



Reddam House Berkshire

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Whole School (Inc. EYFS) First Aid Policy

CONTENTS

1. INTRODUCTION.....	3
2. POLICY STATEMENT.....	3
3. AIMS/OBJECTIVES.....	3
4. RESPONSIBILITIES.....	3-4
5. ROLE OF SCHOOL NURSE.....	4-5
6. ARRANGEMENTS.....	4-5
7. OFF SITE PROVISION.....	5
8. ADRENALIN PENS.....	5
9. PROCEDURE IN THE EVENT OF CONTACT WITH BLOOD OR OTHERBODILY FLUIDS.....	5
10. REPORTING AND RECORD KEEPING.....	6-7
11. EMERGENCY FIRST AID.....	7-8
12. PROCEDURE FOR ADMINISTERING MEDICINE & FIRST AID TREATMENT.....	8
13. REFERENCE.....	8
14. FIRST AID BOXES, APPOINTED PERSONS, FIRST AIDERS	9
15. APPENDIX B ELS OUTSIDE OF TERM TIME PROCEDURE.....	10-11

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1. INTRODUCTION

First Aid can save lives and prevent minor injuries becoming major ones. Under Health and Safety legislation the School will ensure that there is adequate and appropriate equipment and facilities for providing First Aid in the workplace. First Aid provision must be available at all times while people are on school premises, and also off the premises whilst on school visits.

2. POLICY STATEMENT

Reddam house Berkshire will ensure, so far as is reasonably practicable, that first aid arrangements will be managed in compliance with;

- The Health and Safety at Work etc. Act 1974 and subsequent regulations and guidance
- The Health and Safety (First Aid) Regulations 1981 (S11981/917)
- *The First aid at work: Health and Safety (First Aid) Regulations 1981 approved code of practice and guidance.*
- *The DfE guidance on First Aid in schools*
- Paragraph 3(6) of the schedule to the Education (Independent College Standards) (England) Regulations 2010 (SI 2010/1997).
- The Independent School regulatory requirements September 2015

3. AIMS/OBJECTIVES

First aim should be to ensure first-aid is managed effectively and efficiently

- To ensure compliance with all relevant legislation
- To undertake suitable and sufficient assessments of first aid needs
- To identify and implement reasonably practicable arrangements for dealing with accidents
- To provide competent persons for carrying out first aid treatment
- To conduct regular checks on first aid equipment and the availability of consumables
- To ensure all first aid training, including that for the EYFS is at the appropriate level and is updated regularly
- To ensure all records appertaining to first aid are accurate, accessible and stored efficiently
- To ensure all first aid policies and procedures on site are clear and available to all

4. RESPONSIBILITIES

- The school nurse, in conjunction with the Headmaster / Mistress, working through the SLT, will ensure that the appropriate policies, procedures and audit protocols are in place and reviewed annually.
- The SLT will ensure that these policies and procedures are communicated, implemented and adhered to in their respective areas of responsibility.

- The Heads of Department, AYGCos and Support Staff Managers will ensure that these policies and procedures are communicated, implemented and adhered to on a sustainable basis in their respective areas of responsibility.

5. The ROLE OF THE SCHOOL NURSE

- The School Nurse will ensure that suitable equipment, facilities and consumables are provided for first aid treatment.
- The Medical centre will provide for:-
 - ✓ Asthma advice
 - ✓ Advice on Travel and vaccinations
 - ✓ Dietary Advice
 - ✓ Sexual Health Advice
 - ✓ A minor injuries clinic
 - ✓ Injury management
 - ✓ Access to the local GP surgery
 - ✓ Overnight facilities for sick boarders with Bath, Shower Toilet facilities.
- The School Nurse will ensure that suitable first aid notices are displayed, which details names of first aiders.
- All staff in the ELS must have paediatric first aid training if they are in ratio. On outings including children from the EYFS there must be at least one person who has a current paediatric first aid certificate.
- First Aiders will ensure that all first aid treatments are recorded on the School intranet and such notices passed in the first instance to the Medical Centre. See section below on Reporting for further details.
- The SLT will ensure that audits are carried out periodically to ensure the effectiveness of first aid arrangements.

6. ARRANGEMENTS

- Staff will be selected for training in conjunction with the school nurse and heads.
- Training for first aiders will normally be undertaken externally.

First Aid boxes are located in:

- The Boarding House, science labs (x2), Photography and Art room, Theatre, Maintenance, Grounds, Laundry, Mini buses (x4), PE department (x8), Early Learning School, Junior School, Main Reception, Common room.

The School Nurse is responsible for checking that first kits are in their correct places, properly marked and maintained complete. If a member of the first aid staff uses any items from the first aid box they must inform the school nurse so replacements can be sought. First Aid boxes are checked each term, or more frequently as necessary, and any deficiencies made good without delay.

The school nurse keeps a log of where all First Aid boxes are located and the date on which they were checked all staff have been advised as to locations.

Adequate and appropriate first aid provision will form part of the arrangements for all out-of-school activities. First Aid boxes used for day and residential trips are checked on return. Before undertaking any off site activities the member of staff in charge should ensure they have adequate first aid provision. School minibuses are already well stocked. Groups going on coach trips will need to arrange a First aid kit if not supplied by Coach Company. Spare first aid kits can be obtained from the school nurse.

7. OFF-SITE PROVISION

First Aid resources will be provided as part of the arrangements for all off-site activities. First Aid boxes used for day and residential trips are checked on return by staff taking the trip.

Before undertaking any off site activities the member of staff in charge should do a risk assessment and the school nurse informed. A first aid box if required will be supplied. School minibuses have comprehensively stocked First Aid boxes these are checked by the transport manager.

8. ADRENALIN PENS

The School endeavours to exercise due care and control with regard to the medical needs of pupils who have allergies they must carry adrenalin pens at all times.

Adrenalin pens are held:

- By the Individual pupil (senior school)
- Common room / Junior school office /ELS stage rooms
- The Medical Centre

Pupils potentially in need of an adrenalin pen are responsible for ensuring that they carry it all times. The Houseparent's fulfil a parental role in this regard, keeping a reasonable eye on the safety and welfare of the pupils in their care.

A pupil who requires it may not go on School trip if not carrying his/her adrenaline pen. The member of staff responsible for the trip checks the pupil has his/her adrenaline pen before trip leaves. In cases where a trip does not have reasonably easy access to medical assistance (e.g. a Geography river trip etc.) then two adrenaline pens must be carried by the pupil.

Please note: Pupils who have medical conditions that may require emergency treatment, such as asthma or diabetes, must carry their medication with them, or they will not be able to attend.

9. PROCEDURE IN THE EVENT OF CONTACT WITH BLOOD OR OTHER BODILY FLUIDS

The First Aider should take the following precautions to avoid risk of infection:

- cover any cuts and grazes on their own skin with a waterproof dressing;
- wear suitable disposable gloves when dealing with blood or other bodily fluids;
- use suitable eye protection and a disposable apron where splashing may occur;
- use devices such as face shields, where appropriate, when giving mouth to mouth resuscitation;
- wash hands after every procedure

If the First Aider suspects that they or any other person may have been contaminated with blood and other bodily fluids which are not their own, the following actions should be taken without delay:

- wash splashes off skin with soap and running water;
- wash splashes out of eyes with tap water or an eye wash bottle;
- wash splashes out of nose or mouth with tap water, taking care not to swallow the water;
- Record details of the contamination;
- report the incident to the Nurse and take medical advice if appropriate.

Please also see Reddam House Berkshire infection control policy.

10. REPORTING AND RECORD KEEPING

All incidents involving an individual sustaining an injury on school site, however minor, must be reported as soon as possible. The individual who witness the incident must carry out the initial report and if medical assistance is required refer to the school nurse.

To complete an incident report form follow the below link:

<http://intranet/SHEF/Lists/Accident%20and%20incident%20reports/AllItems.aspx>

Reports must contain:

- The date, time and place of the event;
- Details of those involved;

- A brief description of the incident / injury and any first aid treatment given;
- Details of what happened to the casualty immediately afterwards - for example went to hospital went home, resumed normal activities, returned to class.

Providers must notify local child protection agencies, as appropriate, of any serious accident or injury to, or the death of, any child whilst in their care and act on any advice given.

Records should be stored for at least 3 years or if the person injured is a minor (under 18), until they are 21.

In the event of incident or injury parents must be informed as soon as practicable. The school will inform parents of any first aid treatment that is given to pupils in the ELS setting. The school is legally required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) to report the following to the HSE (most easily done by calling the Incident Contact Centre (ICC) on 0345 300 9923).

Accidents involving Staff:

- work related incidents resulting in death or major injury (including as a result of physical violence) must be reported immediately (major injury examples: dislocation of hip, knee or shoulder; amputation; loss of sight; fracture other than to fingers, toes or thumbs)
- work related accidents which prevent the injured person from continuing with his/her normal work for more than three days must be reported within 10 days
- cases of work related diseases that a doctor notifies the School of (for example: certain poisonings; lung diseases; infections such as tuberculosis or hepatitis; occupational cancer)
- certain dangerous occurrences (near misses - reportable examples: bursting of closed pipes; electrical short circuit causing fire; accidental release of any substance that may cause injury to health).

Accidents involving pupils or visitors:

- Accidents where the person is killed or is taken from the site of the accident to hospital must be reported to School nurse and SLT.
- Where the accident arises out of or in connection with: any school activity (on or off the premises) the way a school activity has been organised or managed (e.g. the supervision of a field trip) equipment, machinery or substances the design or condition of the premises, must be reported to the school nurse and SLT.

For more information on how and what to report to the HSE, please see <http://www.hse.gov.uk/riddor/index.htm>. It is also possible to report online via this link.

11. EMERGENCY FIRST AID

If any member of staff believes that someone is suffering from a serious or life-threatening event, accident, or immediate illness, an ambulance is to be called at once by dialling 999.

The list below provides guidance on when an ambulance must be called but is not exclusive, and if in doubt, an ambulance or paramedic should be requested.

- Suspected Stroke
- Hypoglycaemia
- Suspected Heart Attack
- Asthma attack
- Anaphylactic Shock
- Excessive bleeding

- Suspected spinal injury
- Suspected broken limb causing Immobility
- Breathing distress
- Unconsciousness

12. References

- a) Education Regulations (Independent School Standards) (England) 2010 (SI 2010/1997) Regulation 3 (14)
- b) DfEE Guidance on First Aid for Schools
- c) Health and Safety at Work Act 1974
- d) Health and Safety (First Aid) Regulations 1981

Location	Box Number	First aid trained person	Contact details
Endeavour House	1	Helen Kearly (Sodexo)	0118 947 8300
Discovery House	2	Simon Miles	
Illustrious House	3	Mark Duffey	
Perseverance House	4	Kay Dain	
Boarding House	6	Ash Partridge	
Science labs (2)	7	Liam Webster	
Art Room	9	Teresa Greenham	
Photography Room	10		
Theatre	11		
Maintenance	12		
Laundry	14	Helen Kearly (Sodexo)	0118 974 8349
Mini Bus (4)	15-18	Simon Miles Mark Duffey	07747 800431 07818542107
PE (6 bags)	19-24	Jason Dance	
Early Learning school	25	Bev Lancaster Claire Bennett Emily Doyle Hannah Brindley Kelly Betts Kim Lau Louise Fennell Nerys Wynn-Jones Pam Monkhouse Paula Frost Petra Wright Rebecca Du Cros Sarah Foscett	0118 977 3912
Junior School	26	Julie Porter Kay Dain Sue Patey Charlie Brooks	0118 989 2562 0118 989 2562
Grounds	27	Simon Miles Mark Duffey	07747 800431 07818542107
Kitchen (Sodexo)	28	Helen Kearly (Sodexo)	0118 974 8349

Medical Centre contact details:

Sister V Harrison 0118 979 3964
Sister L Steele-Perkins 0118 979 3964

REDDAM HOUSE BERKSHIRE**Early Learning School (ELS) Out of term time procedure**

The following ELS staff hold the Two Day Paediatric First Aid Qualification:

Bev Lancaster (expires 11/03/2019)	Rebecca Ducros (expires 04/07/2018)
Claire Bennett (expires 11/03/2019)	Nerys Wynn-Jones (expires 24/06/2019)
Emily Doyle (expires 24/06/2019)	Sarah Foskett (expires 11/03/2019)
Kelly Betts (expires 11/18)	Pam Monkhouse (expires 24/06/2019)
Kim Lau (expires 11/03/2019)	Paula Frost (expires 24/06/2019)
Louise Fennell (expires 24/06/2019)	

The following ELS staff hold the One Day Emergency First Aid at Work Qualification including Paediatric resuscitation:

Petra Wright (expires 07/12/2018)	Roobee Mootyen (expires 21/11/219)
Olivia Mitchell (expires 21/11/219)	

First Aid boxes are located in:

- Kitchen area (1) Main reception (1) and trip bags each stage (5).

PRINCIPLES

To ensure safe and effective first aid provision at the Reddam House ELS, in absence of the school nurse.

PROCEDURE**1. ASSESSMENT**

- In the unfortunate event of an injury or incident a qualified first aider must make an immediate assessment of the severity of the casualty and act accordingly.
- If any member of staff believes that someone is suffering from a serious or life-threatening event, accident, or immediate illness, an ambulance is to be called IMMEDIATELY by dialling 999.

2. TRANSPORTING CHILDREN TO HOSPITAL PROCEDURE

- If the injury is severe, call for an ambulance immediately. DO NOT attempt to transport the sick child in your own vehicle or leave the child unattended.
- The extended hours manager or another member of staff in their absents must

contact the parent and arrange to meet them at the hospital

- A member of staff must accompany the child and take along their personal file.
- A member of the SLT team must also be informed.
- Remain calm at all times. Children who witness an incident may well be affected by it and may need reassurance.

3. HEAD INJURIES

Refer to Head injury policy

4. NECK INJURY

- If a neck injury is suspected, the child should only be moved by emergency healthcare professionals with appropriate spinal care training.

5. DEALING WITH BLOOD AND BODILY FLUIDS

- Always take precautions when cleaning wounds.
- Wear disposable gloves and wipe up any blood spillage with disposable cloths, neat sterilising fluid or freshly diluted bleach (one part diluted with 10 parts water). Such solutions must be carefully disposed of immediately after use.
- The nursery will not necessarily be aware if there is a child carrying Hepatitis or who is HIV Positive on their register.

6. REPORTING INCIDENT

- The person responsible for reporting accidents, incidents or near misses is the member of staff who witnesses the incident. This must be recorded on the necessary form and filed in the Accident File. A copy of the form must go to parents.
- This should be done as soon as the accident is dealt with, whilst the details are still clearly remembered
- The Deputy Head or Extended Hours Manager must report serious accidents to the school nurse or business manager for investigation for further action to be taken (i.e. a full risk assessment or report under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR))
- The Accident File will be kept for at least 21 years and three months

7. PRE-EXISTING INJURIES

- If a child comes into the nursery with an injury a Safeguard form must be completed by the parent upon dropping the child off. As much information must be documented as possible. The form must then be placed in the child's file.