

Talbot House Preparatory School

First Aid Policy (Whole School incl EYFS)

1. General Statement

It is our policy to ensure that appropriate first aid arrangements are in place for our children, staff and any visitors to our premises. This includes providing sufficiently trained employees for our needs and maintaining an adequate supply of first aid equipment.

It also involves providing enough information to staff to enable first aid assistance to be sought during normal school hours. Where work is regularly undertaken outside these hours, then adequate first aid cover will be provided.

2. The Legal Position

Our duty to provide first aid at work is governed by the Health and Safety (First Aid) Regulations 1981. These require us to carry out a risk assessment in order to determine what first aid facilities and personnel are necessary to meet the needs of our school.

We are also required to review this assessment periodically to ensure that current provision is adequate. In order to comply with these Regulations, our assessment has considered a number of factors, including the following:

- Size of school
- Type of school
- Building layout
- Past history of accidents
- Needs of travelling and/or lone workers

3. Responsibilities of First Aid Personnel

In order to carry out their duties effectively, first aid personnel have the following duties and responsibilities. First-aiders are responsible for:

- Responding promptly to all requests for assistance
- Summoning further help if necessary
- Looking after the casualty until recovery has taken place or further medical assistance has arrived
- Reporting details of any treatment provided.

Appointed persons (all staff members) are responsible for :-

- In the absence of a first-aider, taking charge when a person has been injured or falls ill
- Calling an ambulance where necessary
- Looking after the first aid equipment and ensuring that containers are re-stocked when necessary.

4. Procedures

The following are general first-aid related procedures to be followed by all staff:

- If you are aware that anyone on the school premises has been taken ill, or has had an accident, call another member of staff for assistance.
- A First Aider to be called upon if required
- Assess the patient's condition and then call 999 or 112 for advice.
- Incident forms and or head bump forms to be completed after treatment by member of staff on duty and or First Aider
- Classteacher informed of incident to keep an eye on child
- Parents informed by telephone by first aider/person who witnessed accident if felt necessary. Head bump forms ALWAYS handed to parent at the end of the day
- SPORT - Injuries
Staff who have First Aider training will handle the situation provided that it is within their sphere of competence. If the injury is more serious, then an Ambulance will be summoned as appropriate. In such cases, the pupil's parents will be contacted to advise them of the extent of the injury.

Where a child is involved contact the parents in the first instance. If the parents cannot be reached the school will make the decision

- If you need to access a first aid kit for personal use, do not remove it from its designated place.
- Any loss or damage to first aid equipment must be reported to Rebecca White
- If a first aid kit is poorly stocked, this should be reported to Rebecca White.
- All staff on visits out of school are expected to carry a first aid kit with them at all times. They are responsible for informing Rebecca White when it is poorly stocked.

Hygiene Procedures for the Spillage of Blood and other Body Fluids:

The risk of infection through exposure when dealing with blood and bodily fluid spillage will be minimised by immediate, safe and effective cleaning as detailed below:

All staff should wear protective clothing (disposable gloves) and cover any open cuts;
Apply the contents of a biohazard spillage kit and clean as directed;
Clear away and use fresh paper towels with water/detergent solution to clean; Clear all items used and dispose of appropriately (wrap in paper or plastic first);
Ensure the area is safe after cleaning;
Perform hand hygiene both before and afterwards

5. Dealing with Visitors

It is our policy to offer first aid assistance to visitors on our premises. Should a visitor feel unwell or have an accident, then the employee supervising their visit should call for a first aider/appointed person. If the visitor has had an accident, the employee supervising their visit is responsible for ensuring that an entry is made in the accident book/form.

6. Children with Medical Needs

A list of children who have epipens, inhalers or who have diabetes will be on display in the staffroom and the information is available on Arbor.

7. Staff Training

A first aider must hold a valid certificate of competence, issued by an organisation whose training and qualifications are approved by the HSE. Information on local organisations offering training is available from HSE offices. Training courses cover a range of first aid competences. However, standard first aid at work training courses does not include resuscitation procedures for children. The employer should arrange appropriate training for their first-aid personnel. Training organisations will often tailor courses specifically to schools' needs. It is helpful to let the training organisation know in advance of any particular areas that should be covered.

First aid at work certificates is only valid for three years. Refresher training and retesting of competence should be arranged before certificates expire. If a certificate expires, the individual will have to undertake another full course of training to become a first aider. However, employees can arrange for first aiders to attend a refresher course up to three months before the expiry date of their certificate. The new certificate takes effect from the date of expiry. The School should keep a record of first aiders and certification dates All staff undertaking first aid duties will be given full

training in accordance with current legal requirements. Any appointed persons will attend a basic four-hour course.

8. Information for Employees

We acknowledge that first aid arrangements will only operate efficiently where they are understood, both by employees and others who may be working on our premises. These include part-time and temporary staff. For this reason, information on how to summon first aid is provided for all new staff.

Practitioners must not be under the influence of alcohol or any other substance which may affect their ability to care for children. If practitioners are taking medication which may affect their ability to care for children, those practitioners should seek medical advice. Providers must ensure that those practitioners only work directly with children if medical advice confirms that the medication is unlikely to impair that staff member's ability to look after children properly. Staff medication on the premises must be securely stored, and out of reach of children, at all times

Information on the current first-aider will be provided on staff notice boards.

Named First Aiders: Rebecca White, Anna Bishop, Hilary Bromage, Sonia Garrido, Sarah Howe and Mike Haworth are trained in Paediatric First Aid.

Appendix 1: Taken from Health and Safety Policy

1) **First aid and supporting medical needs (may refer to First Aid Policy)**

Please refer to the First Aid Policy (copy on the shared directory) for further information if required. First Aid Boxes are checked once a term and kept topped up.

The following items are also controlled by the First Aider:

- Incident Book – filled in for any injury (requiring A & E referral and all other injuries/ailments, however minor, whether or not they require treatment).
- Pupil's Medicines - kept in a fridge or locked cabinet or and administered as directed.
- A stock of proprietary tablets and medicines for general use, kept in a locked cabinet.

First aid cover in the school is provided to deal with injuries resulting from accidents, or medical crises, which occur on school premises.

It consists of:

- The treatment of minor injuries, which do not require medical attention;
- First aid assistance to a casualty, while waiting for medical help;

The list of nominated first aid trained staff is available from the Main Office. First Aid trained staff are authorised by the school to render first aid strictly in accordance with the First Aid Regulations 1981 (amended 2009).

For dispensing medication, such as pain killing drugs, please refer to Talbot House Preparatory School – Administration of Medication Policy.

If there is any doubt about the extent of an injury or the seriousness of an illness, an ambulance should be called without delay.

In the absence of First Aid trained staff, the Headteacher assumes this responsibility.

First aid boxes are kept on site and these only contain approved materials. The boxes are available for use by all staff/adult visitors on site.

Injuries Involving Bleeding

Staff dealing with injuries involving bleeding must wear appropriate protective clothing. Disposable gloves are provided for this purpose and kept in/next to the first aid box.

Administration of Medication

For information of the administration of medication, please refer to Talbot House Preparatory School – Administration of Medication Policy.

Infectious Diseases

The school follows the national guidance produced by the Health Protection Agency, which is summarised on the poster, 'Guidance on infection Control in Schools and Nurseries'. This is displayed in the Entrance.

Medical Needs

The school will try to accommodate pupils with medical needs wherever practicable. Records of all qualifications and training are kept with Mrs Butler

Safety of People with Disabilities

Individual arrangements for the safety and safe emergency evacuation of pupils with disabilities will be determined before their entry to the school. For staff with disabilities, a meeting will be arranged between them, the Headteacher and the Health & Safety Team, if appropriate, as soon as possible after their appointment. For staff or pupils with temporary mobility problems, e.g. a broken leg, similar meetings will be held. Any significant change to procedures, escape routes or the building that are required to facilitate evacuation will be detailed in a Personal Emergency Evacuation Plan (PEEP).

2) Recording and reporting accidents to staff, pupils and visitors – including those reportable under RIDDOR

The procedures in use are in line with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations as follows:

- a) *Notification to the Health and Safety Executive by the HSE Approved Method if the following occurs:*
- 1) Fatal Injury to Staff, Pupils or Any Other People in an accident on the premises.
 - 2) Specified Injury to Staff, Pupils or Any Other People in an accident on the premises - The Specified Injury as listed in the Regulations.
 - 3) Dangerous Occurrences listed in the Regulations.
- b) *Reporting*
- 1) A report will be sent to the Health and Safety Executive of any notifiable incident covered by 1) 2) and 3) above.
 - 2) A report will be sent to the Health and Safety Executive for any other injury which results in Staff being absent from, or unable to do their normal work for more than seven days.
 - 3) A report will be sent to the Health and Safety Executive in the case of any of 8 categories of work related illness listed in the Regulations.

Note: When reporting of accidents to pupils, the HSE guidance Education Sheet No 1 will be used to establish whether the accident is reportable or not as the reporting criteria are different for pupils and employees.

- c) *Reporting Arrangements* - Reporting to the HSE will be carried out electronically on the HSE's approved electronic reporting arrangements.
- d) *Record Keeping* - A record will be kept of any injury, occurrence or disease requiring report as follows:

TIME : DATE : PLACE : PEOPLE INVOLVED : DESCRIPTION OF EVENT

Accidents

Both the Head and Group Bursar are to be notified of all accidents and near-miss (no injury) incidents and the following details entered in the appropriate book:

- Full name, address and occupation of the injured person
- Date and time of the accident/incident
- Place where the accident/incident occurred
- Clear concise description of the accident/incident
- Cause and nature of the injury
- Name, address and occupation of the person entering the details (if not the injured

person). "Accident and Near Miss Report Books" are located in the entrance.

These records must be kept for at least 3 years from the date of the last injury, though it is prudent

to retain them indefinitely. In any event, they should not be destroyed or disposed of without the prior consent of the school's insurers.

The Health and Safety Adviser is to investigate all incidents and advise the Group Bursar of any recommendations to avoid a recurrence.

All accidents and near misses are reported to the Health & Safety committee.

The school must notify the enforcing authority by the quickest practicable means (normally by telephone) and complete and submit Form F2508 within 10 days, where:

- Any person dies as a result of an accident in connection with work
- Any person at work suffers a major injury as a result of an accident in connection with work
- Any person at work suffers an injury as a result of an accident in connection with work and is taken from the school to a hospital for treatment which requires admittance for more than 24 hours
- There is a dangerous occurrence.