



# Hopelands Preparatory School

38/40 Regent Street, Stonehouse, Gloucestershire, GL10 2AD

## First Aid Policy

### Scope of Policy

This policy applies to the school including the EYFS.

### Introduction

The First Aid procedure at Hopelands is in operation to ensure that every student, member of staff and visitors will be well looked after in the event of an accident, no matter how minor or major.

It is emphasised that the team consists of qualified First Aiders and not trained doctors or nurses.

In the event of an accident all members of the school community should be aware of the support available and the procedures available to activate this.

The purpose of the Policy is therefore:

- To provide effective, safe First Aid cover for students, staff and visitors.
- To ensure that all staff and students are aware of the system in place.
- To provide awareness of Health & Safety issues within school and on school trips, to prevent, where possible, potential dangers or accidents.

*NB The term FIRST AIDER refers to those members of the school community who are in possession of a valid First Aid at work certificate or equivalent.*

### First Aiders

Name	Date of training completed
Mrs J McQuillan	November 2013 (paediatric course) August 2015 (first aid at work)
Mrs N Prout	September 2013 (paediatric course)
Mrs S Bradburn	September 2013 (paediatric course)
Mr A Turner	September 2013 (paediatric course)
Mrs J Barrett	September 2013 (paediatric course)
Mr M Coles	February 2014 (emergency first aid at work)
Mrs C Lord	September 2013 (paediatric course)

Mrs J Preece	September 2013 (paediatric course)
Mrs B Sands	September 2013 (paediatric course)
Mrs E O'Dell	September 2013 (paediatric course)
Mrs P Seymour	September 2013 (paediatric course)
Mrs L Thomas	September 2013 (paediatric course)
Mrs N Coles	September 2013 (paediatric course)
Miss D Roberts	February 2015 (paediatric course)
Mrs R Coombes	July 2015 (emergency first aid at work)
Miss L Hill	July 2015 (emergency first aid at work)
Mrs A Mills	September 2014 (schools first aid)
Mrs J Charles	September 2013 (paediatric course)

A paediatric first aider will always be on site when EYFS children are in school and accompany children in EYFS when attending educational visits.

The stock of first aid equipment and medicines will be checked and monitored by a designated member of staff (Claire Lord) on a two weekly basis. A register monitoring first aid equipment is kept next to the first aid box.

A medicine fridge is stored in the cabin at the first aid point. The temperature of the fridge is to be between 2°C and 8°C. A thermometer measuring its temperature is kept in the fridge. This is checked on a two weekly basis and a register completed.

### **Awareness of Hazards in Subject Teaching**

Science	Hazardous chemicals
	Bunsen burners
PE	Falling over (grazes/bumps/breaks)
	Overheating/exhaustion
DT	Dust from sawing/sanding
	Burns from glue guns
ICT	Electrical hazards
	Posture on computer chairs
Dance	Slipping/tripping over (grazes/bumps/breaks)
	Overheating/exhaustion

### **Medical Issues**

Medical issues are listed on the staff portal and displayed around the school. It is updated regularly.

### **Procedures for children with allergies:**

- When parents start their children at the setting they are asked if their child suffers from any known allergies. This is recorded on the medical form.
- If a child has an allergy, a risk assessment form is completed to detail the following:
- The allergen (i.e. the substance, material or living creature the child is allergic to such as nuts, eggs, bee stings, cats etc).

- The nature of the allergic reactions e.g. anaphylactic shock reaction, including rash, reddening of skin, swelling, breathing problems etc.
- What to do in case of allergic reactions, any medication used and how it is to be used (e.g. EpiPen).
- Control measures – such as how the child can be prevented from contact with the allergen.
- Review.
- This form is kept in the child's personal file and a copy is displayed where staff can see it.
- Parents train staff in how to administer special medication in the event of an allergic reaction.
- Generally, no nuts or nut products are used within the setting.
- Parents are made aware so that no nut or nut products are accidentally brought in, for example to a party.

## First Aid Procedures

### Medicines

The procedure for dealing with prescription and non-prescription medicines is outlined in the Administering Medicines Policy.

### First Aiders will:

- Ensure that first aid cover is available throughout the working hours of the school week.
- Always attend a casualty when requested to do so and treat the casualty to the best of their ability in the safest way possible. This includes wearing gloves where any loss of blood or body fluid is evident, calling for help from other First Aiders or Emergency Services.
- Help fellow First Aiders at an incident and provide support during the aftermath.
- Act as a person who can be relied upon to help when the need arises.
- Ensure that their portable first aid kits are adequately stocked and always to hand.
- Insist that **any** casualty who has sustained a significant head injury is seen by professionals at the hospital, either by sending them directly to hospital or by asking parents to pick up a child to take them to hospital; ensure that parents are aware of **all** head injuries promptly.
- Ensure that a child who is sent to hospital by ambulance is either:
  - Accompanied in the ambulance at the request of paramedics.
  - Followed to a hospital by a member of staff to act in loco parentis if a relative cannot be contacted.
  - Met at hospital by a relative.
- The First Aider need not be the member of staff to accompany the casualty to hospital, however, an appropriate person should be sent.
- Liaison **must** occur with the teacher in charge of cover, to ensure that lessons are covered in the event of an absent teacher.
- Keep a record of each student attended to, the nature of the injury and any treatment given, in the book provided in the kitchen. In the case of an accident, the Accident Book must be completed by the appropriate person.
- Ensure that everything is cleared away, using gloves, and every dressing etc. be put in a yellow bag for contaminated/used items and sealed tightly before disposing of the bag in a bin. Any bloodstains on the ground must be washed away thoroughly. No contaminated or used items should be left lying around.

### The Governing Body will:

- Provide adequate First Aid cover as outlined in the Health & Safety (First Aid) Regulations 1981 (1997).
- Monitor and respond to all matters relating to the health and safety of all persons on school premises.

**The Head will:**

- Ensure that they always obtain the history relating to a student not feeling well, particularly in the cases of headaches, to ensure that no injury has caused the student to feel unwell.
- Ensure that in the event that an injury has caused a problem, the student **must** be referred to a First Aider for examination.
- At the start of each academic year, provide the first aid team with a list of students who are known to be asthmatic, anaphylactic, diabetic, epileptic or have any other serious illness.
- Have a file of up to date medical consent forms for every student in each year and ensure that these are readily available for staff responsible for school trips/outings.

**Teachers will:**

- Familiarise themselves with the first aid procedures in operation and ensure that they know who the current First Aiders are.
- Be aware of specific medical details of individual students
- Ensure that their students are aware of the procedures in operation.
- Never move a casualty until they have been assessed by a qualified First Aider unless the casualty is in immediate danger.
- Send for help to the office as soon as possible by a person, ensuring that the messenger knows the precise location of the casualty. Where possible, confirmation that the message has been received must be obtained.
- Reassure, but never treat a casualty unless staff are in possession of a valid Emergency Aid in Schools Certificate or know the correct procedures; such staff can obviously start emergency aid until a First Aider arrives at the scene or instigate simple airway measures if clearly needed.
- Send a student who has minor injuries to Reception if they are able to walk where a First Aider will see them; this student should be accompanied.
- Send a student who feels generally 'unwell' to their respective Head or Assistant Head of School and not to a First Aider, unless their deterioration seems uncharacteristic and is causing concern.
- Ensure that they have a current medical consent form for every student that they take out on a school trip which indicates any specific conditions or medications of which they should be aware.
- Have regard to personal safety.

**The Bursar will:**

- Call for a qualified First Aider, unless they are one themselves, to treat any injured student.
- Support the First Aiders in calling for an ambulance or contacting relatives in an emergency.
- Ensure that First Aid training is full, relevant and up-to-date. First Aid training should be completed at least every three years.
- Refer serious accidents to RIDDOR.

**When to call an ambulance**

**Always call 999 if someone is seriously ill or injured, and their life is at risk.**

Examples of medical emergencies include (but are not limited to):

- chest pain
- difficulty in breathing
- unconsciousness

- severe loss of blood
- severe burns or scalds
- choking
- fitting or concussion
- drowning
- severe allergic reactions.

### **When it's not a life-threatening emergency**

If it is not a life-threatening emergency and you, or the person you are with, do not need immediate medical attention, consider other options before you dial 999:

- Look after yourself or the patient at home. If you cannot stay at home, see if family or friends are able to help.
- Talk to your local pharmacist.
- Visit or call your GP.
- Call NHS 111.
- Visit the NHS Choices website.
- Make your own way to your local A&E department, walk-in centre, minor injuries unit or urgent care centre. (Arriving in an ambulance does not necessarily mean you will be treated more quickly.)

This policy was adopted at a meeting of

Hopelands Preparatory School

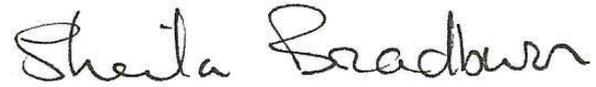
Held on

November 2015

Date to be reviewed

November 2017

Signed on behalf of the senior management team



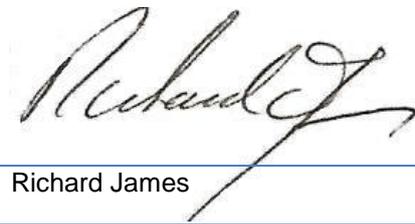
Name of signatory

Sheila Bradburn

Role of signatory

Head

Signed on behalf of the Governing Body



Name of signatory

Richard James

Role of signatory

Chair of Governors