



## **First Aid Policy**

### **General Statement**

This policy applies to all departments of the school including the EYFS. West House School acknowledges its duty to ensure that there is adequate first aid provision for pupils and employees who become ill, or who are injured at the school. This policy has been reviewed with regard to DfE Guidance 'First Aid in Schools'. 'Medication Guidance for Birmingham Early Years Settings (2015 Version 2)' also provides useful additional guidance for staff working within the EYFS.

First aid is defined as the immediate attention to prevent minor injuries becoming major ones and therefore, excludes giving tablets or medicines to treat illness. Guidelines on this aspect are covered in the Storage and Administration of Medicines Policy.

### **Responsibilities**

The Board of Governors, through the Headmaster, takes responsibility for overseeing the maintenance and review of this policy, at the heart of which lies the requirement for first aid to be administered in a timely and competent manner by appropriately qualified individuals.

The school Matron is the designated first aider for pupils in Years 1 – 6 and the Early Years Assistant Manager is the nominated first aider for pupils within the EYFS. Both have been trained in a paediatric first aid course of at least twelve hours, approved by the Health and Safety Executive. The school also buys in additional support from Birmingham Community Healthcare, whereby qualified nurses attend for one morning per week on Mondays.

A number of other members of staff hold the same certificates and these are listed in Appendix A. The school requires their training to be updated every three years. At least one qualified person is present on the school site when children are present and a qualified first aider accompanies children on all outings within the EYFS.

All additional members of the teaching staff, EYFS staff and teaching assistants receive training in allergy awareness, Epi-pen usage, asthma and epilepsy, updated at least every two years.

### **Recording of Accidents**

#### **Adults**

- All accidents involving members of staff are to be recorded in the official Accident Book, located in the main school office.

### **Pupils in Pre-Prep and Prep (Years 1 - 6)**

- Accidents and injuries involving pupils in Years 1 – 6 are referred to the school Matron and recorded electronically in accordance with the guidelines laid out hereafter.
- Matron prints off a copy of accidents requiring first aid daily before she departs and places them in the Blue Medical Folder located in the school office, along with any paperwork requiring a parental signature.
- When Matron is not present, another qualified first aider (usually Mrs Edgington or Miss Channer) attends to the accident and records it in the Blue Medical Folder; Matron then updates the system daily.
- The following members of staff are responsible for ensuring that parents countersign the Accident Forms when necessary: Prep –Mrs Edgington or Miss Channer, Pre-Prep – Individual class teachers.

### **Pupils in the EYFS**

- Accidents and injuries involving pupils within the EYFS are referred to the Early Years Assistant Head who records them on an Accident Form and electronically in accordance with the guidelines laid out hereafter.
- Any minor accidents and injuries that do not require an accident form will be communicated via an accident slip.
- Accident Forms are returned to Key Workers who are responsible for ensuring that they are signed by parents.
- The Early Years Assistant Head files forms in the Accident Folder once they have been signed. The Accident Folder is located behind the EYFS reception desk.
- Assistant Head will telephone parents in accordance with the guidelines laid out hereafter.
- In the absence of the Early Years Assistant Head, accidents and injuries will be attended to by an appropriately qualified member of staff who will be responsible for following this policy and its procedures in terms of recording and reporting.

### **Guidelines on Action to be Taken**

The following list is not exhaustive. It should be used as guidance only. In the event of uncertainty, advice should be sought from Matron or a member of staff qualified in paediatric first aid.

| <b>Nature of Accident/ Injury</b> | <b>Action to be Taken</b> |
|-----------------------------------|---------------------------|
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|---|--|
| Suspected broken bone or fracture<br>Any head or facial injury<br>Dislocation<br>Excessive bleeding<br>Visible damage to eyes<br>Fainting / loss of consciousness | Parents informed immediately by telephone and injury recorded. In all such cases staff are advised to be pro-active and call an ambulance. Parents required to sign acknowledgment or formally acknowledge action taken. In the case of all bumps to the head, the school will treat the injury as serious and an advice letter is sent home after the parents have been informed. |
| Moderate bleeding<br>Suspected sprain<br>Severe / moderate muscular injury<br>Visible damage to teeth   | Injury recorded. Parents required to sign acknowledgment.<br>Parents informed by telephone within the EYFS.  |
| Minor cuts and grazes<br>Minor knocks and bumps<br>Minor muscular injuries  | Not recorded other than when referred to matron. Parents not required to sign. *   |

**\*All accidents involving EYFS children are reported to parents on the same day, or as soon as reasonably practicable, and any first aid given. An electronic record is maintained.**

**Children requiring hospital treatment should be transported either by their parents or an ambulance. If in doubt, call for an ambulance on 999.**

**Further details in relation to EYFS children can be found in the EYFS Handbook.**

### **Incidents Involving Exposure to Bodily Fluids**

The school undertakes to protect employees, pupils and visitors from hazards arising from dealing with a bodily fluid spillage. This includes substances potentially hazardous to health through cross-contamination.

On discovering a spillage, staff and pupils should inform the School Office. An appropriate member of staff will then be instructed to address the matter. Bodily fluids most commonly include blood, urine, faeces and saliva.

Infection control measures should include the following:

- Waterproof dressings or gloves should cover cuts, grazes, chapped skin or other open wounds.
- Wash hands before and after applying dressings.
- Wear suitable gloves when mopping up blood or other body fluids.
- Do not use teeth when pulling on gloves or removing them.
- Washing or rinsing gloves before removal

- Washing hands or other skin surfaces immediately after contact with blood or other body fluids and after removing glove.
- Pulling off gloves so that they are inside out avoiding the contaminated side being exposed.

Care should be taken to avoid piercing the skin with needles or other sharp equipment, which may be contaminated.

Spillages should be cleaned up appropriately with an anti-bacterial solution and water. All contaminated materials resulting from the cleaning up of spillages should be appropriately cleaned or disposed of, in accordance with local or national regulations.

### **First Aid Boxes**

The school possesses a number of first aid boxes, appropriately stocked, throughout the site. Signs highlighting the nearest first aid box are displayed throughout. The school Matron and the Early Years Assistant Manager are responsible for ensuring that all first aid boxes are accessible and appropriately stocked within their specific area of responsibility.

Staff are reminded to check that first aid boxes are provided when undertaking a risk assessment involving off-site activities.

### **Arrangements for Pupils with Particular Medical Conditions**

The school acknowledges its responsibility to ensure that it actively promotes the welfare of its pupils. Staff receive training at least every two years in how to manage commonly occurring medical conditions such as asthma and allergies; parents are required to disclose such conditions upon registration of a pupil.

In the case of pupils suffering from less common medical conditions such as epilepsy and diabetes, the school will make reasonable adjustments to ensure that staff have received sufficient training to manage the conditions before the pupil is admitted to the school. Again, parents are required to disclose such conditions at the registration stage.

In all cases the school will make reasonable and appropriate adjustments to ensure that a pupil's particular medical needs can be met. In the event that the school does not feel that it can address a pupil's medical needs, in spite of making reasonable adjustments, the parents will be informed at the earliest possible stage prior to a place being offered.

### **Training**

Designated first aiders receive training every 3 years. A number of additional staff receive training at least every 3 years. Such training is of at least twelve hours duration and specifically relates to children.

### **Early Years Foundation Stage**

The school acknowledges its responsibility to have at least one person on the premises and at least one person on outings who holds a paediatric first aid certificate indicating training of at least twelve hours.

### **Reporting To the Health and Safety Executive**

The school acknowledges its responsibility to report to the Health and Safety Executive (Tel: 0845 300 9923) under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). In so doing it will follow the guidelines set out in the HSE information sheet 'Incident Reporting in Schools (Accidents, Diseases and Dangerous Occurrences).

### **Reporting to OFSTED**

In the case of EYFS, the school will report to OFSTED any failure to administer medication in line with the policy on the storage and Administration of Medicines and of any serious accident, illness or serious injury to, or death of, any child whilst in the care of the school, along with the action taken in respect of it.

Notification will be made as soon as is reasonably practicable, but in any event, within 14 days of the incident occurring. The school acknowledges that failure to comply with this requirement, without reasonable excuse, is an offence.

The school will also notify local child protection agencies, named in the Child Protection Safeguarding Policy, of any serious accident or serious injury to, or the death of, any child whilst in the school's care and will act upon any advice given.

OFSTED will also be notified in the event of any food poisoning affecting two or more children looked after on the premises. Notification will be made as soon as is reasonably practicable, but in any event, within 14 days of the incident occurring. The school acknowledges that failure to comply with this requirement, without reasonable excuse, is an offence.

### **Monitoring and Review**

This policy will periodically be monitored by the Headmaster, in liaison with the Health and Safety Committee.

This policy should be read alongside:

- The Storage and Administration of Medicines Policy
- The Off-Site Activities and Educational Visits Policy
- The Health and Safety Policy

## **Appendix A**

Staff who currently hold the 12 hour Paediatric First Aid qualification:

| <b>Name</b>            | <b>Department</b> | <b>Date of Qualification</b> |
|------------------------|-------------------|------------------------------|
| Tamsin Pursey (Matron) | Prep and Pre-Prep | February 2016                |
| Debbie Edgington       | Prep and Pre-Prep | March 2018                   |
| Sabrina Channer        | Prep and Pre-Prep | September 2017               |
| Kim Stevenson          | Administration    | September 2016               |
| Ellie Lette            | Administration    | February 2016                |
| Sarah Todd             | Administration    | March 2018                   |
| Mark Denham            | Prep and Pre-Prep | September 2016               |
| Richard Smith          | Prep and Pre-Prep | May 2017                     |
| Naheem Sajjad          | Prep and Pre-Prep | May 2017                     |
| Callum Williamson      | Prep              | March 2018                   |
| Stephen Price          | Prep              | August 2016                  |
| Alison Houghton        | Prep and Pre-Prep | September 2017               |
| Christine Knowles      | Prep              | September 2017               |

|                        |          |                |
|------------------------|----------|----------------|
| Louise Walker          | Prep     | September 2017 |
| Karrie Parker          | Prep     | March 2018     |
| Phoebe Lyttle          | Pre-Prep | September 2016 |
| Mel Holden             | Pre-Prep | September 2016 |
| Patrisha Hanratty      | Pre-Prep | May 2017       |
| Lisa Stanley           | Pre-Prep | March 2018     |
| Aimee Joseph (EYAH)    | EYFS     | September 2016 |
| Paula Cusack (HoEY)    | EYFS     | September 2016 |
| Rachel Green           | EYFS     | September 2016 |
| Rachael Ashby          | EYFS     | September 2017 |
| Elaine Denham          | EYFS     | March 2018     |
| Kim Gilbert            | EYFS     | May 2017       |
| Mel Allan              | EYFS     | September 2016 |
| Badrun Nessa           | EYFS     | September 2016 |
| Sally Mason            | EYFS     | September 2016 |
| Rikki Knowles          | EYFS     | May 2017       |
| Hamida Miah            | EYFS     | September 2016 |
| Laura Baker            | EYFS     | September 2016 |
| Anila Zerelli          | EYFS     | April 2016     |
| Jade Blake             | EYFS     | June 2016      |
| Tia Deepröse Fisher    | EYFS     | May 2017       |
| Nisa Azad              | EYFS     | March 2018     |
| Hayley Butler          | EYFS     | September 2017 |
| Michelle Mardenborough | EYFS     | September 2017 |
| Darren Addis           | CATERING | May 2017       |

**Implemented:** September 2007

**Date:** August 2019

**Review Date:** August 2020