



# Homefield Preparatory School

## First Aid Policy

Homefield Preparatory School is an independent preparatory school for boys, which provides a broad and balanced curriculum within a small, caring and nurturing environment for its pupils.

### General Guidelines

Homefield Preparatory School has a duty to protect the health and safety of its staff, students and visitors to the premises, including the responsibility to ensure that the school has a Health and Safety Policy. The Health and Safety (First Aid) Regulations 1981 require the Schools to provide adequate and appropriate equipment, facilities and qualified first aid personnel. These arrangements for first aid are based on a risk assessment of the school. The Headmaster is responsible for implementing this policy and for developing procedures. Parents and carers are made aware of the school's arrangements for first aid on their child's entry to the school. The policy is available to all parents and carers on the school's website. The Headmaster reviews the school's first aid needs at least annually to ensure that provision is appropriate. This Policy should be read in conjunction with the school's Health and Safety Policy.

### Providing Information

All staff are informed of the first aid arrangements and relevant information during their staff induction programme. This contains the following information:

- a) location of relevant equipment;
- b) first aiders/appointed persons;
- c) procedures for monitoring and reviewing the school's first aid requirements.

### First Aid Provision Factors

Considerations for first aid provision include:

- a) the size of the school,
- b) any particular features of the location of the school;
- c) any specific hazards or risks on the site;
- d) any staff/students with special health needs or disabilities;

Date: January 2021

Review Date: January 2023

SMT Responsible: Deputy Head

- e) whether accident statistics provide any information about specific areas and/or times of greater than average risk;
- f) the number of first aid personnel required.

It is important that teachers of practical subjects, including PE, Science and Design and Technology, pay regard to assessing additional risks specific to the laboratory or workshop, such as sports equipment, laboratory apparatus and reagents, and mechanical machinery such as drills and saws. Risks at playtimes are also considered, particularly in cold weather when ice or snow may present additional hazards.

### **First Aiders**

First aiders complete training approved by the Health and Safety Executive (HSE) which is provided by approved trainers. The main duties of a first aider are:

- a) To give immediate assistance to casualties with common injuries or illnesses and those arising from specific hazards within the school;
- b) Ensure that an ambulance or other professional help is called when necessary.

### **Appointed Persons**

All members of staff can act as an appointed person. An appointed person is not a first aider but someone who:

- a) Takes charge when someone is injured or becomes ill until a suitably qualified person is available;
- b) Ensures that an ambulance or other professional medical help is summoned when appropriate.

There is an available list of current first aiders in the school office, the first aid room and in the staff room, as well in the Staff Handbook.

The Health and Safety Executive (HSE) has issued guidance on numbers of first aid personnel in a workplace based on employee numbers. This is referred to in the DfE publication *Guidance on First Aid for Schools: A Good Practice Guide*. The DfE recommends that for the purpose of assessing first aid personnel numbers, that pupil numbers as well as employee numbers are taken into account. The minimum requirement is that an appointed person must take charge of the first aid arrangements until a qualified first aider can attend.

### **Qualified First Aid Staff**

Date: January 2021

Review Date: January 2023

SMT Responsible: Deputy Head

There will always be at least one qualified first aider on site when pupils are present. This will normally be the Welfare Assistant who is the principle first aider. All EYD staff hold a paediatric first aid qualification. Additionally, a number of staff will be trained and so hold 'Emergency First Aid at Work' qualifications. All qualified first aiders undertake regular training to maintain their accreditation.

### **Medication Administration**

Homefield Preparatory School recognises that a number of children, because of their medical condition, may require medication whilst at school.

Staff at Homefield Preparatory School, have no obligation to administer or to have involvement with medicines for children. Wherever possible, responsibilities must remain with the parents and medical practitioners.

For each pupil with long term or complex medication needs, the school will ensure that an individual Healthcare Plan is drawn up by the parents; where possible, a letter outlining the child's condition should also be attached to the healthcare plan.

Any medicines that are required to be administered at school are to be prescribed by a doctor or pharmacist. Only members of staff that have been designated by the Headmaster are to administer the prescribed medication.

Where pupils suffer regularly from acute pain, such as migraine, parents should obtain appropriate proscribed medication for their child's specific use. All medication must be clearly labelled with the child's name.

**In cases where prescribed medication has to be administered in school time and staff have agreed to do so, the following procedures will be followed:**

- Parents should arrange delivery of all medicines to be taken or administered in school, to the school office and **not** put in their son's school bag;
- Medicines will only be accepted when clearly labelled with the child's name in a secure and labelled container as originally dispensed by the pharmacist;
- The school will not accept items of medication in unlabelled containers not meeting the above requirement;
- Parents will be asked to complete and sign a form specifying preparations, storage arrangements, dosage and circumstance under which it should be given together with information regarding dosages and other medications already administered that day. Medication will not be administered without completion of the required form;
- Medication will be stored securely out of reach of children;

Date: January 2021

Review Date: January 2023

SMT Responsible: Deputy Head

- The member of staff administering the medication should sign the 'Medication Administration Book' to specify the medication given, at what time and what dosage;
- For boys who are in the EYD, a form will be sent home to confirm the medication has been given as asked.

Parents are, therefore, strongly discouraged from sending children to school with non-prescribed medication. Non prescribed medication will not be administered by school staff unless there is a very good reason given and a consent form is completed and signed.

The child should be absent from school for a period of 24 hours from the first antibiotic dose given. Parents should keep their children at home if acutely unwell or infectious.

**Any child who suffers from vomiting or diarrhoea must be absent from school from 48 hours after the last occurrence in order to minimise the risk of the infection being passed to other pupils and to staff.**

### **Storage of Medication**

A locked refrigerator is sited in the first aid room for storage of medication requiring such a facility. All other medication is stored in one of two safes in a bolted cupboard, inhalers & spacers are kept in year group tubs within the bolted cupboard in the medical room.

### **After School Clubs**

Parents must ensure that the staff running the club are aware of their son's medical condition. Staff are informed of where medication and healthcare plans are kept in school but parents must be responsible for ensuring staff are aware of the condition their son has because club lists change frequently.

### **Administering First Aid**

No member of staff should administer first aid unless he or she has received proper training.

For their own protection and the protection of the patient, staff who administer first aid should take the following precautions:

- a) Hands should be washed before and after administering first aid. Disposable gloves should be worn. The patient's blood or other body fluids should be washed off with soap and water if the first aider comes into contact with them. Clean cold tap water should be used to wash mouths, eyes or broken skin. Exposed cuts and abrasions should be covered with a waterproof dressing;

- b) Disposable plastic gloves must be worn when first aiders are mopping up blood or body fluids;
- c) Paper towels should be used for mopping up and soiled towels should be disposed of in the clinical waste bin in the medical room and then disposed of appropriately. Clothing may be cleaned in a washing machine using the hot cycle;
- d) Surfaces should be wiped down with a solution of a suitable disinfectant.

### **First Aid Containers**

First aid bags are located in the first aid room, Games Department, the Science Laboratory, Art Room, EYD, Catering Department and in the school minibuses.

### **First Aid Designated Area**

In the event of a pupil being unwell, there is a room which is designated as a “first aid room” where they can rest pending further appropriate action being taken. This room has a hand wash basin and chairs large enough for pupils to lie down, if necessary, and is in close proximity to a WC.

### **Record Keeping**

A record is kept of any first aid treatment given by first aiders and appointed persons. Parents and carers will also be notified of any incidents involving the administration of first aid if a pupil needs to be taken to a clinic for treatment in the case of an emergency. They will also be informed of any other significant incidents, such as a head injury. Following a more significant injury, a copy of the first aid report will be emailed to parents for full parental awareness.

All pupil treatment will be recorded in the school’s accident books.

In the EYD, the original copy of the first aid report is signed by a parent/carers on collection of the pupil, on the same day as the incident occurred and a copy of the report is sent home. The member of staff handing over the pupil must be aware of all the facts of the accident/incident. Any head injury, however minor, instigates a phone call home, often just for information and awareness.

Serious accidents must be brought to the attention of the Headmaster or other authorised person, who will decide on further action including the completion of a RIDDOR ‘Injury or Dangerous Occurrence Report’. Copies of the Health and Safety Executive Form 2508 are kept in the Bursar’s Office for the reporting of major injuries.

The person completing the accident record or report will be responsible for investigating the causes of the accident and, if necessary, making recommendations to prevent recurrence.

Date: January 2021

Review Date: January 2023

SMT Responsible: Deputy Head

## **First Aid on School Visits**

When pupils are on approved school trips, first aid arrangements are detailed in the risk assessment. The school ensures that on EYD trips and visits there is at least one member of staff with paediatric first aid qualifications. All EYD staff are paediatric trained and a number of staff will be in attendance with pupils on any school visit. A designated member of staff should have a suitably equipped first aid box. The member of staff should use a mobile 'phone to summon further medical attention if required.

If first aid is administered, the appropriate record must be completed on return to school by the appointed person or member of staff responsible for first aid on the trip.

## **Daily School Minibus**

Boys who use the daily school minibus service and who have a prescribed requirement for an Epipen must have their own devices available on all journeys to and from school. Inhalers and anti-histamine are available to pupils during the bus run, should they be needed, however it is not possible to make Epipens available. Should a pupil require an Epipen for a bus journey, it is to be sent in with him in the morning. This is a parental requirement for the use of the service. Once he arrives at school, he is to hand it in to the medical room. It will be stored in the medical room during the day and the pupil must collect it from the medical room at the end of the day before getting on the bus. This will be in addition to the Epipen the school holds for use for an individual pupil. If a parent does not feel there is a requirement for their son to have the device with them for the bus journey, they are to record this on the consent form. One can still be held at the school, as necessary. The bus drivers will be responsible for any medication during the journey and will administer as required. The medication will be collected from the first aid room prior to the journey and returned to the first aid room at the end of the journey. Medication required for the bus journey is not to be kept by the pupil or in his school bag, throughout the day.

## **First Aid Protocol**

### **Emergency Situations**

First aiders are trained to recognise and respond appropriately to the emergency needs of children with chronic medical conditions the most common being asthma, diabetes, epilepsy and severe allergic reaction.

- a) Pupils with asthma need to have immediate access to their reliever inhalers when they need them. Spare inhalers must be provided by parents and will be kept in a bolted cupboard in the first aid room. Sports teachers always collect relevant

Date: January 2021

Review Date: January 2023

SMT Responsible: Deputy Head

inhalers before each sports lesson so the inhalers will be to hand if needed. All inhalers should be clearly marked with the pupil's name. It is the parent's responsibility to ensure that inhalers are updated once the expiry date has been reached. In addition, the school holds emergency inhaler equipment.

- b) Pupils with diabetes should be able to manage their own medication. This should be discussed with the pupil and parent as part of the pupil's induction into school.
- c) For pupils with epilepsy, concerns about safety should be discussed with the pupil and parents as part of the pupil's induction into school.
- d) Anaphylaxis. The parents and pupil will discuss allergies as part of the pupil's induction into school. At the start of each school day, pupils at risk of anaphylaxis in the Senior Department should collect their individually named bumbag containing their pre-loaded injection devices from the first aid room to ensure medication is available for immediate emergency use. Should the parents of the senior pupils not wish to have their sons carrying them around in person all day, they must confirm this in writing to the Welfare Assistant and a record will be kept on their file. Junior epipens will be kept in the first aid room. These pens should be in a container provided by the parents, as dispensed by the pharmacist, labelled with their child's name. It is the parent's responsibility to ensure that epipen devices are updated once the expiry date has been reached. During break and lunchtimes, the bumbags can be left with the playground supervising staff for safe-keeping. Sports department staff will assume responsibility for the epipen medication during sport/PE lessons and sports fixtures. Senior pupils are to return their bumbag to the first aid room at the end of the school day. Epipen medication for Early Years children is stored in their classroom. If the school has to administer this medication, an ambulance must always be called and the pupil's parents notified.

## Accidents

In the event of an accident, the first member of staff trained in first aid to reach the scene will, as far as he/she is able, assess the injuries sustained by the casualty.

## Procedure

- a) When a pupil requires routine first aid and where possible or appropriate, first aid should be administered at the site of the injury e.g. during break times or during games lessons to stop any bleeding. If it is considered inappropriate to give first aid in situ, then arrangements will be made for the pupil to be taken to the first aid room.
- b) Any casualty with a minor injury AND who is judged capable of moving without risk of harm or further injury to the pupil will be accompanied by a member of staff or another appropriate pupil, to the first aid room and the duty first aider will be summoned. Pupils are not to be left unattended in the first aid room. If there is

Date: January 2021

Review Date: January 2023

SMT Responsible: Deputy Head

any suggestion of head injury, drowsiness or onset of shock, or if the pupil is known to suffer from a condition such as anaphylaxis, **the pupil must not be left unattended at any time.**

- c) **Casualties with suspected back or neck injuries must not be moved unless ambulance personnel are present. For the casualty's safety and insurance reasons, they must NOT be moved on the instructions of ANY bystander.**
- d) Once the first aider arrives at the scene or first aid room, they will then assume responsibility for the resulting care of the pupil.
- e) If it is considered necessary parents will be notified. If necessary, arrangements will be made with the pupil's parents so that the child may be taken to their GP, an NHS "walk in" centre or A&E department as appropriate. The incident and action taken will be recorded in the accident book in the first aid room.
- f) In the case of a more serious emergency, an ambulance will be called. A person should be detailed to receive the ambulance at the nearest point of entry to the School (Western Road) and to direct the ambulance staff to the casualty.
- g) **CHILD PROTECTION and SAFEGUARDING:** If any concerns are raised that have Safeguarding implications (e.g. unexplained marks or scars), whilst a person is being treated for first aid, the first aider must inform the Designated Safeguarding Lead who will then take appropriate action.