



First Aid Policy

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COVID-19

Specific guidance relating to the COVID-19 pandemic is dealt with in the Year Group Operational Plans and the COVID-19 Risk Assessment. The guidance details measures taken and procedures to be followed in order to reduce the likelihood of infection. The guidance also gives clear direction regarding the use of PPE and dealing with a pupil or a member of staff who is showing symptoms of COVID -19. The Operational Plans and COVID-19 Risk Assessment contain links to the latest government advice and should be used as the first point of reference for all COVID-19 related medical issues.

Objective

The objective of the First Aid Policy at Newcastle Preparatory School (NPS) is to ensure that there is adequate provision of appropriate first aid at all times and to ensure that where individuals have been injured, there are suitable mechanisms in place to provide remedial treatment.

The Bursar will be responsible for the implementation of this policy.

All staff in the school deal with minor incidents requiring first aid. Staff should be aware of the Sick Children Procedure when deciding on the course of action.

There will be at least one qualified person on the school site when children are present. A qualified first aider (paediatric first aid for EYFS pupils) will accompany pupils on visits out of school.

During lessons, first aid is administered by the class teacher, Nursery Nurse or Teaching Assistant. If an accident occurs in the playground and first aid is required, one of the staff on duty in the playground should deal with the accident and report as standard.

If there is any doubt about the correct first-aid procedure, the qualified First Aiders should be consulted. A list of qualified first aiders is given in Appendix A

First aid qualifications must be updated every three years. Detailed training and renewal records are held in the Bursar's Office.

Recording Accidents

All accidents must be recorded. All details need to be filled in, including treatment. Forms are available in the Main Office and the Staff Room.

For minor accidents involving pupils, parents are informed. If a child receives a bump on the head, the parent will be contacted immediately.

If the accident is more than a minor one for a child or adult, the Head Teacher or Deputy Head Teacher should be informed immediately. An ambulance is called, if needed, and parents are contacted prior to the HSE being informed if RIDDOR

reportable. A member of staff will always stay with the pupil until the parents are available.

In the Early Years Foundation Stage the accident reporting form and documentation must be completed for any accident or injury occurring at school. The appropriate forms must be completed by parents on collection of the child when the accident is reported to them. Accident forms are kept in the appropriate file in the Nursery and Reception classrooms.

RIDDOR Reporting

Accidents to staff, pupils and visitors reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) will be referred to the Bursar. The Bursar will inform the HSE. Copies of all forms completed should be retained.

First Aid Boxes

First Aid Boxes are available in:

- The Main School Office
- Staff Room
- Science Centre
- Sports Hall – in First Aid Room
- Nursery Classrooms x 2
- Nursery Bathroom
- Reception Classrooms x 2

A portable first aid box is equipped for staff to take on all visits out of school.

The contents of the first aid box will be in accordance with the guidance given in HSE document "Basic advice on first aid at work" INDG 347.

Mr Stirk, Senior Master, is responsible for checking the contents of the first-aid boxes and for placing orders to replenish stock. All staff are responsible for notifying Mr Stirk if the contents of any of the first-aid boxes are running low.

Treatments

When dealing with blood, plastic gloves and an apron should be worn.

Cuts & scratches – Use only clean water and lint. It is policy not to use antiseptic liquids or ointments, as these could delay healing or cause allergic reactions.

Bleeding – As above; if profuse, apply direct pressure and raise the wound before sending for the First Aider.

Head Bumps - Cold compress. Run hands over scalp to find bleeding, swelling or any area that feels soft or indented. Handle head and neck very gently. Parents are contacted by telephone immediately.

Falling – Children do fall over at school from time to time and they react in different ways. It is advisable to watch the situation carefully and assess. If the child is unable to get up and is in obvious distress, call a First Aider, who will assess the situation and take appropriate action. If the child is unable to stand unaided, **do not lift them** – this could cause other injuries.

Unconsciousness – Call a First Aider immediately.

Breathing Difficulties – Ask the child to stand or sit quietly. Ask if they use an inhaler. If they do, check if they have it with them and ensure they use it. If the child does not use an inhaler, a First Aider should be summoned.

Epilepsy & Fainting – If a child is falling, try to support him / her or ease the fall, loosen clothing around the head and neck, and call a First Aider.

Hemophilia – This condition affects the clotting of the blood and can cause hemophiliacs to bleed more freely than other people do. If a known hemophiliac is having a 'bleed', call an ambulance without delay.

Diabetics – Diabetics can display either lethargic or more active characteristics than usual. If a diabetic has high or low blood sugar, contact his / her class teacher and a First Aider.

Anaphylaxis – The result of a severe, generalized, allergic reaction. The child could experience severe difficulties with breathing. If a known anaphylactic has an attack, the class teacher should administer the child's adrenaline and call for an ambulance. Common allergies are:

- food, e.g. eggs, fish, nuts, especially peanuts
- insect stings
- immunisations or antibiotics

Epi-pens are held in the Staff Room with the second 'back up' pen held in the Sports Hall. Additionally, school owned epi-pens are held in clearly identifiable containers in the Front Office and Sports Hall. Staff have received training in the use of epi-pens.

Safety / HIV Protection

Disposable gloves and a plastic apron should always be worn when treating any incidents that involve body fluids. Make sure any soiled wipes, pads, paper towels, etc. are placed in a disposable bag and fastened securely. Any children's clothes should be placed in a plastic bag and fastened ready to take home.

Allergies/Long-term Illness

A Medical Register is held on the school's information management system, SIMS. This records any child's allergy to any form of medication, food products or insect stings (if notified by the parent); any long-term illness, for example asthma; and details on any child whose health might give cause for concern. A hard copy of the allergen register is located in the Staff Room and the Kitchen.

Infectious Illnesses

Parents and staff must contact the Main Office if they are aware that they or a child has an illness which could be infectious. Guidance on infection control will be given in accordance with the latest advice from Public Health England.

The Administration of Medicines during School Hours

Medication should be brought into school in an in the original, labelled container that states the child's name, the name of the medicine, the dosage and the time of administration as prescribed by the doctor.

For EYFS see policy on Medication in EYFS.

All medication is brought to the school office by the parent who completes a 'Consent to Administer Medicine' form. A copy of this form is then given to the child's form teacher and the original is kept on file in the school office. An adult in the school office will take the medicine and form up to the Form Teacher.

Non-prescription medicine will only be administered to a child where written permission for that specific medicine has been obtained from the child's parent/or carer. This permission will be sought on each occasion with parents asked to complete the consent form via ParenApp.

Medicine will be administered by an adult. Medicines are kept in a secure place by staff, in accordance with safety practices.

Staff taking medication / other substances

Staff must not be under the influence of alcohol or any other substance which may affect their ability to care for children. If staff are taking medication which may affect their ability to care for children, those members of staff should seek medical advice. Staff required to sign an annual declaration, which asks for details of medication taken.

NPS ensures that staff only work directly with children if medical advice confirms that the medication is unlikely to impair that staff member's ability to look after children properly.

Staff medication on the premises is securely stored, and out of reach of children at all times.

Dealing with health-related emergencies – procedures and contacts

Any medical emergencies not covered by procedures laid out elsewhere in this policy will be dealt with by the Head Teacher, or in her absence the Deputy Head Teacher.

Emergency services will be contacted on telephone number '999' where appropriate.

Occupational health services and managing work-related stress

Adjustments are made for staff when needs arise. For example, the school will purchase chairs tailored to the needs of individuals.

Our 'Open Door' policy enables staff to approach the Head Teacher or Deputy Head Teacher to discuss any concerns. These are then addressed in a sensitive manner appropriate to the circumstances of the individual concerned.

References

HSE Publications:

RIDDOR reporting: Information about the New Information Centre 2001
Guide to the Reporting of Injuries, Diseases and Dangerous Occurrence
Regulations 1995 (ISBN 0 7176 24315)

RIDDOR Explained. The reporting of Injuries, Diseases and Dangerous Occurrences
Regulations 1995

Health & Safety Management in Schools

Safety Policies in Schools (various)

Safety Policies in the Education Sector

Five steps to risk assessment: Managing Health and Safety

Contractors in Schools

DfE Guidance

Health & Safety : Advice for Schools

NAS/UWT

Health and Safety Representatives Handbook
(annual)

Current changes to this policy due to Covid-19 restrictions within school

Outlined below are the current changes to this policy as a result of the Covid-19 pandemic. These changes will be ongoing and updated according to DfE guidance throughout the academic year 2021-22. Please see the NPS operational plans and Covid-19 risk assessment for further information on changes to the day to day running of school.

- Reference to Year Group Operational Plans and the Covid-19 Risk Assessment, specifically in how to deal with a member of staff or pupil who is displaying signs of Covid-19 infection.

Reviewed and updated September 2021

Appendix A



<u>Qualified First Aiders</u>			
<u>Name</u>	<u>Course</u>	<u>Date of Course</u>	<u>Renewal Date</u>
Mags Knight	Paediatric First Aid – 2 Day Course JPG First Aid & Safety Training	17 th January 2019	16 th January 2022
John Stirk	First Aid at work – 4 day ITC Level 3 Award in Outdoor First Aid Adventure Training North East	3 rd & 4 th April 2019	April 2022
Georgia Ross	Paediatric First Aid Emergency First Aid at Work Outdoor First Aid Inspirational Training	9 th 10 th December 2019	December 2022
Will Merrin	First Aid for Sport, Exercise and Fitness (including Emergency First Aid at Work Inspirational Training	25 February 2020	February 2023
Emma Bell	Paediatric First Aid—2 Day Course Inspirational Training	5 th & 6 th October 2020	5 th October 2023
Sara Waggott	Paediatric First Aid—2 Day Course Inspirational Training	2 nd & 3 rd November 2020	2 nd November 2023
Gary Henderson	Paediatric First Aid (+ Adult) – 2 days Course Inspirational Training	22 nd & 23 rd May 2021	22 nd May 2024
Abbie Northin	Paediatric First Aid—2 Day Course British Red Cross	18 th & 19 th May 2021	17 th May 2024

Jasleen Bhasin	Paediatric First Aid—2 Day Course British Red Cross	18 th & 19 th May 2021	17 th May 2024
Sarah Breakey	Paediatric First Aid – 2 Day Course Adventure Training North East	7 th & 8 th September 2021	6 th September 2024
Claire Reed	Paediatric First Aid – 2 Day Course Adventure Training North East	7 th & 8 th September 2021	6 th September 2024
Kerry Salkeld	Paediatric First Aid – 2 Day Course Adventure Training North East	7 th & 8 th September 2021	6 th September 2024
Sarah Thompson-King	Paediatric First Aid – 2 Day Course Adventure Training North East	7 th & 8 th September 2021	6 th September 2024
Tracey Boyd	Paediatric First Aid – 2 Day Course Adventure Training North East	7 th & 8 th September 2021	6 th September 2024
Jill Brown	Paediatric First Aid – 2 Day Course Adventure Training North East	7 th & 8 th September 2021	6 th September 2024
Georgie Orfie	Paediatric First Aid – 2 Day Course Adventure Training North East	7 th & 8 th September 2021	6 th September 2024
Rowan Rochester	Paediatric First Aid – 2 Day Course Adventure Training North East	7 th & 8 th September 2021	6 th September 2024
Amy Brown	ITC Level 3 Award in Outdoor First Aid, Forest School First Aid & Paediatric First Aid Adventure Training North East	11 th & 12 th October 2021	10 th October 2024
Natalie Johnson	ITC Level 3 Award in Outdoor First Aid, Forest School First Aid & Paediatric First Aid Adventure Training North East	11 th & 12 th October 2021	10 th October 2024

Updated 13 October 2021