



First Aid Policy

Person responsible	Director of Finance and Operations (DFO)
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This policy has been drawn up with reference to the Department of Education Guidance of First Aid and is applicable equally to the school and Reception (EYFS).

The purpose of this policy is to ensure that every pupil, member of Staff and visitor is well looked after in the event of any illness, accident or injury. It is also to ensure that all staff and pupils are aware of the procedures in the event of any illness, accident or injury and to provide a whole school culture of openness, safety, equality and protection.

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, whether the pupils are on the school's premises, on a school trip or at a sporting event.

Key Roles

The DFO is responsible for the oversight of First Aid, but the management is the responsibility of the Senior First Aider (Christine Adams).

The day-to-day duties are carried out by the Duty First Aiders (Christine Adams, Susan Neary and Emma Albrecht).

The DFO is responsible for ensuring that there are sufficient numbers of trained First Aiders and that qualifications are kept up to date.

EVC - the Educational Visits Co-ordinator is responsible for risk assessment for Off site visits & educational Trips. This includes sporting fixtures.

Definitions

First Aid is the first and immediate assistance given to any person with either a minor or serious illness or injury, with care provided to preserve life, prevent the condition from worsening, or to promote recovery, it includes initial intervention in a serious condition prior to professional medical help being available, while waiting for an ambulance, as well as the complete treatment of minor conditions, such as applying a plaster to a cut.

Medical Room - is the room located at the back of the School Office, off Reception, otherwise known as the First Aid Room.

First Aider - is someone who has undertaken training appropriate to the circumstance.

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	Susan Neary	Rebecca Kateley
Karen Feagan	Karen Brewer	Cara Thomas	Tom Casey
Fiona Maguire	Gill Jesson	Felisha Ellington	Tracy Lynn
Tania Gordon	Runa Keating	Dauida Deda	Philip Vessey
Anne Phillipps	Ana Ferreira	Natalie Greenwood	Isabel Wemyss
Nieves Garcia	Rachael Vaughan	Matthew Foster	Tricia Duke
Giles Puckle	Sian Bradshaw	Derrick Elliston	Kevin Neary
Lucy Webb	Tom Nugent	Mikaela Krenzer	Camilla Prewitt

Supplies of first aid are kept locked in the medical cupboard in the First Aid Room. All First Aiders are aware of the location of the key to the cupboard.

EYFS

The following First Aiders hold paediatric First Aid qualifications required for EYFS (a member of staff on this list must be on the premises and attend any trips the Reception class undertake):

Christine Adams	Emma Albrecht	Susan Neary	Ana Ferreira
Karen Feagan	Karen Brewer	Cara Thomas	Tom Casey
Fiona Maguire	Lucy Webb	Felisha Ellington	Tracy Lynn
Tania Gordon	Runa Keating	Dauida Deda	Philip Vessey
Tom Nugent	Mikaela Krenzer		

At least one paediatric first aider will be on site at all times during term time, and on any school outing. The training will be renewed every three years.

See below for reporting of accidents and injuries.

The school is significantly above the ratio of First Aiders required for the number of pupils in school, and there is sufficient extra capacity should one of the First Aiders be absent for any reason.

Training

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. Training is renewed every three years.

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.

Hygiene & infection control

First Aiders are not required to wear a mask and visor, disposable gloves and an apron when dealing with First Aid. However, if the injury in question involves any bodily fluids, protective gloves must be worn, and children must not be allowed to touch the bodily fluids.

In the event of bodily fluids coming into contact with open wounds, the wounds must be washed in soap and water, except eyes which should be gently flushed with water or eye wash. Any contaminated clothing must be removed and kept in a secure plastic bag, for later washing, or washed immediately.

Any spillage of bodily fluids should be cleaned with a solution of 10% bleach or similar disinfectant in hot water and left for half an hour.

Offsite activities and educational trips

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. These are kept in clear, sealed plastic wallets which are labelled along with the pupil's Individual Healthcare Plan. On return to school, the plastic wallets are returned to the locked cabinet in the First Aid Room.

No medicines will be taken on day trips and outings unless prescribed for a specific pupil by a doctor. It is the responsibility of a Trip Leader to assess what first aid provision is necessary for each outing or trip.

Non-prescriptive medicines are also taken in the First Aid boxes on residential trips (see Appendix 5 for list of medicines and the consent form that each parent has to sign before each trip).

Green First Aid Boxes are positioned in the following locations:

<u>Location</u>	<u>Owner</u>
Art and Design Room	Head of Art and Design
Hall	School Administrator
Kitchen	Chef Manager
Caretakers Office	Head Caretaker
First Aid Room	Senior First Aider
SPGS Netball Courts	Head of Sports and Activities
Playground	Lunchtime Supervisors
Reception Class Room / EYFS	Reception Class Teacher
Science Laboratory	Head of Science
Food Technology Room	Head of Art and Design

Each First Aid box is checked termly by the owner and any deficiencies made good. It is the responsibility of the Senior First Aider for stocking and restocking the boxes and monitoring this is done in accordance with *Workplace first aid kits, Specification for the contents of workplace first aid kits, BS 8599-1:2019 - see Appendix 3*

All First Aid boxes are marked with a white cross on a green background.

Reporting

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 in the Medical Events record.

Parents will be informed via a telephone call from the Senior First Aider or Receptionist if their daughter has a serious injury or cut, or for any head injury. Parents of girls in Reception are informed of any First Aid treatment given via the 'Reception Class Accident Form'.

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 and the Food Technology Room.

When a **serious** accident or injury occurs the Head, Deputy Head and DFO 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 - see *Appendix 4*.

The person who witnessed the accident should enter details in the official accident book, which is kept in the DFO'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 DFO is responsible for maintaining records and reporting these - see *Appendix 4*.

For EYFS whenever there is an incident and the first aider is involved a record of the incident and treatment is made on a Reception Class Accident Form in triplicate. One copy is filed by the Senior First Aider in the Reception Class Accident Book in the foyer, a second copy is given to the Reception Form Teacher and the third copy is handed over to the pupil's parent when they collect the pupil from School.

If any child has a bump to the head or any serious injury or cut the Senior First Aider will inform the parents via telephone as well.

First Aid Procedure

If an accident occurs the member of Staff in charge should be consulted and he/she will assess the situation and decide on the best course of action. In a serious accident this may involve immediately calling for an ambulance, but normally in calling for the Senior First Aider. - see *Appendix 1*

For other accidents or 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 - see *Appendix 2*

An ambulance should be called in cases of difficulty in breathing, suspected broken limbs, serious blows to the head and suspected concussion, loss of consciousness, severe bleeding, suspected heart problems, severe allergic reactions or when the first aider considers that they cannot adequately deal with the situation.

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.

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

The School Office will inform parents via a telephone call if any child has a bump to the head, and also for any serious injury or cut. The Form Teacher and PE staff (where necessary) should also be informed by the Duty First Aider in the School Office. PE staff will inform the Duty First Aider if a pupil has a bump to the Head, or if a pupil is hit by a ball on the Head or face during a PE Lesson, and the School Office will inform parents via a telephone call.

In the event that both parents can't be reached by telephone, a message will be left providing details, asking them to contact the School Office. Where it is not possible to leave a voicemail message, an e-mail may be sent to parents providing details of the injury or bump, with a request to call the School Office.

If a pupil in Reception has a bump to the Head or serious injury, the First Aider must also complete the Reception Class Accident Form in triplicate. One copy is held in the Reception Class Accident Book in the foyer, one copy is kept in the Reception classroom and one copy is sent home.

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 Phase will consult with the child's parents with reference to the *Guidance on Infection Control in Schools and other Childcare Settings*, Public Health England, April 2017. Where necessary, guidance will also be sought from the School's Medical Governor. Once this consultation has taken place and the exclusion period has been agreed, other parents will be informed.

Mental Health

The Senior Mental Health Lead is Ellen Yap (Head of Pastoral Care & Deputy DSL). The Senior Mental Health Lead works closely with the DSL, Phase Leads, School Counsellor and Senior First Aider to facilitate the identification and support for pupils who may be experiencing a mental health issue. Mental Health is addressed with pupils through the Wellbeing Programme (including RSE) and pastoral systems, as outlined in the Wellbeing Subject, RSE and Safeguarding Policies.

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 DFO. 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.

Risk Assessment

The DFO is responsible for the overall risk management but:

- a) ensuring that there are sufficient first aiders trained and monitoring the expiry dates of their training is the responsibility of the HR Department;
- b) performing a risk assessment has been done for each Offsite event and checking the risk assessment is the responsibility of the EVC.

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.

Sharing information

The School recognises that it owes a duty of confidentiality to the pupil and will only share information with the pupil's parents and medical professionals or external agencies for the purposes of safeguarding the pupil or promoting the pupil's welfare (these may include HSE under RIDDOR, insurers, the Charity Commission, local child protection agencies or any other regulatory bodies as appropriate).

Medical information about a pupil will only be maintained for a period of six years after the pupil has left the School.

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

Use **What3Words App** for exact location: **Main Entrance**
<https://what3words.com/jolly.pitch.stress>

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 (incl. 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:
 - a. 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.
 - b. 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.
2. The Senior First Aider / Duty First Aider should quickly go to the casualty and take a mobile phone with them.
3. 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.
4. The injured person should be taken to the First Aid Room if possible to move safely.
5. The injuries should be assessed and treated accordingly.
6. The injured person should then return to class or sent home as appropriate.
7. All injuries and illnesses must be logged in the Medical Events Spreadsheet.
8. If the injured person is a Reception child then the 'EYFS Accident Form' must be completed.
9. If the Child has had a head injury or any injury requiring further medical assessment, the parents must be informed.

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 Accident Book kept in The DFO's office.

1. As soon as possible after the incident.
2. Complete all relevant sections of the form.
3. Ensure the DFO and Head is aware of the incident.
4. The DFO will inform HSE if:
 - a. The person involved is killed or taken from the school to hospital
 - b. The person has a major injury (see below)
 - c. The accident arises out of or in connection with work
 - d. The accident prevents the injured person from doing their normal work for more than seven days.
5. Parents must always be informed if a serious incident has occurred.

Reportable major injuries are:

- fracture, other than to fingers, thumbs and toes;
- amputation;
- dislocation of the shoulder, hip, knee or spine;
- loss of sight (temporary or permanent);
- chemical or hot metal burn to the eye or any penetrating eye injury;
- injury resulting from an electric shock or electrical burn leading to unconsciousness, or requiring resuscitation, or admittance to hospital for more than 24 hours;
- any other injury leading to hypothermia, heat-induced illness or unconsciousness. or requiring admittance to hospital for more than 24 hours;
- unconsciousness caused by asphyxia or exposure to a harmful substance or biological agent;
- acute illness requiring medical treatment

Appendix 5

CONTENTS OF FIRST AID KIT FOR RESIDENTIAL TRIPS

The First Aid kit has the following items in it. If you do not wish any item to be used for your daughter, please delete it from the list. If you wish to offer an alternative product, please list it below and detail when and how it should be used (only if full instructions are not provided on the product). Please give any alternative medicines or prescriptions to the First Aider, who will return anything unused at the end of the event.

Internal medications

Paracetamol 500mg caplets

Nurofen for children

Calpol 6+ fastmelts

Antihistamine tablets

Travel sickness tablets

Dioralite

External treatments

Savlon antiseptic cream

Factor 30 sun protection

After Sun

Vaseline

Anthisan allergy cream

Dry ice packs

Dressings

Plasters

Blister Plasters

Crepe bandages

Triangular bandages

Sanitary towels

Sterile dressing pads

Micropore surgical tape

Miscellaneous

Tweezers

Scissors

Forehead Thermometer

Latex gloves (for use by First Aider)

Safety pins

Tissues

PLEASE READ CAREFULLY BEFORE SIGNING BELOW

I give permission for my daughter to be treated with any of the products named in the first aid kit while she is on the trip. I will be told if she has experienced any medical problems, and will be given details of any treatment that has been given. I understand that where branded products have been named, these may be replaced with local equivalents should the need arise.

I authorise one of the members of Staff accompanying the Bute House party to give permission for my daughter to be given any anaesthetic / hospital treatment necessary for medical / dental treatment during the period of the trip, *if parents cannot be contacted.*

Signed:

Date: