



St. Mary's College

Preparatory School

First Aid Policy

Date Written: March 2017

Reviewed: October 2023

St Mary's College Preparatory School – The Prep

First Aid Policy

(This policy includes EYFS Reception, KS1 and KS2)

This policy has been written in consultation with staff and governors of The Prep and with due regard to the school's mission statement:

Our Mission is to provide an independent Catholic education for boys and girls of all faiths aged 0-18; to provide individual challenge towards holistic and balanced development, service and achievement for life and beyond; and to try to show our Faith by the way we live, showing care and consideration for each other, those around us and the environment.

This policy is to be read in conjunction with the Body Fluid and Waste Collection Policy and Medicine Policy.

I Aims

Despite the best precautions or attention given to health and safety accidents do happen or children become ill. First aid can save lives and prevent minor injuries becoming major ones. The aim of this policy is to provide a framework to ensure that any persons injured whilst at the School or off premises on School visits or other School activities, whether they are staff, pupils or visitors, receive the quickest, most effective care and attention.

This policy is written in accordance with the following guidance taken into consideration:

- *Statutory Framework for the EYFS Published March 2021 Effective September 2021*
- *DfES First Aid in Schools Document February 2014, updated February 2022.*

There are copies of both of these documents in the school office with the appointed person.

2 Responsibilities

(a) The Governing Body

The Governing Body is responsible in law for the safety of all persons on the School premises or whilst involved on School activities. The Governing Body will ensure that:-

- (i) the first aid policy is kept up to date, in line with existing legislation and reviewed annually or whenever required;
- (ii) insurance policies are maintained to provide full cover for claims arising from actions of staff, or any insurance policies required by law;
- (iii) the statutory requirements for first aid are met;
- (iv) appropriate training is provided;

- (v) the correct procedures are followed including suitable and sufficient risk assessment of first aid provisions.

(b) The Headmaster

The Headmaster is responsible for putting the Governing Body's policy into practice. He will:-

- (i) select a competent Appointed Person to be in charge of the day to day implementation of the first aid policy;
- (ii) ensure the Appointed Person has sufficient time to undertake such training as is required to carry out the tasks competently;
- (iii) ensure that parents and pupils are aware of the first aid policy including arrangements for first aid such as location of equipment, facilities and first aid personnel;
- (iv) evaluate the success of this policy and review the School's first aid needs in tandem with the Appointed Person.

(c) The Appointed Person

The School's Appointed Persons shall be Mr Anthony Chow and Miss Gemma Shiels. They will:

- (i) ensure she receives sufficient training including refresher training to be competent in undertaking her tasks;
- (ii) undertake a risk assessment of the School's first aid needs; she will need details of any pupil's specific needs or illnesses to undertake this task;
- (iii) appoint a sufficient number of members of staff to be first aiders;
- (iv) devise first aid procedures to ensure the School provides reasonable first aid care such as dealing with emergencies, rota of first aiders, information and training procedures;
- (v) ensure the staff first aiders receive sufficient training including refresher training to be competent in undertaking their tasks;
- (vi) ensure that first aid notices are displayed in prominent positions and regularly updated to inform staff and pupils of first aid procedures;
- (vii) ensure that staff induction programme includes a first aid element where appropriate;
- (viii) be responsible for the security, quantity and quality of the first aid equipment; this includes first aid on any School visit or events including stocking of minibus (see below). Please also see the School Visits Policy for further information.
- (ix) ensure the level of care provided to staff, pupils and visitors does not fall below acceptable standards;
- (x) ensure that parents provide contact numbers (including mobile numbers) in the case of an injury to a pupil;
- (xi) ensure that first aiders know the telephone numbers for local GPs and hospitals;
- (xii) ensure there is a suitable room for first aid to be administered;
- (xiii) keep a record of all first aid administered to pupils. The record will include :-
 - date, time and place of accident
 - name of injured or ill person
 - details of injury/illness and nature of first aid
 - what happened to the person immediately afterwards
 - name and signature of the first aider

- (xiv) liaise with the health and safety officer about reporting of accidents, in particular those reportable under RIDDOR
- (xv) ensure that all first aid provision and equipment is easily identified.

(d) First Aiders

First aiders are volunteer members of staff who should:-

- (i) administer first aid to staff, pupils and visitors to an acceptable standard;
- (ii) undertake such training including refresher training to be competent in undertaking their tasks;
- (iii) comply with the school first aid procedures set out at Appendix I and this policy including any reasonable requests from the Appointed Person.

The School's qualified first aiders are:

Mr Anthony Chow (First Aid at Work, Paediatric First Aid & Emergency First Aid at Work)
 Miss Gemma Shiels (First Aid at Work and Paediatric First Aid)
 Miss Victoria Johnson (Paediatric First Aid & Emergency First Aid at Work)
 Mrs Catherine Newell (Paediatric First Aid & Emergency First Aid at Work)
 Mrs Helen Savage (Paediatric First Aid & Emergency First Aid at Work)
 Mrs Kirsty Gallagher (Paediatric First Aid & Emergency First Aid at Work)
 Miss Stacey Cannell (Paediatric First Aid & Emergency First Aid at Work)
 Miss Joanna Benson (Paediatric First Aid & Emergency First Aid at Work)
 Mrs Leanne Marshall (Paediatric First Aid)
 Miss Isabella Shaw (Paediatric First Aid & Emergency First Aid at Work)
 Miss Rebecca Talent (Paediatric First Aid & Emergency First Aid at Work)
 Mrs Sian Murray (Paediatric First Aid & Emergency First Aid at Work)
 Mrs Sabrina Nelson (Paediatric First Aid & Emergency First Aid at Work)
 Miss Leah Coley Robinson (Paediatric First Aid & Emergency First Aid at Work)
 Mrs Julie Withell (Paediatric First Aid & Emergency First Aid at Work)
 Miss Ruth Archer (Paediatric First Aid & Emergency First Aid at Work)
 Miss Paula Walton (Paediatric First Aid & Emergency First Aid at Work)
 Mr Ryan Stewart (Paediatric First Aid & Emergency First Aid at Work)
 Mrs Anita Purcell (Paediatric First Aid & Emergency First Aid at Work)
 Miss Naomi Webb (Paediatric First Aid & Emergency First Aid at Work)

(e) Staff

All staff including non first aid staff have responsibilities. These include ensuring that:-

- (i) pupils are sent to the School Office if there is any reasonable concern about an injury or illness. Safety is paramount at all times;
- (ii) pupils are aware of the first aid procedures;
- (iii) ensure a first aider is requested to attend on a sick or injured pupil as soon as possible;
- (iv) via the School Office, parents are informed as quickly as reasonably practicable about any major injury or illness to pupils. If necessary, the staff (including any first aiders) will

ensure that notes are provided to parents about the injury/illness and first aid administered;

- (v) if necessary administer emergency first aid to a pupil. A guide to dealing with an emergency situation is at Appendix 2 to this document.

Sports Activities

Children at St Mary's Preparatory School have access to a wide range of sporting activities. These include PE lessons (gymnastics, dance, invasion games etc.), fixtures, swimming lessons and Games (hockey, rugby, football, athletics) at St Mary's College Sports Field and Sports Hall.

First Aid is always a high priority when delivering lessons or attending fixtures of this type. Staff will always have appropriate First Aid equipment with them, be aware of the quickest procedure to administer the appropriate First Aid dependant on the injury.

3. Review

The Appointed Person shall undertake an annual review to determine the necessary first aid provision for the School. In preparing the review, the Appointed Person will consider:-

- (i) the size and nature of the School premises;
- (ii) location of School;
- (iii) any specific hazards or risks both in time and place;
- (iv) specific needs such as epileptic pupils;
- (v) accident statistics to try to reduce accident numbers;
- (vi) numbers of first aid personnel required both in time and place.

The review will be discussed with the Headmaster and will, in turn, be notified to the Governing Body as the Headmaster sees fit.

4. First Aid Stock

The Appointed Person will ensure that each first aid container always contains at least the following:-

- a contents list
- a leaflet giving general advice on first aid
- 20 individually wrapped sterile adhesive dressings (assorted sizes) including at least 6 large sterile dressings
- 2 sterile eye pads
- 6 individually wrapped triangular bandages (preferably sterile)
- 6 safety pins
- 6 medium sized (approximately 12 cm x 12 cm) individually wrapped sterile unmedicated wound dressings
- 2 large (approximately 18 cm x 18 cm) sterile individually wrapped unmedicated wound dressings
- 3 extra large sized unmedicated wound dressings
- 1 resuscitator
- 1 pair of disposable gloves
- 2 500 ml sterile eye wash solution
- 20 individually wrapped moist cleaning wipes.
- 20 waterproof blue plasters, for kitchen use only

In addition the Appointed Person will ensure that there is sufficient first aid equipment to respond to any specific risks. The Appointed Person will check the container on a regular basis to ensure it is adequately stocked.

The Appointed Person will also ensure that any off School activities take a first aid container, and that this travelling first aid container contains at least the following :-

- a leaflet giving general advice on first aid
- 6 individually wrapped sterile adhesive dressings
- 2 large sterile unmedicated wound dressing (approximately 18 cm x 18 cm)
- 2 triangular bandages
- 6 safety pins
- 10 individually wrapped moist cleaning wipes
- 1 pair of disposable gloves

Furthermore, the Appointed Person will ensure that The Prep minibus has the following first aid provision:-

- 10 antiseptic wipes – foil packaged
- 1 conforming disposable bandage (not less than 7.5 cm wide)
- 2 triangular bandages
- 1 packet of 24 assorted adhesive dressings
- 3 large sterile and unmedicated ambulance dressings (not less than 15 cm x 20 cm)
- 2 sterile eye pads with attachments
- 12 assorted safety pins
- 1 pair of rustless blunt ended scissors
- 1 pair of Disposable gloves

5. Location of School First Aid Stock

First aid kits are located in:

- School Medical Room
- Kitchen
- Tom Kelly Hall
- Reception Classroom
- Sports Hall
- Staff Room – Sports Hall
- Games Field – Boys
- Games Field – Girls
- Minibuses

General Rules on First Aid Kits

The following rules should be adhered to in relation to first aid kits:-

- i. The first aid kits should be checked regularly to ensure that they are fully stocked.
- ii. Items for the first aid kits should only be purchased from approved suppliers.

- iii. The first aid kits should be maintained in a clean condition at all times.
- iv. All staff should be made aware of the location of the first aid kits.

Note: Please advise the Appointed Person when you use a sterile water container.

Defibrillator

Nine members of staff are trained to use the school defibrillator, which is stored next to the First Aid box in the Medical Room. Local primary schools and nursing homes are aware of this facility.

6. Administration of Medicines

Please refer to The Prep Medicine Policy.

Appendix I

Actions to be taken by the Qualified First Aider

The First Aider will:

- a. Decide what action must be taken
- b. Administer the necessary first aid when appropriate and record full details of the accident/incident into the Accident Book.
- c. Use their judgement as to whether parents or guardians need to be informed (*in the case of Reception pupils, parents/guardians are informed of all incidents that have required first aid treatment.*)
- d. If necessary will call for an ambulance and await its arrival. Walking wounded can be taken home or to hospital by parents but must not be sent home or to hospital on their own.
- e. Will arrange for the office staff to contact the parents.
- f. Will inform the Headmaster in the case of a serious accident.
- g. Will add any relevant details to the accident form.
- h. Will send a copy of the accident form to the Health & Safety Officer.

The School Office will obtain the feedback information from the parents and add it to the accident report form. The Appointed Person will inform all those members of staff likely to be involved if any special treatment is needed when the pupil returns to school.

The Appointed Person will inform the College Health and Safety Officer of all accidents so he/ she can decide if the case is a reportable injury/incident.

Appendix 2

General Rules for Administering Emergency Aid

1. KEEP CALM
2. TAKE CONTROL OF THE SITUATION - do not allow outsiders to take over unless they are a nurse or Doctor.
3. ASSESS THE DANGER TO YOURSELF AND THE OTHER PUPILS - take action to reduce or eliminate the danger before you treat the pupil.
4. DO NOT MOVE THE INJURED/SICK PUPIL UNTIL HIS/HER CONDITION HAS BEEN CORRECTLY ASSESSED. IF NECESSARY, CALL IN A QUALIFIED FIRST AIDER BEFORE MOVING THE PUPIL.
5. IF THERE IS NO EMERGENCY, SEND THE PUPIL TO THE OFFICE OR TO A QUALIFIED FIRST AIDER.
6. STAFF ARE DIRECTLY RESPONSIBLE FOR THE PUPILS IN THEIR CLASSES AND SHOULD TAKE THE ACTION INDICATED BELOW FOR EMERGENCIES AS THEY AWAIT THE ARRIVAL OF A QUALIFIED FIRST AIDER.
 - a. BURNS - put under cold water - KEEP THERE.
 - b. FAINTING - lie on the ground, raise legs, loosen clothing. N.B. Male members of staff must ask a female pupil or member of staff to help with female pupils who have fainted and must not remain in the room on their own with the pupil who has fainted.
 - c. CHEMICAL IN THE EYE OR ON THE SKIN - put under cold water - KEEP THERE. Some of the kits contain bottles of sterile eye wash solution which should be used to wash the eye out- thoroughly - use the entire bottle. In the case of chemical spillages into the eye, the casualty must always be sent to hospital.
 - d. SEVERE BLEEDING - raise the injured part, apply a sterile dressing and pad and apply pressure. N.B. It is very important that members of staff wear disposable gloves when dealing with bleeding wounds.
 - e. HEAD WOUNDS - in case of bleeding, apply a sterile dressing and light pressure. Take care to look for more serious damage such as a fractured skull.

- f. **HEAVY FALLS** - keep the patient still and do not move them unless you are absolutely certain that no bones have been broken or that there is no damage to the spine - seek help.
- g. **ELECTRIC SHOCK** - do not touch the pupil, disconnect the electricity supply.
- h. **EPILEPTIC FIT** - do nothing other than to prevent the pupil from doing any damage to him/herself. Do not restrain the pupil or put anything into the mouth. Always call a First Aider.
- i. **ASTHMA** Children with asthma need to have immediate access to their reliever inhalers when they need them. Inhaler devices usually deliver asthma medicines. A spacer device is used with most inhalers, and the child may need some help to do this. An ambulance should be called if:
 - the symptoms do not improve sufficiently in 5-10 minutes
 - the child is too breathless to speak
 - the child is becoming exhausted
 - the child looks blue
- j. **ANAPHYLAXIS** Anaphylaxis is an acute, severe allergic reaction requiring immediate medical attention. They may be heralding the start of a more serious reaction. The treatment for a severe allergic reaction is an injection of adrenaline (also known as epinephrine). Pre-loaded injection devices containing one measured dose of adrenaline are available on prescription. The devices are available in two strengths – adult and junior. Should a severe allergic reaction occur, the adrenaline injection should be administered into the muscle of the upper outer thigh. An ambulance should always be called.
- k. **UNCONSCIOUS PUPILS** - never leave the pupil alone and continually monitor their breathing and heart beat. Always send the pupil to hospital.
- l. **NEVER HESITATE TO CALL AN AMBULANCE** - make sure that you give the ambulance service as much detail as you can. e.g. age, sex of pupil, details of injury, treatment given and the exact location of the casualty within the school premises. When the ambulance arrives repeat the details to the crew.
- m. **COMPLETE AN ACCIDENT FORM** - because of the legal implications of accidents in schools to both the individual teacher and the school itself, it is essential that staff involved in accidents/incidents do this as soon as possible and in as much detail as possible. In some cases, a report has to be sent to the Health and Safety Executive.

Initially, it is the responsibility of the teacher in charge of the pupil at the time of the accident/incident to complete the form. If a qualified First Aider is involved, he/she must add any additional details which are relevant to the form.

Accident forms are available from the School Office and must be returned there after completion.

- n. **STAFF SHOULD NEVER GIVE ANYTHING BY MOUTH TO A CASUALTY.**

- o. STAFF SHOULD NEVER GIVE ASPIRIN OR PARACETAMOL TO ANY PUPIL.
- p. STAFF SHOULD ALWAYS CALL FOR HELP FROM A QUALIFIED FIRST AIDER.
- q. STAFF MUST NOT ALLOW ANY SICK OR INJURED PUPIL TO LEAVE SCHOOL WITHOUT INFORMING THE OFFICE AND THE PARENTS. IT IS NOT NORMALLY ACCEPTABLE FOR SICK OR INJURED PUPILS TO MAKE THEIR OWN WAY HOME.