



Grange Park Prep School

First Aid Policy

Document created by:	Flavia Rizzo (Headmistress) 12 th September 2017
Scrutinised by:	Susan Stark 15 th September 2017
Reviewed by:	Governing Body September 2017
Review date:	Sept 2018

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 provide timely and competent First Aid treatment where necessary
- 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 on an annual basis 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 Anne Louka, Flavia Rizzo and Amanda Cooper

- looks after the first aid equipment eg restocking supplies – Amanda Cooper
- 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

Most staff have completed the School’s First Aid Course - 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 girls 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

- Classroom assistants who are properly trained will deal with minor injuries and sickness. In their absence a responsible child must be sent to get an assistant/teacher from one of the other classes.
- 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 rung.

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 rung.
- If a girl feels that she 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.

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 small fridge in Reception classroom. A written record of all medicines given is also kept in the Reception classroom.
- 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 children 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 and disabled toilet.
- Each class teacher will be notified at the beginning of each academic year regarding the medical needs in the class.

FIRST AID KITS

- Several first aid kits are kept: in the Staffroom, Reception 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.

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 the Health and Safety Executive will be contacted. (08453009923)
RIDDOR procedures will then be followed.

STAFF FIRST AID TRAINED 9 January 2017 **St John's Ambulance: Schools First Aid.**

Angela Avrili
Yolanda Davies
Caroline Lawrie
Panni Panayi
Christine Salt
Raine Urquhart
Flavia Rizzo
Sylvie Doyle
Helen Billam
Amanda Cooper
Naomi Kedward
Michelle Odysseos
Jennifer Tudor
Mary Constantinou
Catherine Pocock

Andrew Gellister: Governor with responsibility for Health and Safety

Pat Ryland- Emergency First Aid at Work – August 2018
Charlotte Miller - First Aid essentials Level 2 – August 2017

PAEDIATRIC FIRST AIDERS

Helen Dodi: March 2016 – March 2019
Anne Louka: May 2017 – May 2020
Susan Stark: Sept 2015 – Sept 2018
Tania Hawkins: Nov 2016 – Nov 2019
Flavia Rizzo – August 2017 – August 2020
Kerrie Brosnon – May 2016- May 2019

Staff Inset – Recap on First Aid with all staff (5th September 2017)

Staff will receive updated training every three years