BROOKE PRIORY SCHOOL

FIRST AID POLICY
INCLUDING EYFS

General
The school is required to have a First Aid Policy in accordance with the following legislative framework:

- Health and Safety at Work etc. Act 1974
- Health and Safety (First-Aid) Regulations 1981 (as amended)
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- EYFS Statutory Framework (current version)
- Equality Act 2010

Aim

- To ensure that the school has adequate and appropriate equipment, facilities and procedures to provide appropriate first aid, and
- To ensure that the first aid arrangements are based on a risk assessment of the school.

Responsibilities
The Headmaster of Brooke Priory School has the general responsibility for the First Aid Policy.

Internal Management
The Internal Management responsibility for first aid is delegated to the Head.

The Head is responsible for developing detailed procedures.

The Head must ensure that the parents are aware of the school's Health & Safety and First Aid Policies.

The school will appoint a person to be in charge of first aid provision who will:

- Ensure that the first aid provision is adequate and appropriate.
- Carries out appropriate risk assessments in liaison with the Head.
- Ensures that the number of first aiders/appointed persons meets the assessed need.
- Ensures that the equipment and facilities are fit for purpose.
- Regularly keeps the Headmaster informed of the implementation of the policy.

The staff at Brooke Priory volunteer to undertake first aid tasks. All staff in charge of pupils must use their best endeavours at all times, particularly in emergencies, to secure the welfare of the pupils in the same way that parents would be expected to act towards children.

Trained staff may take action beyond the initial management stage. Other staff must provide aid only to the level of qualification or competence that they possess.

Duties of a First Aider

They must:

- Complete an approved HSE Training Course
- Give immediate help to casualties
- Ensure that, when necessary, an ambulance or other professional medical help is called. If a first aider has any doubt or is unsure about the severity of an injury or illness the first step is to call an ambulance.

The first aiders and appointed persons will be expected to follow any Government guidance including the requirement for updated training every three years.

Number of First Aiders
There is at least 1 full paediatric first aid trained member of staff on each school site when children are present. The school's policy is that all members of staff are trained in first aid. Of course, new staff receive their training as and when it is required. This ensures that, at all times, children are in the presence of a qualified first aider. In the EYFS, the staff have full paediatric training and again, the children are always accompanied by at least one member of the EYFS staff.

Appointed Person
All members of staff authorised to administer First Aid hold a Paediatric Emergency First Aid certificate as recognised by the Health and Safety (First Aid) Regulations 1981. This certificate expires 3 years from the date of training.

They:

- Take charge when someone is ill or injured.
- Ensure that medical help is called when necessary.
- Assist with or administer basic first aid when needed.

The school will ensure that they are trained in coping with emergencies. The training will include:

- What to do in an emergency.
- Cardiopulmonary resuscitation.
- First aid for the unconscious casualty.
- First aid for the wounded or bleeding.

Number and Location of First Aid Containers

The minimum first aid provision is:

- A suitably stocked first aid container.
- An appointed person in charge of first aid.
- Information for employees on first aid arrangements.
- Arrangements for off-site activities.
- Out of school hours provision.

The receptionist will ensure first aid kits remain suitably stocked.

Location of first aid kits:

1. School Hall
2. Kindergarten General Area
3. Nursery
4. Theatre kitchen
5. Art/Design Tech room
6. First Aid Room/Reception

The principle first aid area is located in the First Aid room in Reception. All basic requirements for first aid can be found here.

Arrangements for children with specific medical conditions:
Specific medication for children with asthma: inhalers are held securely in the Reception cupboard, and the children are instructed to go to the Receptionist who will administer the medication. Children with severe allergies who have been prescribed with an EpiPen's will have two epi-pens in the school, one is held at the Reception desk, and one is in the classroom and accompanies them whenever they leave the school environment e.g. swimming and sports fixtures.

Generally, a member of staff on duty will carry out any first aid, although the admin team are on hand should assistance be required.

Procedure if an accident occurs at playtime:

1. One of the staff on duty at playtime is the designated First Aider
2. The first aider treats the child.
3. Where first aid is administered it needs to be recorded on SchoolBase. The incident should be recorded accurately with as much detail as possible, any injuries and any treatment given. If the child is in EYFS (Nursery, Pre-school or Kindergarten) their date of birth must be written on the form.
4. The First Aider must pass this information to the Receptionist (or a member of admin team in their absence) who is then responsible for inputting the information onto SchoolBase.
5. The receptionist will then email a copy of the incident to the child's parent contacts on SchoolBase, class teachers and the admin team.
6. Any serious accident (this may include head injuries, serious bleeding and a severe blow leading to the belief that a break, sprain, fracture, etc may have occurred) requires parents to be informed by telephone as soon as reasonably possible.
7. If a child needs to be sent to the Out-Patients Department of the local Hospital, a parent or guardian must be contacted.
8. Two members of staff must accompany the child to hospital. If a parent cannot be contacted, one member of staff will remain with the child at all times. The Headmaster OR child's form teacher must telephone the parents that evening to enquire about the child's health.

EYFS – parents of children in EYFS will be informed on the same day, or as soon as reasonably practicable, of any accident or injury sustained, and of any First Aid treatment given.

Procedure if a child is ill during school hours:

1. The class teacher informs Reception, and a telephone call is made to the parent.
2. The teacher needs to decide whether the child remains in class or needs to lie down in the First Aid room. If this is the case a member of the administration team will be responsible until a parent/carer collects the child.

3. The school follows NHS guidance with regards to procedures when a child becomes ill. For example the 48hr rule applies when a child has sickness/diahorea. The school will apply a careful and pragmatic approach if the cause of sickness is believed to be provoked, non-infective and witnessed by a member of staff. In this instance the child will be sent home for the remainder of the day to monitor emerging symptoms, if the child appears to be well and there are no further episodes the school may be contacted to discuss with the headmaster, an earlier return to school.

Names of each child's doctor and dentist are recorded in their file and retained securely in the admin office or recorded on SchoolBase (for newer pupils at the school).

Each September, the Administrator will circulate a list to all staff members informing them of any specific medical facts, for example asthma, epilepsy, allergies. This list is regularly updated, and a copy is kept on the notice board in the admin office, and a copy is also available in the staff room.

Procedure if an accident occurs during a sporting activity:

1. Staff will take a first aid kit to accompany sports fixtures and lessons, when not in the immediate vicinity of the school building. Sports lessons in the sports hall, MUGA or field outside the prep classrooms are close to the school building to have first aid administered in the usual way, without having to collect the first aid kit in advance of the lesson. A first aid kit is taken to all fixtures, no matter the venue for practicality and ease.
2. A box containing specific medicine, i.e. inhalers and EpiPen's is available for collection before the match/lesson takes place when not in the vicinity of school reception. School walkie talkies are taken to maintain communication with Reception.
3. If a child is hurt the member of staff will administer first aid. If it is more serious, they will ask another member of staff to supervise the rest of the class ensuring the injured child is safe. The injured pupil will be brought into school if safely to do so. An ambulance will be called if needed.

Hygiene procedure for dealing with the spillage of body fluids.

Any member of staff dealing with a spillage must as a priority put gloves on before dealing with the situation.
They must ensure that the area is kept clear of any other children or adults until the situation is dealt with and the spillage cleared.
Disinfectant will be used in all cases.
All waste (including gloves) must be placed in a plastic bag, sealed and disposed of directly into the appropriate bio-hazard bin.
Showers and cleaning facilities are available depending on the severity of the spillage.

Procedure for dealing with a bump to the head:

1. Sit the patient down and apply a cold compress to the site of the injury.
2. Treat any scalp wound, like a bleed, by applying direct pressure to the wound and clean with a sterile wipe and apply dressing if required.
3. Check their level of responsiveness. Make a note of their reactions in case you need to pass onto medical personnel should you need to call an ambulance if you have suspicion of head injury/concussion. Also consult the Head Injury Checklist contained in the First Aid folder at reception for guidance.
4. Issue a 'Bump to the Head' badge – this alerts all members of staff should the patient's condition start to deteriorate. They should keep this badge on their clothing for the duration of the school day.

5. When a child has suffered a bump to the head, the information must be passed on to the receptionist who will record the incident on SchoolBase immediately.
6. It is the receptionist's responsibility to email a copy of the incident to the child's parent's contacts on SchoolBase, class teachers and the admin team. Depending on the severity, a phone call home should be made.
7. Should a child be required to be collected then the Headmaster needs to be immediately informed.

EYFS Paediatric First Aid.

In line with the EYFS statutory framework, at least one person with a full Paediatric First Aid (12-hour) certificate is on the premises and available whenever children are present and accompanies children on all outings. Certificates are renewed every 3 years. We plan staffing to ensure continuous cover.

Risk Assessments

The person responsible for first aid must make suitable and sufficient risk assessments in the school to determine any extra provision required over and above the minimum provision. The risk assessments must also cover the risks to employees and also any non-employees who may come into the school.

RIDDOR

We follow HSE's school-specific guidance. We report to HSE any work-related incident that meets RIDDOR thresholds, including:

- Employees: death; specified injuries; over-7-day incapacitation; reportable occupational diseases.
- Pupils/others: death or injuries that arise out of or in connection with work (e.g., due to the premises, equipment or supervision) and lead to them being taken directly to hospital for treatment.
  Reports are made without delay via the HSE online system by the Bursar (or delegate).

EYFS providers will notify Ofsted of any serious accident, illness, or injury to, or the death of, any child while in our care, and the action taken, as soon as reasonably practicable and within 14 days, in accordance with the EYFS statutory framework. We will also notify local child protection agencies where required.

Insurance

The employer must ensure that insurance arrangements provide full cover for claims arising from actions of staff acting within scope of their employment.

Equal Opportunities

The school will take particular care with the first aid provision for its disabled staff and pupils. Appropriate risk assessments will be done by the person in charge of first aid, and suitable provision will be made in liaison with the Head.

Monitoring and Review

The Headmaster will review the first aid needs and arrangements annually and will ensure that the appropriate level of first aiders/appointed persons is in place, and that the appropriate standards are met.

This policy dovetails with the medicines policy in which more specific details are given pertaining to arrangements for pupils with particular medical conditions. (e.g. asthma, epilepsy, and diabetes.)