



Our Lady's Preparatory School and Day Nursery

First Aid Policy 3.4

Background to the Policy

The Health and Safety at Work etc. Act 1974 (as amended) imposes a general duty on employers to ensure, so far as is reasonably practicable, the health, safety and welfare of all their employees. This extends to the provision of appropriate first-aid facilities.

<http://www.hse.gov.uk/legislation/hswa.htm>

The Health and Safety First-Aid Regulations 1981 set out the basic requirements for the provision at work of first-aid equipment, facilities and appropriately qualified personnel. These requirements have been further expanded and updated by the production of the First-Aid Approved Code of Practice and Guidance 1997 (ACOP).

<http://www.hse.gov.uk/pubns/books/l74.htm>

First aid in Schools August 2000 – updated 12th February 2014.

The Education (Independent School standards) Regulations 2014

The School also receives guidance from Mentor, appointed to be its Health and Safety advisers.

This policy should be read in conjunction with the school's Health and Safety Policy and Child Health Policy (which deals with liaison with parents regarding children's illness or infections).

General Guidance on First Aid

First Aid is defined as emergency care given to an injured person (in order to minimise injury and future disability) before professional medical care is available. Teachers and other staff are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of pupils in the same way that parents might be expected to act towards their children. In general, consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.

Risks

A risk assessment of First Aid needs is necessary to ensure adequate provision is available.

This should include:

- The identification of pupils with specific conditions e.g. asthma, allergies etc.
- The identification of specific hazards in school.
- When to call for further help.
- The documentation of necessary treatment given.

Responsibilities

The ultimate responsibility for Health and Safety, which includes First Aid, at Our Lady's rests with the Trustees.

- The Headteacher is responsible for putting the policy in place, including informing staff and parents.
- All staff, and those parents with responsibility for children in school, should be aware of available First Aid personnel, facilities, and the location of First Aid boxes and information.
- First Aid provision must be available at all times, including out of school trips, during PE and other times the school facilities are used e.g. Parents' Meetings.
- There is always at least one person in each area of the School/Nursery with First Aid training.
- Adequate First Aid cover will be provided in all school buildings, as well as during break times. In the unlikely event it is necessary to leave a staff member alone e.g. during a PE lesson then they must have access to a Teacher/Staff Member on call in order to summon help if required.
- If a staff member is alone on a school trip then they must have immediate access to a telephone in order to summon help.
- First Aiders must have attended a recognised First Aid Course and attend refresher courses every 3 years. They will be reliable, have good communication skills, an ability to cope with stress and able to absorb new knowledge.
- The majority of qualified staff will hold a recognised Paediatric First Aid Qualification (12 hour course) particularly those working with the children in Early Years Foundation Stage (EYFS).

- First Aid does not include the administration of medicines, although there is no legal bar to doing so where appropriate. Those who dispense it should have a reasonable understanding of what is involved. First Aiders can use Epipens/Jext Pens (or similar) if trained to do so.
- It is the responsibility of the Headteacher, to ensure good First Aid practice is being carried out within the school and at events and activities organised by the school.
- All staff should have First Aid awareness.

Within the Our Lady's buildings, First Aid Cabinets are situated:

- In the First Aid room
- At the top of the Preparatory School stairs.
- In the main kitchen.
- In each area of the Day Nursery.
- First Aid Kits are available for use during PE lessons and off- site educational visits.
- The contents of the First Aid Cabinets/Kits are regularly checked and maintained by the senior staff.

Reporting and Recording of Accidents

Our Lady's School recognises that we have a duty to report incidents that involve the:

- Health & Safety at Work Act 1974
- Social Security Regulations 1979
- Health and Safety First Aid Regulations 1981
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (knowns as RIDDOR)

An unreliable accident / incident reporting system, or the under-reporting of near miss incidents may lead to dangerous occurrences recurring which may result in personal injury to staff, parents or visitors.

All such accidents involving an EYFS child must be reported to Ofsted within 14 days.

First Aid Procedures

- At Our Lady's School, we make every effort to minimise the risk of accidents but we recognise that accidents may still occur.
- All accidents to pupils, staff, parents and visitors, no matter how small will be reported to the Headteacher, Deputy Headteacher, Nursery Manager or Deputy as soon as possible after the accident took place.
- The First Aider present will deal with the accident and treat any injuries as required.
- Once the individuals have been treated, all details regarding the accident will be recorded in the Accident Book or on an Accident Form, including any treatment given, by a member of staff.
- An investigation into the accident should be undertaken immediately or certainly before the end of the day on which the accident occurred.
- An Accident Book is kept in the First Aid room and school pupils and Nursery children have individual accident forms. The First Aider is required complete the relevant sections.
- Minor accidents and injuries to children are reported to parents / carers when a child is collected at the end of the day. The parents / carers are required to sign the form at this time.
- Accidents requiring further treatment or causing any concern to staff should be reported to parents/carers by telephone as soon as possible.
- RIDDOR record books must be kept for a minimum of three years after the date of the last incident in the book. However good practice recommends keeping them for at least 6 years in order to allow time for any civil litigation to be made.

First Aid Guidance Notes for All Staff

Anaphylaxis (Anaphylactic Shock) - severe allergic reaction

Symptoms:

- Apprehension
- Sweating
- Feeling of Faintness
- There may be a burning sensation around the mouth
- A sensation of having a "lump in the throat" that may progress to hoarseness indicating swelling of vocal cords. Airways may be obstructed

- Headache
- Dizziness

Immediate Treatment is required in cases of Anaphylaxis:

- Stay calm - get help - contact a trained member of staff.
- Place child on floor in sitting position to help relieve any breathing difficulties.
- Call an ambulance.
- **Requires Adrenalin Injection** (to be administered by a trained member of staff)

Storage, administration and disposal of Adrenalin

- Parents to ensure supplies are maintained
- Store in a place known to all staff
- Dosage as specified by GP
- Dispose of syringe in jar or sealed container.
- Record date, time and action taken

Hypoglycemia - relevant to children / pupils with Diabetes

Hypoglycemia occurs suddenly when the blood glucose levels fall below 4mmol.

Common signs and symptoms are:

- Pale or ashen skin
- Dizziness
- Confusion
- Feeling weak
- Feeling hungry
- Sweaty
- Shaking/trembling
- Nausea

Hypoglycemia can occur because of the following:

- Too much insulin
- Not enough food to fuel an activity
- Cold weather/hot weather
- Missed meals or snacks
- A missed or delayed meal/snack
- Vomiting

What to do if hypoglycemia occurs:

Pupil may be able to self-administer. If not, immediately give the pupil something with high sugar levels to consume e.g. Glucose tablets x 3, Lucozade, fresh fruit juice, or high-sugar drink (about 100 ml).

Follow this with some starchy food to prevent the blood glucose from dropping again e.g. sandwich or cereal bar, fruit or two biscuits (such as garibaldi or ginger nuts).

If still showing hypoglycemic symptoms after 15 minutes, the child should consume food with high-sugar content.

“Hypo stop” can be massaged into the child’s cheek if they are too drowsy to take anything themselves (check if this is kept in school for the relevant pupil).

If the child is unconscious, do not give her anything to eat or drink and telephone 999 for an ambulance. The parents/carers should also be contacted immediately using their emergency contact numbers held by the main office.

Procedure for calling an ambulance

The First-Aider decides if emergency services should be called, based on assessment of the ill or injured person. If so, telephone 999 directly or instruct the school office to do so.

Headteacher, Nursery Manager or Deputy Headteacher **must** be informed immediately.

- The senior staff member will telephone for ambulance if the main First-Aider has not done so.
- Confirmation will be provided to the main First-Aider that ambulance is on its way, confirming anticipated ETA.
- Appoint a member of staff to wait for the ambulance in the front car park and to direct emergency staff promptly on arrival.
- The parents / carers will be contacted and updated on the situation.
- Appoint senior member of staff to accompany child to hospital and wait until parents arrive (once no longer required, the member of staff should return to school by taxi).

At all stages of the above procedure, there must be no delay.

Procedures when treating minor injuries and cleaning up bodily fluids

- All staff should take precautions to avoid infection and must follow basic hygiene procedures.
- Staff have access to single-use disposable gloves, disposable aprons and hand washing facilities, and should take care when dealing with blood or other body fluids and disposing of dressings or equipment.
- Staff should cover all open cuts, scratches, sores etc (on their own body) with waterproof dressings before handling the above.

Appointed Person for any particular incident

- The “Appointed Person” has the responsibility of taking charge during an incident and summoning help if needed.
- At Our Lady’s School, each qualified member of staff is able to assume the responsibilities of the Appointed Person.
- The maintenance of the First Aid Cabinets / Kits is the responsibility of **all senior staff**.

In the event that any members of staff notice that the First Aid Cabinets/Kits need additional supplies, this should be relayed to the School Office immediately, so this can be rectified.

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (known as RIDDOR)

Incidents that require reporting under RIDDOR:

- Accidents resulting in death or major injury
- Accidents which prevent normal duties for more than 3 days
- Loss of consciousness due to asphyxia or absorption of harmful substances
- Fractures / Dislocations
- Amputation

- Loss of sight – temporary or permanent
- Chemicals or hot metal burn to eye
- Penetrating eye injury
- Electric Shock
- Injury leading to hypothermia
- Unconsciousness needing resuscitation / hospital admission for over 24hrs.

This Policy should be read in conjunction with the Our Lady's health & Safety Policy, Medication Policy, Procedure when signing in medicine, Sudden Infant Death Syndrome Policy, Risk Assessment Policy and the Child Protection (Safeguarding) Policy.

Monitoring & review

The School will review this Policy every year and any guidance or advice published by the Public Health England, the Department of Health / NHS Direct, HSE, ISI and/or other relevant bodies will be monitored on an ongoing basis, in the event that ad-hoc amendments or revisions are appropriate outside of this timeframe.

Reviewed: April 2018

Signed:

A handwritten signature in cursive script that reads "Helene Robinson".

Helene Robinson

Headteacher

To be reviewed: 12 months from "Reviewed" date