



FIRST AID POLICY

1. Introduction

- 1.1. This policy informs practice in the Preparatory School and Nursery only. See also "First Aid (Senior) Policy." The Preparatory School (including Nursery) is in St Leonards-on-Sea for children aged one to thirteen years of age. First aid can save lives and prevent minor injuries becoming major ones.
- 1.2. 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 teaching and non-teaching staff, pupils and visitors (including contractors). Employer's duties also include ensuring that there is adequate and appropriate equipment and facilities for providing first aid and that this is available at all times. Arrangements for first aid are based on a risk assessment of the school, and should cover:
 - Numbers of first aiders/appointed persons.
 - Numbers and locations of first aid containers.
 - Arrangements for off-site activities/trips.

2. First Aid at Claremont School

- 2.1. The School ensures that their insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employment. In the event of a claim alleging negligence by a member of the school staff, action is likely to be taken against the employer rather than the employee.
- 2.2. Teachers' conditions of employment do not include giving first aid, although any member of staff may volunteer to undertake these tasks. Teachers and other staff in charge of pupils are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of the pupils at the school in the same way that parents might be expected to act towards their children. In general, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.
- 2.3. The School aims to arrange adequate and appropriate training and guidance for staff that volunteer to be first aiders/appointed persons. The aim is to ensure that there are enough trained staff to meet the statutory requirements and assessed needs.

3. Providing Information

- 3.1. It is the intention of Claremont School that everyone knows the school's first aid arrangements. The Designated Lead for first aid at the Preparatory School, Mr Brownbill and Designated Lead at the Nursery, Mrs Exley, must inform all staff (including those with reading and language difficulties) of the first aid arrangements.

It is the policy of the school that staff and pupils are kept informed by displaying first aid notices in staff/common rooms, school offices and also in each building on each site. Notices must be displayed in a prominent place and the information should be clear, easily understood and give details of locations of first aid kits and first aid trained personnel. New staff are told about the first aid arrangements during induction training.

- 3.2. Unless first aid cover is part of a member of staff's contract of employment, people who agree to become first aiders do so on a voluntary basis. When selecting first aiders, the school considers the individual's:
- Reliability and communication skills.
 - Aptitude and ability to absorb new knowledge and learn new skills.
 - Ability to cope with stressful and physically demanding emergency procedures.
 - Normal duties.
- 3.3. A first aider must be able to leave to go immediately to an emergency, although in practice it is Claremont School policy that more than the minimum number of First Aiders are trained, therefore at least one should be free through the period of a day.

4. First Aid Personnel and Equipment

- 4.1. Training courses cover a range of first aid competences. However, standard first aid at work training courses do not include resuscitation procedures for infants. Claremont School will arrange appropriate training for their first aid personnel if deemed necessary. The School Secretary keeps a record of first aiders and certification dates.
- 4.2. We aim to provide the proper materials, equipment and facilities at all times. First aid equipment must be clearly labelled and easily accessible. The Preparatory School has first aid equipment located in the First Aid room (where first aid documentation and kits are kept), the school kitchen, the Science laboratory, Pre-Preparatory department, the Sports Hall and theatre. The Nursery has five first aid boxes, located in the entrance, the two baby rooms, kitchen and in 'Robins' and also has accident documentation. The swimming pool also has its own First Aid Box. There is also a First Aid kit in the Nursery Forest School rucksack and a wilderness First Aid kit in the Forest School shed along with a burns kit.
- 4.3. The assessment of a school's first aid needs should include the number of first aid containers. Additional first aid containers will be needed for split-sites/levels, distant sports fields or playgrounds, any other high risk areas and any off-site activities. The School recommends a minimum provision of first aid items would be:
- A leaflet giving general advice on first aid.
 - Individually wrapped sterile adhesive dressings (assorted sizes).
 - Two sterile eye pads and sterile eye wash.
 - Two individually wrapped triangular bandages (preferably sterile).
 - Six assorted sized individually wrapped sterile unmedicated wound dressings.
 - Three pairs of non latex disposable gloves.
 - Wound cleansing agents.
 - 1 pair of blunt ended scissors.
 - Vomit Bag.

- 4.4. Equivalent or additional items are acceptable. The contents of first aid containers will be checked by the delegated person frequently and restocked as soon as possible after use, at a minimum of at least every half term.

5. Minibuses

- 5.1. Each minibus is equipped with a first aid box. Kits will be allocated by Mr Brownbill in readiness for school trips. Transport regulations require that all minibuses and public service vehicles used either as an express carriage or contract carriage have on board a first aid container with the following items:

- Antiseptic wipes, foil packaged.
- One conforming disposable bandage (not less than 7.5cm wide).
- Two triangular bandages.
- One packet of 24 assorted adhesive dressings.
- Three large sterile unmedicated ambulance dressings (not less than 15 cm x 20 cm).
- Two sterile eye pads, with attachments.
- Six assorted safety pins.
- One pair of rustless blunt-ended scissors.

- 5.2. This first aid container shall be maintained in a 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.

6. Other Information

- 6.1. The School Office is the base for first aid at the Preparatory School and the Nursery use the 'Squirrels' classroom' as a base for first aid. Additional first aid boxes are kept in other places. The swimming pool has a first aid kit stored in the pump house.

- 6.2. All staff should take precautions to avoid infection and must follow basic hygiene procedures. Staff should have access to single-use disposable gloves and hand washing facilities and should take care when dealing with blood or other body fluids and disposing of dressings or equipment.

7. Accident Reporting

- 7.1. Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) some accidents must be reported to the HSE. Records are kept 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. The following accidents must be reported to HSE if they injure either the school's employees during an activity connected with work, or self-employed people while working on the premises:

- Accidents resulting in death or major injury (including as a result of physical violence).
- Accidents which prevent the injured person from doing their normal work for more than three days (including acts of physical violence).

- 7.2. For definitions of major injuries, dangerous occurrences and reportable diseases see HSC/E guidance on RIDDOR 1995 and information on Reporting School Accidents.

HSE must be notified of fatal and major injuries and dangerous occurrences without delay (e.g. by telephone). This must be followed up within ten days with a written report on Form 2508. Other reportable accidents do not need immediate notification, but they must be reported to HSE within ten days on Form 2508.

- 7.3. 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. 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 ten days on Form 2508.
- 7.4. In HSE's view an accident must be reported if it relates to:
- Any school activity, both on or off the premises.
 - The way a school activity has been organised and managed (e.g. the supervision of a field trip).
 - Equipment, machinery or substances.
 - The design or condition of the premises.
- 7.5. Claremont School keeps readily accessible accident records, either in written or electronic form. These records must be kept for a minimum of 3 years in accordance with HSE recommendations. This record is not the same as the Department of Social Security B1510 statutory accident book or the RIDDOR record although the three might be combined, providing all the information required by the legislation is included in the replacement record. This book is kept in the School Office of the Preparatory School and Nursery.
- 7.6. The School will record any first aid treatment given by first aiders and appointed persons. This should include:
- The date, time and place of incident.
 - The name (and class) of the injured or ill person.
 - Details of the injury/illness and what first aid was given.
 - What happened to the person immediately afterwards (for example went home, resumed normal duties, went back to class, went to hospital).
 - Name and signature of the first aider or person dealing with the incident.
- 7.7. Completed accident forms from all sites should be passed to the Head at the Preparatory School. A copy of the form may be made for filing in the respective site records. All records are kept in the office of the Preparatory School.
- 7.8. If a student sustains an injury that is considered by the qualified First aider to be more than a minor cut or graze, the parents will be informed by the First Aider as soon as possible. Within the Early Years Foundation stage, any injury to a child, no matter how small, is reported to parents. It may be that a student, staff member or visitor to the School requires hospital treatment and the next of kin will be informed immediately. An ambulance should be called when a qualified First Aider does not feel competent to deal with the injury or illness.

8. Early Years Foundation Stage – Specific Requirements

- 8.1. In the Early Years Foundation Stage setting there is a requirement that at least one person on the premises and one person on outings has attended a first aid course

and has a first aid certificate specific to children. The course should involve a minimum of 12 hours training and the certificate should include the words child, children or paediatric. The local child protection agencies must be notified of any serious accident, serious injury or death of a child within the care setting. Ofsted should also be notified (as soon as is reasonably practicable or within 14 days) of any serious accident, injury, illness or death of a child.

9. Body Fluid Spillage

9.1. The Nursery and Preparatory School have instructed their staff on the adequate safe disposal of spilt body fluids such as blood, vomit, urine and faeces. Both schools use an absorbent powder to make the cleaning up of such fluids safer and more effective. All staff are fully aware of the need to wear disposal gloves, if possible, when handling such fluids, and of the need to document such spillage appropriately. Adequate cleaning materials are available on all sites.

10. Medical Conditions

10.1. Training is given for the management of asthma, anaphylaxis and first aid. If a child develops a chronic illness, such as diabetes, a specialist nurse and parents are invited into School to give training to those involved in the care of the child.

11. Medication

11.1. The giving of medication is covered under the schools "Medicines Policy" and "Medicines (Nursery) Policy." Staff that are permitted to do so, with signed parental permission, may give appropriate medication to the student as deemed suitable. The medication stocked is all available over the chemist counter and consists of nothing available only on prescription. Asthma inhalers and Epi-Pens are kept in the Preparatory School Office. Before undertaking any off-site activities, the designated first aiders will review a list of students attending and ensure any prescribed medication accompanies the student on the trip.

12. Appointed Persons

12.1. The appointed person for first aid in the Nursery is Susan Martin and in the Preparatory School Mr Brownbill.

13. Calling an Ambulance

13.1. Whilst guidance can be provided on when to call an ambulance, each incident will require an element of common sense. As a general guide, if in doubt, call 999. However, there are some injuries/illnesses which are always best dealt with by the emergency services. These include:

- Serious head injury (involving loss of consciousness or blood/clear liquid coming from ears or signs of concussion ie confusion/reduced consciousness level/ visual disturbance/vomiting).
- Obviously fractured bones where moving the casualty will cause pain or further injury.
- Severe bleeding.
- A severe allergic reaction (see "Anaphylaxis Policy").
- If child is unwell and poisoning is suspected.

- An asthma attack which continues despite delivery of reliever inhaler (see “Asthma Policy”).
- Any person with reduced consciousness level of any cause.
- Epileptic fit (see “Epilepsy Policy”).
- Any fall from height.
- Any trauma to the head/neck which results in neck pain.
- Any rash in an unwell child that does not blanch with the ‘tumbler test’.
- Penetrating eye injuries.

NB: this list is illustrative only

14. Head Injuries

14.1. In all cases parents will be informed the same day if a child suffers a reported head injury, however minor. See also the “Head Injury Policy”.

15. Policy Owner

15.1. The policy owner is Mrs A Stoakley.

16. Issue Date

16.1. Issue date: August 2018.

17. Review Date

17.1. This policy will be reviewed annually. The next review is due in August 2019.

Principal Signature:



August 2018