

**We aim to have a majority of staff holding a valid First Aid certificate. At least one member of staff with current Paediatric first aid training is on the premises or on an outing at any one time. At least one staff with full First Aid at Work certification is on the premises while children are in school.**

## **Independent Schools Commitment**

23B(1) The owner ensures that suitable accommodation is provided in order to cater for the medical and therapy needs of pupils which includes:

23B(1)(a) Accommodation for the medical examination and treatment of pupils.

23B(1)(b) Accommodation for the short term care of sick and injured pupils, which includes a washing facility and is near to a toilet facility.

## **Procedures**

### **First aid resources**

The First Aid Kit (one per classroom) (one in the office, the playground bag, the first aid room):

Our first aid kit complies with the Health and Safety (First Aid) Regulations 1981 and contains the following items only:

- Guidance card as recommended by HSE 1
- Pack of 20 assorted (individually-wrapped) plasters
- Two sterile eye pads
- Triangular bandages (ideally at least one should be sterile) - x 4.
- 6 safety pins
- Sterile dressings:
  - Medium (12x12cm) – HSE 1 - x 6
  - Large (18x18cm) – HSE 2 - x 2

In addition to the first aid equipment, each box should be supplied with:

- 2 pairs of disposable plastic (PVC or vinyl) gloves
- a children's forehead 'strip' thermometer.

Ice packs (x3) are stored in the freezer.

The first aid box is easily accessible to adults and is kept out of the reach of children.

No un-prescribed medication is given to children, parents or staff.

At the time of admission to the setting, parents' written permission for emergency medical advice or treatment is sought. Parents sign and date their written approval.

Parents sign a consent form at registration allowing staff to take their child to the nearest Accident and Emergency unit to be examined, treated or admitted as necessary on the understanding that parents have been informed and are on their way to the hospital.

The school has portable first aid kits which are used on outings and visits.

- Our First Aid appointed person is **Samantha PACE**

## **In case of an accident, staff is required to:**

In the event of an accident or injury requiring first aid:

- The child is treated by a first aider.
- The injury is recorded in the school accident book giving details of
  - ✓ The child's name and class
  - ✓ A description of what happened
  - ✓ The injury
  - ✓ First aid treatment given
  - ✓ A signature of the person administering first aid

A parent form is filled in and has to be signed by the responsible adult picking up the child or placed in the child's communication book.

## **Emergency Procedure in the event of an accident, illness or injury**

*Nothing in this policy should affect the ability of any person to contact the emergency services in the event of a medical emergency. For the avoidance of doubt, Staff should dial 999/112 for the emergency services in the event of a medical emergency before implementing the terms of this Policy and make clear arrangements to liaise with ambulance services on the School site.*

If an accident, illness or injury occurs, the member of staff in charge will assess the situation and decide on the appropriate next course of action, which may involve calling immediately for an ambulance or calling for a First Aider. If summoned, a First Aider will assess the situation and take charge of first aid administration.

In the event that the First Aider does not consider that he/she can adequately deal with the presenting condition by the administration of first aid, then he/she should arrange for the injured person to access appropriate medical treatment without delay.

## **Ambulances**

The first aider/appointed person is to always call an ambulance on the following occasions:

- In the event of a serious injury
- In the event of any significant head injury
- In the event of a period of unconsciousness
- Whenever there is the possibility of a fracture or where this is suspected
- Whenever the first aider is unsure of the severity of the injuries
- Whenever the first aider is unsure of the correct treatment

If an ambulance is called, then the First Aider in charge should make arrangements for the ambulance to have access to the injured person.

Arrangements should be made to ensure that any pupil is accompanied in an ambulance, or followed to hospital, by a member of staff until one of the pupil's parents, guardian or their named representative is present

A member of staff will remain with the pupil until one of the pupil's parents, guardian or a named representative appointed by a parent arrives at the hospital.

## **Medical Room**

There is a medical room located on the ground floor in the dining hall.

## **Procedure in the event of contact with blood or other bodily fluids**

First Aiders should take the following precautions to avoid risk of infection:

- cover any cuts and grazes on their own skin with a waterproof dressing
- wear suitable disposable gloves when dealing with blood or other bodily fluids
- use suitable use devices such as face shields, where appropriate, when giving mouth to mouth resuscitation
- eye protection and a disposable apron where splashing may occur
- wash hands after every procedure

If a First Aider suspects that they or any other person may have been contaminated with blood and/or other bodily fluids which are not their own, the following actions should be taken without delay:

- wash splashes off skin with soap and running water
- wash splashes out of eyes with tap water and/or an eye wash bottle
- wash splashes out of nose or mouth with tap water, taking care not to swallow the water
- record details of the contamination in the accident book
- take medical advice (if appropriate)

*This policy was written with reference to Health and Safety (First Aid ) Regulations (1981) and to the Health and Safety at Work Act 1974*