



First Aid Policy Including EYFS

Author:	Deputy Head
Approved by Trustees on:	Autumn 2021
The implementation of this policy will be monitored by:	Health & Safety Committee
Review Date:	Autumn 2022
Should serious incidents take place, the following person/s should be informed:	Head Deputy Head Head of Pre-Prep Kindergarten Manager
THIS POLICY APPLIES TO THE PREPARATORY SCHOOL INCLUDING EYFS	

The School will monitor the impact of the policy using:
Logs of reported incidents. Surveys/questionnaires of pupils/parents/staff

FIRST AID POLICY INCLUDING PROCEDURE FOR ADMINISTERING MEDICINES

EYFS, Pre-Prep & Prep

Scope of the Policy

This policy outlines the organisation and management of First Aid/medication and sickness at St Edward's Preparatory School. This policy has been drawn up as a result of discussion and has been presented to the School Trustees. The implementation of the policy is the responsibility of all teaching staff. The policy is reviewed annually.

This Policy must be read in conjunction with the School's Health & Safety Policy, Safeguarding Policy, Well-Being Policy, Behaviour Policy and Individual Learning (IL) Policy. This Policy must also be read in conjunction with the **Schools' Health and Safety Risk Assessment for Covid-19 and the individual Covid-19 Risk Assessments for the Prep, Pre-Prep and Kindergarten.**

IT IS THE POLICY FOR-

The Prep Department

- There are full First Aid kits located in the Main Office, Science Laboratory, Cookery Room, Woodwork Room, Art Room, Sports Hall and with Head of Boys/Girls Games. These kits are to be checked every term by the School Secretary. Prep Staff are to inform the School Secretary when stock needs replenishing.
- Mrs Syms, Miss Tow, Mrs Bailey and Mrs Johnson have all undertaken the full 'First Aid at Work' course. All the other members of staff have a basic first aid certificate.
- Mrs Morris and Mr Roberts are Sport First Aid trained.
- Certificates and records of courses are held in the Deputy Head's office and Staff are retrained as required.
- All accidents are reported and recorded in the accidents book, which is located in the Main Office. These reports are passed on to the Deputy Head of the Prep School at the end of each week. An incident and accident report is presented to the Trustees by the Deputy Head on behalf of the Prep School every term.
- Any staff who need medication must keep this in the locked cabinet in the Sick Bay.

The Pre-Prep Department

- Every classroom has First Aid Supplies. Boxes are green and immediately visible at all times.
- There is a full First Aid kit located in the Pre-Prep Staff Room and a First Aid bag located on a high shelf in the girls' toilet for playground use. These kits are to be checked every 2 to 3 months by Mrs Coombe. Pre-Prep Staff are to inform Mrs Coombe who then informs Miss Tow when stock needs replenishing.
- The Teachers and Teaching Assistants in Reception are trained in 'Paediatric first aid'. All the other members of staff have a basic First Aid in Education certificate. At least one paediatric first aider accompanies every EYFS trip.
- Any staff in EYFS who need medication must keep this in the locked cabinet in the Pre-Prep staffroom or Kindergarten office.
- Certificates and records of courses are held in the Deputy Head's office and Staff are retrained as required.
- All accidents are reported and recorded in the Accident Book, which is located in the Pre-Prep playground and Staff Room. These reports are passed onto the Deputy Head at the end of each week.

Kindergarten

- Every classroom has First Aid Supplies.
- Boxes are visible at all times.
- There is a full First Aid kit located on the high shelf next to the cloakroom in the Kindergarten corridor. These kits are to be checked every 2 to 3 months by Mrs Young. Kindergarten Staff are to inform Mrs Young when stock needs replenishing who then informs Miss Tow.

- All staff are trained in 'Paediatric first aid'. At least one Paediatric First Aider accompanies every EYFS trip.
- Any staff in EYFS who need medication must keep this in the locked cabinet in the Pre-Prep staffroom or Kindergarten office.
- Certificates and records are held in the Kindergarten office and Deputy Head's office and Staff are retrained as required.
- All accidents are reported and recorded on the Accident Forms located in the Kindergarten office and playground. These reports are passed onto the Deputy Head at the end of each week.

INJURIES

IN THE EVENT OF A MINOR INJURY

- Minor injuries are treated using first aid supplies.
- Children who need ice packs are monitored accordingly.
- The child's teacher will be informed.
- Accident forms are completed and categorised accordingly.

IN THE EVENT OF A HEAD INJURY

- Head injuries are assessed and treated immediately.
- Parents and the class teachers are informed.
- A letter is sent home at the end of the day to be signed and returned.
- Accident forms are completed and categorised accordingly.

IN THE EVENT OF AN INJURY NEEDING HOSPITAL REFERRAL

Kindergarten

- First Aid assessment is made.
- An ambulance is called if necessary.
- Kindergarten Head is informed.
- Head and Deputy Head are informed and advised of the action to be taken.
- The parent/guardian is informed of the circumstances and the nature of the emergency.
- Where possible the parent/guardian should collect the child from school and transfer to hospital by their own transport.
- If an ambulance is called and the parent/guardian is present, they will accompany the pupil in the ambulance. If the parent is not present, the Class Teacher will accompany the child.
- The incident/accident must be recorded at the earliest opportunity.

Pre-Prep

- First Aid assessment is made.
- An ambulance is called if necessary.
- Head of Pre-Prep is informed.
- The Head and Deputy Head are informed and advised of the action to be taken.
- The parent/guardian is informed of the circumstances and the nature of the emergency.
- Where possible the parent/guardian should collect the child from school and transfer to hospital by their own transport.
- If an ambulance is called and the parent/guardian is present, they will accompany the pupil in the ambulance. If the parent is not present, the Class Teacher or Teaching Assistant will accompany the child.
- The incident/accident must be recorded at the earliest opportunity.

Prep

- First Aid assessment is made.
- An ambulance is called if necessary.
- Head and Deputy Head are informed and advised of the action to be taken.
- The parent/guardian is informed of the circumstances and the nature of the emergency.
- Where possible the parent/guardian should collect the child from school and transfer to hospital by their own transport.
- If an ambulance is called and the parent/guardian is present, they will accompany the pupil in the ambulance. If the parent is not present, the Class Teacher or Teaching Assistant will accompany the child.
- The incident/accident must be recorded at the earliest opportunity.

IN THE EVENT OF AN ACCIDENT REPORTABLE UNDER RIDDOR (see Health & Safety Policy) Reporting of Incidents, Diseases and Dangerous Occurrences Regulations 2013

Injuries to pupils, staff and visitors who are involved in an accident at school or an activity organised by the School are reportable under RIDDOR if the accident results in:

- The death of the person, and arose out of or in connection with a work activity
- An injury that arose out of or in connection with a work activity and the person is taken directly from the scene of the accident to hospital for treatment

The responsible person(s) should consider whether the incident was caused by;

- a failure in the way a work activity was organised
- the way equipment or substances were used and/or
- the condition of the premises

All incidents must be made aware to The Head, Bursar and Deputy Head who will report online or via the HSE's telephone service.

A record must be kept by School of any reportable death, specified injury, disease or dangerous occurrence that require reporting under RIDDOR

Plastic gloves should be worn for the benefit of the casualty as well as the First Aider. All soiled materials should be wrapped and disposed of safely.

PROTOCOL FOR SENDING PUPILS HOME DUE TO ILLNESS

- Observe safe practice at all times for pupils and staff.
- Teaching staff and/or School Secretaries will assess pupils deemed unwell.
- The parent will be notified by telephone, informed about the nature of the illness and that collection is necessary.
- It is the responsibility of the parent/guardian to arrange for the collection of the child, if not in person, then by a responsible adult.
- Unwell pupils will be either kept with the class or taken to a suitable location until they have been collected (Sick Bay in the case of Prep Children).
- Children must be supervised at all times.
- Prep children must sign out before leaving.
- Pupils are not permitted to travel home alone by public transport or taxi when unwell.

EARLYBIRDS/HEDGEHOGS

Pre-Prep/Kindergarten

- The Teacher/Teaching Assistant on duty will summon another member of staff.
- Administer first aid.
- Contact the parent/guardian if necessary.
- Record/report incident at the earliest opportunity.

EARLY MORNING LIBRARY/PLAYGROUND SESSION/AFTER SCHOOL CLUB SESSIONS

Prep

- There are always two members of staff on duty.
- Administer first aid or send to School Secretary.
- Contact the parent/guardian if necessary.
- Record/report incident at the earliest opportunity.

THE ISSUE OF MEDICATION

Prep

School Secretary, Teaching Staff and Teaching Assistants may administer medication when supplied by a parent. The medication should be handed in to the School Secretary and kept at the office. The parent must complete a School Medication Permission Form (kept in the Main Office) or write a letter covering all the necessary medical information.

Pre-Prep

Teaching Staff and Teaching Assistants may administer medication when supplied by a parent. The parent must complete a School Medication Permission Form. In reception, these forms are located on the board outside the Reception classes. In Years One and Two they are located on the classroom boards.

Kindergarten

Staff may administer medication when supplied by a parent. The parent must complete a School Medication Permission Form located in the classrooms.

PROCEDURE FOR ADMINISTERING MEDICINES

- Parents are to sign and complete the form.
- All medication brought in by parents/guardian should be clearly marked with the child's name, the dosage, time to be administered and instructions of how to administer on the storage bag. This information must also be clearly written on the medication form.
- Medication must be appropriately stored e.g. penicillin to be kept in Staff room/office fridge.
- Inhalers will be kept in the child's classroom for easy access. Children in the Prep Department carry their inhaler and a second inhaler maybe kept in the Main Office.
- Other medication will be situated in a locked cabinet.
- Medication should be administered with two members of staff present (Administered to Prep children in the Sick Bay, Pre-Prep children in the Pre-Prep staff room and Kindergarten children in the child's classroom),
- Dosages administered are recorded in a medication book/forms in the staff room/classroom/office. Name, date, time, medication, quantity and signature should be completed.
- Children in Prep Department carry their Epi-pens with them at all times and a spare is kept in the Main Office. No other medication must be held by the children.

THE ISSUE OF PARACETAMOL (PREP CHILDREN ONLY)

Dosage: Prep children will be given the stated dosage according to their age and with the consent of their parents (see data collection forms kept in main office).

Maximum Dose: The dose should not be repeated more frequently than every four hours.

1. The administration of Paracetamol will be the responsibility of the School Secretary and Assistant School Secretary in the first instance. In the absence of these members of staff, the responsibility for the administration of Paracetamol will be the appointed persons.
2. Paracetamol will be stored in a locked medicine cupboard in the Sick Room from where it will be issued. Access to the cupboard will be for the appointed persons only.
3. The School Secretary is responsible for the purchasing of Paracetamol.
4. The procedure for issuing Paracetamol is:
 - (a) Record the name of the pupil
 - (b) Age
 - (c) Check that the pupil is not taking or has not taken any medicine already
 - (d) Inform the pupil or parents that there should be a 4 hour interval before repeating the dose.
 - (e) Inform the parents if issued.
5. The following details will be recorded in the appropriate medication book kept in the Main Office:
 - (a) Date
 - (b) Time
 - (c) Dose
 - (d) Name of Pupil
6. The medication/record book will be initialled by the person administering the Paracetamol.

SHORT TERM MEDICAL CONDITIONS

Short-term conditions requiring medication are dealt with by liaising with the parents and completing the appropriate medical forms. If appropriate (for example, a broken limb), an individual risk assessment will be carried out by the Deputy Head and Class Teacher on the child and shared with relevant staff/other pupils.

LONG TERM MEDICAL CONDITIONS

Long-term medical conditions are dealt with on an individual basis. Health professionals are involved as appropriate. Reviews are ongoing and children are closely monitored. Risk assessments are carried out and shared on an individual basis.

INFECTIOUS/CONTAGIOUS ILLNESSES

- Parents must inform the school as soon as possible if a child has an infectious illness.
- Parents of children with infectious illnesses should follow the guidelines set by the Health Protection Agency (Poster located in the Main Office/Pre-Prep Staff Room/ Kindergarten Office).
- Children with impetigo, hand, foot and mouth or chicken pox should remain at home until the lesions/blisters are crusted or healed over (at least 48 hours).

DIARRHOEA AND VOMITING ILLNESS

No child should return to school for a minimum of **48 hours** from the last episode of diarrhoea or vomiting, as advised by the Health Protection Agency.

All staff should follow basic hygiene procedure when dealing with spillage of body fluids and to avoid infection e.g.

- Use disposable rubber gloves
- Hand washing facilities

EPI-PEN USE

Any child requiring an **Epi-pen** must store these in their classroom. All staff should be aware of their whereabouts. Prep children keep an Epi-pen on them and have a spare in the Main Office. Staff have **Epi-pen** training regularly by the Senior School Nurse, online version also available on the Dashboard.

PARTICULAR MEDICAL CONDITIONS asthma, epilepsy, diabetes

- All parents complete a medical condition form on entry which is updated as required (EYFS) or annually (School).
- Children with specific conditions are listed clearly by year group with medical conditions and allergies.
- If the child has an individual medical plan issued by the doctor, then School needs a copy of this and it is, together with the child's photo, clearly displayed in the relevant staff room/office.
- A Medical Booklet listing children with particular medical conditions and Allergies is created annually and updated accordingly. This is handed out to all staff.
- The list is also on The Dashboard, posted in offices and the staffroom **and** circulated to all staff every new school year or when updated.
- Medical conditions must be highlighted on Risk Assessments for off site visits (see OSV Policy and OSV Packs)

ASTHMA

Staff must-

- Recognise that immediate access to the pupil's reliever inhaler is vital and accessible at all times.
- Appropriate support to fully participate in all physical activities.
- Recognise the need of children with asthma.
- Ensure that children with asthma participate fully in all aspects of school life.
- Reliever inhalers for the children are always taken to the dining hall.
- If staff take the children out of the building for walks, sports fixtures or school trips, reliever inhalers must always be on hand.
- Children with asthma are included on the medical list both in the dining hall and classrooms. Individual emergency treatment details are also clearly stated.
- Parents will be asked to ensure that their child's inhaler is clearly labelled, in date and in good working order.

Written parental consent must be given and recorded to enable practitioners' to administer reliever inhalers. This data must be recorded on the Pre-school Asthma card (EYFS) and/or Care Plan.

In the event of an asthma attack

- Ensure that the reliever inhaler is taken immediately. Whenever possible, allow medication to be taken where the attack occurred.
- Stay calm and reassure the child. Stay with the child until the attack has resolved.
- Help the child to breathe by encouraging them to breathe slowly and deeply as possible.
- The child's parents must be informed of the attack.

Emergency Situation

Call the ambulance urgently if:

- The reliever has no effect after 5-10 minutes.
- The child is either distressed or unable to talk.
- The child becomes exhausted.
- If you have any doubts or concerns about the child's condition.
- Continue to give the reliever medication every few minutes until help arrives.

Guidance

All staff must have a clear basic understanding about asthma and the use of inhalers.

All staff are aware of the procedures to follow should a child have an asthma attack.

CONTENTS OF FIRST AID CONTAINER (WHICH ARE CHECKED REGULARLY BY THE FIRST AIDERS)

- A leaflet giving general advice on First Aid
- Individually wrapped sterile adhesive dressings
- Antiseptic wipes
- Sterile eye pads
- Triangular bandages
- Medium sized (12x12cm) individually wrapped non-medicated wound dressings
- Disposable gloves
- Icepacks

NB Equivalent items are acceptable

Travelling First Aid containers to be taken on 'off site' activities and in the minibus, should contain the above but in smaller quantities.

All the staff will be made aware of any emergency/special health requirements of individual children. All illness/allergy information is kept on the individual teacher's notice boards as well as dining hall and Main Office.