

First Aid Policy

This policy applies to all pupils and staff of Abbot's Hill, including EYFS.

1. Introduction

- 1.1 The arrangements for first aid provision will be adequate to cope with all foreseeable minor and major incidents. The policy should be read in conjunction with the **Policy on Supporting Pupils at School with Medical Conditions**.

2. Qualified Staff

- 2.1 The number of certified first aiders will not, at any time, be less than the number required by law and will include Paediatric and First Aid at Work first aiders. At least one qualified first aider will be available on site when children are present. There will always be a paediatric first aider present in Nursery when there are children present.
- 2.2 All first aiders possess a current certificate which under the Independent Schools Inspectorate regulatory guidelines must be updated every three years.
- 2.3 The school will deploy qualified nursing cover as far as reasonably practicable during term time, and also maintain a relationship with a qualified GP to call upon as required. This Doctor is also retained by us as our Medical Officer for ad hoc advice as required.
- 2.4 Other staff will be given such training in first aid techniques as is required to give them a basic, minimum level of competence to deal with minor accidents such as grazes.
- 2.5 Staff will not administer any medication until they have completed the induction and training required. Staff who are suitably trained are marked on the First Aid telephone list in bold and have SchoolBase access to the medical module.

3. Medical Facilities

- 3.1 The school provides a surgery with appropriate facilities for care. The surgery is locked by a keypad lock at all times, unless occupied by a School Nurse or an approved first aider. The School Nurse and approved first aiders have the keypad code and the School Nurse double locks the surgery by key overnight, during weekends and holidays. During out-of-school-hours, the key to the surgery is securely stored in the key safe in the Main School Reception.
- 3.2 Record keeping will be maintained **by the School Nurse and Nursery Manager** on an accurate and timely basis, and all records will be kept secure in accordance with safeguarding and data protection requirements.

3.3 There are locked medicine cupboards and also locked medical fridges within both the Nursery Office and Surgery to ensure any medication is safely stored but appropriately available.

4. First Aid Kits

4.1 Supplies of first aid material will be held at various locations throughout the school. These locations will be determined by the Director of Pastoral Care and all staff will be advised of their position. In addition, the list is also published on the T:drive.

4.2 The supplies in the Nursery will be checked weekly by the Deputy Manager. First Aid supplies stored elsewhere in the school will be checked at least termly by the School Nurse. In all cases, any deficiencies will be made good without delay.

Emergency Medication

4.3 Generic inhalers and adrenaline pens are kept for emergency use only and can only be administered to pupils that have been prescribed this medication. Small supplies of emergency medication are also kept in locked medical cabinets in the following locations:-

- Prep School Office (emergency medication cabinet)
- Prep School Kitchen (emergency adrenaline pen and generic inhaler only)
- Senior School Office
- Pastoral Hub
- PE Office
- Home Economics Office
- Emergency medication can only be administered by key holders who are suitably trained First Aiders. (see 2.5)

4.4 Pupils with emergency adrenaline pens or spare inhalers are able to easily access their named spare which is stored in the main school office.

5. Documentation and Record Keeping

5.1 When a child joins the school, the parents complete a Confidential Health Questionnaire. The questionnaire gives details of their family doctor, immunizations, any allergies or existing medical conditions of which we should be aware, along with other relevant medical information and emergency contact details of parents/guardians.

5.2 It also includes a section for the parent/guardian to sign giving permission to give emergency medical treatment, administer simple first aid and non-prescription Infant liquid paracetamol, and anti-histamine in the Nursery, and liquid paracetamol, Paracetamol, anti-histamine and Throat Lozenges for pupils in Reception to 11.

5.3 For children in Nursery, the data will be entered onto Kindersoft and SchoolBase and the questionnaire will then be filed in the child's file which is kept locked in the Nursery Office. For pupils from Reception to Year 11 the School Nurse will log this data onto SchoolBase and then file the questionnaires into the individual pupil's personal medical files in the locked filing cabinets in the Surgery.

- 5.4 Each year a Medical Information Update Report is sent home to parents in the summer half-term asking if there have been any changes in their child's medical health. When the forms are returned, the data is entered onto SchoolBase. For children in the Nursery, this will be updated as they move rooms or sooner if necessary.
- 5.5 Each time a pupil visits the surgery or receives first aid treatment, the time and any treatment given is recorded on SchoolBase or Kindersoft for Nursery children.

6. Accidents

- 6.1 A record must be made in an Accident Book on each occasion a member of staff, pupil or other person receives first aid treatment as a result of an accident either on the school premises or as part of a school related activity.

| Copy | Pupils | Who, Where and when |
|-------------|-----------------------------|--|
| White copy | Nursery and Infants | Given to parents on collection of the pupil that day |
| | Juniors and Senior | Given to pupil to give to parents that day |
| Yellow copy | Nursery | Given to Nursery Manager for follow up and filed with medical records that day |
| | Infants, Juniors and Senior | Given to School Nurse for follow up and filed with medical notes that day |
| Pink Copy | ALL | Health and Safety Co-ordinator as soon as possible |

Pupil Accidents

- 6.2 The first member of staff to the scene of any accident should complete an accident form as soon as is reasonably practicable. Head injuries and other serious injuries must be reported to the School Nurse immediately, who will enter details on to SchoolBase and inform all relevant members of staff, including SLG where appropriate.

Incidents involving a bump on the head

- 6.3 In Nursery and Prep, if a child has a bump on the head during their day the following procedure is followed:
- The situation is initially assessed by the member of staff in situ.
 - Where it is a minor injury the bump will be treated with a cool compress (such as wet paper towel) or an ice pack if swelling/bruising is present under the supervision of a member of staff.
 - The Head Injury section of the accident form should be completed
 - The pupil is given a pink wristband to alert staff and parents to the injury for on-going monitoring. An email or conversation should also take place to ensure that this is communicated to everyone concerned.
 - Prep Children – Inform the School Nurse, Head of Prep and child's class teacher via Daybook
 - Nursery Children – Inform the Nursery Manager, Deputy Manager and child's key person.
- 6.4 If a Senior School pupil has a minor head injury, the member of staff who has witnessed or has been first alerted to the injury should complete an accident form including the Head

Injury section. The pupil may be treated by a qualified first aider if readily available or escorted to the surgery for treatment by the School Nurse.

- 6.5 If the School Nurse or Nursery Manager feels that it is necessary, she will telephone or email the parents and inform them of the head injury and advise them to be aware of the symptoms listed in the 'Advice to Parents/Carers re: Head Injuries information sheet.

Incidents involving a Foot or Leg Injury

- 6.6 Under NO circumstances should the pupil be taken to the surgery. The School Nurse/School Staff must not attempt to carry a pupil; there is a wheelchair in the PE office and a push chair in Nursery if required. If a foot or leg injury causes severe pain, appears deformed or there is significant bleeding, the pupil should not be moved and the School Nurse called to attend immediately.
- 6.7 Nursery and Prep - If the injury is to a foot or leg and the pupil feels unable to weight-bear they should be treated in situ.
- 6.8 Senior School - If the injury is to a foot or leg, the pupil, if possible, should be brought to the Main House and seated in the stairwell and the School Nurse will come to her. Initial assessment and first aid will be given in the stairwell.

Staff and Visitors' Accidents

- 6.9 An accident form should be completed and taken to the Health and Safety Co-ordinator as soon as reasonably practicable but at least by the end of the day. Head injuries and other serious injuries must be reported to the Health & Safety Co-ordinator immediately, who will inform SLG by email.

7. Emergencies

- 7.1 The School Nurse will normally decide whether or not to call an ambulance. In her absence, a Qualified First Aider in attendance will make the decision.
- 7.2 ALL ACCIDENTS WHICH REQUIRE HOSPITAL TREATMENT OR RESULT IN MORE THAN SEVEN DAYS ABSENCE FROM THE WORK PLACE, MUST BE RECORDED IN THE ACCIDENT BOOK AND REPORTED ONLINE TO RIDDOR WITHIN 10 DAYS.
- 7.3 In addition, Ofsted and the local child protection agency must be notified of any serious accident, injury or death of a child in Nursery which occurs within the Nursery setting within 14 working days.

8. Review of Accidents

- 8.1 A summary of all accidents/injuries and injury reports will be compiled by the Health and Safety Co-ordinator on the approved form and emailed to SLG each half term. The Bursar is responsible for reporting serious accidents to insurers and the Health and Safety Co-ordinator is responsible for reporting serious accidents to RIDDOR. Any serious accidents which take place in the Nursery setting outside term time, will be reported to RIDDOR by the Nursery Manager. The Nursery Manager is responsible for reporting serious accidents, injuries or death to Ofsted and the local child protection agency.

- 8.2 There will be a half termly review by SLG of all reported accidents which will enable the school to ensure there is appropriate First Aid provision across the site and to address any health & safety issues (Accident/Incident & Injury Reports).
- 8.3 Separate health and safety procedures raise awareness of hazards specific to the teaching of different subjects and to possible hazards in different working areas.
- 8.4 Permission for emergency treatment to be given to pupils in the event that a parent cannot be contacted is sought in writing when the child enters the nursery or school by the parents completing and signing the Abbot's Hill Confidential Health Questionnaire.

9. Confidentiality

- 9.1 All pupil medical records are kept in the locked Surgery in locked filing cabinets and are only disclosed on a 'need to know' basis. However, the School Nurse will collate the necessary information from these records and display this on the school Medical Noticeboards with parents' consent.
- 9.2 Medical information for children in Nursery will be held within the child's file which is locked in the Nursery office.

10. Notices & Communication

- 10.1 Medical Notice Boards are located in the following areas:
- The Nursery Staff Room
 - The Prep School Staff Room
 - Junior Block (Johnston Room in ICT3)
 - Stable Block (Home Economics Office)
 - Davidson Block (English Office)
 - Dickinson Building (PE Office)
 - Science Block (staff room)
 - Senior School Staff Room (wet room)
 - Catering
 - Main Reception
 - Pastoral Hub
- 10.2 A list of Qualified First Aiders 'and their internal Telephone Numbers and usual location is displayed in appropriate locations around the site and is published on the T drive.
- 10.3 Medical Notice Boards, staff meetings and individual briefings for appropriate members of the Nursery team/ Class Teachers/Form Tutors are the medium whereby members of staff are informed of significant illnesses/conditions of pupils for risk assessment purposes. Daybook and Document viewer is used to convey and store important written messages about an individual pupil.
- 10.4 The School Nurse will produce, as necessary, a 'Medical Alert' sheet produced from SchoolBase showing each child's name, their photograph and their medical conditions which are displayed on each of the Medical Noticeboards. For children in Nursery, the Deputy Manager will be responsible for providing such information using the information held on Kindersoft.

10.5 Examples of such conditions include:

- Anaphylaxis
- Diabetes
- Cystic Fibrosis
- Epilepsy
- Coeliac or Dietary Restrictions
- Kidney Problem
- Deafness
- Asthma

10.6 In addition, Emergency Procedure guidelines are displayed on the Medical Noticeboards for:

- Anaphylaxis
- Asthma
- Diabetes
- Epilepsy

11. Trips out of school (including residential/overseas trips)

11.1 Adequate and appropriate first aid provision will form part of the arrangements for all out-of-school activities (**Administering Medication on School Trips Procedure.**)

11.2 The nominated qualified first aider on a school trip should make arrangements to see the School Nurse at an early stage of the planning for the visit to be briefed on any medical conditions/medication that is necessary for pupils participating.

11.3 A first aid bag is given to the appointed first aider for the trip, with a list from SchoolBase listing all those children with allergies and specific medical needs along with any current medication which they take accompanied by a completed Medication Consent Form.

11.4 In the event of a serious accident/incident during a school trip, the leader must inform the nominated SLG contact at the earliest opportunity and then follow normal procedures for dealing with an accident.

11.5 Parents should be informed as soon as possible and at least within 24 hours if the incident includes any of the following:

- Vomiting (except motion sickness)
- Head injury
- Consultation/visit with a medical professional
- Serious Injury

11.6 For a visit made by Nursery children, the nominated First Aider for the visit will liaise very closely with the Deputy Nursery Manager to ensure that medical needs are clearly accounted for in planning, preparing and leading the visit. The advice and guidance of the School Nurse will be sought as appropriate. Parents will be informed as soon as possible.

Signed

Issue Date: October 2019

Review Date: October 2020 or earlier if major change requires

A handwritten signature in black ink that reads "K. Gorman". The signature is written in a cursive style with a small flourish at the end.

Mrs Kathryn Gorman

Head