



# FIRST AID POLICY

## 1 Introduction

This policy identifies how first aid is administered to children, including those in Early Years, and adults at St David's Prep.

## 2 First Aiders

The qualified First Aiders are:

- |                         |                       |                          |
|-------------------------|-----------------------|--------------------------|
| • Mrs Sarah Handy       | First Aid at Work     | (expires November 2020)  |
| • Miss Chloe Slim       | First Aid at Work     | (expires June 2020)      |
|                         | Paediatric First Aid  | (expires January 2021)   |
| • Mrs Jayne Grainge     | Paediatric First Aid  | (expires April 2019)     |
| • Mr Simon Hunter       | Paediatric First Aid  | (expires October 2020)   |
| • Mrs Sherrie Page      | Paediatric First Aid  | (expires May 2019)       |
| • Mrs Becky Sowter      | Paediatric First Aid  | (expires May 2019)       |
| • Miss Amber O'Sullivan | Paediatric First Aid  | (expires March 2021)     |
|                         | Level 3 Outdoor Paed. | (April 2021)             |
| • Mrs Felicity Campbell | Paediatric First Aid  | (expires September 2019) |
| • Mrs Pamela Woodhouse  | Paediatric First Aid  | (expires January 2021)   |
| • Mrs Helen Younger     | Paediatric First Aid  | (expires February 2021)  |
| • Mrs Karen Jackson     | Paediatric First Aid  | (expires May 2020)       |

When pupils are still present at school there should always be an adult around who has received first aid training. For Early Years pupils the training should be Paediatric training.

Similarly on an outing involving Early Years pupils at least one of the accompanying members of staff should have the appropriate Paediatric First Aid training.

Paediatric First Aid training covers the course content included in the St John Ambulance or Red Cross paediatric first aid training courses and is renewed every three years.

## 3 First Aid Boxes

First aid boxes are kept in the following locations:

- The Pre-Prep staff room
- The Prep school office.
- The Studio (Year 6)
- Year 1 Cabin
- The Cabin
- The garages in the field
- There are sports first aid kits to be taken on matches.

## 4 Epipens (for children with severe allergies)

Epipens should be named and kept in an unlocked cupboard in either the Pre-Prep staff room or Prep school office. Each pupil should have two Epipens in school. They should be used in accordance with the Anaphylaxis Policy and should always be taken on school trips. All Epipens to be checked termly that they are still in date. If not, a replacement should be requested from the relevant parent.

## **5 Inhalers** (for pupil with conditions such as asthma)

Inhalers should be named and kept in the Pre-Prep office or Prep School Office. Spares should be named and kept at school. Inhalers should always be taken on school trips. All Inhalers to be checked termly that they are still in date. If not, a replacement should be requested from the relevant parent.

## **6 Medication**

Medication can be administered to a pupil by a member of staff providing signed permission has been received from a parent/carer on a daily basis, this includes EYFS. There is a downloadable pro-forma for use by a parent/carer.

All medicines which need to be refrigerated must be handed to the School Office and will be stored in a locked box in the designated refrigerator in the Prep Staff Room.

## **7 Guidance to Staff on Administering First Aid**

### General reminders

- If in doubt, always call an ambulance first. If the signal on the mobile phone is weak dial 112 instead of 999 for the emergency services.
- Never put yourself in danger.
- Always endeavour to wear gloves, especially when there has been a spillage of bodily fluids.
- Spillage of bodily fluids should be mopped up with a paper towel and cleaned in an appropriate manner.
- Remember always to record a head injury and to report it as soon as possible to a parent/carer. See the Head Injury Policy.
- Do not leave a child with a 'major' injury.

### Calling an ambulance

Occasions when staff may decide to call an ambulance, if deemed necessary, include but are not limited to:

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

### Important Policies

All staff must be aware of the St. David's Prep Head Injury Policy and the Anaphylaxis Policy.

## **8 First Aid Procedures**

### Lesson Time

Teaching staff are to administer minor first aid to their pupils, e.g. cuts, abrasions. If there is a more serious problem or a head injury the pupil should be seen by a qualified first aider.

### Lunch Time

The Lunch Supervisor sends injured child (if able to walk) and companion to the Pre-prep or Prep Staff Room for assistance by a qualified First Aider. If there is a major incident the Lunch Supervisor should call for an ambulance if necessary and seek immediate help from a qualified First Aider.

### Playtime

The injured or unwell child (if able to walk) and companion should be sent to the Pre-Prep or Prep Staff Room by the teacher on duty. If the injury or illness is serious seek assistance (using the mobile phone if possible) from a qualified First Aider. A mobile phone should be taken into the field by at least one of the members of staff. Should it be necessary to call an ambulance do so immediately.

#### PE Lesson

If an accident occurs the teacher should stop the game and ask the children to sit quietly. (If necessary two children may be asked to fetch another adult). A mobile phone should be taken into the field by at least one member of staff.

#### Off Site Activities

At least one first aid kit must be taken on all off site activities, along with individual pupil's medication such as inhalers, epipens etc.

A teacher who is first aid trained will accompany all off site visits.

#### Accident Report Forms and Book

Accident report forms are kept in the Prep School Office and are completed for any non-minor accidents and parents are informed either by telephone or at the end of the day. The Pre-Prep staff complete a form which is sent home to parents after any injury or accident. In both Prep and Pre-Prep, a head or neck injury, however minor, is always reported to a parent/carer by telephone as soon as possible after the injury has occurred and recorded in the Accident Book.

#### Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)

Incidents, such as deaths and major injuries, and dangerous occurrences must be reported to the Health and Safety Executive.

#### Medicines in school

Parents need to give written authorisation and instructions for any medical treatment or medicines given (not including first aid). Medicines should be brought to school in a sealed bag. They should be brought into the Prep Office or the Pre-Prep Staff Room.

#### Unwell children in school

These pupils should be seen by the Head Teacher or a qualified First Aider. Pupils who have a rash, temperature or vomiting symptoms should be sent home as soon as possible. Children must be kept at home for forty eight hours from their last episode of vomiting or diarrhoea.

## **9 Approval & Review**

This policy was approved by the Proprietor. It will be reviewed every two years or as necessary following a change in regulation.



Signed: Sam Antrobus  
Chairman