

First Aid Policy

Opening Statement

Bowdon Prep School is dedicated to safeguarding and promoting the welfare of its pupils and staff; our policies and practices encompass the needs of all our children from Early Years to Year 6 across all aspects of school life including out of school provision. It is the duty of all members of staff, both teaching and non-teaching, to play an active role in ensuring that each child's needs are met. Effective induction practices for all ITT, college and school students, volunteers and visitors aims to promote a consistent approach in meeting the needs of the whole school community.

First Aid

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Summary of First Aid Provision at Bowdon Prep School

It is our policy to:

- Appoint and train suitable numbers of first aid personnel.
- Provide and maintain suitable and sufficient first aid facilities (see First Aid Guidance).
- Ensure that first aid facilities, equipment and personnel are readily available.
- Provide additional training for first aid personnel as necessary to take into account any specific hazards.

First aid can save lives and prevent minor injuries becoming major ones. Under health and safety legislation, Bowdon Prep School undertakes to ensure that there are adequate and appropriate equipment and facilities for providing first aid within the school.

First-aid provision:

- Nine suitable stocked first-aid containers.
- Mrs Sharkey is the appointed person to take charge of first-aid arrangements
- information for employees on first-aid arrangements

This provision is supplemented with a risk assessment to determine any additional provisions.

First-aid provision is available at all times while people are on the school premises, and also off the premises whilst on school trips.

The Governors, in association with the Headmistress regularly review the school's first-aid needs, and particularly after any changes, to ensure that the provision is adequate. The Governors are responsible, under

the Health and Safety at Works Act (HSWA), for making sure that the school has a health and safety policy. This includes arrangements for the first-aid, based on a risk assessment carried out at Bowdon Prep School and covers:

- numbers of first-aiders/appointed persons
- numbers and locations of first-aid containers
- arrangements for trips
- out of school hours arrangements e.g. parents' evenings

The Governors also make sure that the insurance arrangements provide full cover for claims arising from actions of the staff acting within the scope of their employment. They also take responsibility to make sure that the statutory requirements for the provision of first-aiders are met, that appropriate training is provided and that the correct procedures are followed.

In the event of a claim alleging negligence by a member of staff, action will be taken against Bowdon Prep School and not a member of the teaching staff. Bowdon Prep School will ensure that all insurance arrangements provide full cover for any claims arising from actions of the staff who are acting within the scope of their employment.

The School has a designated member of staff responsible for First Aid.

An appointed person:

- monitors individual care plans;
- ensures all relevant staff are aware of children's conditions;
- ensures that there are a sufficient number of fully trained First Aiders available at all times during sessions at the school
- takes charge when someone is injured or becomes ill;
- looks after the first-aid equipment e.g. restocking the first-aid container;
- ensures that an ambulance or other professional medical help is summoned when appropriate.

The appointed person does not have to be a first-aid-er and if this is the case they should **not** give first aid treatment for which they have not been trained. However, as good practise we ensure that the appointed person does have emergency first aid training.

The designated member of staff and the Headmistress are responsible for enabling the members of staff concerned to receive adequate first aid training and is responsible for putting the Policy into practise and for developing detailed procedures. The designated person and the Headmistress will ensure that all staff members are aware of the first-aid arrangements. This includes the location of equipment, facilities and first-aid personnel, and the procedures for monitoring and reviewing the school's first-aid needs. The designated person and the Headmistress will ensure that risk assessments for visits and other school activities are carried out. This is conveyed to the staff on an individual basis and by displaying first-aid notices in the staff room. Notices are displayed in prominent places. It is the responsibility of the Headmistress to ensure sure that parents are aware of the school's First Aid Policy

Teacher's conditions of employment do not include giving first-aid, although any member of staff may volunteer to undertake these tasks. Teachers and other staff in charge of the pupils at the school are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of the pupils at the school in the same way that parents might be expected to act towards their children. In general, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.

FIRST-AIDER'S MAIN DUTIES

All First-aiders complete a training course approved by the Health and Safety Executive (HSE) whose contact telephone details are 0845 300 99 23.

At the school, the main duties of the first-aiders are:

- give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at the school.
- when necessary, ensure that an ambulance or other professional medical help is called.

In light of Bowdon Prep School's responsibilities for the pupils and staff of the school, we consider carefully the likely risk to the pupils and visitors, and make allowances for them when deciding on the numbers of first-aid personnel.

Where first-aid is provided for staff and pupils, Bowdon Prep School ensures that:

- provision for staff members does not fall below the required standard;
- provision for pupils and others complies with other relevant legislation and guidance.

Risk assessments of first aid will address the following:

- How accessible is the school for the emergency services and have adequate precautions been taken so that the accident/emergency vehicles can access the site without delay?
- Are there any specific hazards or risks on the site? For example, hazardous substances, dangerous tools or machinery. Temporary hazards, such as building or maintenance work should also be considered and suitable short-term measures put in place.
- Are medical needs supported during trips and outings.
- Are there staff or pupils with special needs or disabilities? For example different first-aid procedures may apply for each age group, such as the resuscitation techniques.
- Accident statistics indicate the most common injuries, times, locations and activities at the site. These are a useful tool in risk assessment, and can highlight areas that need concentration and perhaps tailor made first-aid.
- How many first-aid personnel are required? We consider the likely risks to pupils and visitors, as well as the teachers when deciding on the numbers of first-aid personnel. Bowdon Prep School bases their provision on the results of the risk assessment. When considering how many first-aid personnel are required Bowdon Prep School ensures that:
 - adequate provision for lunchtimes and breaks. (A number of lunchtime supervisors also have first-aid training);

- adequate provision for leave and in case of absences;
- first-aid provision for off-site activities. If a first-aider accompanies pupils off the school there will be adequate first-aid provision in the school;
- there is adequate provision for the practical areas such as physical education;
- adequate provision for out of hours activities.

Unless first-aid cover is part of a member of staff's contract of employment, staff who agree to become first-aiders do so on a **voluntary basis**. When selecting first-aiders, Bowdon Prep School considers the individual's:

- reliability and communication skills
- ability to cope with stressful and physically demanding emergency procedures
- normal duties. A first-aider must be able to leave to go immediately to an emergency.

All school staff know how to contact a first-aider. There are agreed procedures in place if an emergency occurs in an isolated area e.g. at the sport field. The procedures that are in place are known, understood and accepted by all. Information is given about the location of first-aid equipment, facilities and personnel. First-aid notices are displayed which are clear and easily understood by all.

SUPPORTING INDIVIDUAL NEEDS

Where pupils or staff have specific medical needs and a care plan in place, additional consideration will be given and where possible specific support will be given for the pupils educational and emotional needs.

Facilities along with the school environment are reviewed on a regular basis to ensure that individual needs are met including dietary requirements.

A clear structure of communication is in place to ensure that all appropriate members of staff are aware of specific needs.

QUALIFICATIONS AND TRAINING

All first-aiders hold a valid certificate of competence, issued by an organisation whose training and qualifications are approved by the HSE. Bowdon Prep School arranges appropriate training for their first-aid personnel.

As first-aid at work certificates are only valid for **three years**, Bowdon Prep School arranges refresher training and retesting of competence before certificates expire. If certificates expire, the staff member will have to undertake another course of training to become a first-aider. Bowdon Prep School arranges for first-aiders to attend a refresher course up to three months before the expiry of their certificate. The new certificate takes effect from the date of expiry. A record of first-aiders and certification dates is kept in school.

FIRST-AID MATERIALS, EQUIPMENT AND FIRST-AID FACILITIES

The First Aid box will be regularly checked to ensure its contents are up to date and in good condition.

The box contains:

- A leaflet giving general guidance
- Sterile wipes
- Sterile triangular bandages
- Adhesive plasters
- A sterile eye pad with attachment
- Crepe bandages
- A sterile gauze
- Micropore tape
- Sterile cornering for serious wounds
- Individually wrapped assorted dressings
- Waterproof disposable gloves
- A disposable bag for soiled material

The location of the First Aid boxes, and the names of the qualified first aiders is clearly displayed on the School premises.

Additional first-aid containers are available for the sport fields and playgrounds, other high risk areas and any off-site activities. All first-aid containers are marked with a white cross on a green background.

These are checked frequently and restocked as soon as possible after use. There is extra stock in the school. Items are discarded safely after expiry date has passed.

Travelling first-aid containers

Before undertaking any off-site activities, the trip coordinator and the Headmistress assess what level of first-aid provision is needed. Following the HSE recommendations, where there is no special risk identified, a **minimum** stock of first-aid items for travelling first-aid containers is used:

- a leaflet giving general advice on first aid
- six individually wrapped sterile adhesive dressings
- at least one large sterile unmedicated wound dressing (approx 18cmx18cm)
- a triangular bandage
- individually wrapped cleansing wipes
- disposable gloves

Bowdon Prep School provides suitable accommodation for first-aid according to the assessment of first-aid needs identified. The area, has a washbasin and a WC.

All staff take precautions to avoid infection and follow basic hygiene procedures. Staff have access to single-use disposable gloves and hand washing facilities, and take care when dealing with blood or other body fluids and disposing of dressings or equipment.

In the Event of a Minor Accident, Incident or Illness:

- In the first instance, the designated First Aider will be notified and take responsibility for deciding upon any appropriate action
- If the child does not need hospital treatment and is judged to be able to safely remain at the school, the First Aider will remove the child from the classroom/ activity and, if appropriate, treat the injury/illness themselves
- If and when the child is feeling sufficiently better, they will be resettled back into the class/ activity, but will be kept under close supervision of the remainder of the session
- The First Aider will inform the parents/carers of the incident/ accident/ illness and treatment given either directly or using an accident reporting form as appropriate.
- If the injury or illness incurred is such that treatment by the First Aider is deemed inappropriate but does not warrant hospitalisation. The parent/carer will be contacted immediately and asked to collect their child. Until the parent/carer arrives, the child will be kept under close supervision and as comfortable as possible
- All such accidents and incidents will be recorded in detail and logged in the Accident Record Book or Incident Record Book and parents/carers should sign to acknowledge the incident and any action taken
- The first Aid Leader and any other relevant staff should consider whether the accident or incident highlighted any actual or potential weakness in the School's policies or procedures, and make suitable adjustments if necessary

In the Event of a Major Accident, Incident or Illness:

The School requests that parents/carers complete and sign an Emergency Medical Treatment Form enabling the Leader, or any member of staff so empowered, to give permission for emergency medical treatment for their child in the event of a major accident, incident or illness occurring at the school and there being no response from contact numbers provided by the parents/carers.

In the occurrence of such an event, the following procedures will apply:

- In the first instance, the First Aider will be notified and take responsibility for deciding upon the appropriate action
- The First Aider will assess the situation and decide whether the child needs to go straight to hospital or whether they can safely wait for their parent/carer to arrive
- If the child needs to go straight to hospital, an ambulance will be called. The parent/carer will also be contacted. A member of staff will accompany the child to the hospital and will consent to medical treatment being given.
- If the child does not need to go straight to the hospital but their condition means they should go home, the parent/carer will be contacted and asked to collect their child. In the meantime, the child will be made as comfortable as possible and be kept under close supervision.
- Parents/carers will be made fully aware of the details of any incidents involving their child's health and safety, and any actions taken by the school and its staff
- All such accidents and incidents will be recorded in detail and logged in the Accident Record Book or Incident Record Book. Parents/carers will be asked to sign in the relevant section of the book to acknowledge the incident or accident and any action taken by the Club and its staff.

- The Leader and other relevant members of staff should consider whether the accident or incident highlights any actual or potential weaknesses in the School's policies and procedures, and act accordingly, making suitable adjustments where necessary.

REPORTING ACCIDENTS AND RECORD KEEPING

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995(RIDDOR) some accidents must be reported to the HSE. Bowdon Prep School keeps a record of any reportable injury, disease or dangerous occurrence. This includes:

- the date and method of reporting;
- the date, time and place of the event;
- personal details of those involved;
- a brief description of the nature of the event or disease.

The following accidents must be reported to the HSE if they injure either the school's employees during an activity connected with work, or self-employed people while working on the schools premises:

- accidents resulting in death or major injury(including as a result of physical violence)
- accidents which prevent the injured person from doing their normal work for more than three days(including acts of physical violence)

The HSE would be notified of fatal and major injuries and dangerous occurrences without delay (e.g. by telephone). This would then be followed up within ten days with a written report on form 2508. Other reportable accidents do not need immediate notification, but they would be reported to the HSE within ten days on form 2508.

An accident that happens to pupils or visitors must be reported to the HSE on form 2508 if:

- the person involved is killed or is taken from the site of the accident to hospital: **and**
- the accident arises out of or in connection with work

Like fatal and major injuries to employees or dangerous occurrences, these must be notified to the HSE without delay and followed up in writing within ten days on form 2508.

In the HSE's view an accident must be reported if it relates to:

- any school activity, both on or off the premises
- the way the school activity has been organised and managed (e.g. the supervision of a field trip)
- equipment, machinery or substances
- the design or condition of the premises

All records should follow the guidelines set out by the HSE.

Accident records

Bowdon Prep School keeps readily accessible accident records, in a written form. These records are kept for a minimum of 3 years.

The school keeps a record of any first aid treatment given by first-aiders and appointed persons. This includes:

- the date, time and place of incident
- the name (and class) of the injured or ill person
- details of the injury/illness and what first-aid was given
- what happened to the person immediately afterwards (e.g. went home, resumed normal duties, went back to class, went to hospital)
- name and signature of the first-aider or person dealing with the incident

The information in the record book:

- help the school identify accident trends and possible areas for improvement in the control of health and safety risks
- are used for reference in future first-aid needs

In an emergency, the Headmistress/ teacher in charge should have procedures for contacting the child's parent/guardian/named contact as soon as possible. We also consider it good practice to report all serious or significant incidents to the parents e.g. by sending a letter home with the child or telephoning the parents.

BOWDON PREP SCHOOL FIRST-AID INFORMATION

First-Aid Personnel

- Mrs Karen Sharkey holds the First Aid at Work qualification and should be the first point of contact for any accidents involving members of staff.
- The following members of staff have completed a Paediatric first Aid course:

Karen Sharkey

Helen Gee

Gill Vasey

Tracey Thornton

Andrew Jones

Louise Glendon

Eloise Williamson

Janet Polson

Rachael Robert

Elizabeth Hagan

Karen Statham

Carol Barlow

Christine Jones

Amelia Langley

Heather Odiwei

Lisa Cheney

- In addition to the following members of staff have completed a First Aid at Work course:

Marguerite Gorrie

Fay Ttikirou

Katy Asher

First Aid Boxes

There are 9 first aid boxes in school, in the following locations:

- Office – for school use
- Office – collected daily for outdoor use
- Staffroom
- Sports Hall
- Kitchen
- Caretaker's room

Mrs Sharkey is responsible for ensuring the stock is renewed as necessary.

Medical Room

The Medical Room is situated on the ground floor (in the main school office). No child must be left unsupervised in the Medical Room.

Procedures

Any accident involving an adult must be entered in the Accident Book.

In the event of an accident involving a child, the reporting and recording procedure as detailed on the attached flowchart must be adhered to. In addition, and in all cases, even for minor accidents, the school office must be notified. A report must be made in the Pupil Accident Injury Records chart, which is kept in the school office, and an Accident Notification form sent home. A copy of the Accident Notification is kept in the school office.

In the event of a head injury, a 'head bump' sticker must be fixed to the child's clothing, to make all members of staff aware that the child has received a head injury and must not take part in any sport or outdoor play. Parents are contacted in the event of any head injury.

At the end of every lunchtime a lunchtime supervisor must go to the school office to notify them of any minor injuries, not requiring treatment, so that the necessary records can be made.

Treatment

Basic treatment will be given initially by a member of the office staff, in the Medical Room. A qualified first-aider will be requested to attend if the injury or illness is considered to need an expert opinion. A parent/carer will be notified if it is deemed necessary that the child should be sent home.

Administration of Medicine (also see Administering Medicine Policy)

A Permission to Administer Medicine form must be completed and signed before any medication can be given to a child. Parents must give clear written instructions of required dosage etc. and hand medicine directly to a member of office staff or, in the case of children from Kindergarten and Reception, to a member of staff in that class.

Staff must only administer prescribed medicines to children. On no account leave medication in a child's school bag. Prescribed medicines will be stored correctly as advised on the bottle or packet. If the medicine should be kept in a refrigerator, then it will be stored safely and hygienically.

A member of staff must complete an Administration of Medicine Form, giving details of what medicine, dosage and when it was administered. The parent, when collecting the medicine at the end of the day, should sign this form. If the parent is unavailable to sign the form, a photocopy of it must remain in school. The member of staff who issued the form must ensure the parent does sign and return the original form to school as soon as possible. For Early Years children, we will discuss with parents the procedure for children who are ill or infectious.

Out of school clubs

All providers of out of school and extra-curricular clubs are provided with information regarding first aid and medical needs as part of their induction and as an ongoing process. At the end of the school day when the school office closes medication and lead first aid responsibility is transferred to management of the after school provision who have access to all medical provision and records. In the event of an incident where an incident, accident or medical treatment is needed, a phone call should be made to Heather Odiwei (after school club) who will assist.