

## First Aid

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### Policy Statement

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. In the EYFS setting the school ensures that there is at least one person on the premises and at least one person on school outings who has a paediatric first aid certificate with a minimum of 12 hours training. For the safety of all pupils, there must be at least one qualified person on each school site when pupils are present.

This policy applies to all sections of the school, including the EYFS setting. Banstead Preparatory School seeks to implement this policy through adherence to the procedures set out in the rest of this document.

This document is available to all interested parties, including parents and parents of prospective pupils, on the school's website and on request from the School Office. It should be read in conjunction with the following documents:

- Administration of Medicine Policy
- Supervision Policy

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

BPS 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.

### **Procedure**

To ensure the implementation of the First Aid policy, as stated above, the following procedures are in place.

### **Responsibilities**

The **School Office (Julia Adams) is the Appointed Person** for First Aid. They 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.
- Be a qualified First Aider
- Maintain records of first aid training undertaken by staff and identifying training needs. (HR Manager)

The principle appointed person is the Office Manager; if they are absent for any reason a person will stand in and the School Office will be informed.

**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

**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 on the day the accident occurred. **All head injuries must be reported to parents, as soon as possible, the same day by the first aider or by the teacher responsible for running a trip.**
- If in charge of a trip carry out risk assessments and ensure adequate first aid provisions are taken in consultation with the Educational Visits Co-ordinator and the School First Aider (please see Educational Visits Policy for more information)

**In the event of emergency** the Critical Incident Policy will be followed.

**Risk Assessment**

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

**Facilities**

The school medical room is situated within the School Office.

**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:

School Office (Julia Adams)

Staffroom (Julia Adams)

Science (Stella Clark)

Sports Hall – including portable packs for fixtures/Astroturf pitch (Gavin Jones)

Old sports changing room  
Kitchen Area (Julia Adams)  
Cookery Room (Fiona Miles)  
3W classroom (Julie Windett)  
Head of Pre-Prep's Office (Sarah Nunn)  
Nursery – upstairs and downstairs, plus extra bag to be taken to the Forest School (Hayley Compton)  
After School Care – upstairs and downstairs (Marianne Costello/Chris Hunt)  
Bursary (Sarah Riley)  
SEN Classroom (Fiona Miles)  
Y5 Building – upstairs and downstairs (Julia Adams)  
Caretaker's Office (Michelle Furber)  
Minibuses (Michelle Furber)  
Swimming Pool (Gavin Jones)  
Assistant Head Pastoral's Office (Julie Windett)  
Deputy Head's Office (John Abbott)

Staff requiring a first aid kit for an external trip should collect one from the School Office.

## **Medical Information**

### **Arrangements for pupils with particular medical needs**

Pupils with significant medical needs are recorded on iSAMS, with lists available on TEAMS for staff to access for trips and sporting events. Children with medical needs will have an IHCP completed by their form teacher and agreed by their parent. Pupils with extreme medical needs such as a severe allergy will have a poster with their name created and positioned in prominent staff areas, including the Medical Room and Staff Room.

Medical details are provided for all pupils and can be accessed via iSAMS under the 'Important Lists - medical tab'. All staff should be aware of pupils with medical conditions that they teach and must ensure that these details are included on risk assessments for visits or trips outside of school.

Pupils at risk of anaphylaxis carry an auto-injection pens (e.g. Epipens) pen. Auto-injection pens for pupils are carried by the pupils and spares are stored in the Medical Room. All staff are given training in treatment required for dealing with a severe allergic reaction. Each pupil with a serious medical condition has a care plan: this includes asthmatics, epileptics and diabetics.

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.

## **Administration of Medical Treatment – consent from parents/guardians**

On an annual basis, parents check the medical information we hold on their child 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. Each new school year a parent is required to complete an 'Annual Trip Consent' form which asks parents to confirm that they *a) authorise staff running the visit to arrange such medical treatment as may be deemed necessary in an emergency (including the administration of First Aid by those members of staff with a valid certificate)*. For residential or higher risk trips another form will be sent out asking for consent for the specific trip.

Generally, only prescribed medicine for which parents specifically give their written consent for administration may be given by a first aider (at the School Office) to pupils. In exceptional cases, staff will administer over-the-counter medicine that is brought into school, as stated in the Administration of Medicines policy. Parents will be required to complete a Medicine Form for any medicine brought in to school.

Parents are expected to give their medicine to the School Office First Aider for safe storage during the day and to come to the Office to collect it. Medicines cannot be handed to children.

### **Emergency Medication**

All emergency medication for individual pupils is kept with the child's teacher and a spare set of medication is kept in the School Office for use in school and on educational visits.

The School Office keeps liquid paracetamol and anti-histamine in case of emergency, which will only be administered with parents written consent.

### **Responding to a Medical Incident**

If a member of staff finds a pupil in need of First Aid, they should try to assess the seriousness of the situation. The action taken will depend on the needs of the pupil and the seriousness of the injury. This procedure refers to any person in need of medical attention on the school premises or in a school related activity.

If in any doubt, the person responding to the incident should contact the emergency services, as outlined in the section below on Emergency Procedures for Major Incidents.

### **Non-Emergency Procedure for Minor Incidents**

- If the pupil is unwell or has a minor injury e.g. a headache or a cut finger he/she should be initially assessed and then sent with another pupil (if appropriate) to

see the School Office who will then be responsible for the pupil. If the pupil is at the Sports Hall/Sports Grounds the Teacher would assess the situation and either administer First Aid, contact the School Office or follow the emergency procedure.

- If a casualty is not an emergency but is in need of hospital treatment, staff should call the School Primary First Aider to assess the casualty, or send another pupil or another member of staff to get them. Staff should not take any pupil in their car unless on the advice of the School SLT and then only with another adult present.
- If the person is in need of immediate First Aid the member of staff should, if trained, administer first aid or send a pupil or member of staff to mobilise a trained first aider.
- If the Primary First Aider is dealing with another incident the member of staff or pupil must go to the School Office who will mobilise a First Aider. This is also the procedure after 16:00. Lists of First Aiders are available in key places around the school and by First Aid boxes. The First Aider will then assess the situation and either administer First Aid or follow the emergency procedure.
- Pupils who visit the School Office during the course of the day and pupils who are given any kind of medical attention by a first aider are recorded in the BPS minor first aid record. The School Office contacts parents when anything other than very minor treatment is required. Any injury to the head or face, however minor, results in an electronic mail being sent to the child's parents/carers and forwarded to the class teacher and Deputy Head. **All head injuries must be reported by the first aider or by the teacher responsible for running a trip.** All treatment given by first aiders is recorded.

### **Emergency Procedure for Major Incidents**

In the event of an emergency or if an 'at risk' pupil falls ill then the member of staff at the incident must:

1. Call 999
  2. Summon the Primary First Aider/First Aider and get the relevant medication
  3. Emergency treatment should be delivered.
- If phoning 999 the following information must be given, staff should try and speak clearly and slowly:
    - School Telephone Number :01737 363601
    - School Address: Banstead Preparatory School, Sutton Lane, Banstead, Surrey, SM7 3RA, and location
    - Give your name
    - Name of casualty and symptoms/any known medical condition

- Inform Ambulance control of the best entrance e.g. Main Entrance, Mellow Close,
- If an ambulance is called the School Office, SLT and Site Manager/duty Site Assistant should be informed. The Site Manager/duty Site Assistant will go to the notified entrance to give directions to the ambulance crew and ensure access is clear.
- The School First Aider and a responsible adult must accompany the casualty to hospital.
- If the emergency services are called, the parent of the casualty will be telephoned by a member of SLT, as soon as is practicable.
- **It is important that staff alert SLT if an ambulance has been called. Staff should use an ipad and send an URGENT – CRITICAL INCIDENT email to all of SLT specifying the pupil, year group, location and very brief outline (e.g. injured leg). SLT will liaise and at least one of the team will come to the scene. This should be done AFTER medical help has been called for.**

### **Reporting an Accident**

Any first aid treatment given on the school premises, or as part of a school related activity should be reported to, and recorded in an Accident Book or using the ARMs system. Accident books are located in the School Office, Nursery, After School Club, Sports Office and within the playground first aid kit. This enables those witnessing the accident or offering first aid, to complete a form quickly. All forms should be returned to the School Office for filing.

First aid treatment given by first aiders should be recorded to include:

- Date, time and place of incident
- Name (and class) of the injured or ill person
- Full details of the injury/illness and what first aid was given
- What happened to the person immediately afterwards (for example went home/class/hospital)
- Name and signature of the person dealing with incident

Any accident occurring on the school premises, or as part of a school related activity, and any first aid that is given, must be reported by the member of staff attending the accident with the help of any witness, and reported to the Office Manager for entry onto the accident system. This applies to a pupil, member of staff, parent or visitor. Accident Forms are available both on paper and electronically and must be completed by the First Aider or the Office Manager with the following information:

- Date and time of incident
- Name and class of the injured person (or staff/visitor/parent)
- Location of incident and environment
- Details of the incident and cause

- Resulting injury and what first aid was given
- Follow-up action needed
- Any RIDDOR requirements should be made clear to the School Business Manager or Site Manager

Anything more serious than a bump or scrape must be entered in to the electronic system. Although any member of staff has the ability to enter an accident onto the system, only the SLT and the School Office have access to see the complete accident list.

The School Office must notify the School Business Manager to request any actions needed either to carry out repairs after the accident, or to prevent a similar accident from occurring.

If a RIDDOR report is required the School Office should inform the Office Manager who will complete the necessary paper work, and insert the RIDDOR number onto the accident report.

The Business Manager will regularly review the accident system to ensure that all accidents have been investigated and followed up.

### **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 Office Manager. The Business Manager will then report the incident to the Group Health and Safety Manager at Central Office, who is responsible for notifying the HSE.

Accidents are discussed at the Health and Safety Meetings. The Site Manager is responsible for reporting serious accidents to the company insurers. Accident records are kept at Banstead Prep for 7 years.

In line with the Accident, Records and Notification procedures in the United Learning Group Health and Safety document (page 13 ff.) Sarah Riley (Business Manager) at the School Office will notify Central Office, under RIDDOR, of any serious accident, illness or serious injury to, or death of, any pupil whilst in our care, and of action taken

in respect of it. For EYFS pupils, Ofsted will also be notified and will be notified of any instance in connection to medicines, which leads to such an event. A pupil's GP has the responsibility of reporting notifiable diseases and ensuring that a pupil is safe to return to school and not cause public health problems from infections. However, the school may also seek advice from the Health Protection Agency if a pupil is believed to be suffering from a notifiable disease as identified under the Health Protection (Notification) Regulations 2010. For pupils in our EYFS, notification will be made to Ofsted as soon as is reasonably practicable, but in any event within 14 days of the incident occurring. If Banstead Prep School, without reasonable excuse, fails to comply with this requirement, we commit an offence. Contact details for Ofsted are as follows: [www.ofsted.gov.uk](http://www.ofsted.gov.uk) or by telephone on 0300 123 4666.

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

### **Hygiene**

All staff should take precautions to avoid infection and must follow basic hygiene procedures. Staff should use disposable gloves when administering first aid, these can be found in every first aid box. Any spillages of bodily fluid must be immediately notified to the Site Manager who will follow the procedure for dealing with bodily fluids.

### **Staff Support**

All staff are debriefed after an incident, time off may be given to staff if it is needed after a serious incident and the counsellor can be made available.

**Appendix: Qualified First Aiders**

- At least one qualified person is on each school site between the hours of 7:30 and 18:00. The Names of the First Aiders is displayed in all key areas of school and usually near to telephones/First aid boxes.
- For all BPS external events, at least one person has a paediatric First Aid Certificate, with a minimum of 12 hours training.
- The recommended number of first-aiders is one per 100 pupils and staff and BPS ratio is well within this limit.
- First Aid training is updated every three years, in accordance with the expiry dates listed below.

This list is displayed around the school.

**Paediatric/First Aid Training**

Pre-Prep Teacher	Date Completed	Date Due	Notes
Sarah Nunn	Nov 2016	Nov 2019	Paediatric
Laura Grace	Oct 2016	Oct 2019	Paediatric
Rebecca Harris	Aug 2018	Aug 2021	Paediatric
Hannah Law	Aug 2018	Aug 2021	Paediatric
Hollie Burke	Aug 2018	Aug 2021	First Aid Essentials
Angharad Tharp	May 2016	May 2019	Emergency First Aid
<b>TA's</b>			
Hayley Kates	Apr 2016	Apr 2019	Paediatric
Jacqueline Prince	Apr 2016	Apr 2019	Paediatric
Lauraine Ford	June 2018	June 2021	First Aid Essentials
Marianne Costello	Apr 2016	Apr 2019	Paediatric
Hemali Tejura	Jan 2018	Jan 2021	Paediatric
Christine Hunt	Apr 2016	Apr 2019	Paediatric
Matilda Hockham	Jan 2018	Jan 2021	Paediatric
<b>EYFS Teachers &amp; Reception</b>			
Hayley Compton	Aug 2018	Aug 2021	Paediatric
Charlotte Bailey	Jan 2018	Jan 2021	Paediatric
Sarah Fleming	Jan 2016	Jan 2019	Paediatric
Eloise Bolger	Jan 2018	Jan 2021	Paediatric
Kirsty Denny	Mar 2017	Mar 2020	Paediatric
Charlotte Dickson	Aug 2018	Aug 2021	Paediatric
<b>Nursery Practitioners/ Assistants</b>			
Karen Pheby	Apr 2016	Apr 2019	Paediatric

Lucy Spall	Apr 2016	Apr 2019	Paediatric
Rajia Begum	Nov 2017	Nov 2020	Paediatric
Claire Elliot-Square	Feb 2017	Feb 2020	Paediatric
Mary Roberts	Jan 2018	Jan 2021	Paediatric
Lucy Robins	Jan 2018	Jan 2021	Paediatric
Claire Williams	Jan 2018	Jan 2021	Paediatric
<b>Other Staff Members</b>			
Julia Adams	Mar 2016	Mar 2019	Emergency First Aid
Jo Twyford	May 2016	May 2019	Emergency First Aid
Angela Wills	May 2016	May 2019	Emergency First Aid
Anna Whythe	May 2016	May 2019	Emergency First Aid
Anu Dawar	Jan 2018	Jan 2021	Paediatric
Jason Ford	Jan 2018	Jan 2021	Paediatric
Ed Jeens	Jan 2018	Jan 2021	Paediatric
Gavin Jones	Jan 2018	Jan 2021	Paediatric
June Grace	Oct 2016	Oct 2019	Paediatric
Andrea Clarke	Mar 2016	Mar 2019	Emergency First Aid
John Abbott	June 2018	June 2021	First Aid Essentials
Vicky Ellis	Oct 2018	Oct 2021	First Aid Essentials
Matt Ayling	Sept 2018	Sept 2021	First Aid Essentials
Sarah Riley	Oct 2018	Oct 2021	First Aid Essentials

## **Appendix: BPS protocol for dealing with body fluid spillages in school**

### **1. General statement**

The aim of this policy is to decrease the exposure risk to blood-borne and body fluid pathogens.

Adherence to this policy is the responsibility of all staff that may come into contact with spillages of blood or other body fluids. All staff should be aware of their personal responsibilities in preventing the spread of infection.

### **2. Legal position**

The school has a duty to protect its staff from hazards encountered during their work: this includes microbiological hazards (COSHH 2002). For the purposes of this policy, biohazards are defined as:

- Blood
- Respiratory and oral secretions
- Vomit
- Faeces
- Urine

- Wound drainage

### **3. Prevention and preparation in case of spillage**

- Workplace to provide a suitable assessment of the health risks associated with exposure to spillages of body fluids
- Staff to be aware of policy and risks associated with exposure to body fluids
- Provision of appropriate first-aid facilities and staff
- Materials for dealing with spillages to be readily available i.e. 'spillage kits'. These are kept with cleaners, in sports centre, and medical room in bio-hazard box.
- Regularly evaluate the procedure and update as necessary

Disinfection aims to reduce the number of micro-organisms to safe level. All blood spills should be treated as a potential source of infection and dealt with according to strict hygienic principles.

### **4. Management**

If any type of body fluid has been spilled onto a surface the following precautions should be made:

- Notify appropriate staff i.e. cleaners, to secure the environment by placing warning signs.
- All staff dealing with a biohazard spill to wear protection i.e.
  - disposable gloves
  - disposable plastic apron
  - eye and mouth protection with goggles and mask, if splash or spray anticipated
- Access 'spillage kit' in order to clean up spillage promptly. This pack contains: absorbent granules, disinfectant, scoop and scraper, disposable gloves, bags.
- Sprinkle granules over the spillage, completely covering it. This will solidify a liquid in 2 minutes. Don't stand over the solution as it can be a respiratory irritant.
- Using the scoop and scraper provided, remove the now solidified residue and place in a bin bag, along with scoop and scraper, seal and dispose of in further bin liner. Dispose of by agreed and approved means.
- Clean area and equipment thoroughly using hot water and detergent, and disposable cloths.
- Hand hygiene should be performed following management of spillage.

N.B. If a spill contains glass or other sharps, these should be picked up with disposable forceps and disposed of carefully into a sharps bin.

