

# COGNITA



**DOWNSEND**  
SCHOOL

## **First Aid Policy**

**January 2019**

**UK**

### KEY FACTS:

- ❖ To ensure that we promote the good health of all the children in our care.
- ❖ First aid can save lives and prevent minor injuries become major ones
- ❖ The school will ensure that there are adequate facilities and appropriate equipment for providing first aid in the workplace, including for visitors, as well as for the age of children.
- ❖ Minimum first aid provision is a suitably stocked first aid container, an appointed person to take charge of first aid arrangements and for information for employees on first-aid arrangements, as well as adequately trained and experienced staff.
- ❖ This minimum provision is supplemented with a first aid needs assessment to identify any additional requirements specific to the school, to record the findings and to introduce measures to manage any risks.
- ❖ First aid provision must be available at all times whilst children are on the school premises and including school visits off site.
- ❖ Our school, staff and others have a duty to safeguard and promote the welfare of children.

## 1 General Statement

1.1 The definition of First Aid is as follows:

- In cases where a person will need help from a medical practitioner or nurse, treatment for the purpose of preserving life and minimising the consequences of injury and illness until help is obtained; and,
- Treatment of minor injuries which would otherwise receive no treatment, or which do not need treatment by a medical practitioner or nurse.

1.2 This policy provides an overview of the statutory requirements and how these are met in school. All safeguarding and child protection policy guidelines must be adhered to both on and off the school site, when first aid is administered.

1.3 The policy applies to all pupils including those pupils covered by the Statutory Frameworks for the Early Years Foundation Stage (EYFS) 2017.

1.4 The responsibility for drawing up and implementing the First aid policy is delegated to the Head, including informing staff and parents. However, implementation remains the responsibility of all staff in our school in order to keep children healthy, safeguarded and protected whenever they are in our care.

## 2 Current Procedure

2.1 Our appointed person (First aid co-ordinator) undertakes and records an annual review. A first aid needs assessment is carried out to ensure that adequate provision is available given the size of our school, the staff numbers, our specific location and the needs of individuals.

2.2 Our first aid needs assessment includes consideration of pupils and staff with specific conditions and major illnesses, such as asthma and epilepsy, takes account of an analysis of the history of accidents in our school, as well as the identification of specific hazards. It also includes careful planning for any trips and visits, including residential and higher risk trips which always include a suitably trained first aider, in keeping with our Educational Visits policy.

- 2.3 Our procedure outlines when to call for help when necessary, such as an ambulance or emergency medical advice from professionals/treatment, and outlines the requirements for documenting necessary treatment once applied. The main duties of a First Aider are to give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school.
- 2.4 We ensure that first aid provision is available at all times, including out of school trips, during PE, and at other times when the school facilities are used.
- 2.5 We keep an electronic record of all accidents or injuries and first aid treatment via Medical tracker. We must inform parent(s)/carer(s) of any accident or injury on the same day, or as soon as reasonably practicable, of any first aid treatment.
- 2.6 The School Nurse is on the premises between 9.00am and 4.00pm. If she is not in the Medical Room her whereabouts will be noted on the door. She can be contacted at all times on a designated radio via the School Office.

If the school nurse is not in the school, appointed persons (see latest lists on notice boards) who have undertaken first aid training are to treat accidents/injuries at the nearest first aid point and record the incident in the first aid treatment book located in each first aid kit or a Medical Tracker Form, which can be obtained from the School Office. An accident form should also be completed where appropriate. Appointed persons and the Administration Office hold keys and the entry code to the Medical Room.

Parents should ensure that all emergency contact details held by the Administration Office are kept up to date.

Children are to go to the School Nurse only if sent by a member of staff and are to be escorted by an adult or another pupil.

Any incident requiring a child to visit the Nurse with an illness or injury and subsequent treatment given, will be recorded by the Nurse.

A note will be sent by email informing the parent/carer of the illness/injury (excluding minor cuts and grazes) and any treatment given. If the School Nurse has any major concerns she will contact the parent/carer directly by telephone.

If a pupil needs to be sent home from school he/she will remain with the nurse until collected and the teacher will be informed by administration staff. No child will be permitted to travel home unaccompanied.

If a child requires hospital treatment, the parent/carer will be telephoned and is to be responsible for transporting the child to the hospital. In an emergency, an ambulance will be called. If a parent/carer is not available, an appropriate member of staff will escort the pupil in a company vehicle and stay with him/her until the parent/carer arrives at the hospital.

No child will be given any treatment or medication against their will.

All appropriate staff should be trained in the use of an Epipen and know what to do in the case of any child suffering anaphylactic shock.

First aid equipment is purchased through Eureka (CMUK Ltd), Cognita preferred supplier or other reputable suppliers by the school nurse. First Aid kits should be checked every half term by the school nurse. Staff should inform the School Nurse when they have used an

item and that it needs replacing. Each First Aid Kit should contain a St John Ambulance "First Aid in an emergency" booklet. This summarises the current best practice for most First Aid eventualities.

Single use Ice packs are available in each first aid kit. Extra ice packs are also kept in the Sports Office. Re-usable ice packs are kept in the fridge in the First Aid Room.

Portable First Aid Kits and Coach Kits containing sick bags are available for school outings. Teaching staff may request these from the School Nurse whenever necessary.

Ideally, all children should be treated by the school nurse. If the school nurse is not available or the matter is urgent, the following points should be observed:

- ✓ Only items contained within the First Aid kits should be used for treatment. Plasters must only be applied after confirming that the injured person does not have an allergy to them. If unsure, do not apply.
- ✓ All first aid treatment given should be recorded on a Medical Tracker Form contained within all first aid kits or a Medical Tracker Form from the School Office (These should be completed fully and given to the School Nurse)
- ✓ Significant bumps or bangs to the head of a pupil must be noted in the Accident Record Book and observation kept of the pupil. Parents should always be informed if the pupil has received an injury to the head from a fall or collision which gives cause for concern and will require monitoring.
- ✓ If a child has a fall or accident which may have resulted in a broken bone, an accident form should be completed and a decision to call parents or an ambulance will be made by the person in charge. If the pupil cannot be moved, then an ambulance should be called and the parents informed.

Accident Record Books are available at the following locations throughout the school:

- Admin Office
- School Minibuses
- Kitchen/Dining Hall
- Nurses Room
- Sports Complex – Sports Office and Disabled Toilet
- Lower School – Peterborough Hall
- Upper School – Tregenna Hall Marking Room, Science Prep Room, Extended Day
- Howard House (Next to Front Door)

These should be completed where appropriate. This book must also be used for any accident or injury sustained by a member of staff. When an Accident Record Book is replaced, the completed one should be sent to the First Aid Coordinator for safekeeping.

### **3 First Aid Training**

3.1 We carefully consider, and review annually, the training needs of our staff to ensure that suitable staff are trained and experienced to carry out first aid duties in our school. In particular, we consider the following skills and experiences:-

- Reliability, communication and disposition,
- Aptitude and ability to absorb new knowledge and learn new skills,
- Ability to cope with stressful and physically demanding emergency procedures,

- Normal duties are such that they may be left to go immediately and rapidly to an emergency, and
  - Need to maintain normal operations with minimum disruption to teaching and learning.
- 3.2 First aiders in our school have all undertaken appropriate training. They have a qualification in either First Aid at work (FAW, 3 days or 18 hours) or Emergency First Aid at work (EFAW, 1 day or 4-6 hours) or Emergency Paediatric First Aid (EPFA, 1 day or 4-6 hours). EYFS paediatric first aiders hold a clearly recognised certificate or a renewal (minimum of 12 hours tuition). Before the certificates expire, first aiders need to undertake a requalification course as appropriate, to obtain another three-year certificate. In relation to the FAW/EFAW/EPFA training courses, providers will follow the current guidelines issued by Resuscitation Council (UK) October 2015.
- 3.3 Training will be updated every three years and will not be allowed to expire before retraining has been achieved.
- 3.4 The need for ongoing refresher training for any staff will be carefully reviewed each year to ensure staff basic skills are up-to-date, although we are aware that this is not mandatory. Annual three hour basic skills updates in between formal training are recommended to keep staff up to date.

#### 4 Key Personnel (See Appendix 1)

#### 5 Contents of our First Aid Box

- 5.1 Our minimum provision, (**not mandatory**) as recommended by HSE is to hold a suitably stocked first aid box, to nominate an appointed person (see 3.1 above), as well as the provision for staff of relevant information on first aid arrangements.
- 5.2 In our suitably stocked First Aid box we provide the following, or suitable alternatives:-
- a leaflet giving general guidance on First Aid eg HSE leaflet 'Basic advice on First Aid at work' (INDG347 rev 1).
  - 20 individually wrapped sterile adhesive dressings (assorted sizes);
  - two sterile eye pads;
  - four individually wrapped triangular bandages (preferably sterile);
  - six safety pins;
  - six medium sized (approximately 12cm x 12cm ) individually wrapped sterile unmedicated wound dressings;
  - two large (approximately 18cm x 18cm) sterile individually wrapped unmedicated wound dressings;
  - one pair of disposable gloves.
- 5.3 We do not keep tablets, creams or medicines in the first aid box.
- 5.4 Our first aid boxes are kept in the following places:

**School Office**  
**Art Room**  
**Extended Day**  
**Peterborough Hall**  
**Pool Lobby**

**Medical Room Waiting Area**  
**Science Lab Prep Room**  
**Howard House Front Door**  
**Swimming Pool**  
**Sports Office**

**Tregenna Hall**  
**DT Room**  
**Dining Hall**  
**Social Area**

- 5.5 We take great care to prevent the spread of infection in school, particularly in the event of spillages of bodily fluids which we manage effectively by washing off skin with soap and running water, out of eyes with tap water and or an eye wash bottle, wash splashes out of nose with tap water, record details of any contamination, and seek medical advice where appropriate. For further information please see our Prevention and Control of Communicable and Infectious Diseases Procedures.
- 5.6 First aiders take careful precautions to avoid the risk of infection by covering cuts and grazes with a waterproof dressing, wearing suitable powder free vinyl gloves, using suitable eye protection and aprons where splashing may occur, use devices such as face shields when giving mouth to mouth resuscitation, wash hands after every procedure.
- 5.7 We ensure that any third party lettings or providers, including transport, have adequate first aid provision which complies with our standards. For example, visiting sports clubs or schools.

## 6 Recording Accidents and First Aid Treatment

- 6.1 Pupils will tell their teacher or nearest staff member, or fellow pupils, when they are not feeling well or have been injured. They will let a member of staff know if another pupil has been hurt or is feeling unwell.
- 6.2 All accidents are recorded immediately after the accident, including the presence of any witnesses and details of any injury or damage. Records are stored confidentially in Medical Tracker (Accident reporting software tool). The recording of an accident is carried out in confidence at all times by the person administering first aid.
- 6.3 Any treatment of first aid is recorded by the person who administered first aid. We will record the date, time and place with the name of the class, of the injured or ill person. Details of the injury or what first aid was administered, along with what happened afterwards is always recorded.
- 6.4 The First Aid Co-ordinator is responsible for the maintenance of accurate and appropriate accident records, including the evaluation of accidents, and regular reporting to the H&S committee for monitoring purposes.
- 6.5 We adopt the definition of Ofsted with regard to serious injuries as follows:-
- broken bones or a fracture
  - loss of consciousness
  - pain that is not relieved by simple pain killers;
  - acute confused state;
  - persistent, severe chest pain or breathing difficulties;
  - amputation;
  - dislocation of any major joint including the shoulder, hip, knee, elbow or spine;
  - loss of sight (temporary or permanent);
  - chemical or hot metal burn to the eye or any penetrating injury to the eye;
  - injury resulting from an electric shock or electrical burn leading to unconsciousness, or requiring resuscitation or admittance to hospital for more than 24 hours;
  - any other injury leading to hypothermia, heat-induced illness or unconsciousness; or requiring resuscitation; or requiring admittance to hospital for more than 24 hours;
  - unconsciousness caused by asphyxia or exposure to harmful substance or biological agent;
  - medical treatment, or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin; and

- medical treatment where there is reason to believe that this resulted from exposure to a biological agent, or its toxins, or infected material.

6.6 We adopt the definition from Ofsted for minor injuries, of which we always keep a record, as follows:

- sprains, strains and bruising;
- cuts and grazes;
- wound infections;
- minor burns and scalds;
- minor head injuries;
- insect and animal bites;
- minor eye injuries; and
- minor injuries to the back, shoulder and chest.

## 7 Recording Incidents and Near Misses

7.1 We record any **near misses** which are an event such as occurrences where not one has actually been harmed and no first aid was administered, but have the potential to cause injury or ill health. We record any incidents that occur on the premises and these may include a break in, burglary, theft of personal or school's property; intruder having unauthorised access to the premises, fire, flood, gas leak, electrical issues.

## 8 Hospital Treatment

8.1 If a pupil has an accident or becomes ill, and requires immediate hospital treatment, the school is responsible for either:

- calling an ambulance in order of the pupil to receive treatment; or
- taking the pupil to an Accident and Emergency department
- and in either event immediately notifying the pupils parent/carer

8.2 When an ambulance has been called, a first aider will stay with the pupil until the parent arrives, or accompany pupil to hospital by ambulance if required.

8.3 Where it is decided that pupil should be taken to A&E Department a first aider must either accompany them or remain with them until the parent/carer arrives.

8.4 Where a pupil has to be taken to hospital by a member of staff they should be taken in a taxi or school minibus and not use their own car.

## 9 Prescription and Non-Prescription Medication

9.1 Staff will only administer prescribed medication (from a doctor, dentist, qualified nurse or pharmacist) brought in by the parent/carer, for the pupil named on the medication in line with the stated dose.

9.2 Staff may administer non-prescription medication such as Paracetamol and allergy medication where parents have provided written consent for this to happen. The School will supply this non-prescription medication. Where medication is administered, parents should be informed.

9.3 Medicine containing aspirin or ibuprofen will not be administered to any pupil unless prescribed by a doctor for that particular pupil.

- 9.4 We encourage pupils to manage their own asthma inhalers from a very young age. Asthma medication is always kept in or near children's classrooms until children can use it independently and it must always be taken on school trips/events.
- 9.5 If pupils are to self-medicate in school on a regular basis, then a self medicator's risk assessment form will be carried out.
- 9.6 For pupils that are on Individual Healthcare Plans, parental consent will be sought regarding details of what medication they need in school, who is going to give it to them on a regular/daily basis. Refer to Supporting Pupils with Medical Conditions Policy.
- 9.7 Most antibiotics do not need to be administered during the school day and parents should be encouraged to ask the GP to prescribe an antibiotic which can be given outside of school hours, where possible. If however this is not possible then please refer to Storage of Medicine paragraph.
- 9.8 This school keeps an accurate record of each occasion an individual pupil is given or supervised taking medication. Details of the supervising staff member, pupil, dose, date and time are recorded on Medical Tracker. If a pupil refuses to have medication administered, this is also recorded and parents are informed as soon as possible. Parents/carers are notified when the pupil has been administered medicine on the same day or as soon as is reasonably practical.
- 9.9 All school staff who volunteer or who are contracted to administer medication are provided with training. The school keeps a register of staff who have had the relevant training. This school keeps an up-to-date list of members of staff who have agreed to administer medication and have received the relevant training.
- 9.10 For members of staff only not the pupils, Aspirin tablets will be held at the school in line with the 10<sup>th</sup> Revised Edition of the First Aid Manual, whereby should a member of staff have a suspected heart attack, the emergency services may recommend the casualty take 1 full dose of aspirin tablet (300mg). This will be kept in a locked cupboard in the Medical room.

### **10 Storage of Medication**

- 10.1 Medicines are always securely stored in accordance with individual product instructions, paying particular note to temperature. Some medication for pupils at this school may need to be refrigerated. All refrigerated medication is stored in an airtight container and is clearly labelled. Refrigerators used for the storage of medication are in a secure area, inaccessible to unsupervised pupils or lockable as appropriate.
- 10.2 We will carry out a risk assessment to consider any risks to the health and safety of our school community and put in place measures to ensure that identified risks are managed and that medicines are stored safely.
- 10.3 All medicines shall be stored in the original container in which they were dispensed, together with the prescriber's instructions for administration.
- 10.4 If a pupil is prescribed a controlled drug, it will be kept in safe custody in a locked, non-portable container and only named staff will have access. Controlled drugs must be counted in and witnessed if they are not administered by a qualified nurse or practitioner. The medication form must be signed by two people with at least one being the First Aid Coordinator. The records must indicate the amount of remaining medication and logged in a controlled drug recording book.



- 10.5 Parents should collect all medicines belonging to their child at the end of the day. They are responsible for ensuring that any date-expired medication is collected from the school. All medication is sent home with pupils at the end of the school year. Medication is not stored in summer holidays. If parents do not pick up out-of-date medication or at the end of the school year, medication is taken to a local pharmacy for safe disposal.
- 10.6 We will keep medicines securely locked and only named staff will have access, apart from EpiPens, Asthma pumps and diabetes hypo kits which need to be with or near pupils who need them. Three times a year the First Aid Coordinator/School Nurse will check the expiry dates for all medication stored at school.
- 10.7 Sharps boxes are used for the disposal of needles. All sharps boxes in the school are stored in a locked cupboard unless alternative safe and secure arrangements are put in place. If a sharps box is needed on an off-site or residential visit, a named member of staff is responsible for its safe storage and return to a local pharmacy or to school or the pupil's parent. Collection and disposal of sharps boxes is arranged by the school biannually.

### 11 Defibrillators (AED)

- 11.1 The school has 2 defibrillators. 1 is located outside the Pool Lobby and the other is located on the outside of the Sports Pavilion.
- 11.2 The defibrillator is always accessible and staff are aware of the location, and those who staff have been trained to use it. They are designed to be used by someone without specific training and by following the accompanying step by step instructions on it at the time of use. The manufacturer's instructions are circulated to all staff and use promoted should the need arise.

### 12 Monitoring and Evaluation

- 12.1 Our school's senior leadership team monitors the quality of our first aid provision, including training for staff, accident reporting on a termly basis. Our policy will be reviewed annually, accordingly. Compliance will be reported formally to the school's termly H&S Committee. Minutes of these are submitted to the Health and Safety Manager at Cognita Regional Office. The Health and Safety Manager will report to the Cognita (UK) Regional H&S Committee meeting acting in the role as the Proprietor.
- 12.2 Reports are provided to our Safeguarding committee which includes an overview of first aid treatment to children including the identification of any recurring patterns or risks, lessons learned with the management actions to be taken accordingly including the provision of adequate training for staff.
- 12.3 As Proprietor, Cognita Schools has published a compliance training guide for schools which details preferred providers of first aid training, including approximate costs and procurement arrangements. This document is currently available on the Hub.

**Appendix 1**

**Key First Aid Personnel**

First aid co-ordinator (appointed person) - responsible for looking after first aid equipment and facilities, as well as calling the emergency services as required	School Nurse: Helen Ferguson Joanne Maddison	
The following staff have completed a recognised training course in FAW	Helen Ferguson Jane Gianelli	Exp. 25/1/2020 Exp. 14/6/2019
The following staff have completed a recognised training course in EFAW	Anna Mercer Yvette de Vries Marian Bayley Ian Thorpe Helen Black Michelle Crow Ing Marie Rogers Sue Dinnage Katie Hayward Susie Taylor Mel Grimshaw-Smith Dee Vanstone Ljubica Carmody Pauline Jagger Marie Seivewright Julia Aylen Louise Hallam Sarah Concannon Lauren Albert Chris Bryant Karen Cresswell	Exp. 17/4/20 Exp. 17/4/20 Exp. 17/4/20 Exp. 17/4/20 Exp. 17/4/20 Exp. 15/4/21 Exp. 15/4/21 Exp. 17/4/20 Exp. 15/4/21 Exp.17/4/20 Exp. 15/4/21 Exp. 17/4/20 Exp. 17/4/20 Exp. 15/4/21 Exp. 3/1/21 Exp. 17/4/19 Exp. 17/4/19 Exp. 17/4/19 Exp. 17/4/20 Exp. 6/1/22 Exp. 6/1/22
The following staff have completed a 2 day blended Paediatric course in first aid (EYFS requirement)	Colette Allen Marie Seivewright Iain Potter	Exp. 17/4/20 Exp. 2/1/21 Exp. 2/1/21
The following staff have completed a 1 day Paediatric course in first aid (EYFS requirement)	Victoria Topa Rupert Howe Jo Hawes Fiona Fitch Clare Cooper-James Mark Popham Ian Winmill Katie Hayward Clare Kirkham Jodie Newberry Amy Sutton Nicole Allison Natasha Ludlam Ing Marie Rogers Sharon Corr James Paul Michelle Crow	Exp. 2/1/21 Exp. 2/1/21 Exp. 2/1/21 Exp. 2/1/21 Exp. 2/1/21 Exp.15/8/21 Exp.15/8/21 Exp.15/8/21 Exp.15/8/21 Exp.15/8/21 Exp.15/8/21 Exp.15/8/21 Exp.15/8/21 Exp.15/8/21 Exp.15/8/21 Exp.15/8/21 Exp.15/8/21

## First Aid Policy

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<b>Ownership and consultation</b>	
Document sponsor (role)	Director of Operations - Europe
Document author (name)	Melissa Jones
Specialist Legal Advice	
Consultation	Helen Ferguson – School Nurse at Downsend

<b>Compliance</b>	
Compliance with	The Health and Safety at Work Act 1974 The Management of Health and Safety at Work Regulations 1999 Health and Safety (First Aid) Regulations 1981. The Education (Independent Schools Standards) Regulations 2014 Early Years Foundation Stage Statutory Framework 2017 Health and Safety Executive (HSE) – Guidelines on Regulation of the Health and Safety (First Aid) Regulations published 2013. Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

<b>Audience</b>	
Audience	Heads, Appointed Person (First Aid Co-ordinator)

<b>Document application</b>	
England	Yes
Wales	Yes
Spain	No

<b>Version control</b>	
Implementation date	June 2018
Review date	June 2019

<b>Related documentation</b>	
Related documentation	Health and Safety Policy Supporting Pupils with Medical Conditions Policy Educational Visits Policy and Guidance Safeguarding Policy: Child Protection Procedures Safeguarding: Allegations of Abuse Against Teachers and Other Staff Compliments and Complaints Prevention and control of Communicable and Infectious Diseases Procedures Serious Incident Reporting Form (SIRF)