




ALDENHAM
— PREP SCHOOL —

First Aid Policy (including EYFS)

Managed by:	Updated:	Review Date:
S Galpin	August 2022	August 2023

Acting Head's Authorisation:	Date:
	18.08.2022
Mrs S M Galpin	

INFORMATION

This is a copy-controlled document. If you are unsure of it being the most current version, please refer to the office. If you need any changes to be made please speak to the office or the Policy Manager.

Introduction

The staff and Governors of Aldenham Prep School acknowledge their responsibilities to First Aid and supporting pupils with medical conditions. This policy is one of several which pertain to the medical care which is available to pupils. All of these policies and related procedures and documentation are available on the 'T' drive.

This policy is written in accordance with statutory requirements and guidance from:

- The Special Educational Needs and disability Code of Practice 2015
- First Aid Guidance HSE Regulations 2015
- Regulation 5 of the School Premises (England) Regulations 2012
- Equality Act 2010
- Managing Medicines in Schools and Early Years Settings, Guidance 2005
- Sections 21 and 175 of the Education Act 2002
- Supporting Pupils with Medical Needs: a good practice guide and Circular 14/96
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995
- The Health and Safety (First-Aid) Regulations 1981
- Sections 3 and 17 of the Children Act 1989
- Section 2 Health and Safety at Work Act 1974
- Misuse of Drugs Act 2001
- The Human Medicines Regulations 2012

The First Aid Policy should be read in conjunction with the following policies and documentation which can be found on the 'T' drive:

- Anaphylaxis Policy
- Asthma Policy
- Medical Care and Medicine Policy
- Diabetes Policy
- Epilepsy Policy
- First Aid Kits Contents
- Health and Safety Policy
- Intimate Care Policy
- Medical Permission Form
- Risk Assessment Medicines
- Serious Accident Procedure
- Spillage of Bodily Fluids - Action & Safety Plan
- Staff First Aid Training and Renewal dates

Scope and Remit

First Aid arrangements are considered to be of paramount importance at Aldenham Prep School. The majority of our staff volunteer to be First Aid trained. Regular courses are arranged by the school to keep training up to date and to train new members of staff. (See Staff First Aid Qualifications, Training and Renewal dates on 'T' drive).

The Policy applies when supervising children taking part in off-site activities and visits, as well as when taking part in on-site activities.

In our setting staff are able to take action to apply first aid treatment in the event of an accident involving a child or adult. At least one member of staff with current first aid training is on the

premises or on an outing at any time. The first aid training includes first aid training for infants and young children.

Roles and Responsibilities

The employer at Aldenham Prep School is the Aldenham Foundation. Under the Health and Safety at Work Act 1974 the Governing Body has a responsibility for ensuring the existence of the Health and Safety Policy including arrangements for First Aid, insurance and the training of first aiders.

The **Acting Headmistress** is responsible for putting the Governing Body's policy into practice, for developing detailed procedures and ensuring that they are followed. She also ensures parents are aware of the School's Health and Safety Policy and the First Aid arrangements. She ensures adequate and appropriate training and guidance for staff who volunteer to be first aiders/appointed persons. She ensures there are adequate trained staff to care for children's needs when there are offsite visits and learning outside the classroom activities.

The conditions of employment for **teachers and other school staff** do not include giving first aid, although all members of staff volunteer to do so. Staff are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of pupils.

The Foundation has an insurance policy which covers all members of staff both trained and non-first aid trained who act in good faith when administering first aid on school business both on and off school premises.

Competence

First aiders must complete a training course approved by the Health and Safety Executive. Staff with responsibility for Foundation Stage children complete enhanced training and are trained in paediatric first aid. (See staff First Aid Training and Renewal dates).

At Aldenham Prep the Administrator, Sandra Constable, has responsibility for ensuring first-aid resources are available. The Support Assistant, Sam Dronsfield, is the appointed person who has responsibility for re-stocking the first-aid kits.

Assessment of Need

The Acting Headmistress at least annually re-assesses the School's first-aid needs to take into consideration any legislative up-dates and to ensure that provision of trained staff and facilities is adequate.

Circulation of Information

Notices regarding first aid provision are displayed in Medical Room and the Staff Room (for KS2), and Nursery Office (for Nursery and Reception.)

First-aid information is included in the staff induction programme and is to be found in the Staff Handbook.

It is essential that parents' contact details are always correct and up to date and it is the responsibility of parents to inform the school of any changes. Parents can view and check their contact details are correct on their child's page of the school portal.

Risk Assessment of First-aid Needs

Risk assessments include the first aid needs of children, staff and visitors. Provision is centralised into the Medical Room. When using other facilities on the Aldenham site staff should be aware of first aid provision in each building that they use. When children move around the site, staff carry a green rucksack type bag, containing inhalers and auto-injectors (as appropriate to the individual class) and suitably stocked first aid pouches. The buildings regularly used on the Aldenham site, with locations of First Aid kits are:

- Sports Centre – in Sports Centre Office.
- Theatre- stage left wing, to the right of the shutter door.
- Chapel – in vestry.

Should it be necessary to call an ambulance to the Prep School, it must be made clear that the ambulance is for the Prep (as we have the same postcode as the Senior School, WD6 3AJ). It must be stressed that the ambulance is needed in the Prep School Car Park.

Accident trends are collated and assessed via scrutiny of the accident forms and the Medical/Incident Log Book. Adjustments to playground rules and/or supervision, for example, can be made to reduce accidents and incidents.

At least 50% of the FS staff should be Paediatric trained (12-hour course). In reality at least 80+% are so trained. At least 50% of the Pre-Prep and Prep staff should be Basic Paediatric trained (4-hour course). In reality usually 80+% are so trained.

This level of trained staff ensures that there is adequate first-aider provision at lunchtimes, breaks, after school clubs and for offsite visits and learning outside the classroom activities. There is adequate provision during Science, DT and PE lessons. There is also adequate provision for student Early Years Practitioners and student teachers.

With such a high proportion of staff being trained, access to a fully trained first aider is easy and quick. Staff must ensure that if they are not first aid trained themselves, they must be aware of who is and where first aid equipment and facilities are stored.

Training

The Nursery Administrator keeps a record of staff first aid training and ensures that it is approved by the HSE and is appropriate for those working with the ages of children at the Prep. She ensures refresher training takes place before the three-year certificate validity expires.

Materials, Equipment and Facilities

Our first aid equipment is clearly labelled and easily accessible. All first aid containers are marked with a white cross on a green background. First aid containers are sited in the Medical Room and Laundry Room (for Nursery and Reception).

Handwashing facilities are included within these rooms.

For first aid container contents see First Aid Kits: Contents.

Re-stocking of the First Aid containers is the appointed persons' responsibility. Care must be taken to ensure items should be discarded safely after any expiry dates have passed.

All School minibuses carry first-aid containers which are checked and re-stocked by the Senior School Medical Centre.

The Medical Room is situated in the Prep building and can be used by children of all ages. In practice younger children are often kept in the environment they know to aid their wellbeing while receiving first aid. The room contains a washbasin and is adjacent to a toilet.

The Aldenham site has two AED (Automatic External Defibrillators) situated outside the Medical Centre in School House (Senior School) and outside the Sports Centre.

Electrical defibrillation is the only effective therapy for cardiac arrest caused by ventricular fibrillation (VF) or pulseless ventricular tachycardia (VT). These AEDs are easily obtainable for emergency use and can be used in life saving emergencies where a casualty has stopped breathing. **These AEDs are suitable for use in children over the age of 8.**

These AED are activated by voice prompts; many of the school staff are trained in their use. The Resus Council (UK) recommends: *'Attempting defibrillation with the minimum of delay in victims of VF/VT cardiac arrest.'*

Hygiene and Infection Control

Staff must take precautions to avoid infection and must follow basic hygiene precautions.

Staff should wear gloves when dealing with blood or other bodily fluids and care must be taken when disposing of dressings or equipment. The PHS bin located in the Medical Room is for soiled gloves, bloodied tissues etc. Bodily fluids (such as vomit) should be dealt with using a spills pack. Once bagged, they should be taken to this bin.

Reporting Accidents and Record Keeping

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) some accidents must be notified to the HSE. The following accidents must be reported to the HSE and this is done by the Bursar:

- accidents resulting in death or major injury (including as the result of physical violence)
- accidents which prevent the injured person (adult or child) doing their normal work, for more than three days (including acts of physical violence)

The Bursar must be informed of such an accident without delay (i.e. by telephone) as well as via the accident form.

Accident forms are completed. These are scrutinised by the Deputy Head (Nursery and Pre-Prep) and Acting Headmistress (Prep). The accident forms are stored on the child's office file. These files are stored until the child is 25 years of age. Only details of accidents which need to be reported to the insurers will be sent to the Bursar.

The accident details are stored in the Accident Summary Record on the 'T' drive. The date, child's name, venue of the accident and brief details are recorded. These are reviewed by the Acting Head and Deputy to establish any patterns and if any are found for action to be taken.

In an emergency staff access parents' contact details in the Prep office or in Nursery office. All serious or significant incidents (e.g. head bumps) are reported to parents with a phone call and/or a red head bump letter and Head Bump Wrist band.

First Aid Policy

Document History

Date:	Pages:	Amendments:	Reason:	Name:
Oct 2015			Reviewed	LC, RL, VJG
Oct 2016			Reviewed	LC, RL, VJG
Mar 2017		Policy re-written		VJG
Nov 19		Head Bump Wristbands		LB, VJG
	3	Pupil support posters are displayed in prominent places.	Removed until back in place	RL, VJG
Oct 2020	3	Parents can view and check their contact details are correct on their child's page of the school portal.	Parents can check this information at any time on the school portal.	CE, VJG
12/08/2021	2	the Administrator the Support Assistant	Update of assigned roles	V Gocher
12/08/2021	2,3,4	Removal of references to previous buildings	Move to Vincent House	V Gocher
12/08/2021	3	epi pens replaced with auto-injectors	update	V Gocher
12/08/2021	3	Prep School Manager replaced with Nursery Administrator	Update of assigned roles	V Gocher
12/08/2021	4	The accident forms...	Change of storage venue	V Gocher
02/02/22	5	Accident Summary Record	Change of name	V Gocher
18/08/22	Front cover	Mrs Galpin Acting Headmistress	Change of name and title	S Galpin

18/8/22	4	Removal of use of Senior School Science lab	Prep children no longer use the Senior School Science lab on a regular basis	S Galpin
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