



HOE BRIDGE SCHOOL

First Aid Policy

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Statement

Hoe Bridge School seeks to provide adequate and appropriate First Aid provision at all times when there are people on the school premises and for staff and pupils during off-site activities and visits. This policy ensures:

- Sufficient numbers of trained personnel as Appointed Persons and First Aiders, including paediatric First Aid, to meet the needs of the school. A list of current First Aiders appears at the end of this document.
- Sufficient and appropriate resources and facilities
- HSE regulations on the reporting of accidents, diseases and occurrences are met

The First Aid Policy refers to all staff and students, including those in the EYFS setting. There is at least one matron on duty in the Prep at all times when pupils are in school and she carries a mobile phone in case she is called away from the medical room. In the Pre-Prep there is a named First Aider for each playtime and it is written on the whiteboard in the staffroom each day. A paediatric trained First Aider is on site at all times when early years children are present and accompany all early years trips off site. Hoe Bridge School seeks to implement this policy through adherence to the procedures set out in the rest of this document.

Hoe Bridge School is fully committed to ensuring that the application of this policy is non-discriminatory in line with the UK Equality Act (2010). Further details are available in the school's Equal Opportunity Policy document. This document is available to all interested parties, including parents and parents of prospective pupils, on request from the School Office. It has been written with due regard for DfE guidance First Aid in Schools.

This policy should be read in conjunction with the following documents:

- Medical Information
- Supervision Policy

This document is reviewed annually by the matron, or as events or legislation change requires. The next scheduled date for review is November 2019.

Procedures

Responsibilities

The **matron** is the **Appointed Person** for First Aid in the Prep school. Matron may be consulted by First Aid qualified staff in the Pre-Prep. The matron will:

- Ensure that First Aid needs are assessed and addressed
- Take charge when someone is injured or becomes ill
- Ensure supplies of First Aid material are available at various locations throughout the school and that materials are checked regularly and any deficiencies made good without delay
- Attend and discuss First Aid issues at Health and Safety meetings
- Maintain records of First Aid treatment and accidents
- Maintain records of First Aid training undertaken by staff and identifying training needs
- Be a qualified First Aider
- Inform parents/carers when First Aid has been administered where deemed necessary.

Qualified First Aiders will:

- Respond promptly for calls for assistance
- Provide First Aid support within their level of competence
- Summon medical help when necessary
- Record details of treatment given and in Prep inform the matron

All staff will:

- Ensure they are aware of and follow the First Aid policy and procedure of the school
- Record and report any accident which happens under their care. **All head injuries must be recorded and reported as per the protocol.**
- If in charge of a trip carry out risk assessments and ensure adequate First Aid provisions are taken in consultation with the EVC, and the matron (please see Educational Visits Policy for more information)

Risk Assessment

A formal risk review of the school's First Aid Policy is done annually. However, risk is assessed regularly by the Facilities Manager and the matron. Departments which are classed as 'high risk' e.g. Science, DT and PE have their own risk assessments which are also reviewed annually.

Facilities

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The school medical room is open in school hours: 8 - 5.30pm Monday-Friday during term time and is staffed by matron.

First Aid Kit Locations

First Aid boxes are clearly labelled with a white cross on a green background. First Aid boxes are located in the following areas:

Prep

Art
Laboratories
General Science Prep Room
DT Room
Minibuses
Swimming Pool
Games staff office
Medical room Grab Bag

Pre-Prep

all classrooms have a small First Aid box
main box in entrance hall
secretary's office

Staff requiring a First Aid kit for an external trip will be given one by the matron in Prep or collect one from the staffroom in Pre-Prep.

Medical Information - Arrangements for pupils with particular medical needs

Pupils with significant medical needs are recorded on the Medical Information list and staff must be aware of these pupils. **Care Plans** are drawn up in consultation with the parents, using medical advice, for all pupils with specific medical conditions requiring long term medication. The Care Plan is in the child's file but a summary including a photograph and any emergency procedures is displayed in the relevant staff room. (See First Aid Care Plan - Appendix 2 – in the shared area).

Hoe Bridge School has protocols for dealing with specific medical needs which can be found in the shared area under First Aid - Appendix 5 – 11. The protocols cover the following:

- Head Injury – appendix 5
- Anaphylaxis – appendix 6
- Asthma - appendix 7
- Diabetes - appendix 8
- Epilepsy - appendix 9
- Burns - appendix 10
- Sun Screen – appendix 11
- Allergy – appendix 12

Medical details are provided for all pupils and a board with this information is clearly on display in Prep and Pre-Prep staff rooms. Each pupil will also have an electronic medical file kept by the matron. All staff should be aware of pupils with medical conditions that they teach and must ensure that these details are contained on risk assessments for visits or trips outside of school.

For children with conditions requiring ongoing medication such as asthma, nut allergies, diabetes, medication is kept in the school office or medical room and auto injectors in the Prep School in the dining hall and medical room. These medications are all held in named readily accessible boxes. All staff are aware of children with these conditions and ensure that their medication goes with them to games, away matches and on school trips. Photo boards of these pupils are displayed in both staff rooms and kitchen preparation area.

As part of the risk assessment for all school trips matron or the trip leader in Pre-Prep will provide a medical update for any pupils attending the trip, staff will carry First Aid bags and at least one member of the staff will be First Aid Trained. The ratio of First Aiders to pupils will depend entirely on individual trips.

Parents are requested to keep all such medications in date and matron or Pre-Prep secretary has responsibility for ensuring that all medications are in date and correctly stored.

All school staff should know how to contact 999 and a First Aider whether in school or in a remote setting and they should be familiar with all of the policies in this section.

Training

First Aiders Staff at Hoe Bridge are trained in Emergency First Aid for Children and for Babies and Children in the Pre-Prep on a three yearly cycle with St John's Ambulance or British Red Cross. New staff joining the school begin their training when the next cycle is due. New sports staff who require training to be updated are trained as soon as possible after taking up their post. A list of First Aid trained staff is displayed in the Medical Room, Staff Rooms and Kitchens, Male Sports Office.

Training Schedule:

Matrons

Caroline Nicholson	First Aid at Work	Apr 2017	
Rowena Wilson	First Aid at Work and Paediatric First Aid		Oct 2018

There are four Paediatric trained First Aiders in the Early Years.

Melissa Brown	Nursery teacher	trained 2015
Georgina Aspinall	Reception Assistant	trained 2017
Sally Pinner Terry	Reception Assistant	trained Nov 2017
Rachel Hare	Year 2/Reception Assistant	trained Nov 2017

Prep Staff	Emergency Life Support	trained Apr 2017
Pre-Prep	Babies and children	trained Jan 2017

Defibrillator training 16 staff across Prep and Pre-Prep trained Apr 2017
Defibrillators are kept in Medical Room in Prep and staff room in Pre-Prep

All staff training is on a three year programme

Administration of Medicines

On an annual basis parents check the medical information we hold on their children and respond to confirm that our information is up-to-date, or amend as appropriate. Pupils are not allowed to go on residential visits without parents confirming the accuracy of our information. For those pupils with specific medical conditions requiring long term medication a formal care plan is agreed with the parents. (See First Aid - appendix 2 in the shared area)

Medicines may be kept in the medical room or in the Pre-Prep office and fridge. Parents must fill in a 'consent to give medicine' form in the office, see (First Aid - Appendix 1 in the shared area). All medicines must be clearly named. Calpol may be given out in the event of a high temperature by matron where permission at the time is sought from the parents, however in some cases Calpol will be administered after midday without seeking permission at the time. Ibuprofen or Aspirin are not given out. Medicines must be collected by an adult, NEVER given to a child.

Responding to a Medical Incident

In the **Prep** during lesson times, playtimes and games children will be sent to matron or matron will be called to assist depending on the severity of the illness/accident and the age of the child. It is at the staff's discretion as to whether a child should be taken by a friend or accompanied by a member of staff – all children in

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Years 3 and 4 must be accompanied. All children with a head injury will be accompanied.

In the **Pre-Prep** children may be treated in the classroom or sent to the secretary during lesson times. At playtimes children are sent in from the playground either with a friend or a member of staff depending on the severity of the injury. There is always a member of staff allocated to First Aid duty. In the case of major injury the playground staff will ring a warning bell and alert the staff in the staffroom who will go to the scene of the accident and matron called to attend.

Hoe Bridge School treats the spillage of body fluids in school seriously and the protocol is set out in First Aid – appendix 4.

Treatment

Prep

Children are treated in the Medical Room by matron. All visits to matron are recorded in the **treatment book and SIMs**. First Aid supplies are kept in a locked cupboard or fridge within the Medical Room. On match days, when matches are in school there will be two matrons on duty, one in the medical room and one on the fields. First Aid Grab Bags for use on trips/games off site also contain disposable ice packs, and dilute savlon antiseptic liquid.

Pre-Prep

Children are treated on the First Aid bench outside the office. First Aid supplies are kept in a locked fridge or cupboard outside the staffroom. Minor accidents, such as light grazes, may be treated by a general clean, wiping of tears and some comfort (TLC!). These minor accidents do not require an Accident in School slip but are recorded in the **Accident Book and SIMs**.

Staff treating wounds must wear gloves and any soiled materials must be disposed of in a nappy sack and placed in the Clinical Waste bin. Clean water, alcohol free medical wipes and cotton pads are used for cleaning wounds. Ice packs kept in the fridge may be applied to bumps to reduce swelling.

During the working day visiting adults and parents will be treated either by Pre Prep staff, Prep staff or matron. At major events after school – Concert/Productions matron will be in attendance. For Parents evenings respective teaching staff will provide First Aid.

Accidents involving the use of ice packs, wiping of blood or cleaning of wounds are recorded on an individual Accident in School slip. (First Aid - Appendix 3 in the shared area)

Serious Injury

An ambulance is called if

- the nature of the injury is so serious that the child/adult should not be moved
- CPR procedures are required
- a child is in anaphylactic shock and an auto injector has been administered

A member of staff will remain with the pupil until his/her parents arrive.

It is important that staff alert SMT if an ambulance has been called. Information specifying the pupil, year group, location and very brief outline (e.g. injured leg) should be provided, as well as actions taken. This should be done AFTER medical help has been called for.

Reporting an accident

Procedure for informing parents

Minor accident

Prep

Matron records the accident in the treatment book. In the case of a minor head injury children are sent home with a letter (see First Aid - Appendix 5 in the shared area)

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Pre-Prep

- The First Aider completes an **Accident in School** slip (see First Aid - appendix 3 in the shared area) and takes a copy. Playground staff may need to provide details of the nature of the accident.
- Slips are given to the relevant class teacher, not put in pigeon holes, in order that they can be signed by the parent, member of the family or nanny at the end of the day.
- If the child is going home with someone other than a family member or nanny a copy of the slip is given to the person collecting and the slip is taken to the office.
- The class teacher phones the parent to request that they come into the office the following morning to sign, leaving a message on the answer phone if necessary.
- Signed slips are then kept in the Accident in School folder in the office.

Serious Accident

All serious head and facial injuries are immediately reported to the parents by telephone. In the event of a serious injury to the head or elsewhere parents are contacted to take the child to hospital. A member of staff may accompany the parent to hospital and if parents cannot be contacted, two members of staff take the child to hospital taking with them the child's contact form. The school secretary will continue to try to contact the parents. Staff will stay with the child until his or her parents are able to take over.

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR), some accidents must be reported to the HSE. These include:

- Accidents resulting in death or major injury
- Accidents which prevent the injured person from doing normal work for more than 7 days

The Health and Safety Policy Handbook details notifiable diseases and major injuries which have to be reported.

RIDDOR reports must be completed by the Bursar. The Bursar will then report the incident to the HSE (0845 300 9923).

Accidents are discussed at the Health and Safety Meetings. The Bursar is responsible for reporting serious accidents to the company insurers. Accident records are kept at Hoe Bridge for 7 years.

These reporting procedures should be followed both during and outside of term time.