

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.



PARKSIDE
SCHOOL

Edition: 31 March 2020

FIRST AID POLICY

**This policy is applicable to the whole school,
including the Early Years Foundation Stage (EYFS)**

References:

ISI: Commentary on the Regulatory Requirements 2019-09 (September 2019)
Keeping Children Safe in Education (September 2019) (*KCSIE*)
Working Together to Safeguard Children (August 2018) (*WT*)
Statutory Framework for the Early Years Foundation Stage (Childcare Act 2006) (revised April 2017)
Education (Independent Schools Standards) (England) Regulations 2014
DfE Guidance: First aid in schools (updated February 2014)
HSE: Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, (2013) (*RIDDOR*)
Health and Safety at Work Act 1974 (and all subsequent additions)

1. Introduction

Parkside School (the School) is committed to providing the best possible care and education to its pupils and to safeguarding and promoting the welfare of children and young people.

2. Scope of this Policy

This Policy covers the whole school and those who work or are educated on the site.

3. Aims

To ensure that arrangements are in place:

- to provide adequate first aid cover in school, within the competence of the staff trained to provide it;
- for taking the appropriate action where further treatment or advice is needed;
- for informing parents, staff and other appropriate persons of the action taken;
- where appropriate, for following up and monitoring progress after treatment;
- for proper and confidential recording of treatment given and action taken, and
- to make the above provision available to all pupils, staff and visitors.

Links to other policies

- Administration of Medicines Policy
- Concussion Policy
- Disaster Recovery Plan
- Educational Visits Policy
- Health & Safety Policies
- Safeguarding Policy

4. The School will provide:

- A First Aider who is available to administer first aid, to deal with any accidents or emergencies, or to help if someone is taken ill.
- Training for all academic staff and the majority of support staff (which includes the minibuss drivers) to ensure that they have a valid First Aid qualification, which is renewed every three years.
- EYFS Paediatric First Aid administered by EYFS staff who have attended a two-day course with the necessary certification. This course is updated every three years.
- Details of all pupils with specific medical conditions, e.g. asthma and allergies, etc., which is held on the School Database and is accessible by all members of Parkside School staff. These details are regularly updated by the

Reception Manager.

- Facilities for the provision of first aid, including a medical area at Reception (the Medical Centre), first aid boxes within school and first aid bags for activities outside school. See Appendix 1 for all locations of first aid boxes.
- Guidance on when to call an ambulance by the Reception Manager or a senior member of staff in the case of accidents.
- Contact details for a pupil or member of staff in case of an incident, whether within school or not. This information is held on the School Database and is accessible by all members of Parkside School staff.
- Information to all new staff and pupils on where to go for help in the event of an accident as part of their induction into the School.
- Medical bins to ensure the hygienic/safe disposal of spillage of body fluids, medication, etc.
- A nominated First Aider on each school trip.

All specific medication and medical equipment, e.g. inhalers, epi-pens etc. are held at the Medical Centre. In severe cases the pupils carry their own with a spare held at Reception.

5. Designated First Aiders:

- The Reception Team are the Primary First Aiders and receive more intensive additional training. They provide first aid cover during the balance of the day in the first instance.
- During lunch break and absence, the Reception Manager covers Reception and first aid duties.
- First aid cover is also provided during school hours in all school buildings and areas as the majority of the academic and support staff are fully trained First Aiders.

6. Staff qualified to provide first aid will:

- Provide immediate care until further assistance is available.
- Assess whether further assistance is required and, if appropriate, seek it.
- If the incident is within school, inform the Primary First Aider who will inform the parents (in case of a pupil), or other adult in the case of a member of staff or adult visitor, either by a medical slip or in more serious cases telephone contact (further details below).
- If the incident is outside School and/or outside school hours, inform the parents or adult directly and then the Head.

First aid equipment and supplies will only be used or administered by qualified staff, in accordance with the instructions for their safe use. For the purposes of this Policy, a member of staff is deemed to be qualified to administer first aid if they have a valid practical First Aid Certificate issued by a recognised body. All teaching staff will familiarise themselves with subject specific risk assessments so that they are aware of teaching related hazards.

7. Hygiene/Infection Control

Basic hygiene procedures must be followed by staff:

- Single-use disposable gloves must be worn when treatment involves blood or other body fluids.
- All dressings and equipment should be disposed of in the medical bin provided adjacent to the Medical Centre.

8. Disposal of needles and other sharps

The School has a contract with **PHS** for removal and disposal of all needles, other sharps and medical waste.

9. Procedure in case of minor accident, injury and illness for Pre Prep and the Prep School

Pupils, staff and visitors requiring treatment for injury or illness should report to the Primary First Aider at Reception. Accidents, injuries and medical conditions are recorded in the First Aid Record Book. The Nursery EYFS, Pre Prep including Reception EYFS, and Prep School Reception each hold a First Aid Record Book. For all minor incidents, staff should send the casualty with an escort to Reception or accompany them themselves if the casualty is in distress.

In the Prep School, minor incidents will be treated at Reception (cuts and grazes) or within the department where the incident occurred if a First Aid box is readily located. A First Aid slip will be completed. In Pre Prep, minor incidents will be dealt with by the Pre Prep staff.

An accident or emergency occurring away from School during a sporting event, trip or expedition should be reported by the Teacher in charge to the Head and Bursar and a written report provided immediately on the Teacher's return to the School.

10. Procedure in case of accident, injury and illness for EYFS children and staff

EYFS Nursery children requiring treatment for injury or illness should report to the Nursery Reception located at the Main Entrance to the Nursery Department. EYFS Reception children should report to Reception in the Manor. Accidents, injuries and medical conditions must be recorded in the EYFS First Aid Record Books and parents notified when necessary. All minor incidents will be treated by EYFS staff (cuts and grazes).

Staff Procedure (EYFS). Please refer to the Administration of Medicines Policy for procedures if staff are in need of taking medicine.

11. Head Injuries (see also Concussion Management Policy)

When a pupil bumps their head or a head injury is sustained, the member of staff in charge of the pupil will assess the severity and then, if there is a concern, contact the Reception Team (Primary First Aiders).

Parents will be contacted and informed of the injury. Parents will be advised whether or not to collect their child and the green medical slip will be sent home with the child explaining the cause and treatment administered at School.

If concussion is suspected, the Staff involved will fill in the Head Injury Letter which will be emailed home (with a read request) or given to them (by hand) upon collection of their child. A further copy will be filed in the Head Injury folder (held in the Medical Room).

12. Procedures in case of serious accidents/illnesses

- If a pupil has a serious accident or develops a serious illness, the parents are informed as soon as possible.
- In the case of a serious injury, where immediate hospital treatment may be required, no food or drink should be given to the injured person.
- Any pupil who requires attending hospital following an injury or medical emergency in School must be accompanied by a member of staff or their parents.
- If a pupil is unconscious, he/she should not be moved unless absolutely necessary, i.e. in a dangerous situation or if it is imperative to move him/her into the recovery position due to breathing difficulties. Emergency services should be called immediately. Parents must be contacted.
- If a pupil is knocked unconscious for a brief time or is concussed, he/she must not be allowed to continue with any activity and should be taken to hospital or seen by a doctor as soon as possible. Parents must be contacted. In the event of a serious accident, the Primary First Aider/Receptionist is delegated to call an ambulance immediately and, as soon as practically possible, inform the Head and Bursar of the action taken.
- For medical emergencies, the Head and the Bursar must be informed in all cases and as soon as possible.

13. First Aid Bags for leaving premises

First Aid bags are taken by teachers to all outside sporting events and school day and residential trips. See Educational Visits Policy. The bags are held in the Medical Centre located by Reception. The Primary First Aider/Receptionist is responsible for stocking and re-stocking of the First Aid bags.

14. Location of First Aid Boxes and Defibrillators (see Appendices 1 & 2)

First Aid boxes are placed in all areas of the school where an accident is considered possible or likely. The Reception Manager will check on a termly basis with designated staff (see Appendix 1) to ensure all First Aid boxes around the

site are fully stocked. The Defibrillators location can be found in Appendix 2.

15. First Aid Boxes - Contents (see Appendix 3)

There is no mandatory list of items for a first aid container. However, the HSE recommend a minimum provision.

16. Reporting and Recording of Minor Accidents

The Nursery EYFS, Pre Prep including Reception EYFS, and Prep School Reception each hold a First Aid Record Book. The First Aid Record Book is detailed and designed for a copy to be kept by the School and a slip to be sent home to the parents. There is also provision for documenting further action taken.

17. Reporting and Recording of Major Accidents

Statutory requirements under the latest iteration of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) require some accidents to be reported to the HSE. The School holds the Accident Book at Reception and this is used for major accidents which are then reported to the Bursar for review and then reviewed by the Governor with responsibility for Health and Safety on a termly basis.

The School is aware that the following accidents must be reported to the HSE without delay:

- Accidents resulting in death or major injury.
- Accidents which prevent the injured person from doing their normal work for more than three days.

18. Recording of an Accident when a Pupil is taken to Hospital

When a pupil is taken to hospital due to an accident at School, whether deemed minor or major, an 'Accident Form' with a record of the actions taken will be completed.

19. First Aid Arrangements

- All staff will be familiarised, during their induction, with the location of the nearest First Aid box and First Aider, in case of an emergency.
- Records and dates of all first aiders' qualifications (including paediatric first-aid training) are kept by the Head of Staff Training, Development and Wellbeing.

20. Monitoring, Evaluation and Review

This Policy is monitored, evaluated and reviewed on an annual basis by the Senior Leadership Team.

JD

Reviewed: Spring Term 2020

Approved by the Health & Safety sub-committee: 3.3.20

Next review: Spring Term 2021

Appendix 1:

Location of First Aid Boxes

Area/Location	Checker	Comments
<u>Nursery/Barn Block/Art Block</u>		
Reception	SH	
G3 – Cupboard	SH	
G4 – Wall	SH	
Staff Room	SH	
Kitchen	SH	
ICT	AG	
DT	PC	
Art Room	SAM	
<u>The Crescent Block</u>		
Ground floor - Den	LB	
First floor - Resource Room	LB	
<u>Pre Prep</u>		
Pre Prep Staff Room	KK	
Pre Prep Staff Room (bag)	KK	
Pre Prep Playground x 2	KK	
<u>The Manor</u>		
Library Office	FG	
Main Kitchen	LH	Catering Manager orders own supplies.
<u>Music & Science Block</u>		
Science Lab	JCr	
Food Tech Room	AB	
<u>Sports Hall/Gym/Pool</u>		
Kitchen	SLuff/DC	First Aid bag kept in kitchen.
Gym corridor opposite locker room	SLuff/DC	Extra ice packs kept in kitchen.
Swimming pool	SLuff	
<u>Minibuses / Workshop</u>		
1	TDeM/RG	
2		
3		
4		
5		
Workshop	RG	

Appendix 2:

Location of Defibrillators

DEFIBRILLATORS:

Area	Location
<u>The Manor</u>	Reception (mobile)
<u>The Crescent Block</u>	First floor double door entrance
<u>The Barn Block</u>	Entrance to ICT/DT
<u>Sports Hall/Gym/Pool</u>	Entrance to pool corridor

Appendix 3:

First Aid Boxes - Contents

Description	Quantity
Guidance card	1
Sterile dressings	2 x small (eye pad)
	2 x small (finger)
	2 x medium
	2 x large
Triangular bandages	2
Individually wrapped adhesive dressings (plasters)	20
Disposable gloves	2 pairs
Resuscitation Mask	1
Medicinal Wipes	10
Ice Packs	4
Eyewash Pods	2
Foil blankets held at Reception and in sports bags/minibuses.	