

First Aid Policy

Definitions: When we use the term Preparatoria we mean, The Preparatoria School, sister school and nurseries. When we use the term children we mean, babies, toddlers, children and pupils.

When we use the term staff, we mean, teachers, leaders, Head of Schools, practitioners, apprentices, ancillary staff and volunteers.

The arrangements within this policy are based on the results of a suitable and sufficient risk assessment carried out by the Preparatoria regarding all staff, children and visitors.

The Preparatoria will take every reasonable precaution to ensure the safety and wellbeing of all staff and children. Details of such precautions are noted in the following policies: Health and Safety Policy, Behaviour Policy and the Safeguarding Policy,

The Senior Leadership Team (SLT) has overall responsibility for ensuring that the Preparatoria has adequate and appropriate first aid equipment, facilities and first aid personnel and for ensuring that the correct first aid procedures are followed.

This policy aims to comply with Part Three of the Education (Independent School Standards) (England) Regulations 2014.

All staff should read and be aware of this Policy, know who to contact in the event of any illness, accident or injury and ensure this Policy is followed in relation to the administration of first aid. All staff will use their best endeavors, at all times, to secure the welfare of the children.

Anyone on the Preparatoria's premises is expected to take reasonable care for their own and others' safety.

Aims of this Policy

- To ensure that the Preparatoria has adequate, safe and effective first aid provision in order for every child, member of staff and visitor to be well looked after in the event of any illness, accident or injury; no matter how major or minor
- To ensure that all staff and children are aware of the procedures in the event of any illness, accident or injury
- To ensure that medicines are only administered at the Preparatoria when express permission has been granted for this
- To ensure that all medicines are appropriately stored

- To promote effective infection control
- Nothing in this policy should affect the ability of any person to contact the emergency services in the event of a medical emergency. For the avoidance of doubt, staff should dial 999 for the emergency services in the event of a medical emergency before implementing the terms of this Policy, and make clear arrangements for liaison with ambulance services on the Preparatoria site

To achieve the Policy Aims, the Preparatoria will:

- Have suitably stocked first aid boxes (responsibility of the individual Infant and Toddler Department, Pre-school Department and the Preparatoria School Department Senior Leadership Team)
- Carry out a suitable and sufficient assessment of the risks posed to persons in the event that they suffer an accident, injury or ill health (play equipment will be regularly monitored in order to minimise the likelihood of accident or injury)
- Appoint sufficient First Aiders (qualified by training) to take charge of first aid. The certification will be reviewed regularly to ensure that it is current. If possible, all full time staff will be first aid trained. The Preparatoria will maintain a record of employees who have undergone first aid training, which can be requested from the Principal
- Provide information to employees, children and parents on the arrangements for first aid
- Have a procedure for managing accidents, including immediate liaison with emergency services, medical staff and parents
- Ensure that an accident record book is available in each department and every incident that requires first aid is recorded and filed including any treatment given. The Accident Report Form has a duplicated tear-off page to be given to the parents where any child has had an accident at the Preparatoria including any treatment given. The forms will be reviewed and analysed for patterns regularly and remedial action put in place
- Ensure that a holder of a current First Aid certificate accompanies all trips, walks and field trips. A portable first aid kit will be taken on all such trips
- Ensure notices are clearly visible throughout the Preparatoria indicating the location of

the first aid boxes and the names of the Prepatoria's First Aiders

- Ensure that appropriate hygiene is observed at all times and gloves will be provided and used in any instance involving blood or bodily fluids
- Review and monitor arrangements for first aid on a regular basis (and at the very least on an annual basis)

First Aid Boxes and First Aid Travel Kits

The first aid boxes are located in the following locations:

- The Medical room, in the Pre-school building (main First Aid location for staff, visitors and the School children)
- School classroom
- Rear Classroom in the Infant and Toddler Department

There is an outdoor first aid kit for the Early Years, and a small outdoor first aid kit is located in the School Garden Shed. First aid travel kits for off site visits are located in the Staff Room.

First Aiders

The main duties of First Aiders are to give immediate first aid to children, staff or visitors when needed and to ensure that an ambulance or other professional medical help is called when necessary.

First Aiders are to ensure that their first aid certificates are kept up to date through liaison with the Principal.

Each classroom's First Aiders have a responsibility to ensure all first aid kits are properly stocked and maintained. The Senior Leadership Team will be responsible for maintaining supplies.

The current First Aid Appointed person(s) are the Senior Leadership Team members in each building.

Emergency Procedure in the event of an accident, illness or injury

If an accident, illness or injury occurs, the member of staff in charge will assess the situation and decide on the appropriate next course of action, which may involve calling immediately for an ambulance or calling for a First Aider (we aim for all staff to be trained First Aiders).

A First Aider will assess the situation and take charge of first aid administration. In the event that the First Aider does not consider that he/she can adequately deal with the presenting condition by the administration of first aid, then he/she should arrange for the injured person to access appropriate medical treatment without delay.

Where an initial assessment by the designated First Aider indicates a moderate to serious injury has been sustained then one or more of the following actions will be taken:

1. Administer emergency help and first aid to all injured persons. The purpose of this is to keep the accident victim(s) alive and, if possible, comfortable, before professional medical help can be summoned. Also, in some situations, action now can prevent the accident from getting more serious, or from involving more victims
2. Call an ambulance and stay with the injured person, use reassuring words and actions to calm the person. Continue to administer first aid as needed. Do not leave the person if at all possible. Call for additional support from a trained First Aider if required. No member of staff may take another person to hospital
3. Make sure that no further injury can result from the accident, either by making the scene of the accident safe, or (much easier if they are fit to be moved), by

removing people from the scene

4. See to any children who may have witnessed the accident or its aftermath and who may be worried, or traumatised, in spite of not being directly involved. They will need to be taken away from the accident scene and comforted. Younger or more vulnerable children may need parental support to be summoned immediately
5. When the above action has been taken, the incident must be reported to:
 - a) the Principal or Deputy
 - b) the parents (or other closest relatives) of the victim(s), and the police, if a criminal offence has occurred
6. Allocate staff resources carefully between helping the victim(s) (eg. by accompanying them to hospital), dealing with the direct aftermath of the accident and looking after pupils not affected by the accident. All three activities are important
7. Require (in so far as it is reasonable to do so) all adult witnesses and older children who are witnesses (including those arriving on the scene after the accident), to write down in their own hand and in their own words exactly what they saw and heard. This first-hand evidence can be invaluable, if litigation follows the accident
8. Complete an 'Accident Report Form'
9. If the accident is serious, a member of the SLT will report the matter to Ofsted and the Prepatoria's insurers. Report it also to the local authority, which may be able to give advice and assistance, especially if there is media interest shown
10. Decide whether the whole of the Prepatoria needs to be informed and, if so, what to say in class or assembly and when to say it
11. Without delay, begin to consider ways of preventing such an accident from happening again and implement those preventative measures
12. If the accident is very serious, or fatal, report the matter to the Health and Safety Executive, Ofsted and Parents
13. Make arrangements for the return to the Prepatoria of the accident victim(s) and of those worried or traumatised by the accident

If the initial assessment indicates that a minor injury has taken place then one or more of the following actions will be taken:

1. First Aid administered as necessary by designated First Aider
2. Complete an Accident Report Form
3. Parents informed (generally at the end of the day)

Ambulances

The designated First Aider is to always call an ambulance on the following occasions:

- In the event of a serious injury
- In the event of any significant head injury
- In the event of a period of unconsciousness
- Whenever there is the possibility of a fracture or where this is suspected
- Whenever the first aider is unsure of the severity of the injuries
- Whenever the first aider is unsure of the correct treatment
- Whenever there is a choking accident
- Whenever there is a collapse as a result of a febrile convulsion

If an ambulance is called then the First Aider in charge should make arrangements for the ambulance to have access to the injured person. Arrangements should be made to ensure that any child is accompanied in an ambulance, or followed to hospital, by a member of staff until one of the child's parents, guardians or their named representative is present. A member of staff will remain with the child until one of the child's parents, guardians or a named representative appointed by a parent arrives at the hospital.

Procedure in the event of contact with blood or other bodily fluids

First Aiders should take the following precautions to avoid risk of infection:

- Cover any cuts and grazes on their own skin with a waterproof dressing
- Wear suitable disposable gloves when dealing with blood or other bodily fluids
- Use suitable eye protection and a disposable apron, where splashing may occur
- Use devices such as face shields, where appropriate, when giving mouth to mouth resuscitation
- Wash hands after every procedure

If a First Aider suspects that they or any other person may have been contaminated with blood and/or other bodily fluids which are not their own, the following actions should be taken without delay:

- Wash splashes off skin with soap and running water
- Wash splashes out of eyes with tap water and/or an eye wash bottle
- Wash splashes out of nose or mouth with tap water, taking care not to swallow the water
- Record details of the contamination
- Take medical advice (if appropriate)

Reporting to parents

In the event of accident or injury to a child at least one of the pupil's parents must be informed as soon as practicable. Parents must be informed in writing of any injury to the head, minor or major, and be given guidance on action to take if symptoms develop. In the event of serious injury or an incident requiring emergency medical treatment, the child's class teacher, in consultation with SLT, will telephone the child's parents as soon as possible. A list of emergency contact details is kept at Reception.

Before undertaking any off-site events, the teacher organising the trip or event will assess level of first aid provision required by undertaking a suitable and sufficient risk assessment of the event and persons involved. This will be reviewed by the Principal before the event is organised. Please see the separate Trips and Outings Policy for more information about the Prepatoria's educational visit requirements.

Prepatoria Core Values:

Respect for All, Quality in all Areas, Achieving Educational Excellence, Maintaining Uniqueness Developing a Professional workforce.

Storage of medication

Medicines are always securely stored in accordance with individual product instructions, save where individual have children been given responsibility for keeping such equipment with them. All medicines shall be stored in the original container in which they were dispensed, together with the prescriber's instructions for administration and properly labelled, showing the name of the patient, the date of prescription and the date of expiry of the medicine. All medicines will be returned to the parent when no longer required to arrange for safe disposal.

An emergency supply of medication should be available for children with medical conditions that require regular medication. Parents should advise the when a child has a chronic medical condition so that staff can be trained to deal with any emergency in an appropriate way. Examples of this would be epilepsy and diabetes.

In general, staff will not administer any form of medication unless there is an emergency and then on the advice of the emergency services/on-call doctor. Staff may administer paracetamol for temperature, with permission from the parent or in an emergency.

Staff may administer antibiotics if to do so ensures that the child does not miss valuable time at the Prepatoria. Children who require antibiotics must remain at home for at least 24 hours after having them prescribed. This is to allow the child to begin to recover, if required, and to ensure that there is not allergic reaction to the antibiotic.

Illness

A quiet area will be set aside for withdrawal and for children to rest while they wait for their parents/guardians to arrive to pick them up (this is located in the Medical Room in the main reception area. This area has easy access to a toilet and hand washing facilities. Children will be monitored during this time. When a child becomes ill during the day the parents/guardians will be contacted and asked to pick their child up from school as soon as possible.

Conclusion

Parents will be asked to complete and sign the admissions form when a child is admitted to the Prepatoria, which includes emergency numbers and consent for the administration of emergency first aid. These forms will be updated periodically. Details of allergies and chronic conditions will be included on this form.

Staff do not act in loco parentis as this has no basis in law. Staff always aim to act and respond to accidents and illness based on what is reasonable under the circumstances and will always act in good faith while having the best interests of the child in mind. Guidelines are issued to staff in this regard.

Thank you for taking the time to read this First Aid Policy and Procedure.

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