when a student has suffered a significant injury or medical episode, act in the best interests of the student and arrange medical assistance and transport to hospital if necessary.

Teachers will:

- Familiarise themselves with the subject specific risk assessments so that they are aware of teaching related hazards.
- Familiarise themselves with the First Aid procedures in operation and ensure that they know who the current First Aiders are; these are displayed in the school office and a list held by Mrs Powley.
- Be aware of specific medical conditions of individual students, seeking further information as necessary from Mrs Powley.
- Never move a casualty until they have been assessed by a qualified First Aider unless the casualty is in immediate danger.
- Send for help as soon as possible.

- Mrs Powley will call 999 if someone is seriously ill or injured, and/or their life is at risk and liaise with the ambulance service.
- If age appropriate send a student with minor injuries to the office in order for them to be accompanied to the First Aid Room, accompanied by another student.
- Comply with the policy on school trips, complete risk assessments as required, be aware of specific needs of individual students and take a copy of all relevant information on the trip.
- Liaise with Mrs Powley to put the First Aid kit together for any trip to be taken on any trips away from the school site.
- Ensure that they are familiar with using the Epi-pen auto-injector for emergency use on any students in their care for whom it is prescribed, and that they are aware of the protocols to be followed post usage.
- Inform supply teachers on how to access the First Aid information for the duration of their assignment.

Staff working on site during holiday periods

- Will have adequate First Aid supplies for use during the school holidays.

Administering Medication

- Parents are strongly encouraged to administer medicines to their children outside of the school day. Medication should only be brought into school when absolutely essential and must be taken to the School Office and handed to Mrs Powley or Mrs Williams. A parent/carer must complete and sign a 'request to administer medicine' form. The medication must be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration.
- It is the EYFS and Year 1 class staff's responsibility to bring the child to Mrs Powley or in her absence Mrs Williams for their medicine and to witness the administration.
- Only prescribed emergency medication will be given by Mrs Powley or Mrs Williams. This includes inhalers for asthma and epi-pens for anaphylactic reaction.
- No pupil will be given medication without prior parent/carer written consent.
- Other members of staff will only give medication if required whilst a pupil is on a trip, in such circumstances the member of staff must check: * The pupil's name *Written instruction provided by parent/carer or doctor *Prescribed dose and previous dosages applied * Expiry date. In such circumstances Staff will complete and sign the 'Medicine Administration' book, kept in the School Office, each time medication is given to a pupil, Mrs Powley will sign the book and ensure a copy is sent home to the parent/carer .

Safety, storage and access

- Medicines can often be harmful to anyone for whom they are not prescribed and we recognise that it is our duty to ensure that the risks to the health of others are properly controlled.
- Medicines will be stored safely, securely and will not be accessible to pupils; however, the pupils will know where their medicine is stored. Medication that

needs to be refrigerated will be kept in the fridge in the office. All other medication will be stored in a secure medicine cupboard in the school office.

- Epi-pens are stored in clearly labelled boxes in the medical cupboard in the School Office. (staff are made aware of the location of epi-pens).
- Asthma inhalers are kept in the School Office in a place known to the staff and pupils concerned and in named boxes (known to staff and pupils concerned).

Parental responsibilities in respect of their child's medical needs

- Parents should not send their child to school if the child is unwell.
- Parents must inform the school about any particular needs before a child is admitted or when the child first develops a medical need.
- Only an adult (over 18 years of age) who has parental responsibility for or care of the child may sign the letter of consent form.
- Parents should make every effort to arrange for medicines to be administered outside of the school day.

Assisting children with long term or complex medical needs

- Where a child has a long term medical need, a written health care plan will be drawn up with the parents, health professionals and relevant school staff. A risk assessment may also be necessary.

Procedures for managing medicines on trips

- The school encourages pupils with medical needs to participate in safely managed trips. The school will consider reasonable adjustments to enable all children to participate fully and safely on school trips. This might include a separate risk assessment for specific pupils.
- Staff supervising excursions will always be aware of any medical needs and relevant emergency procedures. A copy of any health care plan will be taken on trips and all trips must have at least one member of staff who will be first aid trained.

Staff training in dealing with medical needs

- Staff will be given regular training on the use of epi-pens and first aid procedures following an allergic reaction.
- New members of staff will be made aware of the first aid policy and medicine administration policy and procedures.
- In addition to Mrs Powley, a sufficient number of staff are first aid trained and a list kept in the School Office and also displayed around the school.

Provision of first aid/medical room

The medical room has all the necessary facilities and equipment to meet the premises requirements as follows:

- It includes a sink within the room
- It has a toilet facility near by

- Provides accommodation for the medical examination and treatment of pupils in a suitably private and confidential setting regardless of the circumstances of the treatment and the age of the pupil
- Provides accommodation for the short-term care of sick and injured pupils
- Provides accommodation to meet the requirements of any pupils with complex needs if the school has such pupils (to include for example physiotherapy, speech therapy etc).

Appendix – EYFS First Aid and Medicine Policy

We promote the good health of children in our care in numerous ways, including a set of procedures when children become ill or have an accident. Staff are able to call Mrs Powley who is First aid Trained or Mrs Haq, Mrs Muir, Mrs Clayden or Mrs Lesser, who are Paediatric First Aid trained, if a child is unwell, needs medical attention or has an accident. In addition, we have clear guidelines for infectious diseases, medicines.

First Aid

A record of accidents, incidents and first aid treatment is kept in the School Office and is checked each half term by Mrs Powley. First Aid kits are kept in the School Office, P.E Studio, Reception Classroom and Year 1 and 2 Classroom and the Science Prep Rooms

Smaller portable packs are provided for school trips. Mrs Powley and Mrs Williams are available if children become ill in school and also for emergencies. There is a Medical room with a bed on site and parents will be asked to collect their child if it is clear they are too unwell to remain in school. In accordance with the EYFS framework, parents/carers are informed of any accident or injury sustained by their child and of any first aid treatment given on the same day or as soon as practicable thereafter. Ofsted or other appropriate agencies are informed as soon as reasonably practicable and, in any event, within 14 days, of an incident leading to a serious accident, illness or injury to, or death of, a child whilst in the school's care, and of the action taken.

Infectious diseases

In order to prevent the spread of infectious diseases, we provide parents with a list of common childhood infectious diseases which outlines key time periods that need to be adhered to before a child returns to school. This is handed out to parents when they start the school and are also regularly posted on the termly newsletter

Medicines

The 2017 EYFS framework (pg. 27) states that an EYFS setting may not administer prescription medicines unless prescribed by a doctor, dentist, nurse or pharmacist or medicines containing aspirin unless prescribed by a doctor. While it is not our policy to care for sick children, who should be at home until they are well enough to return to the school, we will agree to administer medication as part of maintaining their health and well-being or when they are recovering from an illness. If a child has not had a medication before, it is advised that the

parent keep the child at home for the first 48 hours to ensure no adverse effect as well as to give time for the medication to take effect. Mrs Powley and Mrs Williams are responsible for the administration of medication and all medication must be taken to her by the child's parent/carer who must also provide a letter of consent. Mrs Powley will ensure that medicines are stored correctly and that records are kept according to procedures. In the unlikely event of absence of Mrs Powley, Mrs Williams is responsible for the overseeing of administering medication. Medical conditions are recorded on SIMS and on all form lists, staff are directed by Mrs Powley, with the child's parents consent, of steps to be taken should any child need emergency medications in school. Those children likely to suffer from anaphylactic shock have an Epi-pen, those suffering from asthma have an inhaler, these and any other necessary medication goes with the child wherever the child might be on the site. Inhalers and Epi-pens for named children are also stored where staff can access them easily. Photographs of anaphylactic pupils are displayed in the staffroom as are photographs of children with medical conditions. There is frequent staff training on Epi-pen administration and first aid training on a three-yearly rotational basis for all staff. All other medicines must be handed in by parents to be administered by Mrs Powley. All medication is stored in accordance with product instructions. Medicines are placed in a secure cupboard or refrigerated. Where the cupboard or refrigerator is not used solely for storing medicines, they are kept in a marked plastic box. No child may self-administer. Where children are capable of understanding when they need medication, for example with asthma, they should be encouraged to tell their key person what they need. However, this does not replace staff vigilance in knowing and responding when a child requires medication.

Long-term medical conditions and ongoing medications

Children who have long-term medical conditions and who may require ongoing medication: A risk assessment is carried out for each child with long-term medical conditions that require ongoing medication. This is the responsibility of the Mrs Powley. Other medical or social care personnel may need to be involved in the risk assessment.

- Parents will also contribute to a risk assessment. They should understand the routines and activities and point out anything which they think may be a risk factor for their child. If appropriate, they may also be shown around the setting.
- For some medical conditions, key staff will need to have training in a basic understanding of the condition as well as how the medication is to be administered correctly. Staff training needs, form part of the risk assessment.
- The risk assessment includes vigorous activities and any other school activities that may give cause for concern regarding an individual child's health needs. This is the responsibility of Mrs Powley.
- A separate risk assessment is written if taking medicines on outings outside of the school grounds and the child's GP's advice is sought if necessary where there are concerns.
- A health care plan for the child is drawn up based upon information from the parent and advice from the child's doctor. A copy of this information is given to the Head of the Preparatory School and Mrs Powley.
- The health care plan should include the measures to be taken in an emergency.
- The health care plan is reviewed annually or more frequently if necessary. This includes reviewing the medication, e.g. changes to the medication or the dosage, any side effects noted etc. Any changes to the health care plan are discussed with parents.
- A list of children needing Epi-pens are displayed in the Staff Room and the School Office.

Managing medicines on trips and outings

- If children are going on outings, staff accompanying the children must include the class teacher for the child with a risk assessment, who should be fully informed about the child's needs and/or medication.
- Medication for a child is taken in a sealed plastic box clearly labelled with the child's name and name of the medication. Inside the box is a copy of the medication book entry, with the details as given above.
- On returning to the setting the class teacher signs the medication record book and returns any unused medication to Mrs Powley.
- If a child on medication has to be taken to hospital, the child's medication is taken in a sealed plastic box clearly labelled with the child's name and the name of the medication.
- If medication needs to be administered, on returning to school, Mrs Powley will administer the medication.
- This procedure is to be read alongside the School Trips risk assessments.

Managing Staff Medicines

- Staff are required to safely store any medication of their own which they bring in to school – primarily that this is stored securely out of the reach of the children.
- Staff are to report, to the Head, and Mrs Powley if they are taking any medication which may affect their ability to undertake aspects of their responsibilities, such as a member of staff taking hay fever medication which has a side effect of making him/her drowsy.

Food

- The school is a nut free school. Special dietary requirements are catered for on an individual basis. Children in EYFS and Key Stage 1 bring in their own snacks of fruit. Water is made available throughout the day and all drinking water taps are clearly labelled.
- Great care is taken with all food in class and birthday treats.

Hygiene procedures for clearing up the spillage of bodily fluids

- Clean spillages up immediately
- Use only disposable items, i.e. disposable wipes, not cloths and mops etc
- Wear disposable gloves and ensure that any cuts or abrasions are covered up
- Avoid getting bodily fluids in the eyes, nose, mouth or any open sores
- Dispose of items and medical waste in a yellow clinical waste bag
- If any splashes occur, wash well with soap and water or irrigate with copious amounts of saline
- Wash hands thoroughly with soap and water after the incident
- Note that bodily fluids include; blood, faeces, urine, nasal and eye discharges, vomit and saliva

