**Burton Hathow Preparatory School**

****

**FIRST AID POLICY**

**For Whole School**

**Including EYFS**

**September 2020**

**Please see separate Risk Assessment and appendix for safety measures and precautions and policy/procedures during Covid-19 Pandemic**

This policy has due regard to legislation and statutory guidance, including, but not limited to, the following:

* Health and Safety at Work etc. Act 1974
* The Health and Safety (First Aid) Regulations 1981
* The Management of Health and Safety at Work Regulations 1999
* DfE (2015) ‘Supporting pupils at school with medical conditions’
* DfE (2000) ‘Guidance on First Aid for Schools’
* DfE (2018) ‘Automated external defibrillators (AEDs)’

**First Aid Arrangements in the Event of Accident or Illness**

Qualified First Aid Staff supervise First Aid provision in the School, including arrangements for emergency medical appointments. All staff are able to dispense tablets and medicines prescribed by doctors and brought to School by pupils. Pupils are to deposit medicines in the Office. Parents or Guardians must have completed the appropriate consent form before medicines can be dispensed by a member of the School staff and this must be witnessed and signed by another member of staff. For pupils, medicines are kept in the locked first aid medicine cupboards in the relevant buildings, or refrigerated in staffrooms inaccessible to pupils and in labelled sealed containers. Should a child require medicine during the day, for example, an antihistamine, parents will be contact via telephone for verbal permission to administer the required treatment.

Where staff are in receipt of prescribed medications, they will be stored in the Staff Room, inaccessible to pupils.

**Arrangements for pupils with particular medical conditions**

Children with particular medical conditions for example: asthma, epilepsy, diabetes and severe allergies should have their medication located in their classroom and should be to hand when needed. Inhalers, insulin and epi-pens etc must be taken on all sporting activities and trips.

Where pupils have specific, diagnosed conditions, appropriate training will be given to those staff in frequent contact with the pupils (plus extras to allow for staff absences) prior to them joining the school. This would include situations such as Type 1 Diabetes and use of epipens. Training will usually be delivered by qualified health professionals.

There will always be at least one qualified person on site when the children are present. In Early years at least one person on the premises and one person on outings must have a paediatric first aid certificate. A Health Care Plan is completed for a child with any specific medical requirements detailing any medication that is to be administered and the relevant procedures.

**First Aiders in School**

The following members of staff are holders of Paediatric First Aid:

* Gemma Pearson Exp. August 2022
* Carole Carter Expired Covid restrictions Training October 2020
* Jessica South Expired: Covid restrictions Training October 2020
* Bethany Graves: Training October 2020
* Debbie Robins Expires: Exp October 2022
* Rebecca Smith and Forest School exp November 2022
* Lauren Flinders and Forest School exp April 2022
* Sally Wells and Forest School: Exp November 2022
* Emma Bowden and Forest School: Exp Nov 2022

The following members of staff are qualified in First Aid at Work

Nigel Hardcastle Expires 06 March 2022

Victoria Williams Expires October 2022

Training is updated every 3 years

**Practical Arrangements at the Point of Contact**

If a pupil is taken ill during a lesson, if capable, he or she should be sent to the Office in the company of another pupil who will then report back to the class teacher that they have arrived safely. The staff on duty in the Office will then contact a Qualified First Aider to deal with the situation.

If the pupil is not capable of walking, the teacher will inform the Office for a First Aider to be contacted and sent to the classroom.

At lunch-time pupils taken ill or in need of First Aid treatment should report in the first instance to the person on duty who will deal with the matter or to the Office if he/she is not available. The staff on duty in the Office will then contact a Qualified First Aider to deal with the situation. If a pupil requires medical attention and needs to remain in situ then the office will locate a qualified first aider to attend the child.

The First Aider will determine if any external professional advice or treatment is required and will make the appropriate arrangements with the Office and/or class teacher.

**Access to First Aid Kits**

First Aid boxes are located as follows:

* First Aid Room
* Main Kitchen
* Nursery Cabin Kitchen
* Reception/ Butterfly Kitchen

Spare First Aid Kits for Trips and Sporting Events are located in the First Aid Room

First Aid supplies are monitored by Sally Joyce monthly and reported to the Health Safety Officer. To achieve the aims of this policy, the school will have suitably stocked first aid boxes. Where there is no special risk identified, a minimum provision of first aid items would be:

* A leaflet giving general advice on first aid;
* 20 individually wrapped sterile adhesive dressings (assorted sizes);
* Two sterile eye pads;
* Four individually wrapped triangular bandages (preferably sterile);
* Six safety pins;
* Six medium sized (approximately 12cm x 12cm) individually wrapped sterile unmedicated wound dressings;
* Two large (approximately 18cm x 18cm) sterile individually wrapped unmedicated wound dressings; and
* One pair of disposable gloves.

# Automated external defibrillators (AEDs)

The school has procured 2 AEDs, which are located in the school main entrance and in the first aid room. The one in the first aid room is portable to take on trips etc.

Where the use of the AED is required, individuals will follow the step-by-step instructions displayed on the device.

A general awareness briefing session, to promote the use of AEDs, will be provided to staff on an **annual** basis, and usually during the **first INSET session** of the academic year.

**How accidents are to be recorded and parents informed**

Whenever First Aid is administered, details should be noted by the First Aider dealing with the situation on the accident form and if any item from the First Aid box is used, it should be replenished immediately by contacting Debbie Robins in EYFS and Sally Wells in R-6. The accident form should be copied and filed in the accident folder, a copy is sent home via the child or by email. If it is an adult the accident book will be filled in, this is also in the school office.

In Nursery, a First Aid Accident Form is completed, a copy is emailed to the parents. If a child has an accident and first aid was not administered, an Accident Form is completed. This is verbally discussed with the parents and they are requested to sign the form.

**Normally, First Aid will only be administered by staff holding a First Aid Certificate.**

When First Aid Staff feel it is desirable for a student to be sent home, the school office will attempt to contact the parent or guardian. A pupil will only be sent home once a parent or emergency contact has been notified. The pupil’s form tutor can then be informed via a note in the register, or directly if they are available. The First Aider should arrange for the parents to collect them, or if this is really impossible, for a member of staff to take them home.

**RIDDOR**

Every accident, whether relating to a pupil, a member of staff or a visitor, requiring hospital treatment, should be recorded on the report forms in the School Office and where necessary the Health and Safety Executive in accordance with RIDDOR-tel:08453009923 (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, 2013), should be notified. In the case of pupils or members of the public, the Health and Safety Executive must be informed of any casualty who is sent to hospital – even as a precautionary measure – where the accident is attributable to:

Work Organisation (eg. Field trip supervision)

Plant or substance (eg. Machinery or experiments)

The condition of the premises (eg. Uneven Surfaces)

Playground accidents or other contact sports that result in collisions, falls or slips are NOT reportable, UNLESS they arise out of, or in connection with any of the circumstances mentioned above.

In the case of members of staff, any work related injury or ill-health is reportable if it results in a minor injury (over 3 day absence) or a major injury as defined in RIDDOR.

The First Aider involved will oversee the completion of Accident/Incident Forms. “Near misses” or other dangerous occurrences must be reported to the Safety Co-ordinator who will record the incident and action taken.

Accident reports will be reviewed by the Safety Team at yearly meetings It is the responsibility of the Head teacher to report serious accidents to the Board and Advisory Body and to ensure that such remedial action as is reasonably practicable is taken to avoid a recurrence of the incident.

Form tutors must ensure that pupils in their care are aware of the First Aid arrangements and warn them of two areas of concern which have arisen:

1. To avoid further injury, they should not move anyone who appears to have fainted or fallen – they should send for a First Aider while someone remains with the casualty.
2. Pupils should not lend each other asthma inhalers, except in an emergency.

**When to call an ambulance**

Unless immediately apparent that an ambulance is to be called, this will be decided on consultation with the qualified first aider at work.

Immediately after the ambulance has been called, the parents should be contacted. A member of staff will accompany the pupil to hospital until their parent/s/guardian can join them.

**Hygiene procedures for dealing with the spillage of body fluids**

The school has a responsibility under Health and Safety law to establish appropriate procedures to be followed in order to minimise the risk of contracting any disease related to the spillage of body fluids e.g. HIV and Hepatitis B.

Neither of these viruses should present any serious risk in School life if the following measures are observed when contact with blood or other body fluids occurs – for example after an accident in practical lessons, or during recreation periods.

Staff should:

* Put on gloves before administering First Aid or mopping up blood or other body fluids.
* Not use teeth when putting on gloves or removing them.
* Pull off gloves so that they are inside out and the contaminated side is not exposed
* Put gloves in a plastic bag and dispose of them in a closed bin.
* Wash hands and other surfaces immediately after contact with blood or other body fluids and after removing gloves.
* Contact Sally Wells and Victoria Williams (COSHH Trained) immediately if blood or other body fluids are spilt so that the area may be cleaned with disinfectant. The cleaning should be carried out with disposable towels and wearing rubber gloves, the towels to be placed in a plastic bag in a closed bin.
* Immediately change blood-stained clothes, handling them with rubber gloves and soaking them in cold water before washing them by machine on a hot cycle.
* Take care to avoid accidental piercing of the skin when handling needles and other sharp equipment.
* Wash the exposed part immediately with soap and water if coming into direct contact with another person’s blood or body fluids.
* Use clean, cold tap water if the lips, tongue, eyes or broken skin are involved, and seek medical advice

Staff are also responsible for instructing pupils in their care about these procedures as appropriate, and ensuring that they are followed.

**Appendix: Assessment of First Aid Provision.**

**Hazards.**

1. Workplace hazards are low level – commensurate with those that might be found in offices and shops. A very small amount of low-risk chemicals are stored in the Science Area and some cleaning materials in a locked cupboard.

2. One employee travels regularly driving the minibus on short, local journeys. Some teaching staff drive the minibus away from the school site on visits.

3. Employees do not generally work shifts out of hours.

4. There are separate buildings, one with two levels. All buildings are small – no larger than 7 rooms plus entrance and landing areas – and all are close together – within 60 seconds on foot. Some activities take place outside in the forest area, and others on the sports field.

5. The premises are out of town but within easy reach of emergency services.

6. Employees sometimes visit other sites as part of school visits. They do not work at other employers’ sites as contractors.

7. Non-employees do visit the premises. These are usually parents picking up or dropping off pupils. Other non-employees visit occasionally e.g. visiting speakers, occasional contractors etc.

**Impact of Hazards on Provision.**

**(Numbers match with the considerations listed above)**

1. There is an appointed person to take charge of first aid. Several staff have completed various first aid courses that are current. One member of staff is a qualified medical doctor. There is a first aid kit in the sick room in the main building.
2. The minibus is equipped with a first aid kit. Where it is driven on short runs by the designated driver, the journeys are never far and emergency help should be available.
3. There are no extra issues associated with out of hours shifts. The Nursery is sometimes open when main school is not – usually with no more than three staff present. There is always a member of staff in the Nursery who has completed at least a paediatric first aid course. In addition, the school receptionist is often in school at these times, is a qualified doctor and also lives in the house adjacent to the school so is easily contactable. She is also a First Aider at Work.
4. The separate buildings are close together. All areas, including the upper level of the main building, are quickly and easily accessible from anywhere else. The sports field is adjacent to the main building and easily reached. The forest area is a little further but still close. Each building has a member of staff qualified in Paediatric First Aid present. The forest school teacher has a separate qualification in First Aid for Forest Schools. Although these are not ‘First Aid at Work’ they provide adequate provision given the size and nature of the site. Each building contains a first aid kit and there is also one available in the forest area and the sports store.
5. The location of the premises does not present a need for ‘extra’ first aid equipment beyond that listed above.
6. Employees on school trips carry a first aid kit with them and a staff member with at least a Paediatric First Aid qualification is always present.
7. With the exception of parents collecting or dropping off pupils, the number of other non-employees on the premises at any one time is minimal and can be covered by the provision in place.

**First Aid Procedures During the Coronavirus (COVID-19) Pandemic**

**Statement of intent**

The school aims to act in accordance with the First Aid Policy set out above as much as possible; however, we understand that we must remain compliant with the relevant first aid legislation while the school observes social distancing and infection control guidelines. This appendix sets out what additional actions the school will take once phased reopening begins.

The information in this appendix is under constant review and kept updated to reflect any changes to national or local guidance.

1. **Enforcing new procedures**
   1. The school carries out a risk assessment which is used to help inform any changes to first aid provision, including the number of first aiders needed on site.
   2. The school ensures that additional first aid procedures are communicated effectively to all pupils.
   3. Staff are informed about their legal responsibilities regarding first aid and the additional procedures in place.
   4. The school informs parents of any changes to provision outlined in this policy.
   5. The school acknowledges that where conflicts between the relevant legislation and government guidance on managing the coronavirus pandemic arise, the legislation outlined in [section 1](#_Legal_framework) of this policy must be followed.
2. **Social distancing and infection control measures**
3. When administering first aid, the relevant staff are advised to:

* Wash their hands before and after administering first aid, using soap and water or alcohol-based hand sanitiser.
* Dispose of any waste in a suitable bin.
* Ensure frequently touched surfaces and equipment have been cleaned and disinfected before use.
* Keep at least two metres away from others, where practicable.
* Interact side-by-side where administering first aid requires interaction within a two-metre range.
* Minimise the duration of face-to-face contact where side-by-side interaction is not possible.
* Limit the number of people administering first aid in each incident.
* Ensure that all recipients of first aid are kept at least two metres apart from others, e.g. other recipients.
* Ensure that first aid is administered in a designated location, where possible, to minimise the spread of infection and any cleaning requirements.

1. The school acknowledges that the use of PPE is **not** required to administer first aid in most circumstances, with the exception of paragraph [6.3](#Exception) or if required to do so in accordance with the **Infection Control Policy**. However, staff are encouraged to use PPE if they would prefer.
2. **First aiders**
3. The school ensures that there is a minimum of **one** trained first aider on site during school hours.
4. The school ensures that there is a minimum of **one** trained first aider on site for the duration of any wrap-around care provision, e.g. a breakfast club.

1. Where children aged 2 to 5 are on site, the setting ensures reasonable endeavours are made to have someone with a full PFA certificate on site at all times. If all steps outlined in the DfE’s [statutory guidance on the EYFS](https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2) are exhausted and the setting cannot meet this requirement, a risk assessment will be conducted and the setting will ensure someone with a current First Aid at Work or emergency PFA certificate is on site at all times.
2. Where a first aider must be sent home due to showing symptoms of coronavirus, the school ensures that the minimum number of first aiders on site is maintained and arranges cover where necessary.
3. Where cover must be arranged, the school ensures that:

* Adequate cover is in place before the member of staff leaves the premises.
* In the event that the member of staff must lawfully remain on site, the individual is isolated in a designated room and follows the school’s social distancing and infection control measures.
* Symptomatic individuals strictly do not administer first aid.
* Alternative arrangements are in place to minimise the need for a symptomatic first aider to administer first aid or where first aid provision is compromised, e.g. high-risk activities are suspended.

1. **First aid training** 
   1. First aiders’ training is kept up-to-date.
   2. Where a first aider is unable to renew their training due to the coronavirus pandemic, they are instructed to:

* Check if they are eligible for an extension.
* Ensure they requalify as soon as possible.
* Undertake any training that can be done online where face-to-face training is not required or available.
  1. If PFA certificate requalification training is prevented due to the coronavirus pandemic, and all reasonable steps have been taken to access the training, staff may be eligible to have the validity of their current certificates extended for up to three months. The setting will use its best endeavours to arrange requalification training at the earliest opportunity.

1. **Administering and handling medication**
2. When administering medication, staff are expected to:

* Follow the procedures set out in the **Administering Medication Policy**.
* Adhere to the school’s social distancing and infection control measures as much as possible.
* Minimise the time spent in close proximity to others where maintaining a distance of two metres is not possible – staff should use side-by-side interaction with others instead.
* Minimise face-to-face contact where side-by-side interaction is not practical.

1. The school acknowledges that the use of PPE is **not** required to administer medication in most circumstances, with the exception of paragraph [6.3](#Exception) or if required to do so in accordance with the **Infection Control Policy**. However, staff are encouraged to use PPE if they prefer.
2. When handling and storing medication, staff are advised to:

* Wash their hands for at least 20 seconds with soap and water or use an alcohol-based hand sanitiser before and after they handle medication.
* Wash and disinfect frequently touched surfaces before contact, including any receptacles for storing medicine, where required.
* Minimise the number of people handling medication.
* Ensure that medication or medical equipment brought in from home is safe to be taken home again.

1. **Ill health and infection**
2. Where an individual must wait on the school premises to go home when showing symptoms of coronavirus, staff ensure that:

* A suitably trained member of staff administers medication to help manage the individual’s symptoms, where required, e.g. paracetamol to combat a high temperature.
* The individual is isolated in a cool, well-ventilated, designated area.
* They adhere to the school’s social distancing and infection control measures.
* Areas used by the individual are cleaned and disinfected once they leave, e.g. toilets.

1. In the event that a symptomatic individual requires first aid or medication, and a distance of two metres is practical and can be maintained, staff follow the procedures in [section 2](#Socialdistancing) of this appendix.
2. Staff wear PPE when required to administer first aid or medication to a symptomatic individual if a distance of two metres cannot be maintained, e.g. the pupil is very young or has complex needs.
3. If a member of staff has helped care for a symptomatic individual and develops symptoms themselves, they are sent home immediately.
4. In the event that a first aider develops coronavirus symptoms, the procedures outlined in paragraphs [3.3](#Cover) and [3.4](#Coverfirstaid) are followed.
5. **Emergencies**
6. Accidents and emergencies are managed in line with [section 5](#_Emergency_procedures_1) of this policy.
7. When administering emergency first aid, social distancing restrictions do not apply.
8. A member of staff calls 999 immediately if a symptomatic individual becomes severely unwell or their life is at risk.
9. Parents who must collect their unwell child from school are informed that they must call 999 if their child becomes severely unwell or their life is at risk.
10. **Monitoring and review**

8.1. This appendix is reviewed by the headteacher in reaction to any new government advice.

8.2. The date of the next review is as required.

8.3. Once the school resumes regular activity, and if deemed appropriate by the headteacher, all sections within this appendix will expire.