

First Aid Policy Whole School Policy Including EYFS

1) AIMS

Our first aid policy aims are:

- a) Supporting pupils and staff with medical needs;
- b) Providing guidance for all staff and pupils regarding procedures for First Aid care and policies to adhere to in the event of an emergency;
- c) Continual improvement to the quality of First Aid service in the School;
- d) Seeking to prevent staff and pupils from placing themselves at risk.

2) RISK ASSESSMENT

Dolphin School undertakes risk assessments to ensure adequate First Aid provision is available.

These include:

- a) The identification of pupils with specific conditions, for example asthma, allergies.
- b) Obtaining Personal Care Plans, including photo identification as necessary.
- c) The identification of specific hazards in school.
- d) Identifying which staff require First Aid training to ensure adequate levels of cover in school and for off-site activities.
- e) When to call for further help.
- f) The documentation of necessary treatment given.
- g) Effective dissemination of information on medical conditions to those responsible for supporting the pupil.
- h) When a pupil has specific medical needs Dolphin School will use the following guidance:

Supporting pupils at school with medical conditions

Statutory guidance for governing bodies of maintained schools and proprietors of academies in England December 2015 www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3

3) RESPONSIBILITIES

The responsibility for Health and Safety, which includes First Aid, rests with the Head, Chairman of the Orchard Trust and Bursar.

The Bursar is responsible for putting the policy in place, including informing staff and parents.

All staff, and those parents with responsibility for pupils in school, should be aware of available First Aid personnel, facilities, and the location of First Aid boxes and information.

The HSE states that First Aid does not include the administration of medicines, although there is no legal bar to doing so. Dolphin School has an 'Administration of Medicine at School Policy' which clearly identifies the procedures and responsibilities of staff.

The day to day administration of the first aid procedures is delegated to the Office Manager. It is the responsibility of the Office Manager, to ensure good First Aid practice is being carried out within the school

and at events and activities organised by the school.

- First Aid Boxes are situated throughout the school site. Lists of their locations are displayed in the Common Room, the First Aid Room and noticeboard outside the Basilica for all staff, parents and visitors to read.
- A first aid box is available in the outdoor classroom, the PE shed, the caretakers' shed on the school field.
- First Aid Bags for all educational visits are stored in the First Aid Room.
- The contents of the First Aid Boxes and First Aid bags are checked and maintained by the Office Manager termly. Day trip First Aid Bags are checked half termly and for each residential trip.
- Playground First Aid Bags are stored in the First Aid Room for break times.
- All medicines are stored in a locked cabinet in the First Aid room and parents are required to check the medicines they brought into school at the end of each term. The exception is inhalers and adrenaline auto-injectors which are stored in a dedicated unlocked cabinet for emergency access.

The Assistant to the Bursar is responsible for booking First Aid training courses for staff and maintaining a record of training dates.

Trip Leaders and Sports Staff are responsible for collecting (and returning) First Aid Bags for educational visits, together with any necessary equipment or medicines for individual pupil with health care needs, from the First Aid Room.

Playground staff are responsible for collecting First Aid Bags and a Walkie Talkie from the First Aid Room at each break time.

4) OBJECTIVES

To achieve these aims, the School seeks to:

Ensure that first aid provision is available at all time including out of school trips, during PE and at other times when the school facilities are used e.g. Parents' Meetings. The first aid room is staffed from 07.45 to 16.45 during term time and a member of staff on the After School Care team is first aid trained.

Adequate First Aid cover will be provided in all school buildings, as well as during break times. If a staff member is on a trip or during a PE lesson or lesson at the Copse then they must have access to a mobile phone/walkie talkie in order to summon help.

Ensure an appropriate number of qualified First aid members of staff are maintained. These include Teaching staff, Support staff, Sports staff and those involved with outdoor activities. First Aiders attend a recognised First Aid Course approved by the Health and Safety Executive (HSE) according to their responsibilities within the school. First Aid qualifications are renewed every three years.

In the EYFS setting the majority of the members of staff have undergone the 12 hour paediatric first aid training. This training is updated on a three yearly basis. At least one 12 hour full paediatric first aid qualified member of staff is available at all times including cover for sickness, holidays and trips. The 12 hour paediatric first aid trained staff can be supported by one day Emergency Paediatric First Aid trained staff.

Ensure that all teaching and non-teaching staff are aware of their roles, accountability and responsibilities in respect of Health and Safety, and regularly receive up-to-date documentation of First Aid procedures.

Ensure by means of Handbooks, Health and Safety Notices, INSET and oral/electronic communication that, in the event of an emergency, staff and pupils know how to seek appropriate help. All new pupils and staff are given information on where to go for help in the event of an accident as part of their induction into the school. Lists of First Aiders and First Aid Emergency Notices are displayed in the First Aid Room and at strategic points around the school.

Ensure that members of staff know where First Aid boxes are located.

All First Aid boxes and bags are standardised and are checked in line with our procedures. Members of staff who use a specific item from a First Aid box should notify the Office Manager who will provide them with a replacement. High usage bags and boxes will be stocked and checked as necessary.

A list of pupils with specific medical problems and disabilities is made available for all teaching staff and other members of staff that may be central to the pupil's welfare in the Common Room and Nursery office. This list is reviewed and updated on a rolling basis. Staff are able to access the medical conditions of pupils using Schoolbase.

Medical and dietary information charts will be displayed in the kitchen, dining room and first aid room.

Provide up-to-date information regarding the health status of Pupils by means of the Confidential Files in the Common Room.

All teaching staff should make themselves aware of the specific medical problems and disabilities of those pupils whom they teach.

The Office Manager and Bursar will provide information in the First Aid room, in the Staff Handbook and through Inset on how to care for those with specific health problems. All staff receive training in the use of Adrenaline Auto-Injectors and asthma inhalers annually.

Regularly monitor and review the procedures set out in this document.

5) FIRST AID MATERIALS, EQUIPMENT & FACILITIES

a) First Aid Room/Facility

The School has a designated First Aid Room which contains first aid supplies, a washbasin with washing and drying materials and a fridge. A set of sofa chairs with a blanket is provided. The Office Manager will keep the boxes stocked in accordance with the HSE guidelines. First aid may be administered elsewhere in the School as appropriate using the nearest available first aid box.

A Defibrillator is stored on the shelving above the teaching desk in the ICT Suite.

b) Signs and Notices

There will be notices which state the names of first aiders and where the First Aid Boxes are located in each main area of the School.

c) Access for Ambulance

Unobstructed and adequate access for ambulances are maintained and suitable signs displayed if deemed appropriate.

6) PROCEDURES

a) Procedures: 'Bumped head'

The School has a system for monitoring the pupil and for informing the parent. Any pupil who has had a head injury, no matter how minor it appears, should be given a 'bumped head' wrist band to show each teacher for the remainder of the day. Each teacher whose lesson the pupil attends will keep a look out for signs of drowsiness or distress. A text is sent to parents/carers for any knock to the head giving details of the incident and advising that the pupil be monitored after school. For a more serious knock or if a seemingly minor knock gives cause for concern later in the day, the parent/carer will be contacted by phone to collect the pupil from school.

b) Procedures: If a pupil is taken ill during a lesson

An older pupil will be sent with a friend to the first aid room. Younger pupils will be accompanied by a member of staff to the first aid room.

Pupils from EYFS are accompanied to the first aid room by a member of the EYFS staff. The member of staff then remains with that pupil until they are discharged from the first aid room back to class. If the First Aider manning the first aid room indicates that the pupil needs time in the first aid room the member of staff leaves the pupil with the First aider who will accompany the pupil back to EYFS if not being discharged home.

If the First Aider discharges a pupil during lesson time, she will ensure that the pupil is aware of where it is they have to return to.

If a pupil is too ill to remain at School, the First aider will contact the parent or guardian of the pupil.

Should any pupil have an accident (other than non-trivial), the parents would be informed by telephone. This outlines why the pupil has been taken to the First Aid room, the treatment given and any follow up recommendations.

All parents complete a Medical consent form for the administration of medication when they are admitted to the school. This form is placed in the pupil's file and consent is recorded on a form/table held inside the First Aid room cupboard door. A copy is also held electronically.

Parents also complete a Medication Consent Form each time they bring in a medication for staff to administer to their pupil. The consent forms are retained in a folder in the First Aid room for reference, then periodically put in the pupil's file.

c) Procedures: If an EYFS pupil is taken ill during break times

The pupil will be accompanied to the First Aid room by playground staff.

d) Accident and Emergency Procedure during School Hours

Following an accident, injury or medical emergency the following steps should be taken to ensure that the correct help is given as quickly as possible:

In the event of an obvious medical emergency, an ambulance should be called immediately. The injured person should not be moved if there is any suspicion that doing so could exacerbate any injuries.

The Office Manager should be called to examine the injured person and give such treatment as is appropriate or possible. In the event of the Office Manager not being available, the nearest available First Aider should be contacted. If hospital treatment is necessary and an ambulance has not already been called, then this should be done.

The parent(s) or guardian must be contacted as quickly as possible and asked to join their child at school or hospital as appropriate. Members of staff should not wait for parents to arrive to take pupils to hospital unless they are certain that treatment is not urgently required.

An appropriate member of staff must accompany pupils to hospital if parents have not arrived in time to do so. The member of staff accompanying a pupil should wait at the hospital until the pupil's parent or guardian arrives.

Staff accompanying a pupil to hospital should not normally be asked to give their consent to medical treatment. In an emergency situation, however, consent should be given by the Head on the advice of a senior hospital doctor, provided that reasonable steps have been made to contact the parent(s) or guardian.

A print out from the school's database (SchoolBase), 'Full Medical Report' should be taken to the hospital to give relevant information about the pupil to the medical staff.

e) Accident and Emergency Procedure for out of School Hours and away Sports Trips

The injured person should not be moved if there is any suspicion that doing so could exacerbate his or her injuries.

The member of staff responsible for the activity or an available First Aider should examine the injured person and give such treatment as is appropriate to their training.

If hospital treatment is necessary, an ambulance should be called immediately. If the family cannot be contacted, the First Aider or a member of staff should accompany the injured person to hospital.

If it is felt that an ambulance is not necessary and the injuries do not require urgent treatment, the injured person's parent or guardian should be called to transport the injured person to hospital.

Disposable gloves must be worn by any member of staff who has to deal with bleeding or spillage of body fluids, and the gloves disposed of safely afterwards. Gloves can be found in each First Aid box. (See our procedures on Blood and Body Fluid Spillages in points 12 and 13 below)

7) COMMUNICATIONS WITH PARENTS/CARERS

The School will always contact the parents/carers by phone/text/email if a pupil suffers anything more than a trivial injury, if the pupil becomes unwell or if oral medicine has been administered (time medication is given). The School will also contact the parents/carers if there are any worries or concerns about the pupil's health.

When the School is notified of a case of infectious disease within the school community this is communicated to all parents and staff by email and notices at strategic points in the school.

8) FIRST AID RECORDS

First aiders will record every case they treat as soon after the incident as is practicable.

Each record will include at least the name of the patient, date, place, time and circumstances of the incident and details of injury suffered and treatment given. It also records what happened to the patient immediately after treatment e.g. time pupil left the First Aid room or is collected by their parents. The records are kept centrally on the 'Medical Treatment' module of SchoolBase and are readily available. These records will be linked to the statutory accident records and the RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrence Regulations) record for the reporting of injuries and will be kept for twenty three years.

Records are kept of first aiders' certification dates, and the dates of additional, specific or refresher training.

Some accidents must be reported to the HSE. RIDDOR 2013 will be followed in these cases. Fatal and major injuries and dangerous occurrences must be reported immediately by telephone followed up with a written report on Form 2508 within ten days. Other reportable accidents not requiring immediate notification must be reported on Form 2508 within ten days.

All serious accidents, or serious injury to, or the death of any pupil must also be reported to the local Pupil Protection Agency:

The Referral and Assessment Team
Wokingham Borough Council
Shute End
Wokingham
RG40 1BN 0118 9088002

All records relating to incidents and first aid will help the school identify accident trends and can be used for first aid assessments, staff professional development and may be helpful for insurance and investigation purposes.

9) REPORTING ACCIDENTS FOR STAFF

Accident Books are located in a locked filing cabinet in the School Office in the Meadow Building.

All injuries and accidents to staff must be recorded in the Accident Book and in our electronic accident reporting software 'Smartlog'.

The member of staff present in the event of an injury (either on site or away matches/trips) should take responsibility for filling in the Accident Form within 24hours.

All completed Accident Forms are sent to the Office Manager. The forms are filed in the staff files.

Where an accident results from faulty equipment/facilities the Bursar will be notified immediately so that the problem can be rectified.

The Bursar will give details of all Accident Forms of staff (and pupils) who have injuries/accidents that necessitate the need to attend hospital at termly Health and Safety meetings.

Dolphin School complies with RIDDOR guidelines.

10) THE ADMINISTRATION OF MEDICINE:

If a pupil needs to take prescribed medicine during the school day, there should be a written, signed request from the pupil's parent or guardian for the medicine to be kept in the First Aid room and administered by the First Aider. All medication has to be supplied in the original containers.

EYFS pupils under the age of 5 years needing medication, the parent/guardian would be telephoned to obtain verbal consent for ALL medication. The parent/guardian would then e-mail the consent to school. When the pupil is collected from Nursery/Reception a signature is required in the Early Years Medication Records.

Medication are not normally administered to a pupil by any member of staff other than the First Aiders and will be recorded in the Medical Treatment module of Schoolbase.

However, medicines for emergency treatment such as inhalers for asthmatic pupils, diabetic medicines or adrenaline auto-injectors for severe allergic reactions are readily available to pupils and all staff. These medications are kept in the First Aid room in a dedicated unlocked cupboard. Adrenaline Auto-Injectors and inhalers for EYFS pupils are stored in Nursery or Reception.

If a pupil has a condition that needs regular medication as mentioned above and the pupil is leaving the school premises for a trip or sporting fixture, the appropriate medication would be placed in the Medical bag that would accompany that pupil and staff briefed accordingly.

All staff receive annual training in the use of adrenaline auto-injectors and asthma inhalers and should make themselves aware of the school's Anaphylaxis Policy. A list of pupils' medical conditions, those needing adrenaline auto-injectors and inhalers are on the notice board in the Common Room and in the First Aid room. Electronically they are available on the school's database.

Before educational residential trips, parents are required to complete a Consent Form to indicate whether a pupil is taking medication and give details of its administration.

11) INHALERS/AUTO-INJECTORS

Parents are asked to check their child's inhaler or auto-injectors on a regular basis.

12) PROTECTION FROM DISEASES CARRIED IN BODILY FLUIDS

There are a number of infectious diseases that can be transmitted by contact with blood and other body fluids. Many such diseases do not necessarily present symptoms in the person who is carrying the bacteria or virus that causes the disease. It is important that responsible hygiene procedures are always followed whenever any first aid is being given. Such procedures will include the use of single-use disposable gloves, plastic aprons, hand washing before and after giving treatment.

13) DISPOSAL OF CLINICAL WASTE

Any blood or other body fluid waste produced within the School should be disposed of using yellow bio-hazard type disposable bags. Items that should be disposed of as clinical waste will include soiled nappies; disposable cloths used for cleaning vomit or faeces; any blooded waste. The bags are collected on a regular basis.

Date: September 2020

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