



## FIRST AID POLICY

September 2023

### INTRODUCTION

This policy outlines the School's responsibility to provide adequate and appropriate First Aid to pupils, staff, parents and visitors, and the procedures in place to meet that responsibility. The policy is reviewed annually.

### POLICY STATEMENT

This policy is compliant with paragraph 13 of Part 3 (Welfare, health and safety of pupils) of the Education (Independent School Standards) Regulations 2014 that the School 'ensures that first aid is administered in a timely and competent manner by the drawing up and effective implementation of a written first aid policy'.

It has regard to the DfE document Guidance on First Aid for Schools.

The number of certified first-aiders will not be less than the number required by law and all permanent staff will undergo basic first-aid training. All first-aid training will be regularly updated. In accordance with EYFS requirements all EYFS staff are fully trained Paediatric First Aiders. Training is updated every three years. The list of Paediatric First Aiders are:

- [Natasha Henderson-Stewart](#)
- [Cecile Lemenager](#)
- [Julie Bonaz](#)
- [Sarah Williams](#)
- [Anita Farkas](#)
- [Isabelle Labru](#)
- [Geraldine Christin](#)



Supplies of first-aid material will be held in the Staff room. Adequate and appropriate first aid provision will form part of the arrangements for all out-of-school activities.

A record will be made of each occasion any member of staff, pupil or other person receives first aid treatment either on the school premises or as part of a school-related activity.

## PROCEDURES

### 1. The First Aid Kit

Our first aid kit complies with the Health and Safety (First Aid) Regulations 1981 and contains the following items only:

- Triangular bandages (ideally at least one should be sterile) - x 4.
- Sterile dressings:
  - ✓ Small (formerly Medium No 8) - x 3.
  - ✓ Medium (formerly Large No 9) – HSE 1 - x 3.
  - ✓ Large (formerly Extra Large No 3) – HSE 2 - x 3.
- Composite pack containing 20 assorted (individually-wrapped) plasters 1.
- Sterile eye pads (with bandage or attachment) e.g. No 16 dressing 2.
- Container or 6 safety pins 1.
- Guidance card as recommended by HSE 1.



In addition to the first aid equipment, each box should be supplied with:

- 2 pairs of disposable plastic (PVC or vinyl) gloves.
- 1 plastic disposable apron.
- a children's forehead 'strip' thermometer.
- Ice packs are stored in the fridge.

The first aid box is easily accessible to adults and is kept out of the reach of children. It is checked regularly and replenished when necessary.

No un-prescribed medication is given to children, parents or staff.

At the time of admission to the setting, parents' written permission for emergency medical advice or treatment is sought. Parents sign and date their written approval.

Parents sign a consent form at registration allowing staff to take their child to the nearest Accident and Emergency unit to be examined, treated or admitted as necessary on the understanding that parents have been informed and are on their way to the hospital.

The school has portable first aid kits which are used on outings and visits. Our Designated Key First Aiders are:

**CECILE LEMENAGER and NATASHA HENDERSON-STEWART**

In the event of an accident or injury requiring first aid:

- The child is treated by a first aider.
- The injury is recorded in the school accident book giving details of
  - ✓ The child's name and class
  - ✓ A description of what happened
  - ✓ The injury
  - ✓ First aid treatment given
  - ✓ A signature of the person administering first aid
- A parent form is filled in and placed in the child's communication book.

At the end of each month, the Designated Key First Aiders shall review the accident books together with the SLT and make notes of any patterns or accidents to note. This will be discussed with the rest of the team on the first staff meeting of each month.



## 2. Emergency Procedure in the event of an accident, illness or injury

Nothing in this policy should affect the ability of any person to contact the emergency services in the event of a medical emergency. For the avoidance of doubt, Staff should dial 999 for the emergency services in the event of a medical emergency before implementing the terms of this Policy and make clear arrangements for liaison with ambulance services on the School site.

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, the School is required to report the following to the Health and Safety Executive (HSE): fatalities, major injuries (such as 2 fractures), reportable (over 7 day) injuries, reportable diseases, and reportable dangerous occurrences.

Guidance on how RIDDOR applies to schools can be found [here](#).

If an accident, illness or injury occurs, the member of staff in charge will assess the situation and decide on the appropriate next course of action, which may involve calling immediately for an ambulance or calling for a First Aider. If summoned, a First Aider will assess the situation and take charge of first aid administration.

In the event that the First Aider does not consider that he/she can adequately deal with the presenting condition by the administration of first aid, then he/she should arrange for the injured person to access appropriate medical treatment without delay.

### a. Ambulances

The first aider/appointed person is to always call an ambulance on the following occasions:

- In the event of a serious injury
- In the event of any significant head injury
- In the event of a period of unconsciousness
- Whenever there is the possibility of a fracture or where this is suspected
- Whenever the first aider is unsure of the severity of the injuries
- Whenever the first aider is unsure of the correct treatment

If an ambulance is called then the First Aider in charge should make arrangements for the



ambulance to have access to the injured person.

Arrangements should be made to ensure that any pupil is accompanied in an ambulance, or followed to hospital, by a member of staff until one of the pupil's parents, guardian or their named representative is present

A member of staff will remain with the pupil until one of the pupil's parents, guardian or a named representative appointed by a parent arrives at the hospital.

b. Medical Room

There is a medical room located in the main hall on the ground floor. The medical room is clearly marked with a sign on the door.

c. Procedure in the event of contact with blood or other bodily fluids

First Aiders should take the following precautions to avoid risk of infection:

- cover any cuts and grazes on their own skin with a waterproof dressing
- wear suitable disposable gloves when dealing with blood or other bodily fluids
- use suitable use devices such as face shields, where appropriate, when giving mouth to mouth resuscitation
- eye protection and a disposable apron where splashing may occur
- wash hands after every procedure

If a First Aider suspects that they or any other person may have been contaminated with blood and/or other bodily fluids which are not their own, the following actions should be taken without delay:

- wash splashes off skin with soap and running water
- wash splashes out of eyes with tap water and/or an eye wash bottle
- wash splashes out of nose or mouth with tap water, taking care not to swallow the water
- record details of the contamination in the accident book
- take medical advice (if appropriate)

### 3. Distribution of Medication

Parental consent is required before medication is given and the School does not allow pupils to self administer medication. The School requests that parents update medical records annually. Any medication brought to school for a pupil must be handed in on arrival to a member of staff, who will store it in the prescribed cabinet in the Office. The medication must be accompanied by a letter, giving relevant details of dosage and when the medication should be administered. A contact telephone number should also be given if different from school records. Once the required medication has been given, the transaction is to be recorded by the person responsible in the medical log book (date, time, child's name, medication given).

### 4. Allergies

It is the parents' responsibility to inform the school in writing of any allergy that their child



may have. All parents are asked to complete the relevant information in the Back to School Form which is completed at the start of each school year. A list, which is regularly updated, of pupils who suffer from allergies, with appropriate information, is displayed on the noticeboards in the Hall and School Office.

All teaching staff are responsible for being aware of allergies of pupils in their care on school trips, where food may be consumed, and taking reasonable precautions to guard against children suffering allergic reactions.

In the case of extreme allergies which could be life-threatening, it is the parents' responsibility to supply a properly equipped "medi-pac" with clear instructions and a contact telephone number. Parents should check that ampules, etc., are in date. The medi-pac will be kept in the portable medical bags in the Office and the trip leader will ensure that:

- a) it is taken on any school trip, and
- b) the appointed leaders of the school party is made aware of the action necessary in an emergency.

The School will already have entered into an appropriate signed agreement of action to take in an emergency with the child's parents.

## 5. Asthmatics

It is the parents' responsibility to inform the school if their child suffers from asthma, and to ensure that he brings the required inhalers to school. The Head must be informed. A list, which is regularly updated, of children who are on medication for asthma, with appropriate information, is displayed on the notice boards in the Staff Room and School Office.

## 6. COVID 19

### Handling pupils or staff in School with coronavirus symptoms

If a pupil or member of staff exhibits coronavirus symptoms, he/she will be taken to the Medical Room and the School will:

1. contact parents to arrange prompt collection/arrange for the staff member's travel home
2. arrange cleaning as soon as the symptomatic person has left the School
3. advise that the pupil/staff member take a COVID-19 test.
4. if the test is positive, self isolate for 3 days and return to school after a negative test result.



## Self-isolation

If a member of staff has helped someone who was unwell with symptoms of coronavirus, they do not need to go home and isolate unless they develop symptoms themselves.

### **Action after a confirmed case of coronavirus in School**

The other household members of a wider class do not need to self-isolate unless they subsequently develop symptoms themselves or register a positive test result.

### **Good hygiene amongst staff and children in School**

Children will be reminded daily about good handwashing and hygiene routines regularly.

#### ***Legal framework***

Health and Safety (First Aid) Regulations (1981)

#### ***This Policy is to be read in conjunction with:***

The Health and Safety Policy

Fire Risk (Prevention) Policy

Risk Assessment Policy

The Safeguarding Policy

**To be reviewed: September 2024**