



# First Aid Policy

*Information for Parents: This policy is available on request.*

The Ursuline Preparatory School does not undermine the fundamental British values of democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs.

First Aid can save lives and prevent minor injuries becoming major ones. The Ursuline Preparatory School ensure that first aid is administered in a timely and competent manner in line with this First Aid Policy. Under Health and Safety legislation employers have to ensure that there are adequate and appropriate equipment and facilities for providing first aid in the workplace. We ensure at least one qualified person is present on the school site when children are present to ensure the effective implementation of the First Aid policy. This policy applies to all pupils throughout the school including those in the Early Years Foundation Stage.

## **1 Responsibility of Trustees/Governors**

- 1.1 Health and Safety legislation places duties on employers for the health and safety of their employees and anyone else on the premises. In schools this includes responsibility for the Headteacher and teachers, non-teaching staff, pupils and visitors.
- 1.2 As the employer, the Trustees are responsible, under the Health and Safety at Work Act 2012 (HSWA), for making sure that a school has a Health and Safety policy. This includes arrangements for first aid:
  - numbers of first aiders/appointed persons;
  - numbers and locations of first-aid containers.
- 1.3 As the employer, the Trustees have made sure that the insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employment. It is the employer's responsibility to make sure

that the statutory requirements for provision of first aiders are met, that appropriate training is provided and that correct procedures are followed. The employer must be satisfied that any training has given staff sufficient understanding and expertise.

## **2 The Headteacher**

- 2.1 The Headteacher is responsible for putting the policy into practice and for developing detailed procedures. The Headteacher also makes sure that parents are aware of the school's Health and Safety policy, including arrangements for first aid.

## **3 Teachers and other school staff**

- 3.1 All members of staff at the Ursuline Preparatory School are qualified first aiders and appropriate training and retraining (every three years) is given in order to meet the statutory requirements which have been approved by the Health and Safety Executive. All staff members are trained in Basic Paediatric First Aid. In addition the following members of staff have qualified in Advanced Paediatric First Aid. The qualified Advanced, Paediatric First Aiders are: Mrs. Joanne Shiel, Mrs. Nicola Rushmer and Mrs. Michelle Steward in the Pre-Prep Department and also: Mrs. Pauline Long. At least one advanced, qualified Paediatric First Aider accompanies children on trips and visits.

Mrs. Long monitors resources. This is consistent with the guidance as set out in 'Practice Guidance for the Early Years Foundation Stage'. Mrs. Pauline Wilson is in charge of first aid overall.

## **4 What is an appointed person?**

- 4.1 An appointed person is someone who:
- takes charge when someone is injured or becomes ill;
  - looks after the first-aid equipment e.g. restocking the first-aid container;
  - ensures that an ambulance or other professional medical help is summoned when appropriate.

## **5 Providing information**

- 5.1 The Headteacher must inform all staff of the first-aid arrangements. This should include the location of equipment, facilities and first-aid personnel, and the procedures for monitoring and reviewing the school's first-aid needs.
- 5.2 First-aid information is included in induction programmes which will help ensure that new staff and pupils are told about the first-aid arrangements. This information is included in the staff handbook.

## **6 Accident statistics**

- 6.1 Accident statistics can indicate the most common injuries, times, locations and activities at a particular site. These can be a useful tool in risk assessment, highlighting areas to concentrate on and tailor first-aid provision to. This is entered on Medical Tracker, which is monitored half-termly.

## **7 First-aid materials, equipment and first-aid facilities**

- 7.1 One fully stocked First-Aid cabinet is kept in the First-Aid room. Each classroom has a First-Aid bag. Additional containers are kept in the playground and on the school mini bus. As there is no special risk identified, the minimum provision of first-aid items in the First-Aid room are:

- A leaflet giving general advice on first aid;
- 20 individually wrapped sterile adhesive dressings (assorted sizes);
- two sterile eye pads;
- two individually wrapped triangular bandages (preferably sterile);
- six safety pins;
- six medium sized (approximately 12cm x 12cm) individually wrapped sterile unmedicated wound dressings;
- two large (approximately 18cm x 18cm) sterile individually wrapped unmedicated wound dressings;
- three pair of disposable gloves;

Equivalent or additional items are acceptable.

- 7.2 Mrs. Long is the person responsible for examining the contents of first-aid containers including expiry dates and re-

stocking as soon as possible after use. There is extra stock in the school. Monthly checks are made on the expiry dates of Asthma Pumps and Epi-pens and parents are informed if replacements are needed. Items are discarded safely after the expiry date has passed.

### 7.3 Travelling first-aid containers

Before undertaking any off-site activities, the Headteacher will assess what level of first-aid provision is needed. The HSE recommend that, where there is no special risk identified, a minimum stock of first-aid items for travelling first-aid containers is:

- six individually wrapped sterile dressings;
- One large sterile unmedicated wound dressing (approximately 18cm x 18cm)
- two triangular bandages;
- two safety pins;
- individually wrapped moist cleansing wipes;
- two pair of disposable gloves.

The mini-bus has on board a first-aid container with the following items:

- ten antiseptic wipes, foil packaged;
- one conforming disposable bandage (not less than 7.5 cm wide);
- two triangular bandages;
- one packet of 24 assorted adhesive dressings;
- three large sterile unmedicated ambulance dressings (not less than 15cm x 20cm);
- two sterile eye pads, with attachments;
- twelve assorted safety pins;
- one pair of rustless blunt-ended scissors.

The first-aid container is:

- maintained in good condition;
- suitable for the purpose of keeping the items referred to above in good condition;
- readily available for use; and
- prominently marked as a first-aid container.

### 7.4 First-Aid Room

The Education (School Premises) Regulations 1996 requires every school to have a suitable room that can be used for medical treatment. This area in the Ursuline Preparatory School combines a wash basin and is sited near to a W.C.

## **8 Hygiene/Infection control**

- 8.1 All staff will take precautions to avoid infection and must follow basic hygiene procedures. Staff have access to single-use disposable gloves and hand washing facilities, and must take care when dealing with blood or other body fluids and disposing of dressings or equipment.
- 8.2 When children are exhibiting the symptoms of an infectious illness, we report our observations to parents. Advice is taken on limiting the spread of infection as well as incubation and infection periods for the particular condition. Precautions such as deep cleaning are enforced whenever necessary.
- 8.3 Parents are advised not to send their child back to school for 48 hours following a case of vomiting or diarrhoea.
- 8.4 COVID-19  
The Ursuline Preparatory School adheres to advice given by the Government, H&S Executive, Public Health England and the DoE in respect of any procedures to be followed relating to COVID-19 and other pandemic like crisis.
- 8.5 Parents are informed that they must advise the school of any notifiable disease that their child contracts.

## **9 Reporting accidents and record keeping**

Statutory requirements

- 9.1 Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) some accidents must be reported to the ISA and the HSE.
- 9.2 The Ursuline Preparatory School keep a record of any reportable injury, disease, or dangerous occurrence. This includes the date and method of reporting; the date, time and

place of the event; personal details of those involved and a brief description of the nature of the event or disease.

- 9.3 ISA and HSE must be notified of **fatal and major injuries and dangerous occurrences without delay** (e.g. by telephone). This must be followed up within 10 days with a written report on Form 2508. Other reportable accidents do not need immediate notification, but they must be reported to HSE within 15 days on Form 2508. (These forms are kept in the School Office)
- 9.4 Parents are informed of accidents or injury to their child at the end of the School Day. Any bump or knock to the head (however minor), or eye injury is logged and the parents are informed immediately. All injuries are recorded on Medical Tracker.
- 9.5 An ambulance will be called if the school think any injury is severe enough. The procedure is to send someone to the office immediately, they will call for an ambulance. Inform the Headteacher as soon as possible and contact the parents.
- 9.6 If a child is in a classroom and needs to receive first aid, the condition/injury will be assessed and first aid will be administered according to the severity of the injury. If first aid is required on the playground, the housekeeper will assess the condition/injury and first aid will be administered according to the severity of the injury either in the playground or if the child can be moved, in the First-Aid room. If an accident occurs on the field, the office is rung immediately and an additional first-aider (as all staff are qualified first-aiders, the member of staff with the children is able to assess and administer first aid), will immediately go over to the field where the condition/injury has been assessed and assist with first aid immediately or escort the patient to the First-Aid room inside the Ursuline Preparatory School building for treatment.

## **10 Pupils and other people who are not at work**

10.1 An accident that happens to pupils or visitors must be reported to the HSE on Form 2508 if:

- The person involved is killed or is taken from the site of the accident to hospital; **and**
- The accident arises out of or in connection with work.

10.2 Like fatal and major injuries to employees or dangerous occurrences, these accidents must be notified to HSE without delay and followed up in writing within 15 days on Form 2508.

## **11 Records**

### **11.1 Statutory Accident Records**

Readily accessible accident records are kept for a minimum of three years.

### **11.2 Schools Record**

A record is kept of first aid treatment given by first aiders which is entered on Medical Tracker. This includes:

- the date, time and place of incident;
- the name and class of the injured or ill person;
- the details of the injury, illness and what first-aid was given for;
- what happened to the person immediately afterwards (e.g. went home, went back to class).
- name and signature of the first-aider or person dealing with the accident.

## **12 Asthma Pumps/Epi pens/Medication**

12.1 Asthma pumps – each child who has been diagnosed with asthma or who has been prescribed an asthma pump has two in school. One is kept in the child's bum bag which follows the child to every activity such as lunch, PE, assemblies, play time and school trips. The spare is kept in the First-Aid Room. Both are clearly labelled. Juniors are responsible for their own and the Infant class teachers are responsible for any pumps within their care. These are taken on school trips.

Parents are required to complete an asthma card which informs staff of how many puffs of the inhaler the child should receive if required. If used, parents will be informed by phone and via medical Tracker.

- 12.2 Epi-pens – each child who has been prescribed an Epi-pen has two in school, one is kept in the child's bum bag which follows the child to every activity such as lunch, PE, assemblies, play time and school trips. The spare is kept in the First-Aid Room. Both are clearly labelled. Training is given to all staff when they are receiving their regular first aid training.

Parents of children with epi-pens must provide us with an allergy action plan from their doctor.

- 12.3 Other medicines in school – these are allowed where necessary with a letter of clear instructions from the parent/carer. The medicines are kept in a locked cupboard and administered by a member of staff. Records of all medicines administered are kept on Medical Tracker.

If the medicine is not administered at the requested time due to unforeseen circumstances or extenuating circumstances e.g. child visiting the cathedral for rehearsals and therefore not being in school to receive the required medication. Then the parent will be contacted to inform them of the scenario.

If children are suffering from minor pain e.g. a headache, the parent is contacted and the child might be given some medicine (e.g. paracetamol) with the parent's consent. This is then logged together with the date and time the medication has been administered. If a child is sent home, the office staff are informed and will amend the class register if necessary e.g. for a fire drill.

- 12.4 Reassessment of first-aid provision

The Headteacher regularly reviews the school's first-aid needs, and particularly after any changes, to ensure the provision is adequate.