



First Aid Policy

Person responsible	Bursar
Last update	September 2018
Frequency of Review	Annual
Date of last review by Governors	September 2017
Date of next review by Governors	September 2018

This policy has been drawn up with reference to the DoE Guidance of First Aid and is applicable equally to the school and Reception (EYFS)

- 1 At all times, Bute House Preparatory School for Girls aims to ensure that arrangements for first aid provision are adequate to cope with all foreseeable major incidents.
- 2 The number of certified first aiders will not, at any time, be less than the number required by law and a first aider will be on site from when the building opens to when the building closes. They are given updated training every three years. This includes training on action necessary if a child suffers an epileptic seizure or an asthma attack. There will always be one qualified First Aider on site. As of the date of this document the First Aiders are Christine Adams, Emma Albrecht, Anne Connell, Derrick Elliston, Ana Ferrera, Daniella Ferretti, Claire Hanafin, Karen Feagan, Tania Gordon, Kim Gregory, Bernadette Kettle, Mikaela Krenzer, Rachel Mulloy, Edie Lobo, Debby Lofts, Fiona Maguire, Pat Murphy, Camilla Prewitt, Jacy Reid, Hugo Timbrell, Emily Steel and Cara Thomas.

There are a number of people on site with the two-day paediatric First Aid qualification required for EYFS – Christine Adams, Emma Albrecht, Claire Hanafin, Mikaela Krenzer, Debby Lofts and Kim Gregory. One of these people must be on the premises and on any outings the Reception class undertake.

- 3 The School uses an experienced, accredited First Aid trainer to provide First Aid courses on-site in school. On occasion First Aid training may be undertaken off-site on a St John’s Ambulance course, a Voluntary Aid Service provider.
- 4 Other staff are given such training in first aid techniques as is required to achieve a basic, minimum level of competence commensurate with an Emergency Aid qualification in accordance with the Health and Safety (First Aid) Regulations 1981. We aim to provide this training whenever the need for it becomes clear. Auto injector (epipen) training and monitoring is the responsibilities of the Senior First Aider and given to all staff regularly.
- 5 Supplies of first aid material are kept locked in the school’s Medical Room. Portable first aid kits are maintained, with any deficiencies made good without delay, and taken out on all school trips as are inhalers and Auto injectors (epipens) and other prescribed medication where necessary.

First Aid supplies are held in Green First Aid Boxes in the following locations;

<u>Location</u>	<u>Owner</u>
Art Room	Head of Art and Design
Hall x2	School Administrator
Kitchen x2	Chef Manager
Caretakers Office	Head Caretaker
First Aid Room	Senior First Aider

SPGS Netball Courts	Head of Sports and Activities
Reception Class Room	Reception Class Teacher
Science Room	Head of Science

Each First Aid box is checked termly by the owner and any deficiencies made good. All First Aid boxes are marked with a white cross on a green background.

- 6 A record is made of each occasion when any member of staff, pupil or other person receives first aid treatment either on the School premises or as part of a School-related activity. Parents are informed of any serious injury and parents of girls in Reception are informed of any First Aid treatment given via the 'Reception Class Accident Form'
- 7 Staff meetings and individual briefings for appropriate Class Teachers are the medium whereby staff are informed of significant illnesses/conditions of pupils for risk assessment purposes. Photographs of children with allergies/ other major problems are up in the First Aid Room, Kitchen, Hall, Staff Room, School Office and Art, Design & Technology Room.
- 8 When a **serious** accident occurs the Head, Deputy Head and Bursar must be informed and the Head, Deputy Head or Senior First Aider should inform the parents and ask that the child is collected as soon as possible or call an ambulance and arrange to meet the parents at the hospital. The person who witnessed the accident should enter details in the official accident book, which is kept in the Bursar's office. Every accident must be reported to the Senior First Aider, however, minor and recorded on the Medical Events Spreadsheet. Some accidents need reporting to the Health and Safety Executive under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, 1995 telephone 0845 300 99 23) and the Bursar is responsible for maintaining records and reporting these.
- 9 No medications are held in handbags or briefcases etc. in any classrooms. An ambulance should be called in cases of difficulty in breathing, suspected broken limbs, blows to the head and suspected concussion, loss of consciousness, severe bleeding, suspected heart problems, severe allergic reactions.
- 10 Pupils who have a specific, chronic medical condition (asthma, epilepsy, diabetes, anaphylaxis or other consultant managed condition) will have an Individual Healthcare Plan and Allergy Action plan(where appropriate) which must be kept on their file and a copy with their medication. A list of all pupils with specific medical conditions with the pupil's photo is provided for each classroom and in the catering office.

Details of any known triggers and symptoms must be shared with their form teachers at the beginning of each year or when the condition is notified. Any medications will be held centrally and covered by the Administration of Medicines Policy (see separate policy). Staff will be given annual Anaphylaxis awareness and auto injector training.

First Aid Procedure

If a child is ill or injured during the day, she should be sent with another girl or taken to the First Aider on duty in the School Office.

The Medical Events Spreadsheet is updated by the Senior First Aider or Duty First Aider immediately after an incident.

Any bump on the head should result in the child being given two “bump” stickers and the parent being informed by placing one of the stickers into the girl’s diary on the relevant day.

Any spillage of bodily fluids (see appendix b, Health and Safety policy) should be cleaned with a solution of 10% bleach or similar disinfectant in hot water and left for half an hour. Children must not be allowed to touch any bodily fluids and adults should wear gloves at all times when dealing with accidents involving loss of bodily fluid.

Parents should notify the school if their child has an infectious disease. In cases of diarrhoea and vomiting, children should be kept away from school for 48 hours from the last episode. In cases of other infections the Head of Lower School will consult with the child’s parents with reference to the *Guidance on Infection Control in Schools and other Childcare Settings*, Public Health England, May 2016. Where necessary, guidance will also be sought from Dr. Sherman, the schools Medical Governor. Once this consultation has taken place and the exclusion period has been agreed, other parents will be informed.

Administering Medicines In School

See separate policy for Administration of Prescribed Medications in school. This also gives details of the procedures for any child with a specific medical condition such as asthma, epilepsy, allergy, diabetes. Necessary medication will be kept under the control of the Senior First Aider. These must also always be taken on outings and this **must be checked by the lead teacher before leaving the school.** All staff are trained on the use of Auto Injectors (epipens).

Staff taking medication

If staff are taking medication which might affect their ability to care for children they should seek medical advice and inform their line manager. Staff medication on the premises must be securely stored, and out of reach of children at all times. Please see the policies for the Administration of Medicines and the Staff Handbook.

General Safety

Every member of staff should be constantly on the look-out for hazards around the school and in the grounds. If you see anything dangerous that you cannot put right yourself, report it immediately to the Bursar. In addition, there is an agenda item for Health and Safety at staff meetings, and a medical events item on the termly Health and Safety Committee meeting.

Safeguarding Children (see separate policy)

Physical Contact with Children

Members of staff need to be careful not to initiate or encourage physical contact with children, including touching the head. Even in the case of a child in great distress, where the natural reaction is to comfort her with a hug, great caution must be exercised. It is wise to ensure that you are in a public place with another adult in attendance if this type of contact is needed. Any member of staff requiring a private discussion with one child should ensure that the door of the room is left open and another adult is nearby. Please refer to the Staff Behaviour Policy.

Appendix 1

BUTE HOUSE PREPARATORY SCHOOL EMERGENCY CALL PROCEDURE

If anyone on the site sustains an injury which is considered to be sufficiently serious an ambulance will be called.

Request an Ambulance

Dial **9 999** or **9 112** ask for ambulance and be ready with the following information:

Your telephone number: **0207 603 7381**

Your Location: **Bute House Preparatory School
Luxemburg Gardens, London W6 7EA**

Exact location of School: Behind St Paul's Girls School Swimming Pool, off Brook Green, Hammersmith

Your Name:

Brief description of symptoms:

Age of Patient:

Speak slowly and clearly and be ready to repeat the information if requested.

Inform Ambulance Control of best entrance to use and that the crew will be met.

Appendix 2

BUTE HOUSE PREPARATORY SCHOOL

FIRST AID PROCEDURE (inc remote locations)

1. If anyone is injured or unwell in school, if possible, they should be taken or sent to the Senior First Aider in the Reception Office unless
 - the casualty is suspected of having an allergic reaction they must not be moved and someone should be sent to immediately get their auto injector and action plan.
 - it is not possible to move the casualty someone should be sent to the Reception Office to get the Senior First Aider or Duty First Aider.

The Senior First Aider / Duty First Aider should quickly go to the casualty and take a mobile phone with them.

2. An ambulance should be called in cases of difficulty breathing, suspected broken bone limbs, serious blows to the head and suspected concussion, loss of consciousness, severe bleeding, suspected heart problems and allergic reactions.
3. The injured person should be taken to the First Aid Room.
4. The injuries should be assessed and treated accordingly.
5. The injured person should then return to class or sent home as appropriate.
6. All injuries and illnesses must be logged in the Medical Events Spreadsheet.
7. If the injured person is a Reception Child then the 'EYFS Accident Form' must be completed.
8. If the Child has had a head injury or any injury requiring further medical assessment, the parents must be informed.

Appendix 3

BUTE HOUSE PREPARATORY SCHOOL FIRST AID BOX PROCEDURE

1. First Aid Boxes are to be checked each term by the owner of each box.
2. The contents should be checked against the First aid Box Contents Checklist (located in each box).
3. Any missing or expired items should be reported to the Senior First Aider who will supply replacements immediately.
4. When the contents of the First Aid Box are complete the box owner should sign and date the contents checklist and inform the Senior First Aider that the box is complete and checked.
5. The Senior First Aider should monitor that all boxes are checked termly and chase any that have not been checked.

Appendix 4

**BUTE HOUSE PREPARATORY SCHOOL
PROCEDURE FOR LOGGING SERIOUS INCIDENTS IN THE FIRST
AID BOOK**

Any moderate to serious injury resulting in a major wound, broken bone, head injury or anything where further medical opinion is sought (i.e. sent to hospital, optician, doctor etc.) must be recorded in the Incident Book kept in The Bursar's office.

1. As soon as possible after the incident.
2. Complete all relevant sections of the form.
3. Ensure the Bursar and Head is aware of the incident.
4. The Bursar will inform HSE if:

The person involved is killed or taken from the school to hospital

The accident arises out of or in connection with work

The accident prevents the injured person from doing their normal work for more than three days.

5. Parents must always be informed if a serious incident has occurred.