First Aid

Policy and Procedures

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1. Aims

The aims of our first aid policy are to:

- Ensure the health and safety of all staff, pupils and visitors
- Ensure that staff and governors are aware of their responsibilities with regards to health and safety
- Provide a framework for responding to an incident and recording and reporting the outcomes

2. Legislation and Guidance

This policy is based on the Statutory Framework for the Early Years Foundation Stage, advice from the Department for Education on first aid in schools and health and safety in schools, and the following legislation:

- The Health and Safety (First Aid) Regulations 1981, which state that employers must provide adequate and appropriate equipment and facilities to enable first aid to be administered to employees, and qualified first aid personnel
- The Management of Health and Safety at Work Regulations 1992, which require employers to make an assessment of the risks to the health and safety of their employees
- The Management of Health and Safety at Work Regulations 1999, which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- Social Security (Claims and Payments) Regulations 1979, which set out rules on the retention of accident records
- The Education (Independent School Standards) Regulations 2014, which require that suitable space is provided to cater for the medical and therapy needs of pupils

3. Roles and responsibilities

3.1 Appointed person(s) and first aiders

The appointed person is responsible for:

- Taking charge when someone is injured or becomes ill
- Ensuring there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits
- Ensuring that an ambulance or other professional medical help is summoned when appropriate
- Sending pupils home to recover, where necessary
- Keeping their contact details up to date

First aiders are trained and qualified to carry out the role (see section 7) and are responsible for:

- Acting as first responders to any incidents; they will assess the situation where there is an injured or ill person, and provide immediate and appropriate treatment
- Contributing to the accident report on the same day, or as soon as is reasonably practicable, after an incident

Our school's First Aiders (including those with Paediatric First Aid Training) are listed in Appendix 1.

3.2 The governing board

The governing board has ultimate responsibility for health and safety matters in the school, but delegates operational matters and day-to-day tasks to the Director and staff members.

3.3 The Director

The director is responsible for the implementation of this policy, including:

- Ensuring that an appropriate number of appointed person and/or trained first aid personnel are present in the school at all times
- Ensuring that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role
- Ensuring all staff are aware of first aid procedures
- Ensuring appropriate risk assessments are completed and appropriate measures are put in place
- Undertaking, or ensuring that managers undertake, risk assessments, as appropriate, and that appropriate measures are put in place
- Ensuring that adequate space is available for catering to the medical needs of pupils
- Reporting specified incidents to the HSE when necessary (see section 6)

3.4 Staff

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in school are
- Informing the director or their manager of any specific health conditions or first aid needs

4. First aid procedures

4.1 In-school procedures

In the event of an accident resulting in injury:

- The closest member of staff present will assess the seriousness of the injury and seek the assistance of a qualified first aider, if appropriate, who will provide the required first aid treatment
- The first aider, if called, will assess the injury, and decide if further assistance is needed from a colleague or the emergency services. They will remain on scene until help arrives
- The first aider will also decide whether the injured person should be moved or placed in a recovery position
- If the first aider judges that a pupil is too unwell to remain in school, parents will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parents
- If reasonable, injured child will be moved to the medical room, awaiting collection by parents
- If emergency services are called, the school office will contact parents immediately
- An accident report form will be completed on the same day or as soon as is reasonably practical after an incident resulting in an injury

4.2 Off-site procedures

When taking pupils off the school premises, staff will ensure they always have the following:

- A a mobile phone
- A portable first aid kit
- Information about the specific medical needs of pupils
- Parents' contact details
- Risk assessments will be completed by the teachers prior to any educational visit that necessitates taking pupils off school premises.
- There will always be at least one first aider with a current paediatric first aid certificate on school trips and visits for Reception, as required by the statutory framework for the Early Years Foundation Stage.

4.3 Arrangements for those with particular medical conditions

- Individual Health Care Plans (IHCPs): The school works with parents/guardians and healthcare professionals to develop Individual Health Care Plans for pupils with specific medical conditions. These plans outline the pupil's condition, emergency procedures, and any necessary medications or treatments. The IHCPs are shared with relevant staff members, including first aiders, teachers, and support staff, to ensure everyone is aware of the pupil's needs.
- Staff Training and Awareness: The school provides specific training to staff members who are responsible for the care of pupils with particular medical conditions. This training covers the nature of the condition, common symptoms, appropriate first aid responses, and any specific treatments or medications. Staff members are made aware of the pupils with medical conditions and their individual needs through regular briefings and communication.
- Medication Storage and Administration: The school ensures that medication required by pupils with specific medical conditions is stored securely and safely. Designated staff members are trained in the administration of medication, including dosage, timing, and any specific procedures. Medication is stored in an easily accessible location, with appropriate temperature controls if necessary, and clear instructions are provided for staff members administering the medication.
- Emergency Action Plans: For pupils with severe medical conditions, such as severe allergies or epilepsy, the school develops detailed Emergency Action Plans. These plans outline specific steps to be taken in case of

an emergency, including the administration of medication, contacting emergency services, and notifying parents/guardians. These plans are shared with relevant staff members and kept in the main office and classrooms.

- Communication with Parents/Guardians: The school maintains regular communication with parents/guardians of pupils with specific medical conditions. This includes updating them on any changes to the First Aid policy, reviewing and updating Individual Health Care Plans, and seeking their input and feedback on the school's arrangements. Parents/guardians are encouraged to provide the school with relevant medical information, emergency contact details, and any changes to their child's condition.
- Peer Awareness and Support: The school promotes a culture of inclusivity and support among pupils. Awareness programs or classroom discussions are conducted to educate pupils about various medical conditions and how they can help or seek help if a peer experiences a medical emergency. This fosters a supportive environment where pupils with medical conditions feel understood and supported by their peers.

5. First aid equipment

A typical first aid kit in our school will include the following:

- A leaflet with general first aid advice
- Regular and large bandages
- Eye pad bandages
- Triangular bandages
- Adhesive tape
- Safety pins
- Disposable gloves
- Sterile wipes
- Plasters of assorted sizes
- Scissors
- Cold compresses
- Burns dressings

No medication is kept in first aid kits.
First aid kits are stored in:

- Administration Manager's Office
- Locked First Aid boxes on each floor

6. Spillage of Bodily Fluids

Blood and other body fluids are biohazards. Assume all blood and body fluids are potential sources of infection. To deal with this, we have the following procedures in place:

- Personal Protective Equipment (PPE): Staff members who are designated to handle spillages of bodily fluids, such as blood or vomit, are required to wear appropriate personal protective equipment. This may include disposable gloves, aprons, and face masks. The school ensures an adequate supply of PPE is readily available in easily accessible locations.

- Spill Response Procedure: The school has a clear procedure in place for responding to spillages of bodily fluids. This includes immediately isolating the affected area to prevent further contamination and ensuring the safety of pupils and staff. The designated staff members promptly attend to the spillage using appropriate cleaning materials and equipment.

- Cleaning and Disinfection: The school follows specific cleaning and disinfection protocols when dealing with spillages of bodily fluids. The spill area is cleaned using disposable absorbent materials, such as paper towels, which are then carefully disposed of in appropriate waste bags. The affected area is then disinfected using a suitable disinfectant recommended for eliminating pathogens.

- Hygiene Practices: Following the spillage, all staff members involved in the cleanup follow strict hand hygiene practices. They thoroughly wash their hands with soap and water for at least 20 seconds or use hand sanitizers containing at least 60% alcohol. This helps to prevent the spread of any potential pathogens.

- Waste Disposal: The school has proper procedures in place for the safe disposal of waste generated during the cleanup process. The waste, including any used PPE, cleaning materials, and contaminated items, is placed in designated leak-proof bags or containers. These bags are securely tied and disposed of according to local waste management regulations.

- Incident Reporting: Any spillage of bodily fluids is documented in an incident report, detailing the date, time, location, and nature of the incident. This report helps track incidents, identify potential patterns or areas for improvement, and ensures that appropriate follow-up actions are taken.

- Staff Training: Staff members who are designated to handle spillages of bodily fluids receive appropriate training on the proper procedures to follow. This training includes understanding the risks associated with such incidents, correct use of PPE, effective cleaning and disinfection methods, and proper waste disposal. Regular refresher training sessions are conducted to reinforce these procedures.

- Confidentiality and Privacy: The school ensures that the privacy and confidentiality of the individuals involved in the spillage incident are maintained. Only necessary staff members are involved in the cleanup process, and any personal information related to the incident is treated with sensitivity and kept strictly confidential.

7. Record-keeping and reporting

6.1 First aid and accident record book

- An accident form will be completed by the first aider on the same day or as soon as possible after an incident resulting in an injury
- As much detail as possible should be supplied when reporting an accident, including all of the information included in the accident form
- A copy of the accident report form will also be added to the pupil's educational record
- Records held in the first aid and accident book will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of

6.2 Notifying parents

The Administration Manager or a senior leader will inform parents of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

8. Training

All school staff are able to undertake first aid training where deemed necessary.
All first aiders must have completed a training course, and must hold a valid certificate of competence to show this. The school will keep a register of all trained first aiders, what training they have received and when this is valid until.
Staff are encouraged to renew their first aid training when it is no longer valid.

9. Monitoring arrangements

This policy will be reviewed by the Administration Manager every 3 years or earlier if needed.
At every review, the policy will be approved by the Director.

Links with other policies

This first aid policy is linked to the

- Health and Safety policy

Date Adopted: January 2022

Appendix 1

Our school's First Aiders are:

Mrs Nadia Aftat (nurse)

Mr Younes Mellouki

Mrs Donna Lee Williams

Mrs Fatima Bdaa

Mrs Leila Aghilas

Mrs Nisrine Ed'dahbi

Paediatric First Aiders are:

Mrs Nadia Aftat (nurse)

Mrs Fatima Bdaa