



# Grange Park Prep School

## First Aid Policy

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<b>Document created by:</b>	Flavia Rizzo (Headteacher) 12 <sup>th</sup> September 2017
<b>Scrutinised by:</b>	Flavia Rizzo 02 September 2020
<b>Reviewed by:</b>	Governors during Governance
<b>Review date:</b>	March 2021
<b>Next Review date:</b>	March 2023

This policy applies to the whole of Grange Park Prep School, which also includes the Early Years Foundation Stage has draws upon DFE guidance contained in First Aid for Schools (February 2014).

First Aid provision must be available at all times when people are on the school premises, and also off site on school visits or PE.

### **AIMS**

- To ensure the timely and competent administration of first aid to both pupils and staff, and the effective implementation of this policy
- Provide or seek secondary aid where necessary
- To ensure all staff and parents are aware of the systems in place.

### **RESPONSIBILITIES**

#### **Governing Body is required to:**

- Develop a policy regarding First Aid
- Review this policy every 2 years or earlier as required, and particularly after any changes

#### **Headteacher**

- Is responsible for putting the policy into practice
- Ensures parents are aware of the First Aid policy regarding treatment of injuries and medication
- Ensure staff are trained in basic first aid including paediatric resuscitation
- Liaise with the “appointed person” with regards to First Aid needs within the school

#### **Appointed Person**

The appointed persons are Flavia Rizzo, all staff are fully trained in paediatric first aid

- looks after the first aid equipment e.g. restocking supplies – Denise Foskett
- takes charge when someone is injured or becomes ill
- ensures that an ambulance or other professional medical help is summoned when appropriate
- Accompany classes and staff on school trips

#### **First Aiders**

The Paediatric First Aid Course has been completed by a number of staff – these are listed below with expiry dates

- Give immediate help to casualties with common injuries and illnesses and those that arise from specific hazards at school.
- When necessary, ensure that an ambulance or other professional medical help is called

#### **All Staff**

Staff have completed either the School’s First Aid Course or Paediatric First Aid - details are listed at the end of this policy.

All staff are expected to use their best endeavours at all times, particularly in emergencies to secure the welfare of pupils in the same way that parents may be expected to act towards their children.

## **DEALING WITH INJURIES IN SCHOOL**

### **Playtime**

- Minor injuries may be treated by staff. If the injury is in the playground it may be treated from the Playground First Aid Kit by the person on duty. If it is a more serious injury the child must be sent with an available member of staff or older child if appropriate to the staffroom where the First Aid Officer or other first aid trained teacher will deal with it.
- The same procedure will be followed at lunchtime.

### **Classroom**

#### **Lower School**

- Staff are properly trained to deal with minor injuries and sickness.
- If a child is clearly unwell or has been sick, on the advice of the Head or Deputy, the Office will contact parents and ask them to collect their child.
- If parents are unavailable other emergency contact numbers will be contacted.

### **The House**

- Any injury may be sent to the Office where it will be dealt with or the First Aid Officer contacted.
- If a child is clearly unwell, the Office, on the advice of the Head or Deputy, will contact his/her parents.
- If parents are unavailable other emergency contact numbers will be contacted.
- If a child feels that they may be sick, a sick bag will be given whilst necessary action is being taken.

## **THE ACCIDENT BOOKS**

Two accident books are located in the medical cabinet in the Lower School. EYFS has a separate book, Year 1 to 6 share the other.

All accidents must be reported.

Accident forms are scanned and emailed to parents

Any accident involving a knock to the head must be notified in writing to the parent when the child goes home. However, at the discretion of the first aid officer and/or senior management, parents may be telephoned and informed immediately.

EYFS parents must be informed immediately.

Accident forms are kept with the accident book. Accidents are recorded per instructions in the book.

## **MEDICATION IN SCHOOL**

We have no contractual obligation to administer medicines and if we do so it is a voluntary act.

- No pupil may take medication in school except under supervision. The exceptions to this is a child with asthma who is allowed to administer doses themselves or a children with epipens who must have access to medication at all times. This must be in writing from the parents.

- Prescription medicines will be stored in the fridge in the staffroom. A written record of all medicines given is also kept in the office.
- Prescription medicines must be in the original containers supplied by the chemist which clearly state instructions and doses and with the pharmaceutical companies instructions included.
- Parents must send an accompanying letter requesting that the medicine be administered in school and that a teacher may supervise the child taking the medicine.
- Under no circumstances will non-prescription medication be given by staff. If parents wish their children to have non-prescription drugs eg Calpol, or cough medicine then they must make arrangements to come into school to give medication to their child.

### **CHILDREN WITH ONGOING MEDICAL CONDITIONS**

**Parents of all children entering the school must complete a medical information form.**

**Arrangements will be made for children who have ongoing medical needs eg epilepsy, diabetes, asthma or food allergies.**

- Meet with parents to discuss specific medical needs and identify designated member of staff to deal with the child's needs.
- If required, a designated member/s of staff / the staff in general will be given specific training eg (in the use of epipens)
- Inform all members of staff about child.
- Photos and information of children identified with ongoing medical conditions will be displayed in the staffroom, disabled toilet and kitchen.
- Each class teacher will be notified at the beginning of each academic year regarding the medical needs in the class.

### **STAFF WITH MEDICAL CONDITIONS**

- All staff are expected to inform the School of any known medical conditions they suffer from that might need attention in school

### **FIRST AID KITS**

- Several first aid kits are kept: in the Staffroom, EYFS class and the disabled toilet.
- First aid kits for trips are kept in the Staffroom.
- A first aid kit is kept in the mini-bus.

### **SERIOUS INJURIES**

- In the case of a serious injury, do not move the child.
- Send a responsible child for the First Aid Officer / the Appointed Person/ the Head or the Deputy.
- Send for an ambulance immediately.
- If necessary an appropriate adult will accompany the casualty to hospital.
- The parents will be contacted to meet the ambulance / child and staff member at the hospital.

## HYGIENE PROCEDURES

All appropriate precautions will be taken after an incident involving bodily fluids such as blood or vomit.

- Gloves, Sanitaire Powder, Bio hazard bags will be used when necessary.
- These will be disposed of in the sanitary bin.

### Guidance

Guidance is provided on notice boards in the school office, Early Years, and for KS1 & 2 in the playground (in the form of the Health Protection Agency posters) regarding the need to keep children off school for infectious diseases and for those showing symptoms of diarrhoea and vomiting. A link to the Health Protection Agency website is also provided.

Guidance in regards to Covid-19 has been sent to parents and posters are displayed around the school, if and when guidance changes, these are updated and parents are informed.

Staff must seek medical advice if they are taking medication which may affect their ability to care for children, and any staff medication must be securely stored at all times.

## RIDDOR (Reporting of injuries, Diseases and Dangerous Occurrences Regulations 1995)

In the event of a serious accident, death or disease RIDDOR will be contacted as follows: [Incident Contact Centre on 0345 300 9923 \(opening hours Monday to Friday 8.30 am to 5 pm\)](#)

RIDDOR procedures will then be followed.

## STAFF FIRST AID TRAINING

Name	Course Attended	Date	Expiry date
Denise Foskett	First Aid Essentials	23 Oct 18	22 Oct 21
Mary Perry	First Aid Essentials	13 May 19	12 May 22
Susan Ross	First Aid Essentials	30 May 19	29 May 22
Yvette Perry	First Aid Essentials	2 Jun 19	1 Jun 22
Maria Gil	First Aid Essentials	23 Jul 19	22 Jul 22
Jack Lewis	First Aid Essentials	31 Aug 19	30 Aug 22
Jeyda Pope	First Aid Essentials	4 Sept 19	3 Sept 22
Harry Wilkins	First Aid Essentials	17 Sept 19	16 Sept 22
Maria Georgiou	Emergency First Aid at work	4 Nov 18	3 Nov 21

Name	Course Attended	Date	Expiry date
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Flavia Rizzo	Paediatric First Aid	10 & 11 Aug 17	9 Aug 20
Charlotte McHale	Paediatric First Aid	10 Feb 18	9 Feb 21
Dimitra Louskas	Paediatric First Aid	20 & 21 Aug 18	20 Aug 21
Denise Foskett	Paediatric First Aid	23 Apr 19	22 Apr 22
Angela Avrili	Paediatric First Aid	21 & 22 Nov 19	20 Nov 22
Jeyda Pope	Paediatric First Aid	22 Nov 19	21 Nov 22
Ela Szlek	Paediatric First Aid	20 & 21 Nov 19	19 Nov 22
Maria Gil	Paediatric First Aid	20 & 21 Nov 19	19 Nov 22
Raine Urquhart	Paediatric First Aid	6 Jan 20	5 Jan 23
Yolanda Davies	Paediatric First Aid	6 Jan 20	5 Jan 23
Kerrie Brosnan	Paediatric First Aid	6 Jan 20	5 Jan 23
Naomi Kedward	Paediatric First Aid	6 Jan 20	5 Jan 23
Michelle Odysseos	Paediatric First Aid	6 Jan 20	5 Jan 23
Jack Lewis	Paediatric First Aid	6 Jan 20	5 Jan 23
Mary Perry	Paediatric First Aid	6 Jan 20	5 Jan 23
Mary Constantinou	Paediatric First Aid	6 Jan 20	5 Jan 23
Yvette Perry	Paediatric First Aid	6 Jan 20	5 Jan 23
Caroline Lawrie	Paediatric First Aid	6 Jan 20	5 Jan 23
Sylvie Doyle	Paediatric First Aid	6 Jan 20	5 Jan 23
Helen Billam	Paediatric First Aid	6 Jan 20	5 Jan 23
Hugo Neves			

*Staff will receive updated training every three years*