



Caversham Preparatory School

Policies and Procedures

First Aid Policy

First Aid Policy

This policy is written following the guidelines given in the document 'Guidance on First Aid for Schools' published by the DfE.

This First Aid Policy is written to cover all children and staff at Caversham Preparatory School, including children in the EYFS.

It is also written to cover the initial and immediate response to Covid-19 which requires the attending member of staff to isolate the child/or member of staff and follow the Covid-19 Policy, thereafter.

It is Caversham Preparatory School's responsibility to provide adequate and appropriate first aid to pupils, staff, parents and visitors and to put the procedures in place to meet this responsibility. The policy will be reviewed annually or before, if new legislation is introduced.

Aims

- To identify the first aid needs of the school for the safety of the children in the school.
- To identify the first aid needs of the school in line with the Management of Health and Safety at Work Regulations 1999.
- To ensure that the provision is available at all times while people are on school premises, off the premises whilst on school visits and on the journeys to and from school for those pupils travelling in school arranged transport.

Objectives

- To appoint the appropriate number of suitably trained people as First Aiders to meet the needs of the school.
- To provide relevant training and ensure monitoring of training needs.
- To provide sufficient and appropriate resources and facilities.
- To inform staff and parents of the School's First Aid arrangements.
- To keep clear and true accident records.
- To report to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

Duties and Responsibilities

The Proprietors are ultimately responsible for the health and safety of their employees and anyone else on the premises. This includes the teachers, non-teaching staff, pupils and visitors (including contractors).

The Health & Safety Governor is responsible for oversight, audit of record keeping and first aid equipment.

The Health and Safety Co-ordinator (Head Teacher) must ensure that a risk assessment of the School is undertaken and that the appointments, training and resources for first aid

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arrangements are appropriate and in place. The Health and Safety Co-ordinator should ensure that the insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employ.

The Head Teacher is responsible for putting the policy into practice and for developing detailed procedures. She should ensure that the policy and information on the School's arrangements for first aid are communicated to all staff and parents. New staff are to be informed of procedures as part of their induction programme, the staff notice board has any important first aid details displayed in the staff room and staff training is given in response to need.

Designated First Aider (Mrs Foster)

Mrs Foster takes the lead on the administration of First Aid when there is an accident. She also checks and replenishes the First Aid Boxes.

All staff are expected to do all they can to secure the welfare of the pupils.

The Following Staff members are trained First Aiders:

Staff Member	Training Date	Renew Date	Type/Specialism
Andrea Hutchison	06/09/2021	06/09/2024	Full Paediatric First Aid
Andrew Lawson	06/09/2021	06/09/2024	Full Paediatric First Aid
Kimberly Morton-Eadie	06/09/2021	06/09/2024	Full Paediatric First Aid
Emma Boswell	06/09/2021	06/09/2024	Full Paediatric First Aid
Jennifer New	06/09/2021	06/09/2024	Full Paediatric First Aid
Jessica Potter	06/09/2021	06/09/2024	Full Paediatric First Aid
Kate Foster	06/09/2021	06/09/2024	Full Paediatric First Aid
Hannah Pither	13/08/2022	13/08/2025	Full Paediatric First Aid

Their training is updated every three years. Our training is provided by an external accredited trainer. If a new member of staff in charge of Before or After Care or Holiday Clubs starts work at the school, they will be sent to do an external Advanced Paediatric First Aid Course.

All First Aiders will:

- Take charge when someone is injured or becomes ill
- Ensure that an ambulance or other professional medical help is summoned when appropriate.

The Head Teacher is responsible for ensuring the First Aid Kits are appropriately stocked. As a result an assessment of their contents is made every half term by a designated First Aider. This person is Kate Foster.

Practical arrangements at the Point of Need

The First Aiders must have all completed a training course approved by the HSE, and will be updated every three years. They will:

- Be contacted to give immediate help to casualties if required during lesson time or break times (not lunchtime). Any pupil complaining of illness or who has been injured is to be sent



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to the school office (accompanied where possible) for the Appointed Person /First Aider to inspect and, where appropriate, treat.

- During lunchtime any pupil complaining of illness or who has been injured is to be sent to the lunchtime assistants who will inform the staff as soon as possible and the first aider will be contacted. A senior pupil will go to the office as previously stated.
- All incidents are to be recorded either in the Accident Book (Staff) or Individual Accident Forms (Pupils)
- Constant supervision will be provided for poorly or injured children in the Medical Room.
- Where the injury or illness requires, or if there is any doubt over the health and welfare of a pupil, parents (as stated on pupil medical record) should be contacted as soon as possible so that the pupil can be collected and taken home.
- **If the situation is life threatening or of cause for concern any member of staff can ring 999 and request ambulance help.** Should a child be taken to hospital before a parent arrives at the school a member of staff will accompany the child to hospital and parents will be directed to go straight there.
- For their own protection and the protection of the patient, staff that administers first aid will follow necessary precautions.

Reporting

- The Head teacher or most senior teacher on site will be informed of any serious injury occurring in a day.
- All incidents, injuries, head injuries and treatments are to be reported in the Accident Book kept in the School Office.
- Parents are to be informed of a head injury with the standard bumped head letter, (sent home in communication book)
- Parents are to be informed of all injuries with the standard first aid letter, (sent home in communication book).
- Staff should also complete the accident reporting form for employees if they sustain an injury at work.

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, 1995 (RIDDOR), some accidents must be reported to the HSE.

1. Involving employees or self-employed people working on the premises.
2. Involving pupils and visitors.

The Head is responsible for ensuring this happens, please refer to RIDDOR procedures

Record Keeping

The Head or their nominated representative must ensure that a record is kept of any first aid treatment given. This should include:

- the date, time and place of incident
- the name (and class) of the injured or ill person
- details of their injury/illness and what first aid was given
- what happened to the person immediately afterwards
- name and signature of the first aider or person dealing with the incident



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Accident and first aid treatment records can be used to help the Head Teacher to identify trends and areas for improvement. They also could help to identify training or other needs and may be useful for insurance or investigative purposes.

Under GDPR records are kept in the School Archives until the child is 25 years old.

First Aid Boxes/Bags

First Aid boxes are identifiable, as they have a white cross on a green background.

Locked First Aid Boxes are located in:

- The small kitchen next to the office
- The medical room

Moveable First Aid Boxes are located in:

- The staff toilet in the junior building
- The staff toilet in the lodge
- The playground bag
- One kept in the small kitchen next to the office to take to Queen Anne's Field for PE and on trips out
- The minibus

The contents of the First Aid Boxes are in appendix 1

Each box should be checked by the Designated First Aider to see if the minimum contents are in the box and that the contents are in date, and any missing items should be ordered by the Bursar. A record of this check will be put on/in each box.

The health and safety coordinator should log the date that this check was made in the first aid file.

Administration of drugs and medicines

Medicines should not normally be brought into school, but if necessary, the prescribed medicine (preferably only the daily dose) can be brought to the school office by a parent. It must be clearly labelled with the child's name. A form detailing the dosage and times when the medicine should be taken, must be completed by the parent/carer and signed and dated.

The school cannot take responsibility for giving medicines where timing is of vital importance. If a child has a serious condition requiring regular medication the pupil will have a HCP which clearly details medication required, dosage and storage. (See Administration of Medications Policy and Managing Medical Conditions Policy).

Arrangements for Pupils with Particular Medical Conditions

We have a Managing Medical Conditions Policy which deals with children who have acute or long-term illness. These children will all have a published Health Care Plan (HCP) and all staff



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will be trained to deal with the child's particular issues. Kate Foster will make sure that we have the correct medication and information that we need to deal with these children effectively. She will also make sure that all medication is in date. External trainers, Health Visitors or the Child's Primary Carer may come to the school to explain the condition further and to help us to support the child. (See our Managing Medical Conditions Policy).

Anaphylaxis

We are a nut free school. However, we recognise that some children can be allergic to other allergens such as wasp stings. All children who have been diagnosed with an allergy have an HCP which is explained to all staff and is posted on the wall of the staff room and in the Medical Room. All named, trained staff have been given training in the use of an epi-pen. Epi-pens are kept in the Medical Room and in the Kitchen cupboard beside the School Office. Staff take the children's named epi-pens with them to Queen Anne's Field for PE and on a school outing.

Asthma

All children who have been diagnosed with asthma have an HCP which is explained to all staff and is posted on the wall of the staff room and in the Medical Room. All asthmatic children have named inhalers and spacers at school. These are kept in the Medical Room and in the Kitchen cupboard beside the School Office. Staff take the children's named inhalers with them to Queen Anne's Field for PE and on a school outing.

Hygiene Procedures for Dealing with the Spillage of Body Fluids

- Staff will use medical gloves at all times when dealing with an accident, nose bleed or toilet mishap.
- All cloths that have been used to mop up any body fluid including blood, urine and faeces will be bagged up and put in the school sanitary bins.
- Any mops that have been used to wipe the floor with must be put in a bucket of bleach and put in the outside toilet away from the children. The cleaners must be left a note to alert them to the missing mop and the contents of the bucket and the fact that the area needs a 'deep' clean. (See also EYFS Toilet Policy)

Accommodation for sick children – Medical Room

There is a room next to the Year 2 Classroom that is used for medical treatment, and care of pupils during school hours. No child is to be left alone in the medical room.

Medical Room Facilities

- A locked First Aid Cabinet.
- A bed for children to lie down in, with soft toys and books. (All fabrics, including bedding, towels and soft toys are washed and changed if a child has used the bed).
- A plumbed in sink with running hot and cold water.
- Basins and a jug to deal with children need to be sick or cannot stand at the sink.
- Blinds that may be closed or part closed to keep out direct sunlight that may irritate a sick child.
- The toilet is opposite the medical room.



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Appendix 1 – First Aid Box Contents

First Aid Box – Infant Site

Contents List – this is the minimum the kit must contain

First Aid advice leaflet

20 individually wrapped sterile adhesive dressings (assorted sizes)

2 sterile eye pads

4 individually wrapped triangular bandages

6 safety pins

6 medium sized (app. 12cmx12cm)

2 large (app 18cmx18cm) sterile individually wrapped unmedicated wound dressings

1 pair of disposable gloves

First Aid Box – Junior Site

Contents List – this is the minimum the kit must contain

First Aid advice leaflet

20 individually wrapped sterile adhesive dressings (assorted sizes)

2 sterile eye pads

4 individually wrapped triangular bandages

6 safety pins

6 medium sized (app. 12cmx12cm)

2 large (app 18cmx18cm) sterile individually wrapped unmedicated wound dressings

1 pair of disposable gloves

Plus

2 instant ice packs

First Aid Box – Kitchen/Dining Room

Contents List – this is the minimum the kit must contain

First Aid advice leaflet

20 individually wrapped sterile adhesive dressings (assorted sizes)

2 sterile eye pads

4 individually wrapped triangular bandages

6 safety pins

6 medium sized (app. 12cmx12cm)

2 large (app 18cmx18cm) sterile individually wrapped unmedicated wound dressings

1 pair of disposable gloves

1 Pack blue food safety plasters

Plus

2 instant ice packs



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First Aid Box – Library

Contents List – this is the minimum the kit must contain

First Aid advice leaflet

20 individually wrapped sterile adhesive dressings (assorted sizes)

2 sterile eye pads

4 individually wrapped triangular bandages

6 safety pins

6 medium sized (app. 12cmx12cm)

2 large (app 18cmx18cm) sterile individually wrapped unmedicated wound dressings

1 pair of disposable gloves

Plus

2 instant ice packs

First Aid Kit – Minibus

Contents List – this is the minimum the kit must contain

First Aid advice leaflet

6 individually wrapped sterile adhesive dressings (assorted sizes)

2 sterile eye pads

2 individually wrapped triangular bandages

2 safety pins

1 large (app 18cmx18cm) sterile individually wrapped unmedicated wound dressings

1 pair of disposable gloves

Individually wrapped moist cleansing wipes

Plus

2 instant ice packs

First Aid Box – Nursery

Contents List – this is the minimum the kit must contain

First Aid advice leaflet

20 individually wrapped sterile adhesive dressings (assorted sizes)

2 sterile eye pads

4 individually wrapped triangular bandages

6 safety pins

6 medium sized (app. 12cmx12cm)

2 large (app 18cmx18cm) sterile individually wrapped unmedicated wound dressings

1 pair of disposable gloves

Plus

2 instant ice packs



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First Aid Box – Playground Kit

Contents List – this is the minimum the kit must contain

First Aid advice leaflet
 6 individually wrapped sterile adhesive dressings (assorted sizes)
 2 sterile eye pads
 2 individually wrapped triangular bandages
 2 safety pins
 1 large (app 18cmx18cm) sterile individually wrapped unmedicated wound dressings
 1 pair of disposable gloves
 Individually wrapped moist cleansing wipes

Plus

2 instant ice packs

First Aid Box – Travelling Kit

Contents List – this is the minimum the kit must contain

First Aid advice leaflet
 6 individually wrapped sterile adhesive dressings (assorted sizes)
 2 sterile eye pads
 2 individually wrapped triangular bandages
 2 safety pins
 1 large (app 18cmx18cm) sterile individually wrapped unmedicated wound dressings
 1 pair of disposable gloves
 Individually wrapped moist cleansing wipes

Plus

2 instant ice packs



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Policy Administration

Compliance

This policy is in scope of 'The Education (Independent School Standards) Regulations 2014', Part 3, Paragraph 13: First Aid:

"The standard in this paragraph is met if the proprietor ensures that first aid is administered in a timely and competent manner by the drawing up and effective implementation of a written first aid policy."

Linked Policies

This policy also needs to be in line with other school policies and therefore should be read in conjunction with the following school policies:

- Administration of Medications Policy
- Managing Medical Conditions Policy
- Intimate Care Policy
- Covid-19 Policy
- EYFS Toilet Policy

Quoted Legislation and Guidance

Review Schedule

This policy is reviewed by the Bursar annually or if needed to respond to a situation. Changes to this policy are reviewed by the Health & Safety Governor and approved by the Board of Governors at their next meeting.

Update and Review Log

Updated/ Reviewed By	Date	Notes
J Lawson	Reviewed January 2019	Added: <ul style="list-style-type: none"> • Designated First Aider • Arrangements for Pupils with Particular Medical Conditions • Hygiene Procedures for Dealing with the Spillage of Body Fluids • Asthma • Anaphylaxis • Reporting under GDPR Changed: <ul style="list-style-type: none"> • First Aid Boxes
Full Board	January 2020	Review and Sign Off
J Lawson	August 2020	Added Covid-19
Full Board	September 2020	Review and Sign Off
N. Williams	September 2021	Reviewed



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A Lawson	April 2022	<p>Added:</p> <ul style="list-style-type: none"> • References to H&S Board Member • Updated First Aid Kit with ref to guidelines • Added First Aid Kit/Box Contents Appendix • Reference to Minibus <p>Updated formatting, updated links</p>
M Brown	April 2022	H&S Governor Review
A Lawson	Sep 2022	Updated