

First Aid



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Staff member responsible for this policy:	Mrs Sarah Brame
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Policy Statement

At St Olave's Prep School, we are committed to the development of children's social, emotional skills, children's self-esteem, their mental and physical health and well-being. As part of our aim to provide the children in our care with the best possible educational experience, all staff have a responsibility with regard to health and safety and are informed of health and safety issues, use and storage of medicines, infection control and fire safety.

St Olave's is fully committed to ensuring that the application of this policy is non-discriminatory in line with the UK Equality Act (2010). This policy applies to all members of our school community, including those in our EYFS setting regardless of gender, race, sex, ethnicity, religion or belief, cultural or linguistic background, sexual orientation, gender reassignment, or disability. This policy should be read in conjunction with our Health Assessment policy, Educational Visits policy and our Risk Assessments.

Objectives

To ensure that there is an adequate provision of appropriate first aid at all times.

To ensure that where individuals have been injured there are suitable mechanisms in place to provide remedial treatment.

Guidance

The Bursar will undertake a risk assessment to determine the first aid needs. This will include consideration of the following:

- Size of the school and whether it is on split sites / levels
- Location of the school
- Specific hazards or risks on the site
- Staff or pupils with special health needs or disabilities
- Previous record of accidents / incidents at the school
- Provision for lunchtimes and breaks
- Provision for leave / absence of first aiders
- Off site activities, including trips
- Practical departments, such as science, technology, PE
- Out of hours activities
- Contractors on site and agreed arrangements

Pupil Illness

- If a pupil becomes ill during the day the school will contact the parents so that the child can be collected
- There is access to a separate room where a child can lie quietly if required (with supervision from a member of staff)
- The School Nurse is on duty one day a month and is available to meet with staff, parents and pupils
- The school will notify parents if a pupil suffers anything more than a minor injury or becomes ill during the school day.

Specific First Aid Provision

- Sufficient trained first aiders (paediatric first aid for EYFS pupils) to cover day to day and other school activities will be provided
- A first aider (paediatric first aid for EYFS pupils) will accompany pupils on visits out of school
- First aiders will give immediate help to those with common injuries or illnesses and those arising from specific hazards, and where necessary ensure that an ambulance or other professional medical help is called
- The school may also have appointed persons in addition to first aiders. Such persons will have received formal training (normally four hours) and their duties may include:
 - take charge when someone becomes ill or is injured
 - look after first aid equipment e.g. restocking of supplies
 - ensure that an ambulance or other medical help is called when appropriate
- First aid and appointed person training will be refreshed every three years

First Aid Boxes

- First aid boxes will be provided in areas of the school where accidents are considered most likely
- A first aid box will also be taken when pupils leave the school on organised trips or participate in sports events
- First aid boxes will be replenished as necessary and checked termly
- The contents of a first aid box will be in accordance with the guidance given in HSE document "Basic advice on first aid at work" INDG 347
- First Aid Notices
 - Lists of members of staff who are qualified first aiders or Paediatric first aiders and those who are trained appointed persons will be displayed around the school
- Access to First Aid
 - All pupils and staff will be given information on the provision of first aid at their induction
- Records
 - Details of any incident which requires treatment will be recorded in the school accident system (CPOMS) and reported via RIDDOR if relevant.
- Calling an Ambulance
 - The School Office will normally be responsible for summoning an ambulance and the Headteacher will arrange for a member of staff to escort the pupil to hospital. The member of staff will always stay with a pupil in hospital until their parents have been contacted.
- Emergency Medical Treatment
 - In accepting a place at the school, parents are required to give their consent for the Headteacher or other nominated representative to provide, on the advice of qualified medical opinion, emergency medical treatment, including general anaesthetic and surgical procedure under the NHS if the school is unable to contact a parent.
 - The school has an Automated external defibrillator ("AED") suitable for both adults and children available for use.

Medical care

- This procedure is limited to the provision of first aid, but the school has arrangements in place for:
 - Dealing with pupils who have special educational needs or specialist medical needs
 - Provision of medical examinations and immunisations
 - Holding medical records
 - Dealing with medicines and treatments brought to school for pupils

Legal Requirements & Education Standards

References:

A: Commentary on the Regulatory Requirements, Part 3 (www.isi.net)

B: Reference Guide to the key standards in each type of social care service inspected by Ofsted (www.ofsted.gov.uk)

C: Health and Safety at Work" Section H of the ISBA Model Staff Handbook,

D: "Health and Safety and Welfare at Work" Chapter N of the ISBA Bursar's Guide

E: "Insurance" Chapter K of the Bursar's Guide by HSBC Insurance Brokers Ltd

F: Early Years Foundation Stage (EYFS) Checklist and Monitoring Reference for Inspectors (www.isi.net)

G: DfE "Guidance on First Aid for Schools" (www.dfe.gov.uk)

H: HSE home page, First Aid at Work (www.hse.gov.uk)

I: MOSA Guidance: "First Aid Provision and Training in Schools" (www.mosa.org.uk)

J: DfE Automated external defibrillators (AEDs) A guide for schools, September 2018

See also:

Medical policy and questionnaire

Guidance on administering medicines in school

Table showing qualified first aiders