

Document Control	
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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:

- Supporting Pupils with Medical Needs 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 April 2027.

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 (Jo Twyford) 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 (supported by those in charge of location kit bags) 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.

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 on the same day by the first aider or by the teacher responsible for running a trip**
- Staff members 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 an 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. There is also a medical room in the Sports Pavilion at the sports field.

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:

Fully Stocked First Aid Kits

Medical Room (TBC/Rachel Thomas)
Science (Stella Clark)
Art (Matt Ayling)
Nursery & Pre-school (Lucy Holliday)
After School Care – White Cottage (Vanessa Vickers)
Minibuses (Richard Cresswell)
Workshop (Richard Cresswell)
Sports Hall – including portable packs for fixtures/Astroturf pitch (Gavin Jones)
Sports Pavilion and Medical Room (Gavin Jones)
Swimming Pool (Gavin Jones/Sophie Hooper)
Kitchen (maintained by Lexington)

Area Specific First Aid Kits (Plasters, Burns dressings etc.)

Cookery Room (Chris Cherry)
Playground Bum-Bags maintained by Connor Cody (Y1, Y2 and Staff Room and Sports Office)

Playground First Aid bum-bags are found in Staff Room, Y1 & Y2 classroom, full first aid kits are in close vicinity to all playground areas and staff should note where their nearest fully first aid kit is when on duty. Staff requiring a first aid kit for an external trip should collect one from the School Office.

Medical Information

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.

Arrangements for pupils with particular medical needs

Pupils with significant medical needs are recorded on iSAMS, with lists available on Medical Tracker for staff to access for trips and sporting events. Children with medical needs will have an IHCP completed by the School Office and agreed by their parent. Pupils with extreme medical needs such as a severe allergy will have an Individual Treatment Plan created with their name, details of what constitutes an emergency and how to react. These are positioned in prominent staff areas, including the Medical Room and Staff Room and recorded on Medical Tracker.

Pupil medical details are recorded, where required, and are highlighted with a red flag on ISAMS, these are also available to view on Medical Tracker. All staff should

check their class lists and be aware of pupils with medical conditions that they teach, these details must be included on risk assessments for visits or trips outside of school and where appropriate on classroom risk assessments.

Pupils at risk of anaphylaxis may carry an auto-injection pen (e.g. Epipens). Where appropriate and when supplies allow, auto-injection pens for pupils are carried by the pupils and spares are stored in the Medical Room in a clearly marked unlocked cupboard and in the After School Care First Aid cupboard. 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. Children may not leave the school site for trips or sports without their auto injector. Auto injectors are sent home at the end of each full school term to ensure that they are replaced if required. Full procedures with regard to allergy safety can be found in the Banstead Prep Allergy Safety Procedure document available on the website.

Emergency Medication

All emergency medication for individual pupils (where deemed necessary by the parent) is kept with the child's teacher and where possible a spare set of medication is kept in the School Office (where supply allows) 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.

The School has four additional auto injectors on site, two in the School Office and two in After School Care. The school also has spare Asthma inhalers in various locations around the school. Parents must agree to these being used if necessary and this will be recorded on their IHCP. Although emergency injectors can be used without parental permission in a medical emergency. Refer to the Allergy Safety Procedures and Supporting Children with Medical needs policy for further information.

Administration of Medical Treatment – consent from parents/guardians

On an annual basis, parents are required to check and confirm that the medical information we hold on their child 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 Supporting Children with Medical need policy. Parents will be required to complete an Administration of Medicine Form for any medicine brought in to school.

Parents are expected to give their medicine to the School Office for safe storage during the day and to must come to the office to collect it. Medicines cannot be handed to children. All medicine will be kept in the Medical Room within a locked cupboard, or in a locked box within the fridge in the School Office, with the exception of emergency medication which should not be locked away.

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 at the scene and if appropriate sent to see the School Office for further treatment. Pupils arriving at the office should be given a red token on the playground, which shows that a teacher has approved their attendance at the School Office. The Office 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 Appointed 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 Appointed 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 from 16.00 – 17.00. After 17.00 there will be a member of SLT contactable on site until all children have left. 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 must be recorded on the Medical Tracker system. The School Office will contact parents for every injury where possible. An electronic mail is sent to the child's parents/carers and forwarded to the class teacher. **All injuries must be reported by the first aider or by the teacher responsible for running a trip, even if retrospectively.** All treatment given by first aiders is recorded.

Staff First Aid

If a staff member should have an accident or fall ill, it is important to move the children from a situation that may be distressing and immediately call for further assistance.

Staff accidents can be recorded on Medical Tracker or BeOnline as per the procedures for the children.

If the accident is caused by a trip or fall please record a 'near miss' on Medical Tracker.

Staff should make HR aware of any emergency medication or information that may help in an emergency. These would be available to the Appointed First Aider and the Business Manager in an emergency.

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 possible use what three words to help the emergency services locate you
 - 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 Appointed First Aider (or other first aider if they are absent) 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 using the Medical Tracker system. There are two ways of reporting, a minor incident should be reported as a 'Bump or Scrape' and a more serious injury should be reported as an 'Injury. Serious accidents, such as a broken limb will be reported using the BeOnline system, so the investigation can be approved by United Learning.

All staff have access to report injuries on Medical Tracker and should do so where possible as soon as is practicable. The process is quick and simple. If however a staff member cannot access the system they should call in the accident to the School Office for reporting.

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 of the person dealing with incident

Any serious accident (eg broken bone) 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 witnesses. This should be reported as an accident on the BeOnline system. Reporting an accident will require the reporter to upload images and witness statements which will be shared with the School Business Manager and Group Health and Safety Manager, who will decide whether it is a RIDDOR reportable accident and whether preventative action should be taken or repairs made. This applies to a pupil, member of staff, parent or visitor. The BeOnline system will require the following information to be completed:

- 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
- Witness statements/ Statements from school H & S Officer if applicable
- Photographs

Only the Business Manager and the Appointed First Aider have access to see the complete accident list.

If something happens that is a 'close call' this can be reported on Medical Tracker as a 'near- miss' to help prevent an accident happening in the future.

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 Appointed First Aider and The Business Manager, all incidents will be reported 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.) The School Business Manager 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 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/Assistant 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, counselling is available via CiC, details of which can be found on the United Learning Hub.

NB.

This policy is to be read in conjunction with United Learning's – Health and Safety Topic Policy – First Aid.

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.
- Staff not First Aid trained in person are asked to complete online First Aid training.

Paediatric/First Aid Training

EYFS & Reception	Date Completed	Date Due	Notes
Charlotte Bailey	Feb 2024	Feb 2027	Paediatric
Debra Burch	April 2026	April 2029	Paediatric
Saskia Hunter	Feb 2024	Feb 2027	Paediatric
Nursery Practitioners/ Assistants			
Lucy Holliday	Sept 2024	Sept 2027	Paediatric
Evie Rigg	April 2026	April 2029	Paediatric
Lucy Robins	Feb 2024	Feb 2027	Paediatric
Claire Williams	Feb 2024	Feb 2027	Paediatric
Vanessa Vickers	April 2026	April 2029	Paediatric
Teaching Staff			
Matt Ayling	Feb 2025	Feb 2028	Paediatric
Hollie Burke	April 2026	April 2029	Paediatric
Stella Clark	Feb 2025	Feb 2028	Paediatric
Connor Cody	Feb 2024	Feb 2027	Paediatric
Angela Dziedziela	Feb 2025	Feb 2028	Paediatric
Sarah Holmes	Feb 2025	Feb 2028	Paediatric
Sophie Hooper	April 2026	April 2029	Paediatric
Lara Jacobs	Feb 2025	Feb 2028	Paediatric
Ed Jeens	Feb 2024	Feb 2027	Paediatric
Gavin Jones	Feb 2024	Feb 2027	Paediatric
Charlotte Lane	Feb 2025	Feb 2028	Paediatric
Hannah Law	Feb 2024	Feb 2027	Paediatric
Ian Tunnell	Feb 2025	Feb 2028	Paediatric
Chloe Wheeler	April 2026	April 2029	Paediatric
LA's			
Charlotte Cody	April 2026	April 2029	Paediatric
Holly Lawrence	April 2026	April 2029	Paediatric
Caroline Moffatt	April 2026	April 2029	Paediatric
Other Staff Members			
Damien Elsey	Feb 2025	Feb 2028	Paediatric
Jo Twyford*	May 2025	May 2028	First Aid at Work (3 day)
Richard Cresswell	May 2025	May 2028	First Aid at Work (3 day)
Rachel Thomas	April 2026	April 2029	Paediatric

All other staff are required to complete the First Aid essentials course on TES.

*Appointed person

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.

