

# Chiswick & Bedford Park Preparatory School

## First Aid Policy

### Introduction

Chiswick & Bedford Park Preparatory School and Nursery (“the School”) will undertake to ensure compliance with all the relevant legislation with regard to the provision of First Aid for pupils, staff, parents and visitors. We will ensure that procedures are in place to meet that responsibility. The policy will be reviewed annually.

### Aims and Objectives

- To ensure that the First Aid procedures in the School comply with current legislation regarding the Management of Health and Safety at Work Regulations;  
[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/306370/guidance\\_on\\_first\\_aid\\_for\\_schools.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/306370/guidance_on_first_aid_for_schools.pdf)
- To ensure that First Aid provision is available at all times whilst people are on the premises and on premises used by the School;
- To ensure that when recruiting staff, an appropriate number of successful candidates hold relevant First Aid qualifications and have been suitably trained, or are prepared to undertake training;
- To maintain a record of all First Aid training of staff at the School and to review First Aid needs and procedures annually;
- To provide ongoing training and to ensure monitoring of training needs;
- To provide sufficient appropriate resources and facilities;
- To provide awareness of Health and Safety issues within the School and on School trips to prevent, where possible, potential dangers or accidents;
- To report, record and, where appropriate, investigate all accidents; and
- To keep accident records and to report to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulation in force at the time.

### First Aid Provision

First Aid kits are available in the following locations:

- In the School Office;
- At the First Aid point under the staircase, outside the School office;
- In the Medical Room on the top floor; and
- Portable First Aid kits are also available for general outing use – at the First Aid point outside the School office as detailed above.
- A teaching assistant will be responsible for ensuring all first aid kits are checked and refilled as needed.

The Medical Room is located on the top floor next to the Library. At no time should an injured or ill person be left unattended in the designated room.

All members of staff must ensure they have read this First Aid Policy.

A list of all pupils who may require specific treatment or have a specific medical condition will be held in the Staff Room and the School Office. Where applicable, copies of individual pupils' medical requirements will be kept in the pupil's classroom, out of sight.

Medical supplies for these specific pupils (including EpiPen, Ventolin inhalers and Piriton) are kept in named packs at the First Aid point under the staircase. These medical supplies must accompany the pupil if they leave the school site.

*The parents should ensure medications are replaced after use or expiry.*

### **First Aid Training**

- All members of staff in the Foundation Stage are required to have Paediatric First Aid Training. All Teaching Assistants are trained in First Aid and training is reviewed and renewed on a three yearly basis.
- All members of staff, who have attended First Aid training either on or off-site, have received EpiPen training. A list of First Aiders is available in the School Office. *Most recent training: September 2019*
- For members of staff who did not receive First Aid training, they will complete Allergy Wise EpiPen online training ([www.allergywise.org.uk](http://www.allergywise.org.uk)) and will confirm to the headmistress that they have completed this training.

### **Head Injuries**

Accidents involving the head can be problematic because the injury may not be evident (e.g. internal) and the effects only become noticeable after a period of time. Therefore, even if the injury is minor, all head injuries must be closely monitored and a head injury report form must be completed and given to the parents.

Any serious head injury should always be referred for hospital treatment following the emergency procedures below.

### **Emergency Procedures**

Where the injury is an emergency, an ambulance must be called, following which the parents will be contacted.

In the event that the parents, or the person designated by the parents cannot be contacted, a member of School staff will be asked to accompany the pupil to the hospital and remain with them until the parents can be contacted and arrive to take over responsibility. The parents will be asked to keep the Headmistress fully updated of developments.

An ambulance **must always be called:**

- In the event of a serious injury;
- In the case of a significant head injury;
- In the event of a period of unconsciousness; or
- Wherever there is a possibility of a fracture or where this is suspected.

### **Accident Reporting**

- All accidents/injuries/head injuries and treatment must be recorded in either the pupil or Adult Accident books both of which are kept at the First Aid Point outside the School office next to the first aid boxes. The entry in the Accident Book must be completed by the person administering First Aid and by the person who has dealt with the accident.
- Parents are informed by use of the Head Injury Report Form letter of all head injuries to their child.
- A member of the Office Staff will contact the parents if there are any concerns about an injury or should a pupil need to be sent home due to illness.
- These records should be kept for 7 years.
- The class teacher and the School Office staff must be informed when a child has had an accident.
- Off-site accidents will be reported by staff at the venue but they must also be recorded by CBPPS staff on our own off-site accident report form, which must include a reference number of the off-site form and be signed by the appropriate member of staff at the venue.
- If the nature of the accident involves contacting 'Reporting of Injuries, Diseases and Dangerous Occurrences Regulations', the Headmistress is the person designated to undertake this on behalf of the School.

### **Hygiene/Infection Control**

- Hands must be washed before and after giving First Aid;
- Single-use disposable gloves must be worn when the treatment involves blood or other body fluids;
- Any soiled dressings etc. must be put in a clinical waste bag and disposed of appropriately (Sanitary bin disposal);
- Any body fluids on the floor should have absorbent granules sprinkled on them and be swept up with the designated dustpan and brush. If possible the area should be bleached; and
- Body fluid spillages on hard surfaces should be cleaned up and then bleached.

## **Managing Specific Diseases** (e.g vomiting and diarrhoea)

Staff and parents should refer to the following publication for guidance on when a child should be kept off school. For vomiting and diarrhoea, the child **MUST** be excluded until 48 hours after symptoms have stopped and they are well enough to return.

<https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities/chapter-9-managing-specific-infectious-diseases>

## **Administration of Medicines**

Staff should refer parents to the School Office if a request to administer medicines is made to them.

On receiving medication to be administered (\*see copy attached) the procedure for the School Office Representative (Mrs Carol D'Praser and Mrs Jane Bryson) is:

1. Check that the 'Request for Administration of Medicines' Form is correctly filled in and signed by the parent/carer at time when medicine is handed in by the parent / carer.
2. Check that the child's name is on the List of Medicines in School to be administered that day.
3. Lock the medicine in the fridge or First Aid cupboard.

The Procedure for Staff Designated to Administer Medicines (Mrs Carol D'Praser and Mrs Jane Bryson):

Only one dosage per day to be administered to any child whose parent has requested medicine to be administered. This is administered between 11:50 and 12:00 noon.

If a child requires medication at times other than between 11:50 and 12:00noon, parents will be told that members of staff cannot do this and the parent will have to be responsible for the administration of the medicine at these times.

When administering medicine:

1. Check that the 'Request for Administration of Medicines' Form (\*see copy attached) was correctly filled in and signed by the parent/carer at time when medicine was handed in by the parent / carer.
2. Check that the medicine is the correct medicine for the child.
3. Check expiry date of medicine.
4. Ensure witness is present.
5. Administer medicine as per instructions on 'Request for Administration of Medicines' form.
6. Complete time, date and signature form.
7. Ensure the person witnessing procedure also signs the form.
8. Complete and sign the List of Medicines to be administered for that day.
9. Ensure that witness also signs the list.

## **Diabetes**

At the School we make every effort to manage this condition effectively. We insist on good communication between parents/ pupils, staff and the Education service. We implement sound precautionary measures and support from and for staff, so that School life may continue as normal for the pupil.

The School/Nursery forms/booklets will inform parents that they are responsible for making the School aware of any medical condition which their child has, including diabetes.

At the time of enrolment or diagnosis, any known symptoms and responsive treatment/ corrective measures known to work for the individual child should be clarified. This should be done at an initial health care case conference to discuss the management of the pupil's condition. There should always be a review meeting at points of transition. At this meeting a Health Care Plan (HCP) should be formulated.

This HCP should be passed on to all relevant parties and specific staff members will be designated and trained to test levels and administer treatment.

All staff will have:

- A general awareness of diabetes and what to do in an emergency;
- Awareness of the extent of moderate to severe hypoglycaemic attacks and what to do in the case of an attack; and
- Access to the leaflet 'Children with Diabetes at School'.

Arrangement for access to food and beverages will be in place to ensure pupils with diabetes can eat and drink as and when required in line with their HCP.

Flexible opportunities will be made available for regular blood glucose tests to be carried out throughout the day which may require support from staff depending on age and capability of the pupil.

Flexible opportunities based on the need and an appropriate designated area will be made available to the pupil to inject insulin. The pupil may require staff to oversee the dosage or to actually administer the insulin depending on age and capability of the pupil.

We aim to create a safe environment for the pupil. Pupils and staff involved in testing of blood will be encouraged to wash their hands thoroughly before testing.

The pupil will be allowed to eat and drink unchallenged and provision will be made to allow a pupil to inject at an appropriate time and place before eating lunch if this is required. Staff should ensure that the pupil eats lunch and snacks provided.

If a child experiences a hypo, they will be accompanied at all times while medical help is sought.

The child's treatment must always be carried with them when out of the classroom (e.g. Rocks Lane, St Michael and All Angels Church Hall).

Staff and parents maintain a daily written account of treatment administered and testing results to ensure good communication and effectiveness and consistency of treatment.

It is the parents' responsibility to provide the School with written medical documentation, instructions and medications as directed by a doctor. They should also provide the School with a list of contacts of parents / carers so that they can be notified if a problem arises. The parents should ensure medications are replaced after use or expiry. They should also ensure that medication is brought in each day and must provide the pupil with all items for safe management of blood glucose testing.

The School ensures that all staff are aware of children with diabetes and ensures relevant staff are trained appropriately. Staff should ensure that all medication is monitored for expiration date and returned at the end of the School day. Staff should ensure open channels of communication with the parents and regular reviews throughout the School year.

Staff should also ensure that the pupil with diabetes is included in all School activities and not excluded from an activity on the basis of diabetes.

This Policy should be read in conjunction with the following policies –

1. *Health and Safety Policy*
2. *Risk Assessment Policy*
3. *Accessibility Plan and Policy*

<b>Date reviewed</b>	<b>Date of next review</b>	<b>Date approved and agreed by Proprietors</b>
<b>August 2020</b>	<b>August 2021</b>	<b>August 2020</b>