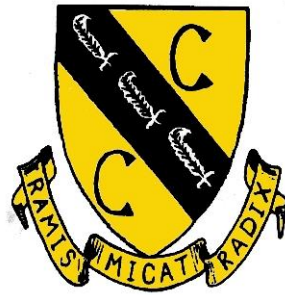


Clarendon Cottage
Preparatory School

First Aid Policy



Created by: E Howard (July 2010)
Reviewed by Mrs A Hartley (March 2018)
Review date: March 2019

Clarendon Cottage Prep School First Aid Policy

This policy applies to the whole school, including the EYFS

INTRODUCTION

Health and Safety legislation places duties upon schools to protect the health and safety of their staff, students and visitors to the premises. This includes arrangements for first aid and should cover

- Qualified first aiders/appointed personnel
- Locations of first aid containers
- Arrangements for off-site activities and trips
- Arrangements for before/after school clubs/parents evenings.

Parents should be made aware of the school's arrangements for first aid. Policies are available on request from the school office.

The policy for first aid should be reviewed at least annually and particularly after any changes to ensure that provision is adequate. H&S representatives will regularly review the school's first aid needs to ensure provision is adequate.

PROVIDING INFORMATION.

All staff must be informed of the first aid arrangements and this information is included in the staff handbook/induction information. This contains the following information.

- Location of relevant equipment.
- First aiders/appointed personnel.
- Procedure for monitoring and reviewing the school's first aid requirements.

RISK ASSESSMENT

Considerations for first aid provision are:

- Size and location of the school and whether or not it is one more than one level.
- Any particular features of the location of the school.
- Any specific hazards/risks on the site.
- Any person with special health needs/disabilities.
- The number of first aid personnel required.

FIRST AIDERS

At Clarendon Cottage School all first aiders have successfully completed a training course approved by the Health and Safety Executive (HSE) that includes resuscitation

procedures for children. Training is renewed every three years. The main duties of a first aider are:

- To give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school.
- When necessary, ensure that an ambulance or other professional medical help is called.

There are no legal requirements on the exact number of first aid personnel required in a school. However, the Health and Safety Commission has issued guidelines based on numbers. These guidelines are referred to in the DFEE document - Guidance on First Aid for Schools (2000 and updates 2014) – on which this policy has been based. There will always be at least one paediatric first aider who is present on site at all times, as well as a first aider who will accompany children on trips. All First aid trained staff will update their training every three years.

QUALIFIED FIRST AIDERS.

There are no legal requirements on the exact number of first aid personnel required in schools. At Clarendon Cottage School several members of staff are qualified first aiders to take into account lunch times, holiday cover and in case of staff absence. These are:

- Mrs. A. Hartley - Headteacher
- Mrs H Maclean- Prep 1 Teacher
- Miss. J. Taylor – Prep 2 teacher and EYFS Co-ordinator
- Mrs. D. Jennings– Prep 3 Teacher
- Mr. C. Thomas- P7/8 Teacher (P.E Co-ordinator)
- Miss. A. Barnes - Nursery Assistant
- Miss. A. Hibbert – Nursery Assistant
- Miss J. Hanbridge – Nursery Assistant

A list of first aiders is displayed

- In the school office
- By the front entrance
- On the fire exit door of the hall
- At the top of the stairs
- In the medical room
- In all classrooms (including the music room)
- In the staff room
- On the fire exit door in to the car park
- In the kitchen

FIRST AID CONTAINERS

The first aid boxes are located in the following places:

- There is a 'playtime' first aid kit in the school office that is taken outside during playtimes
- First Aid cabinet- in medical room

- There is a first aid bag – kept in the medical room – for taking on school trips and for sporting activities.
- There is a box in the kitchen.
- A small first aid kit is in Prep 7/8classroom

The contents should be checked and restocked regularly – at least termly by Helen Maclean or Amber Hartley (H&S Representatives).

PROCEDURES

If a child has an injury which the member of staff dealing with the situation feels is more than a 'minor' injury, they should be brought to the medical room to be checked over by a first aider. The first aider will then deal with the injury and inform the class teacher/head teacher as per school procedures. This may include; cleaning the injury; calming the child down; checking for any serious injury etc. If the injury is a serious one, an ambulance will need to be phoned- see Injury Management policy and procedures for contacting emergency services- below.

MEDICAL CONDITIONS

If a child has a particular medical condition, then a personal health care plan will be drawn up- see 'Meeting Medical Needs' policy.

BODY FLUIDS

Gloves should be worn at all times if in contact with body fluids and any spillages cleaned up immediately. Vomit should be covered with absorbent paper towels and then swept up using the bodily fluids (yellow) cloths.

If vomit is located outside, the area should be cordoned off and covered with sand. Please ensure the caretaker (or H&S representative if the caretaker is not available) is informed so that the sand can be safely disposed of.

All items that come into contact with body fluids, including medi-wipes, cleaning cloths, tissues, gloves, etc. are to be disposed of in a plastic bag and tied up and placed directly in the outside bin.

RECORD KEEPING

All accidents are reported to the class teacher and are recorded in either individual class accident books or the before/after school club accident book. At lunchtimes there is an accident book for staff to take outside - accidents occurring at this time must be reported to the class teacher who signs the book - this information is then recorded in the class accident book. All accidents must be signed by Amber Hartley or Helen Maclean (as part of ongoing health and safety matters). All accidents are then reported to parents who sign the relevant accident book (see separate accident policy).

If a parent needs to be contacted in case of an emergency then a list of contact numbers are kept in the school office. A contact will then be made either by the head teacher or a member of the office staff who will explain the nature of the emergency. Courtesy calls

may be given to parents for other less severe injuries. All bumps to the head must have a courtesy call made home. Emergency contact details will be taken on all trips. If required, the Head (or deputy) will make a RIDDOR statement to the Health and Safety Executive.

Accidents to staff/parents must also be recorded in the staff accident book located in the head's office.

OTHER CONSIDERATIONS

- The small first aid box must be taken outside every play/lunch time and then returned to the correct shelf in the school office.
- First aid kits must also be taken on all sporting activities that take place off site such as:
 - Sports Day
 - Football/ netball matches/tournaments/swimming gala's.
- A dedicated First Aid kit will be kept in the medical room for this.
- During any school sporting activity within the school grounds a first aid box should also be available.
- Staff will need to ensure that any children with particular medical needs have their individual health care plan (if applicable), and/or the appropriate medication i.e. inhaler (see separate Meeting Medical Needs policy).
- All staff dealing with children who may be bleeding, or in the instances or any other spillage of bodily fluids must wear gloves. (see separate risk assessment)

FIRST AID POLICY ON SCHOOL TRIPS.

A designated member of staff must take the suitably equipped first aid bag, an accident book and a school mobile phone (no camera) to summon aid if required on all school trips/outings. A minimum of one qualified paediatric First Aider will go on all school trips, and there will be a minimum of one left on site. The main first aid box will remain on site.

CONTACTING THE EMERGENCY SERVICES

If a first aider deems the accident (or the worsening of a medical condition e.g asthma, epilepsy, diabetes etc) to be serious, an ambulance will be contacted (alongside contacting the child's parents). All staff must know how to call **the emergency services**- dial 999 and ask for an ambulance. If there is any doubt that an ambulance is required, call one straight away. **A casualty with suspected fractures or back or neck injuries must not be moved unless ambulance personnel are present**

Dial 999, ask for ambulance/police/fire service and be ready with the following information:

1. **TELEPHONE NUMBER:**

0161 950 7868

2. **GIVE YOUR LOCATION AS FOLLOWS:**

CLARENDON COTTAGE PREP SCHOOL
IVY BANK HOUSE
HALF EDGE LANE
ECCLES
MANCHESTER
M30 9BJ

TELL THEM WE ARE SITUATED ON THE CORNER OF HALF EDGE LANE AND
CLARENDON ROAD

3. GIVE EXACT LOCATION IN THE SCHOOL

4. GIVE YOUR NAME

5. GIVE NAME OF CHILD/ADULT AND A BRIEF DESCRIPTION OF THEIR SYMPTOMS

6. INFORM THE SERVICE OF THE BEST ENTRANCE AND STATE THAT THE CREW WILL
BE MET

7. INFORM THE SCHOOL OFFICE/HEADTEACHER

RIDDOR

Riddor forms will need to be completed when:

- *There has been an accident which caused the injury
- *The accident was work related
- *The injury is a type which is reportable.

The following injuries are reportable under RIDDOR when they result from a work related accident:

- ***The death of any person** (regulation 6)
- ***Specified injuries** to workers (regulation 4) (e.g fractures, other than to fingers, thumbs and toes, amputations, serious burns etc)
- *injuries to workers which result in their **incapacitation for more than 7 days** (regulation 4)
- *injuries to non-workers which result in them being taken directly to hospital for treatment, or specified injuries to non-workers which occur on hospital premises. (regulation 5)

For full RIDDOR guidance, please see www.hse.gov.uk

