



DOWNSEND
SCHOOL
PRE-PREP LEATHERHEAD

FIRST AID POLICY

First Aid is emergency care given to an injured person (in order to minimise injury and future disability) before professional medical care is available. Teachers and other staff are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of pupils in the same way that parents might be expected to act towards their children. In general, consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.

Risks

We assess and record First Aid needs in various ways to ensure adequate provision is always available.

This will include:

- The identification of pupils with specific conditions e.g. asthma, allergies
- The identification of specific hazards in school
- When to call for further help
- The documentation of necessary treatment given

Responsibilities

- The responsibility for Health and Safety, which includes First Aid, rests with School
- The Head Teacher is responsible for putting the policy in place, including informing staff and parents
- There is a staff development plan and a record of all staff training to ensure that training is current and up to date. Expiry dates are recorded in the Office
- All staff are Epi pen trained and receive training on what to do in the case of an asthma attack, at the beginning of each academic year
- The person in charge of the location of First Aid boxes and maintaining their contents is named in the staff handbook
- First Aid provision must be available at all times, including on school trips, during PE and other times that the school facilities are used e.g. Parents' Meetings.

The HSE states that First Aid does not include the administration of medicines, although there is no legal bar to doing so. Those who dispense it must have an understanding of what is involved. Children should not be allowed to self administer medicines without an adult being present. It is important that children using inhalers etc are monitored and records maintained.

Hygiene/Infection control

Basic hygiene procedures must be followed by staff. Single-use disposable gloves must be worn when treatment involves blood or other body fluids. Care should be taken when disposing of dressings or equipment and staff should use yellow plastic bags for waste.

It is the responsibility of the Head Teacher to ensure good First Aid practice is being carried out within the school and at events and activities organised by the school.

All staff should have Basic First Aid training and in addition an adequate number of staff will undertake the Advanced First Aid Certificate and all Early Years staff will complete the Paediatric Course.

Lists of staff with First Aid responsibilities and/or appropriate training are displayed in the staff room and around school in general.

First Aid Boxes are situated in the Reception cloakroom, First Steps kitchen and in the Rising Reception storage room. The contents of the First Aid Boxes are checked and maintained by a specific member of staff. First Aid Boxes are also included in the annual Health & Safety Inspection.

Reporting & Recording of Accidents

Downsend School Pre-Prep Leatherhead recognises that:

We have a duty to report incidents that involve the:

Health & Safety at Work Act 1974

Social Security Regulations 1979

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)

The following accidents must be reported to the HSE Involving employees or self-employed people working on the premises:

- accidents resulting in death or major injury (including as a result of physical violence)
- accidents which prevent the injured person from doing their normal work for more than three days

An unreliable accident/ incident reporting system, or the under reporting of near miss incidents could lead to dangerous occurrences recurring which may result in personal injury to staff, parents or visitors.

Breach of the statutory requirement to report specific incidents to the Health & Safety Executive (HSE) may lead to prosecution.

Inadequate incident reporting procedures will inhibit statistical analyses of accident data.

Procedures

At School we make every effort to minimise the risk of accidents but we recognise that accidents may still occur.

All accidents to pupils, staff, parents and visitors, no matter how small will be reported to the teacher /Head Teacher as soon as possible after the accident took place.

The First Aider present will deal with the accident and treat any injuries as required and if necessary, summon external third party medical help.

Once the individuals have been treated, all details regarding the accident will be recorded in the Accident Book by a member of staff. An investigation into the accident should be undertaken immediately or at least on the same day. Judgements should be made as to what can be done to reduce the risk of similar accidents occurring again.

Accident Books are kept in the office, in the staff room and in the 'special room'. Records should be stored for three years after the child has reached 18 years of age.

The Head Teacher will ensure that accidents which are reportable to the Health & Safety Executive, are reported using the appropriate form.

The Appointed Person

This person has the responsibility of taking charge during an incident and summoning help if needed.

Next Review Date September 2017

This policy is applicable to:
First Steps (2-3 years)
Rising Reception (3-4 years)
Reception (4-5 years)
Year One (5-6 years)