



St. Pius X Catholic Preparatory School

FIRST AID

A7: First Aid Policy

September 2018

Version 5:0

STATEMENT

This document sets out the policy of St. Pius X Catholic Preparatory School with respect to First Aid.

The Governors and Headteacher of St Pius X Catholic Preparatory School accept their responsibility under the Health and Safety (First Aid) Regulations 1981 and acknowledge the importance of providing First Aid for employees, children and visitors to the school.

STATEMENT OF ORGANISATION

The School's arrangement for carrying out the policy includes the following key principles.

1. The school will ensure that first aid is administered in a timely and competent manner.
2. Places a duty on our school, to approve, implement and review the First Aid policy on a regular basis.
3. To report, record and where appropriate, investigate all accidents.
4. Record all occasions where first aid is administered to employees, pupils and visitors.
5. Provide equipment and materials to carry out first aid treatments.
6. Make arrangements to provide first aid training for employees, maintain a record of that training and review annually.
7. Establish a procedure for managing accidents in school that require first aid treatment.
8. Provide information for employees on the arrangements for first aid.
9. Undertake a risk assessment of the first aid requirements of the school.

QUALIFIED STAFF

A copy of the First Aid/Paediatric qualified staff is kept in the office.

ADMINISTERING FIRST AID

When First Aid is administered every incident must be entered in the accident book and a letter must be sent home with the pupil. Letters and stickers for infants are available in the school office.

During playtimes and lunchtimes the member of staff on duty is initially responsible for determining the seriousness of any injury. If only a slight injury, the pupil involved is sent to clean/wash the affected area and dry with paper towels. If in any doubt or if the injury is clearly serious, then the assistance of designated First Aid staff must be sought. Once the welfare assistance have been trained, they will deal with minor injuries and as such they will carry a First Aid box outside during lunchtimes. Serious injuries will be sent to a named First Aider or a First Aider will attend the scene.

MINOR AILMENTS

For sore throats, headaches, tummy aches and feeling sick - the teacher deals with this as it is not a FIRST AID problem. If a child vomits, the caretaker is to be sent for to clean the area, and the child is sent home.

HEAD INJURIES OR HOSPITALISATION

If there is any possibility that the pupil has a serious head injury or any other injury requiring hospital treatment, then the pupil's parents must be contacted as soon as possible and the pupil taken to the Royal Preston Hospital or the Ambulance Service is called - whichever is appropriate. This decision is made by the qualified First Aider and the Headteacher. The Parent or guardian to be asked to meet up at the hospital. Two adults must go to the hospital - one to drive and one to care. Please ensure all necessary details are taken to the hospital.

- * Child's full name and address
- * Date of birth and religion
- * Doctor's name and address
- * Any allergies/medication

On return from the hospital, please ensure that the details are entered in the book and a note of them given to the parents.

FIRST AID EQUIPMENT

Please note when dealing with First Aid, disposable rubber gloves (and aprons for body fluids) must be worn. All equipment used must be placed in self-sealing bags and placed in appropriate bin. If an item in the first Aid kit is getting low, please inform V.Sutton so that replacements can be purchased.

The location of the first aid containers in our school are:-

- Office
- Kitchen
- Hall
- Upstairs in the Junior Block
- Upstairs in the Nursery
- Downstairs in the Nursery
- School Minibus
- X 4 Playground First Aid Kits
- Travel First Aid Kit x 2 in upstairs classroom.
- Defibrillator--the school in line with current 2014 guidelines has a defibrillator which is kept in the school office. Staff are trained in the use of the defibrillator.

The contents of the First aid box(es) will be checked on a regular basis.

Where pupils are travelling on a trip or on the school mini bus, a First Aid kit must be carried by the supervisory member of staff.

MEDICINES AND DISTRIBUTION

Children's medications are kept in a locked fridge in the school, or given to a designated first aider if the child is on a school outing/residential.

Distribution of medication

If a child is on regular medicine, then it should be handed in to the school office. Parents should complete a medication form (available from the School Office, class teacher or a school first aider) giving relevant details of their child's problem and any information they think useful. It must be clearly stated the time of the last dosage. They should also give a contact telephone number if different from school records, mobile phone numbers should also be supplied where possible.

The person on duty will check the child's name both verbally and by checking name tapes on clothes. If there is any doubt then the child is returned to his class teacher for verification. Medicine will only be given by a paediatric first aider. Once the child has taken the required medication the transaction is written up on the medication form.

At the end of the school day the child's parent/guardian will collect the medicine from the school office.

Risk Assessments - Have to be completed in the case of a child / member of staff returning to school in plaster/on crutches/recent concussion. This is carried out by the Headteacher.

The school does not allow animals on the premises except under the following conditions;

Guide dogs for the blind

Occasionally for demonstrations when any animal would be securely managed by a trained professional. A full risk assessment would be completed.

Allergies

It is the responsibility of the parents/guardians to inform the school in writing of any allergy that their child may have. The office prepares a list of children with allergies which is regularly updated. A copy is given to each class teacher and kept in the school office. The Catering Manager and the kitchen staff are made aware of the child's condition and informed if he/she requires a special diet.

Asthmatics

It is the parent's responsibility to inform the School if their child suffers from asthma. It is also the parents' responsibility to ensure that their child comes to school with the required inhaler and that they have informed the office of the regime needed for their child.

The school in line with Government legislation from October 2014 has a 6 generic inhalers which are located in each department and in each school vehicle. These inhalers are checked by school first aiders on a regular basis to ensure they are in date. A form will be completed by any first aider/member of staff administering the school inhaler and given to parent/carers - a copy will be kept in the school medication file (Infant block).

Anaphylaxis

Anaphylaxis, or anaphylactic shock, is the name given to a massive allergic reaction within the body. In serious cases this reaction can be life threatening. An acute reaction can occur within a few seconds or a few minutes of:

- * the injection of a particular drug
- * sting of a particular insect
- * ingestion of a particular food

THE HEADTEACHER MUST BE INFORMED AS SOON AS POSSIBLE WHEN ANY INCIDENCE RELATED TO THE THREE POINTS ABOVE HAS OCCURED.

As a general rule, the sooner a reaction takes place, the more severe the reaction will be. A qualified first aider will be called immediately. Staff are trained in the use of Epipens for those children liable to suffer severe reactions. Epipens are kept in the child's classroom and in the main Reception.

FIRST AID IN EYFS

EYFS staff are able to take action to apply first aid treatment in the event of an accident involving a child or adult. At least one member of staff with current paediatric first aid training is on the premises or on an outing at any one time. The first aid qualification specifically covers first aid training for infants and young children. We aim to ensure that first aid training is local authority approved and is relevant to staff caring for young children. All newly qualified staff at Level 2 or 3 must have emergency Paediatric First Aid training completed within the first 3 months of starting.

Procedures

Only staff who have a relevant paediatric first aid qualification are able to administer first aid treatment.

All staff who apply first aid treatment must record in detail the nature of the injury and the treatment provided, also the date and time that the accident occurred. Parents must also be informed and asked to sign the accident report.

The First Aid Kit

- Our first aid kit complies with the Health and Safety (First Aid) Regulations 1981.
- The first aid box is easily accessible to adults and is kept out of the reach of children.
- At the time of admission to the setting, parents' written permission for emergency medical advice or treatment is sought. Parents sign and date their written approval.
- Parents sign a consent form at registration allowing staff to take their child to the nearest Accident and Emergency unit to be examined, treated or admitted as necessary on the understanding that parents have been informed and are on their way to the hospital.
- No un-prescribed medication is given to children, parents or staff.

Legal framework

- Health and Safety (First Aid) Regulations (1981)

Recording and reporting of accidents and incidents

(Including the procedure for reporting accidents and incidents to the HSE under RIDDOR requirements)

If a member of staff has an accident it must be reported to one of the First Aiders who are required to record it in the Accident Book which is kept with the First Aid Kit.

We follow the guidelines of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) for the reporting of accidents and incidents. Child protection matters or behavioural incidents between children are not regarded as incidents and there are separate procedures for this.

Our accident book:

- is kept in a safe and secure place;
- is accessible to staff who are paediatric first aid trained and who all know how to complete it.
- is reviewed at least half termly to identify any potential or actual hazards.

Reporting accidents and incidents

Ofsted is notified as soon as possible, but at least within 14 days, of any instances which involve:

- food poisoning affecting two or more children looked after on our premises;
- a serious accident or injury to, or serious illness of, a child in our care and the action we take in response; and
- the death of a child in our care.

Local child protection agencies are informed of any serious accident or injury to a child, or the death of any child, while in our care and we act on any advice given by those agencies.

Any food poisoning affecting two or more children or adults on our premises is reported to the local Environmental Health Department.

We meet our legal requirements in respect of the safety of our employees and the public by complying with RIDDOR (the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations). We report to the Health and Safety Executive:

- any work-related accident leading to an injury to a child or adult, for which they are taken to hospital;
- any work-related injury to a member of staff, which results in them being unable to work for seven consecutive days, not including the day of the accident;
- when a member of staff suffers from a reportable work-related disease or illness;
- any death, of a child or adult, that occurs in connection with activities relating to our work; and
- any dangerous occurrences. This may be an event that causes injury or fatalities or an event that does not cause an accident, but could have done; such as a gas leak.

Information for reporting incidents to the Health and Safety Executive is provided in the Pre-school Learning Alliance's Accident Record publication. Any dangerous occurrence is recorded in our incident book (see below).

Our incident book

- We have ready access to telephone numbers for emergency services, including the local police. Where we are responsible for the premises we have contact numbers for the gas and electricity emergency services, and a carpenter and plumber. Where we rent premises we ensure we have access to the person responsible and that there is a shared procedure for dealing with emergencies.
- We keep an incident book for recording major incidents, including those that are reportable to the Health and Safety Executive as above.
- These incidents include:
 - a break in, burglary, or theft of personal or the setting's property;
 - an intruder gaining unauthorised access to the premises;
 - a fire, flood, gas leak or electrical failure;
 - an attack on member of staff or parent on the premises or nearby;
 - any racist incident involving staff or family on the setting's premises;
 - a notifiable disease or illness, or an outbreak of food poisoning affecting two or more children looked after on the premises;
 - the death of a child or adult, and
 - a terrorist attack, or threat of one.
- In the incident book we record the date and time of the incident, nature of the event, who was affected, what was done about it or if it was reported to the police, and if so a crime number. Any follow up, or insurance claim made, is also recorded.
- In the unlikely event of a terrorist attack, we follow the advice of the emergency services with regard to evacuation, medical aid and contacting children's families. Our standard Fire Safety and Emergency Evacuation Policy will be followed and staff will take charge of their key children. The incident is recorded when the threat is averted.
- In the unlikely event of a child dying on the premises, for example, through cot death in the case of a baby, the emergency services are called, and the advice of these services are followed.
- The incident book is not for recording issues of concern involving a child. This is recorded in the child's own file.

Legal framework

- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995 (As Amended)

ANNUAL REVIEW

The Governing Body will review this policy statement annually and update, modify or amend it as it considers necessary to ensure the policy meets the needs of St. Pius X Preparatory School.

SignedDate (Chair of Governors)

SignedDate (Head teacher)

COMPILED APPROVED REVIEWED REVISED	VERSION	DATE	EDITOR
Compiled	1	April 2015	V Sutton
Reviewed	1.1	May 2015	H Porter
Approved	1.1	May 2015	B Banks
Revised	1.2	May 2015	H Porter
Reviewed	2.0	September 2015	C Davies V Sutton
Approved	2.0	September 2015	B Banks
Reviewed	4.0	October 2017	SLT
Revised	4.1	January 2018	CD and VM
Revised	5:0	September 2018	VS &VM