



# **Milbourne Lodge School**

## **First Aid Policy**

September 2016

## **FIRST AID POLICY**

### **1.0 Introduction**

- 1.1 Existing health and safety requirements, Health and Safety (First Aid) Regulations 1981, place a duty on Cognita and our school to provide adequate and appropriate equipment, facilities and personnel to enable First Aid to be given to employees and pupils if they are injured or taken ill at work.

Furthermore, the Management of Health and Safety Regulations 1999 (Health and Safety at Work Act 1974) supplements this by requiring a risk assessed approach to ensure that all activities have been carefully considered against their own specific criteria.

- 1.2 To comply with Regulation 3(2), our First Aiders must have a valid certificate of competence in First Aid at Work (FAW) or Emergency First Aid at Work (EFAW), issued by a suitable training provider approved by Ofqual such as the local authority or Qualifications and Curriculum Development Agency. Our training is fully compliant in this regard. All other employed staff are suitably First Aid trained at a basic level.

- 1.3 The definition of First Aid is as follows:

1. In cases where a person will need help from a medical practitioner or nurse, treatment for the purpose of preserving life and minimising the consequences of injury and illness until help is obtained.
2. Treatment of minor injuries which would otherwise receive no treatment, or which do not need treatment by a medical practitioner or nurse.

Please note, it does not include the administration of medicines, which is dealt with under a separate school policy.

- 1.4 This policy provides an overview of the statutory requirements and how these are met in school.

All safeguarding and child protection policy guidelines must be adhered to both on and off the school site, when First Aid is administered.

- 1.5 The standard in the 2010 Regulations for the inspection of independent schools is that we draw up and implement a policy on First Aid. This document provides essential evidence for meeting that standard.

- 1.6 The EYFS requirement requires us to ensure that at least one person has a current paediatric First Aid certificate on the premises when children are present. We also ensure that at least one person who has a current paediatric First Aid certificate is present on outings involving our reception

class pupils.

- 1.7 The responsibility for drawing up and implementing the First Aid policy is delegated to the Head, including informing staff and parents. However, implementation remains the responsibility of all of us in our school in order to keep children healthy, safeguarded and protected whenever they are in our care.

## **2.0 Current Procedure**

- 2.1 We undertake a risk assessment of our needs for First Aid to ensure that adequate provision is available given the size of our school, the staff numbers, our specific location and the needs of individuals.
- 2.2 Our risk assessment includes consideration of pupils and staff with specific conditions and major illnesses, such as asthma and epilepsy, takes account of an analysis of the history of accidents in our school, as well as the identification of specific hazards. It also includes careful planning for any trips and visits, including Category C residential and higher risk trips which always include a suitably trained First Aider, in keeping with our policy on trips and visits.
- 2.3 Our procedure outlines when to call for help when necessary, such as an ambulance or emergency medical advice from professionals/treatment, and outlines the requirements for documenting necessary treatment once applied. The main duties of a First Aider are to give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school.
- 2.4 We ensure that First Aid provision is available at all times, including out of school trips, during PE and at other times when the school facilities are used.
- 2.5 We keep a written record of all accidents or injuries and First Aid treatment, and we inform parent(s)/carer(s) of any accident or injury on the same day, or as soon as reasonably practicable, as well as any First Aid treatment.

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- 2.6 The contents of the First Aid boxes will be checked on a regular basis and at least half-termly. If any of the First Aid equipment is used by members of staff it is their duty to inform the relevant First Aider.

### **First Aiders will:**

- ensure that their qualification is always up to date;
- ensure, wherever possible, that First Aid cover is available throughout the working hours of the school week;

- always attend a casualty when requested to do so and treat the casualty to the best of their ability in the safest way possible. This includes wearing gloves where any loss of blood or body fluid is evident, calling for help from other First Aiders or Emergency Services;
- help fellow First Aiders at an incident and provide support during the aftermath;
- act as a person who can be relied upon to help when the need arises;
- insist that any casualty who has sustained a significant head injury is seen by professionals at the hospital, either by sending them directly to hospital or by asking parents to pick up a child to take them to hospital; ensure that parents are aware of all head injuries promptly (parents/carers collecting pre-prep children must sign a slip acknowledging they have been told about a head bump/other minor injury which may have occurred during the school day);
- ensure that a child who is sent to hospital by ambulance is either:
  1. accompanied in the ambulance at the request of paramedics.
  2. followed to hospital by a member of staff to act in loco parentis if a relative cannot be contacted.
  3. met at hospital by a relative.
- the First Aider need not be the member of staff to accompany the casualty to hospital, however, an appropriate person should be sent;
- liaison must occur with the teacher in charge of cover, to ensure that lessons are covered in the event of an absent teacher;
- keep a record of each student attended to, the nature of the injury and any treatment given. The Accident Book in the Office Medical Room must be completed by the appropriate person.

### **Using First Aid Equipment**

- All members of staff can treat children using basic first aid;
- Disposable gloves must be worn when dealing with bodily fluids;
- Only gauze and water must be used to clean grazes;
- Anything more serious must be looked at by a qualified First Aider – This includes all head injuries or severe bleeding. Severe bleeds may be cleaned with sterile saline solutions;
- All accidents must be written in the accident book, kept in the Medical Room.

**NB** Where pupils are travelling out of school a portable first aid kit (along with the school mobile phone) from the school office, must be carried and should include:

- antiseptic wipes;

- one disposable bandage (not less than the 7.5cm wide);
- two triangular bandages;
- one packet of 24 assorted adhesive dressings;
- three large sterile unmedicated ambulance dressings (not less than 15cm x 20cm);
- two sterile eye pads with attachments;
- instant ice-pack;
- twelve assorted safety pins;
- one pair of rustless blunt-ended scissors.
- micropore tape.

**Teachers will:**

- familiarise themselves with the first aid procedures in operation and ensure that they know who the current First Aiders are;
- be aware of specific medical details of individual pupils as detailed on the Medical Lists;
- never move a casualty until they have been assessed by a qualified First Aider unless the casualty is in immediate danger;
- send for help to the office as soon as possible either by a person or telephone, ensuring that the messenger knows the precise location of the casualty. Where possible, confirmation that the message has been received must be obtained;
- reassure, but never treat, a casualty unless staff are in possession of a valid Emergency Aid in Schools Certificate or know the correct procedures; such staff can obviously start emergency aid until a First Aider arrives at the scene or instigate simple airway measures if clearly needed;
- send a pupil who feels generally 'unwell' to either the school office; please ensure the pupil is accompanied;
- ensure that they have checked the Medical Sheet for every pupil that they take out on a school trip which indicates any specific conditions or medications of which they should be aware;
- have regard to personal safety.

**Office/Housekeeping Staff will:**

- call for a qualified First Aider, unless they are one themselves, to treat any injured pupil;
- support the First Aiders in calling for an ambulance or contacting relatives in an emergency;
- not administer paracetamol or other medications unless parent has given permission as detailed on the Pupil Data Form or Consent for

Administration of Medications Form.

### **3.0 Training of Staff**

3.1 We carefully consider, and review annually, the training needs of our staff to ensure that suitable staff are trained and experienced to carry out First Aid duties in our school. In particular, we consider the following skills and experiences:

- Reliability, communication and disposition;
- Aptitude and ability to absorb new knowledge and learn new skills;
- Ability to cope with stressful and physically demanding emergency procedures;
- Normal duties are such that they may be left to go immediately and rapidly to an emergency, and
- Need to maintain normal operations with minimum disruption to teaching and learning.

3.2 First Aiders in our school have all undertaken appropriate training. They have a qualification in either First Aid at work (FAW, 3 days or 18 hours) or emergency First Aid at work (EFAW, 1 day or 4-6 hours). The certificates have been issued by a training organisation approved by either HSE or a recognised body similarly certificated (including by an awarding body of Ofqual). EYFS first-aiders hold a recognised certificate or a renewal (minimum of 12 hours tuition).

3.3 Training will be updated every three years and will not be allowed to expire before retraining has been achieved.

3.4 The need for ongoing refresher training for any staff will be carefully reviewed each year to ensure staff basic skills are up-to-date, although we are aware that this is not mandatory. Annual three hour basic skills updates in between formal training are strongly recommended by HSE.

3.5 Our appointed staff in school who are responsible for looking after first-aid equipment and facilities, as well as calling the emergency services as required are **Michaela Parker/Robbie Kennard**.

3.6 The following staff have completed a recognised training course in FAW: **Lindsay Kennard, Robbie Kennard & Michaela Parker**.

3.7 All staff have completed a recognised basic training course in First Aid.

### **4.0 Contents of our First Aid Box**

- 4.1 Our minimum provision, as recommended by HSE, is to hold a suitably stocked First Aid box, to nominate an appointed person (see 3.5 above), as well as the provision for staff of relevant information on First Aid arrangements.
- 4.2 In our suitably stocked First Aid box we provide the following, or suitable alternatives:-
- a leaflet giving general guidance on First Aid eg HSE leaflet 'Basic advice on First Aid at work' (INDG347 rev 1).
  - 20 individually wrapped sterile adhesive dressings (assorted sizes);
  - two sterile eye pads;
  - four individually wrapped triangular bandages (preferably sterile);
  - six safety pins;
  - six medium sized (approximately 12cm x 12cm ) individually wrapped sterile unmedicated wound dressings;
  - two large (approximately 18cm x 18cm) sterile individually wrapped unmedicated wound dressings;
  - one pair of disposable gloves.

We do not keep tablets or medicines in the First Aid box.

- 4.3 Our First Aid boxes are kept in the following places:

**The Medical Room in the School Office**  
**Pre-Prep Staff Room**  
**Pavilion** (under the sink)  
**Science Lab** (on wall by the white board)

- 4.4 We take great care to prevent the spread of infection in school, particularly in the event of spillages of bodily fluids which we manage effectively by washing off skin with soap and running water, out of eyes with tap water and or an eye wash bottle, wash splashes out of nose with tap water, record details of any contamination, and seek medical advice where appropriate. For further information please see our policy on infection control.
- 4.5 First Aiders take careful precautions to avoid the risk of infection by covering cuts and grazes with a waterproof dressing, wearing suitable gloves, use devices such as face shields when giving mouth to mouth resuscitation, wash hands after every procedure.
- 4.6 We ensure that any third party lettings or providers, including transport, have adequate First Aid provision which complies with our standards.

## **5.0 Early Years**

- 5.1 The Statutory Framework for the Early Years Foundation Stage (2014) is mandatory. In accordance with this, we ensure that at least one person with a current paediatric First Aid certificate is on our premises at all times, when children are present.
- 5.2 No outing from school is undertaken without the presence of at least one person with a paediatric First Aid qualification present.
- 5.3 Our First Aid training is local authority approved and relevant for the age of our children.
- 5.4 All EYFS staff are trained in basic First Aid. The following members of the Pre-Prep staff are paediatric trained:
- Kathryn Hughes
  - Carolyn Dean
  - Zena Mentiplay
  - Megan Petzer
  - Tizziana Jarvis
- 5.5 Our First Aid box is accessible at all times and is kept in the **Pre-Prep Staff Room**.
- 5.6 Our First Aid training is local authority approved and is relevant for adults caring for young children.
- 5.7 We keep a written record of all accidents or injuries and First Aid treatment, and we inform parent(s) and/or carer(s) of any accident or injury on the same day, or as soon as reasonably practicable, as well as any First Aid treatment.
- 5.8 We know that we must notify Ofsted of any serious accident, illness or injury to, or death of, any child in our care, and of the action that we have taken. We aim to do so as quickly as possible and always within 14 days of the incident occurring. We are mindful that not to do so, without a reasonable excuse, would be committing an offence.
- 5.9 We notify the Surrey Local Authority Children's Social Care Referral Service, of any serious accident or injury to, or the death of, any child in our care. We always act on their advice, if given to us.

## **6.0 Monitoring and Evaluation**

- 6.1 Our school's senior leadership team monitors the quality of our First Aid provision, including training for staff, on an annual basis. Our policy will be

reviewed annually, accordingly. Compliance will be reported formally to the Cognita Compliance (UK) regional board, who acting in the role as the Proprietor, are responsible for ensuring that our school has a Health and Safety Policy including First Aid. (Health and Safety at Work 1974).

6.2 Termly reports are provided to our Governing Body which includes an analysis of First Aid treatment including the identification of any recurring patterns or risks, with the management actions to be taken accordingly.

6.3

Exception reporting is provided from the Governing Body, with any recommendations for Cognita, via the UK Compliance Committee.

## 7.0

### Other Associated Policies and Procedures

Health and Safety

Learning Outside the Classroom

Accident and Incident Reporting

Allegations of Abuse Against Teachers and Other Staff

Complaints Procedure Statement

DATE OF REVIEW: 10/8/2013	REVIEWED BY: Amanda Ilett	COMMENTS:
DATE OF REVIEW: 01.10.14	REVIEWED BY: Amanda Ilett	COMMENTS:
DATE OF REVIEW: 07.10.2015	REVIEWED BY: Michaela Parker	COMMENTS:
DATE OF REVIEW: 01.09.16	REVIEWED BY: Michaela Parker	COMMENTS:

**Date of next review: September 2017**