



## **First Aid Policy**

# First Aid Policy

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.

Whenever possible, the medicine should be self-administered under the supervision of 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)

Reviewed and updated September 2019

## Appendix A

<u>Qualified First Aiders</u>			
<u>Name</u>	<u>Course</u>	<u>Date of Course</u>	<u>Renewal Date</u>
Amy Rackham	First aid at work St John Ambulance	24 & 25 January 2017	January 2020
Will Merrin	Paediatric First A – 2 day course St John Ambulance	16 & 17 February 2017	February 2020
Tracey Boyd	Emergency Paediatric First Aid Adventure Training North East	24 April 2017	April 2020
Richard Boddy	Emergency Paediatric First Aid Adventure Training North East	24 April 2017	April 2020
Judith Curtis	Emergency Paediatric First Aid Adventure Training North East	24 April 2017	April 2020
Sarah King	Emergency Paediatric First Aid Adventure Training North East	24 April 2017	April 2020
Lorna Kirk	Emergency Paediatric First Aid Adventure Training North East	24 April 2017	April 2020
Wendy Nolan	Emergency Paediatric First Aid Adventure Training North East	24 April 2017	April 2020
Janice Page	Emergency Paediatric First Aid Adventure Training North East	24 April 2017	April 2020
Claire Penn	Emergency Paediatric First Aid Adventure Training North East	24 April 2017	April 2020
Victoria Urwin	Emergency Paediatric First Aid Adventure Training North East	24 April 2017	April 2020
Sara Waggott	Emergency Paediatric First Aid Adventure Training North East	24 April 2017	April 2020
Sheila Winter	Emergency Paediatric First Aid Adventure Training North East	24 April 2017	April 2020

<u>Name</u>	<u>Course</u>	<u>Date of Course</u>	<u>Renewal Date</u>
Sarah Breakey	Paediatric First Aid—2 Day Course Inspirational Training	27 & 28 April 2017	April 2020
Claire Reed	Paediatric First Aid—2 Day Course Inspirational Training	27 & 28 April 2017	April 2020
Gary Henderson	Paediatric First Aid (+ Adult) – 2 days Course Fane Training Ltd	19 & 20 February 2018	20 February 2021
Abbie Northin	Paediatric First Aid—2 Day Course British Red Cross	3 <sup>rd</sup> & 4 <sup>th</sup> May 2018	4 May 2021
Jasleen Bhasin	Paediatric First Aid—2 Day Course British Red Cross	3 <sup>rd</sup> & 4 <sup>th</sup> May 2018	4 May 2021
Nicole Gibson	Emergency First Aid at Work – 2 Day Course	27 <sup>th</sup> & 28 <sup>th</sup> August	28 August 2021
Eddy Wood	Paediatric First Aid—2 Day Course St John Ambulance	24 & 25 <sup>th</sup> September 2018	24 September 2021
Jill Brown	Paediatric First Aid—2 Day Course St John Ambulance	13 <sup>th</sup> & 14 <sup>th</sup> November 2018	13 <sup>th</sup> November 2021
Georgie Orife	Paediatric First Aid—2 Day Course Inspirational Training	15 <sup>th</sup> & 16 <sup>th</sup> November 2018	15 <sup>th</sup> November 2021
John Stirk	First Aid at work – 4 day ITC Level 3 Award in Outdoor First Aid Adventure Training North East Fane Training Ltd	3 <sup>rd</sup> & 4 <sup>th</sup> April 2019	April 2022