



Belmont Preparatory School First Aid Policy

1 Scope

- 1.1 This guidance is applicable to all those involved in the provision of First Aid related to school activities, including pupils in the EYFS.

2 Objectives

- 2.1 To ensure that there is an adequate provision of appropriate first aid at all times
- 2.2 To ensure that where individuals have been injured, there are suitable mechanisms in place to provide remedial treatment.

3 Guidance

- 3.1 Matron and the Head of Early Years will be responsible for the implementation of this policy.
- 3.2 The Health & Safety Co-ordinator / Matron will undertake a risk assessment to determine the first aid needs. This will include consideration of the following:
- Size of the School and whether it is on split sites or levels
 - Location of the School
 - Specific hazards or risks on the site
 - Staff or pupils with special health needs or disabilities
 - Previous record of accidents or incidents at the School
 - Provision for lunchtimes and breaks
 - Provision for leave or absence of first aiders
 - Off-site activities, including trips
 - Practical departments, such as science, technology, PE
 - Out of hours activities
 - Contractors on site and agreed arrangements

4 Pupil Illness

- 4.1 Pupils should not be sent to school if they are ill or infectious.
- 4.2 If a pupil becomes ill during the day the School will contact the parents so that the child can be collected
- 4.3 There is access to the School Medical Room in Feldemore which is managed by Matron for all pupils, including those in the EYFS, and staff.
- 4.4 Matron is on duty from 07:45 - 15:45 every day. At other times when pupils are in school duty staff who are first aid trained will administer first aid and deal with accidents and emergencies or when someone is taken ill.
- 4.5 The School will notify parents if a pupil suffers anything more than a minor injury or becomes ill during the school day.
- 4.6 If Matron or the Head of Early Years has concerns about the health of a pupil, they will contact the parents and ask them to collect their child, if necessary.
- 4.7 The School will inform parents of EYFS pupils if their child has a minor accident or graze at school and of any medical treatment they have received, however minor.

5 Specific First Aid Provision

5.1 First Aiders

5.1.1 At least two trained first aiders (Paediatric First Aid for EYFS pupils) to cover day to day and other school activities will be provided on site at all times pupils are present.

5.1.2 A first aider (two members of staff qualified in paediatric first aid for EYFS pupils) will accompany pupils on visits out of school.

5.1.3 Members of the Catering and Premises staff will be trained in first aid to provide cover out of term time.

5.1.4 First aiders will give immediate help to those with common injuries or illnesses and those arising from specific hazards, and where necessary, ensure that an ambulance or other professional medical help is called.

5.1.5 First aid training will be refreshed every three years.

5.2 First Aid Boxes

5.2.1 First aid boxes are located in areas of the School where accidents are considered most likely. This is the Mews (EYFS), the Sports hall, Science Department, Dining Room, and in other buildings such as the Music School. Appendix 1 lists the type and location of first aid boxes.

5.2.2 First aid boxes are kept on all of the School Minibuses.

5.2.3 A first aid box will also be taken when pupils leave the school on organised trips or participate in sports events.

5.2.4 First aid boxes will be checked by Matron each half term and replenished as necessary. Staff will notify Matron if, following an incident, the contents need replenishing.

5.2.5 The contents of a first aid box will be in accordance with the guidance given in HSE document "Basic advice on first aid at work" INDG 347.

5.3 First Aid Notices

5.3.1 Lists of members of staff who are qualified first aiders or Paediatric first aiders, and those who are trained as Defibrillator users will be displayed on noticeboards in the School and in the Medical Room.

5.4 Access to First Aid

5.4.1 All pupils and staff will be given information on the provision of first aid at their induction

5.5 Records

5.5.1 Details of any incident which requires treatment will be recorded electronically in the School Daybook and in hard copy in the Medical Room and in the Mews for EYFS pupils.

5.5.2 Matron will keep records of all treatment and immunisations received whilst a pupil is at the School, and any accidents and injuries they may sustain. Records are kept for the required period of time according to any legislation in force.

5.6 Calling an Ambulance

5.6.1 Matron, the School Office staff or the Head of Early Years will normally be responsible for summoning an ambulance, notifying the parents and for escorting the pupil to hospital.

5.6.2 In the absence of these staff, any member of staff should summon the ambulance themselves and contact the parents.

5.6.3 If the parents are unavailable, a member of staff will always stay with a pupil in hospital until their parents have arrived.

5.7 Emergency Medical Treatment

5.7.1 In accepting a place at the School, parents are required to give their consent for the Head or other nominated representative to provide, on the advice of a qualified medical opinion, emergency medical treatment, including general anaesthetic and surgical procedure under the NHS if the School is unable to contact a parent.

6 Medical care

6.1 This procedure is limited to the provision of first aid, and the School also has arrangements in place for:

6.1.1 Taking pupils off-site - see Outdoor Education and Offsite Educational Visits Policy,

6.1.2 Dealing with pupils who have special educational needs or specialist medical needs - see Special Education Needs (SEN) and Learning Support Policy,

6.1.3 Provision of medical examinations and immunisations - from time to time, parental consent will be sought for a pupil to receive the routine range of immunisations recommended by the Department of Health for specific groups of children,

6.1.4 Holding medical records,

6.1.5 Dealing with medicines and treatments brought to school for pupils - see Administration of Medicines Policy,

6.1.6 Hygiene Procedures - see Infection Control Policy.

6.1.7 Reporting accidents - see Accident Reporting and Investigations Policy

Legal Requirements & Education Standards

References:

A: Handbook for the Inspection of Schools - Commentary on The Regulatory Requirements, Part 3 (www.isi.net)

B: Reference Guide to the key standards in each type of social care service inspected by Ofsted (www.ofsted.gov.uk)

C: Health and Safety at Work" Section I of the ISBA Model Staff Handbook,

D: "Health and Safety and Welfare at Work" Chapter N of the ISBA Bursar's Guide

E: "Insurance" Chapter K of the Bursar's Guide by HSBC Insurance Brokers Ltd

F: Early Years Foundation Stage (EYFS) Checklist and Monitoring Reference for Inspectors (www.isi.net)

G: DfE "Guidance on First Aid for Schools" (www.dfe.gov.uk)

H: HSE home page, First Aid at Work (www.hse.gov.uk)

I: MOSA Guidance: "First Aid Provision and Training in Schools" (www.mosa.org.uk)

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Appendix 1

Belmont Preparatory School

First Aid Kits

There are 3 types of kit: medium, small and sports kit. These are located as follows:

- 6 x Sports Hall- sports
- 1 x Main office-medium
- 1 x Art-small
- 1 x DT-small
- 1 x Music- small
- 1 x Theatre- small
- 1 x Science- small
- 1 x Staff room- medium
- 1 x Boarding house- medium
- 1 x EYFS - medium
- 5 x Minibuses-small
- 3 x School trips- small

Contents of small first aid kit:

- 1 x Guidance leaflet
- 2 x Large sterile dressings
- 3 x Ambulance dressings
- 1 x Conforming bandage
- 30 x Plasters
- 2 x Triangular bandage
- 10 Alcohol free wipes
- 1 x Bag of safety pins
- 1 x scissors
- 1 x CPR face shield
- 1 x Ice pack

Contents of medium first aid kit;

- 1 Guidance leaflet
- 6 Medium sterile dressings
- 2 Large sterile dressings
- 3 Triangular bandages
- 12 Safety pins
- 3 Eye pad sterile dressings
- 60 Sterile adhesive dressings
- 30 Alcohol cleansing wipes
- 1 Adhesive tape
- 9 Pairs of disposable gloves
- 3 Finger sterile dressings
- 1 Resuscitation face shield
- 2 Foil blankets
- 2 Burn dressings
- 1 Scissors
- 2 Conforming bandages
- 1 Ice pack

Contents of large Sports first aid kit

1 x Guidance leaflet
1 x Foil blanket
2 X Triangular bandage
6 x 7.0 x 6.0cm Adhesive dressings
4 x 10x8.0cm Adhesive dressings
Assorted plasters
2 x Ice packs
1 x CPR shield
2 x Plastic gloves
1 x Kool spray
2 x Large Wound dressings
1 x Medium wound dressings
1 X Finger Dressings
1 x Tape
1 X Crepe bandage
10 x Cleansing wipes
1 x Scissors

Signed : Brenda Nagel, Matron

Date: 4 September 2018