



This policy applies to all pupils at Town Close House including those in the EYFS classes.

FIRST AID POLICY

Prep Department and Pre-Prep Department (subsequently referred to as PD and PPD) vary in some aspects of First Aid provision. This is dictated by the nature of the buildings and the age-related requirements of the children in the two different departments.

Procedures for Minor Injuries

In PD, if the injury is unable to be dealt with by the member of staff on duty, children are to be brought to the First Aid Room on the Ground Floor of the Dearnaley Building and dealt with by the First Aid Officer. If the First Aid Officer is not in the First Aid Room, they can be contacted by phone on *524. When the First Aid Officer is off site, children are to be sent to the Front Office to be dealt with by the PD Secretary or either PD Secretary Assistants. In the unlikely event that any of the above are unavailable then any qualified first-aider should be called. Swimming Pool, Sports Hall and Sports Field casualties are dealt with *in situ* by the staff on duty.

In PPD, children with minor injuries are treated by the teaching assistants (who are all trained in paediatric first aid) or the PPD office staff. Supplies are kept in the PPD office and in the first aid bags and boxes.

An accident form is always completed and sent home with any child who receives first aid treatment. In the case of more serious cuts, bruises and particularly bumps or knocks to a child's head, we will always try to contact parents immediately. We will inform them of the accident, so that they may then choose to collect their child from school and keep them under observation at home or they may choose to collect him/her from school earlier than usual. Children who are unable to return to lessons and who need to lie down may be taken to the Sick Bay.

PP Sick Bay

There may be times when a child needs to be isolated for their own comfort, for the protection of others and prevention of spreading infection. In such cases parents will be contacted and requested to collect their child within half an hour.

- The Sick Bay is in the lobby between the PP children's toilets and the shower room.
- A child in the sick bay will be continually monitored.
- Beds, bedding and pillows are secured under the window.
- First aid and bodily fluid disposal facilities are located in the adjacent shower room.
- A telephone for emergencies and extra support is located in the hallway next to the toilet entrance.
- Any used bedding/towels etc will be bagged and removed for cleaning.
- Any bodily fluids will be removed in accordance with the policy outlined below.

Removal of bodily fluids

Bodily fluids are to be bagged in yellow clinical waste bags and disposed of in the clinical waste bin located in the PP disabled toilet. Yellow boxed kits for the safe clean up of such fluids are located:

Pre-Prep

- Disabled toilet
- Dining Hall
- Shower room
- Office
- After School Care

Location of First Aid Boxes and Ice Packs

Prep Department

Outside the entrance to Sports Hall (Wall mounted)

Swimming Pool (Wall mounted)

Science Lab (Portable)

DT Room (Portable)

Maintenance Hut (Wall mounted)

Sports Bags x 8 (Portable)

Mini-buses (Portable) – picked up with keys

Art Room (Portable)

First Aid Room (Wall mounted and locked)

Front office (1 portable)

8 Small first aid trip bags (Kept in First Aid room)

All of the above First Aid Boxes are checked and refreshed by the First Aid Officer.

The Office First Aid Box is checked and refreshed by PD Secretary.

All orders for First Aid Equipment in PD are made by the First Aid Officer or the PD secretary.

All First Aid Boxes are checked fortnightly and recorded in the First Aid checking book.

Pre-Prep Department (all portable)

Master box	Pre-Prep Office
Year 1 box	Staff Common Room
Year 2 box	Year 2 upstairs lobby in Dearnley building
Reception	in cupboard next to ICT room
Reception (outings)	in cupboard next to ICT room
EYFS playground bag	in reception ICT room (basic kit)
EYFS swimming bag	in reception ICT room (basic kit)
Nursery	above telephone in nursery
Shower room	shelving between showers
Disabled toilet	on shelf
After School Care	on shelves
Kitchen (Portable)	

All of the First Aid kits are checked and refreshed by the Teaching Assistants.

All out of date and missing items are reported to the First Aid Controller who will oversee their replenishment.

The kitchen 1st aid box is checked by kitchen staff

First Aid Supplies are ordered by the office staff.

All First Aid Boxes are topped up as and when required.

Content of First Aid Boxes

PPD and PD have different requirements.

In both the PPD and PD offices are one 'complete' first aid box in line with 'Health and Safety (First Aid) Regulations 1981 No. 917 Complying with the Approved Code of Practice L74' including a contents list. This should contain a minimum of:

PPD first aid boxes

- individually wrapped sterile adhesive dressings (assorted sizes);
- sterile eye pads;
- individually wrapped triangular bandages (preferably sterile);
- safety pins;
- medium sized (approximately 12cm x 12cm) individually wrapped sterile un-medicated wound dressings;
- large (approximately 18cm x 18cm) sterile individually wrapped un-medicated wound dressings;
- non alcohol wipes;
- pair of disposable gloves.

In addition to the above minimum requirements each PPD kit contains a contents check list including additional items to be checked fortnightly.

Ice Packs are kept in freezers in PD (First Aid Room and Office kitchen) and in PPD Staff Common Room. Sleeves are kept in appropriate cupboards.

Instant Ice Packs can be found in each of the Sports and Trips Bags, in the bottom cupboard in the First Aid room and the front office for the PD. For the PPD they are available in the PP office and each PPD box or bag.

Epipens: Several children in PPD and PD have peanut and fish allergies. The children's photos and details are on the wall in both Staff Common Rooms. All Epipens are in individual labelled containers with a care plan, and are kept in the lower cupboard in the First Aid Room or in the PPD office.

Parents **MUST** take responsibility for ensuring that the epipens held at school are in date.

In cases of anaphylactic shock **IMMEDIATE TREATMENT AND EMERGENCY HOSPITALISATION IS REQUIRED.**

Medicines in School

Please refer to the School's Medicine Policy.

Procedures for more serious injuries

If any injury is too serious for the child to be moved, he or she will be dealt with where the accident happened. There is little need for any specialist treatment other than provision of the basic elements of life support (Airway, Breathing, Circulation) until professional help arrives. This should be summoned as soon as a serious injury is recognised (see procedure for calling an ambulance). The parents/carers will be notified by telephone.

Children needing medical treatment will be taken immediately to A&E. If an ambulance is not deemed necessary, the child may, very occasionally, be driven to hospital by a member of staff. In such circumstances, the driver would be covered under the School's insurance policy for the occasional use of private staff vehicles on school business.

RIDDOR

In accordance with the Reporting of Injuries Diseases and Dangerous Occurrences Regulations 1995, all such incidents will be reported to the Health and Safety Executive (0845 300 9923).

Accident Books

There is a requirement that all accidents to employees are logged in both PD and PPD. The Statutory Accident Book is kept in the Front Office for PD staff and the PP office for PP staff. All incidents relating to children are registered on line by PD and PPD office staff.

In PPD all accidents to children are logged by the person giving First Aid, and are logged on an Accident Form, which are kept in the office and with the EYFS playground first aid kit in reception. Copies are sent to the Bursar's office and the child's parents. Parents of PP children, including all EYFS children, are contacted by telephone and/or email in the case of more serious bumps, cuts or bruises so that they can be given additional and immediate information about their child's well-being and the degree or extent/seriousness of the injury.

In PPD a record of existing injuries resulting from accidents outside the school that staff are aware of will also be kept.

In PD each First Aid Box/Bag contains Incident Forms. These forms are to be used to record the details of any child receiving First Aid and the treatment given. Copies are sent to the Front Office for on-line logging and placing in the child's file, to the Bursar and to parents. All incidents, however minor, should be treated as above.

Qualifications / Training.

Members of Staff who are on duty in the swimming pool must have up to date Life Saving Qualifications, which includes resuscitation training.

Academic Staff received training in May 2009 and September 2009 from Easton College to qualify with "Emergency Aid in Schools".

Teaching Assistants are all given Paediatric First Aid Training – There is continual provision for training as staff are appointed.

Office staff in the PPD are all qualified in Paediatric First Aid and/or First Aid in the Workplace.

All staff administering First Aid must have an up to date First Aid Qualification. Training is monitored throughout the duration of employment. All teaching staff are given basic Emergency First Aid training.

DEVELOPMENTAL RECOMMENDATIONS

1. When a training schedule is drawn up it should include representatives from the maintenance, domestic and administration staff as well as the academic staff.
2. Newly appointed staff, if they have no qualification, should be included on the first scheduled course after their appointment.
3. Epipens. As the children become older they are encouraged to become responsible for their own treatment and the parents are alerted to this change in responsibility. While the children are young (in the PPD) duty staff take responsibility for treatment. Staff must be made aware of the child/ren affected and the importance of immediate hospitalisation.

PROCEDURE FOR CALLING AN AMBULANCE

It is important that these procedures are followed to ensure effective communication and so access to the school site is properly provided.

In the event that a pupil or member of staff requires immediate medical attention, the decision to call an ambulance will usually be made by the First Aider in attendance.

Once the ambulance has been called and the required information given, it is important that both PD and PPD offices are made aware so that the phones can be manned and the ambulance directed to the appropriate entrance to the School.

Maintenance staff should be contacted so that they can clear access routes to the appropriate part of the school site and if necessary direct the ambulance staff.

Parents / emergency contacts of the casualty must be informed of the accident; if they are not available a member of staff will accompany a child and stay with them until someone arrives.

The Headmaster or the Head of the Pre-Prep Department, if on the school site, should be informed as soon as possible that the emergency services have been called. It is also helpful if the Deputy Heads of both departments are also informed.

Reviewed September 2010

Reviewed February 2011

Next review February 2012



ACCIDENT/INJURY FORM (PREP DEPARTMENT)

Parents' copy
File copy
Bursar's copy

Details of injured person

Surname: _____ Forename: _____

Class: _____ Age: _____

Details of Accident

Date: _____ Time: _____

Location: _____

Injuries: _____

Treatment: _____

Did the pupil go: back to school / home / to doctor / to hospital / other

(please specify)

Signature of First Aider completing form: _____

Date: _____ Print name: _____



ACCIDENT/INJURY FORM (PRE-PREP DEPARTMENT)

Parents' copy
File copy
Bursar's copy

Details of injured person

Surname: _____ Forename: _____

Class: _____ Age: _____

Details of Accident

Date: _____ Time: _____

Location: _____

Injuries: _____

Treatment: _____

Did the pupil go: back to school / home / to doctor / to hospital / other
(please specify)

Signature of First Aider completing form: _____

Date: _____ Print name: _____

Signature of teacher: _____ Date: _____

Signature of parent: _____ Date: _____