EATON HOUSE SCHOOLS FIRST AID POLICY

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Policy statement

This policy is designed to promote and safeguard, so far as is reasonably practicable, the health, safety and welfare of pupils, staff, parents and visitors to this School through the provision of first aid equipment and trained personnel in accordance with the requirements of the Health and Safety (First Aid) Regulations 1981. This policy is written to encompass the requirement of the EYFS alongside the whole School.

The lists of staff who are trained in first aid are displayed in circulation spaces where all staff access daily.

Aims

The aim of providing first aid is to save lives and to ensure that minor injuries and illnesses do not escalate into major ones.

The aim of this policy is to ensure that:

- a person is appointed to take charge of first-aid arrangements
- staff nominated as “first aiders” receive up-to-date training
- suitably stocked and marked first-aid containers are available at appropriate locations throughout the School
- all members of staff are fully informed regarding the first-aid arrangements
- all staff are aware of hygiene and infection control procedures
- written records are maintained of any accidents, reportable injuries, diseases or dangerous occurrences (RIDDOR)
- first-aid arrangements are regularly reviewed.

School Duties

Eaton House Schools has a duty to:

- make provision for pupils to receive first-aid treatment
- make provision for employees to receive first-aid treatment
- make provision for visitors to the School to receive first-aid treatment if required.
- provide adequate and appropriate first-aid equipment and facilities
- provide an adequate number of suitable persons to administer first aid to pupils and employees who are injured or become ill at School
- appoint a person to take charge of first aid facilities and equipment if the first aider is absent
- appoint a person to take charge of first aid rather than a qualified first aider
- inform employees of first-aid provisions, including the location of equipment, facilities and personnel
- at least one first aider trained in First Aid at Work for every 100 employed (or part thereof). The School however has several trained first aiders with different first aid qualifications at both Eaton House the Manor and Eaton House Belgravia.

Employee duties

Teachers and other School staff should:

- take all reasonable steps to ensure that no pupil in their care is exposed to unacceptable risk
- co-operate with their employer's health and safety arrangements
- carry out activities in accordance with training and instructions
- inform the School of any serious risks
- know what action to take if an accident or emergency occurs.

Procedures

First-aid provision will be available at all times while people are on the School premises and also off the premises while on School visits.

Staff within the EYFS hold Paediatric First Aid certificates. Paediatric first aid training is mandatory for all early year's staff.

When children are on School trips there will always be at least one person with a current first aid certificate. If the children are within the EYFS then this will be a current Paediatric First Aid certificate.

First aid can only be administered by School staff who are first aid trained.

Never leave a child on their own.

When to Call an Ambulance

Assess the casualty to check if they have any life-threatening or other serious conditions. If the area isn't safe for you to assess the casualty, then call an ambulance straight away.

If someone's condition is life-threatening or very serious, then call 999.

When you get through to the emergency services, you'll need to give;

- your name
- a description of the condition of the casualty/casualties (breathing and/or unconscious)
- age of child/adult
- your telephone number or the best number for them to contact you on
- the exact location of the incident
- a description of the type of incident and how serious it is
- any known medical conditions that the child/adult has
- details of any hazards, such as electrics, bad weather

Once you have called an ambulance you must contact the School office and Head Teacher as soon as reasonably possible to inform them that you have called an ambulance and provide details of the incident.

One of the admin team or appropriate staff member will wait at the entrance doors at reception for the arrival of the ambulance and take them to the casualty.

An appropriate staff member must escort the pupil in the ambulance in the absence of the child's parent/carer and stay with the pupil until the parent/carer arrives at the hospital.

Analgesics Policy

Mild analgesics (such as Calpol which is held in the School office in an event that a child may require Calpol whilst they are at School) should not be administered to a child unless the School has received clear written permission from the parent. An administering of Medicines form should be completed via the Parent Portal. Once written consent is received from the parent/guardian giving the School permission to administer the mild analgesic such as Calpol, the consent must be saved by the School office and kept in the policies folder. **Always check for allergies and never give mild analgesics (such as Calpol) without written permission from the parents.**

Risk Assessment

The Principal, Headteachers, Bursar and Compliance Manager will conduct an annual risk assessment of all School buildings and facilities paying particular attention to:

- practical activities
- the use of machinery
- storage of hazardous substances
- the use of equipment for sports and physical education.

From this assessment a judgment will be made as to how many trained first aiders are required to provide an effective and safe response to accidents and injuries.

A judgment will also be made as to how many fixed and portable first-aid containers should be available and where they are to be located.

Specific consideration will be given to staff or pupils who have special health needs or disabilities.

In determining the level of provision, the senior management will consider:

- the provision during lunch times and breaks
- the adequacy of the provision to account for staff absences
- the provision of first aid for off-site activities and School trips
- the provision for practical lessons and activities, e.g., science, technology and physical education.

Qualifications and Training

All School first aiders will hold a valid certificate of competence, issued by an approved first aid provider, which is valid for three years. Refresher training and retesting of competence will be arranged to ensure there are always sufficient first aid staff on each School site and that staff who are appointed as first aiders are appropriately trained.

Within the EYFS all staff must have Paediatric First Aid training. Training will be arranged to ensure this is the case. All training for the Paediatric First Aid certificate is kept up to date and certification dates are available from HR.

At all times when EYFS children are on the premises, there will be at least one member of staff with a current, full paediatric first aid (PFA) certificate available to respond to any incident. A qualified PFA-trained member of staff will also accompany children on all off-site visits, trips, and outings.

The School Nurse is the appointed person to oversee the First Aid provision within the School.

The appointed person will:

- advise relevent first aid training and competencies
- monitor the first-aid equipment
- ensure that an ambulance or other professional medical help is summoned when appropriate however the first aider at the scene should be the person to call the ambulance in an emergency and is not to wait if it is life threatening. Head Teacher must be informed.
- undertake regular risk assessments and liaise with management and Head Teachers as appropriate
- ensure that all accidents and injuries are appropriately recorded
- ensure that all members of full time and temporary staff are familiar with the School's first-aid provision.

EYFS Safer eating provision

The School is committed to ensuring that all children eat safely and that appropriate first aid provision is available at all times. While children are eating, there will always be at least one

member of staff present in the room who holds a valid paediatric first aid certificate. Before a child is admitted, parents or carers must provide information about any special dietary requirements, preferences, food allergies, intolerances, and other relevant health needs. This information will be recorded, regularly reviewed, and shared with all staff involved in the preparation, handling, and serving of food.

The school will maintain regular communication with parents, carers, and, where appropriate, health professionals to develop and review allergy action plans for managing known allergies or intolerances. All staff will be trained to recognise the signs and symptoms of allergies and anaphylaxis, understand the difference between allergies and intolerances, and know the correct procedures to follow in an emergency. The School recognises that allergies can develop at any stage and will monitor and update children's records accordingly, particularly during the introduction of new foods. Staff will also liaise with parents and carers to understand each child's stage of food introduction and ensure that the food provided is of an appropriate texture and type.

First-aid Materials, Equipment and Facilities

First-aid containers will be:

- marked with a white cross on a green background
- located near to hand washing facilities
- ensure that first aid boxes are stocked in accordance with HSE recommendations
- ensure regular inventories are carried out and stock is replenished, and items are still in date.

All School minibuses will have a first-aid container on board. Portable first-aid containers will be available for all School trips and for sporting and other activities. In the Pre-Prep and nursery each form class has their own portable first aid box.

Where it is known that staff or pupils engaged in an out of School activity have specific health needs or a disability, the contents of the first-aid container will include the resources to meet these specific needs, e.g., a supply of insulin or an epi-pen. This will be noted in the School trips risk assessment.

The contents of a first-aid box are determined by a first aid needs assessment.

Typical contents may include:

- Guidance First Aid Leaflet
- Contents List
- Small Dressing
- Medium Dressing
- Large Dressing
- Triangular Bandages
- Safety Pins
- Sterile Eye Pad
- Plasters Assorted
- Gauze Swabs
- Alcohol Free Wipes
- Adhesive Tape

- Gloves (pairs)
- Sterile Finger Dressing
- Resuscitation Face Shield
- Burn Dressing
- Scissors
- Conforming Bandage

Painkillers and other medicines **MUST** not be kept in a first-aid kit.

At The Manor School the medical room is located within the newly constructed wellbeing hub. School nurse is based in the medical room.

At Eaton House Belgravia the First Aid room is located on the ground floor. Either the School Administrator, gap or TA will supervise the sick child. Otherwise, the child can also sit with the Administrator, whilst waiting for the parents if this is suitable.

Information and Notices

The location of the first aid boxes is indicated on the fire escape route maps by a green cross. The names and/or positions, location and contact details of first-aid staff are prominently displayed throughout the School in the corridors which can be seen by everyone.

The School will make every effort to ensure that first-aid notices are clear and easily understood by all.

Information on the School's first-aid provision will be included in the staff handbook.

Information on the School's first-aid provision will be provided in the induction pack given to new and temporary staff.

Hygiene and Infection Control

All staff must:

- follow hygiene procedures
- where possible, wash hands with soap and water or antibacterial hand gel before putting on the disposable gloves and after administering first aid.
- **wear disposable gloves** when administering first aid to a child or adult to ensure precautions are taken to avoid cross contamination and infections such as: HIV, Hepatitis, COVID-19, general infections
- wear face masks when administering first aid if the casualty has suspected COVID-19 and is awaiting collection in the first aid room
- Dispose of all contaminated materials and equipment such as disposable gloves, plasters, wound dressings etc. in the allocated yellow medical bin.

All staff will have access to single use disposable gloves and hand washing facilities.

Disposable gloves will be worn at all times when dealing with blood or other body fluids or when disposing of dressings or other potentially contaminated equipment.

All disposable gloves, contaminated dressings or equipment must be disposed of in the Yellow medical waste bins. They are not to be placed in the general waste bins.

Recording Accidents and Injuries

All accidents and injuries must be recorded in the Accident and Treatment Book and such records will be kept for three years.

The Pupil Accident Record Book is to be completed when a pupil has had an accident. The staff Accident Record Book is to be completed when a member of staff, contractor, parent or other adult visitor has had an accident, incident or first aid administered.

Once the accident forms are completed and signed, they must be handed promptly to Nurse at Eaton House The Manor and to the PA at Eaton House Belgravia.

The record of any first-aid treatment given by first aiders and other appointed persons will include:

- the date, time and place of the incident
- the name and class of the injured or ill person
- details of the injury or illness and what first aid was given
- what happened to the pupil or member of staff immediately afterwards (e.g., went home, resumed normal duties, went back to class or went to hospital)
- the name and signature of the first aider or person dealing with the incident.
- In the case of a child receiving first aid treatment the parent/guardian must sign the first aid form.

Parents will be informed of any accident or injury sustained by the child on the same day, or as soon as reasonably practicable, and any first aid given. T**he School must phone the parents/carer to inform their child has had a bump to the head or face, regardless how minor they seem. This applies to children within the whole School including the EYFS. The Head Teacher and/or Deputy Head Teacher must be informed.**

In an emergency involving outside medical professionals or services the Head Teacher or the appointed person will follow the Schools established procedures for contacting a parent or carer.

If you are in doubt whether a parent/carer should collect a child, please inform the Head Teacher.

Reporting Accidents to the HSE

The following types of accidents need to be reported to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR):

- Death or major injury
- fractures, other than those of toes, fingers or thumbs
- amputation
- permanent loss of sight or reduction of sight
- unconsciousness caused by asphyxia or exposure to a harmful substance
- crush injuries leading to internal organ damage
- serious burns
- scalping (separation of skin from the head) which require hospital treatment
- any other injury that causes unconsciousness, requires resuscitation or admittance to hospital for more than 24 hours or which leads to hypothermia or heat-induced illness

Seizures

Staff should be informed of how to deal with people who may have a seizure at School. This is particularly important if there is a child in the class who is known to suffer from fits. If a child has a seizure, it is important that the teacher remains calm in order to deal with the incident effectively. Other children in the classroom will respond to the calm behaviour of the teacher.

If a child is known to have seizures, agreed procedures between the parents/guardians and the School will be in place and should be followed. This will be an individual healthcare plan. An ambulance must be called if the seizures do not follow the “usual” pattern the person experiences or if the seizures lasts more than five minutes, or does not regain consciousness.

Insurance Indemnity

First aiders have the normal responsibilities as laid down by the Health and Safety at Work, etc. Act 1974. Additionally, they have a common law duty of care to the people they treat.

In most cases the employer's compulsory liability insurance will cover the actions of a qualified first aider or appointed person when undertaking first aid at work and following the techniques given at their training.

If the first aider were to use his or her skills outside of the workplace, the duty of care may pass to the individual.