



## First Aid Policy

An updated list of First Aiders is held by the School Matron as a working document

This policy applies to all parts of the Prep School including Early Years and Pre-Prep. It is available to parents and pupils and to all members of school staff. The requirements for the statutory provision of First Aid have been taken into account. The Health and Safety (First Aid) Regulations 1981 requires employers to provide trained persons, equipment, to deal with First Aid emergencies and ill health occurring at work.

Failure to implement the procedures contained in this policy could result in a criminal offence as well as disciplinary action being taken by the School.

### Definitions:

**Staff** means any person employed by the School, volunteers at the School and self employed people working on the premises.

**First Aid** means the treatment of minor injuries which do not need treatment by a medical practitioner or nurse in the first instance. In addition to treatment of more serious injuries prior to assistance from a medical practitioner or nurse for the preserving of life and minimising the consequences of injury or illness.

**First Aider** means a person who has attended, successfully completed one if not more of the following certificates appropriate to their area of work within the school environment; '3 day First Aid at Work', 'Schools First Aid', 'Emergency First Aid', 'Paediatric First Aid', 'Forest School First Aid', 'National Rescue Award', 'Sports First Aid' and 'Anaphylaxis First Aid'.

### Aims of this policy

- To ensure that the School has adequate, safe and effective First Aid provision in order for every pupil, member of staff and visitor to be well looked after in the event of an illness, accident or injury.
- To ensure that all staff and pupils are aware of the procedures in the event of any illness, accident or injury.
- To ensure that First Aid provision is available at all times while people are on School premises and while on School visits.

## **Who is responsible?**

The Governors of Langley School, as the employer, have over-all responsibility for:

- 1) Ensuring that suitable and sufficient risk assessments of the health and safety of employees, pupils and visitors to the School are regularly carried out and for identifying the measures taken for controlling those risks.
- 2) The Head of Prep delegates to the School Matron, day to day responsibility for ensuring that there is adequate and appropriate First Aid equipment, facilities and qualified First Aid personnel.
- 3) The Head of Prep is responsible for ensuring that all staff, parents and pupils (including those with reading and language difficulties) are aware of, and have access to, this policy.
- 4) The Head of Prep delegates to the School Matron, responsibility for collating annual medical consent forms and important medical information for each pupil before starting at the school and ensuring the forms and information are accessible to staff as necessary. The School Matron updates staff with regard to pupils' illnesses and wellbeing as necessary.
- 5) The Head of Prep is responsible (through the Compliance, Health and Safety Officer and School Matron) for ensuring that staff have the appropriate and necessary First Aid training as required and that they have sufficient understanding, confidence and expertise in relation to First Aid.
- 6) The School Matron keeps an up to date record of the staff who currently hold First Aid training certificates.
- 7) The main duties of First Aiders are to give immediate First Aid to pupils, staff or visitors when needed and to ensure that an ambulance or other professional medical help is called when necessary. First Aiders are to ensure that their First Aid certificates are kept up to date through liaison with the School Matron.
- 8) The School Matron is responsible for the First Aid Kits, updating and replenishing stock.
- 9) All staff are to be aware of the First Aid procedure and know who to contact in the event of any illness, accident or injury. All staff will use their best endeavours, at all times, to secure the welfare of the pupils.
- 10) Anyone on the School premises is expected to take reasonable care for their own and others' safety.

## **Practical Arrangements for First Aid at the Point of Need**

- The First Aider (usually School Matron – in the first instance) on duty has overall responsibility for First Aid within the School whilst on duty – should Matron not be available in the Medical Room it is displayed on the Medical Room door that you should go to Reception during the day or to the member of staff on duty.
- There will always be a member of staff trained in First Aid on duty at all times whilst pupils are on site.
- In the event that the on duty First Aider (Elaine Ives – School Matron) is not available, one of the nominated First Aiders will be on duty (their name will be reported to Reception Staff, Mr Wood (Senior Deputy Head) or a member of SMT).
- All staff, pupils and visitors of Langley Prep School requiring First Aid treatment need to go to the Medical Room located on the ground floor of the School, first door on the right after entering the Prep School entrance, near to the kitchens and dining room – if this is not possible, then contact the nearest member of staff to locate a nominated First Aider or to call emergency services (telephone located in the main reception and Medical Room).
- On School fixture days, a First Aider will be located in the Medical Room, and where possible a First Aider will be present on the touchline. Staff taking matches should have access to call the main school number/emergency services in the event of requiring First Aid treatment. Staff should carry First Aid kits out to matches and other higher risk activities, together with any medication a child in their care may require.

### **Pupils who are unwell**

- The School Matron on duty (or nominated First Aider) is responsible for the First Aid and dealing with unwell pupils in the Prep school.
- Pupils who are feeling unwell should be sent to the Medical Room with another pupil (or adult where appropriate).
- Early Years and Pre Prep children are cared for in the first instance by staff who are First Aiders in these departments. Should further assistance or advice be required from the School Matron is contacted. The School Matron will either go to them or ask the First Aider caring for the child to accompany the child to the Medical Room, situated in Prep School.
- If it is deemed more serious then emergency services may be called.
- Records of First Aid and any medication given are kept in the Medical Record Book.
- Medication given is recorded in the Medicine Administration Record Log. Controlled Drugs are additionally recorded in the Controlled Drugs Register, when administered these drugs will be checked, witnessed and signed by two members of staff.

## **Procedure in the event of an accident or injury**

- Member of staff in charge will assess the situation and decide on the next course of action. In the event of a serious injury (a head or neck injury or suspected fracture of a limb or significant wound), an ambulance must be called immediately either via a mobile phone or sending someone to call through the School Office.
- The School Matron (or other nominated First Aider) should be called for as soon as possible, if deemed necessary by the member of staff in charge.
- First Aiders are to be called for if necessary. However, minor the injury, the School Matron should always be informed.
- If a spillage of blood or other bodily fluids occurs, the School Matron must be informed. The Matron will then arrange for the proper containment, clear up and cleansing of the spillage site. Staff receive training on dealing hygienically and safely with spillages. Guidelines are appended to this policy.
- **Ambulances:** If an ambulance is called then the School Matron or First Aider in charge should make arrangements for the ambulance to have access to the accident site. Arrangements should be made to ensure that any pupil is accompanied in the ambulance, or followed to hospital, by a member of staff if the parents are not able to be contacted in time. Parents should be informed by a member of staff as soon as possible.

## **Arrangements for Accompanying Pupils to A&E**

- Where possible, the School Matron will accompany any pupils requiring emergency treatment in hospital – when the matron has to leave school, one of the nominated First Aiders will be on duty at Langley Prep School.
- In the case of potentially serious injury, the school will transfer the child to the Norfolk and Norwich University Hospital (NNUH) Accident and Emergency Department as quickly as possible. The school will endeavour to keep parents informed of all developments. Please note that the school is empowered to act on behalf of the child's best interests in the absence of their parents (see standard terms and conditions form).
- Children do have the right to refuse to give consent to a medical examination or treatment if they have sufficient understanding. It is the right of the practitioner to assess the child's ability to give consent (Gillick Competence).

- Parents of pupils requiring hospital treatment will be informed as soon as possible – as soon as they arrive they will take over from the member of staff accompanying the pupil.
- Staff accompanying a pupil to hospital must not drive themselves with the pupil – this is in case the pupil requires treatment / support in transit. If the member of staff cannot be driven by another member of staff, then a taxi must be used. (This is only for pupils not requiring immediate emergency treatment through an ambulance.)

## **Training**

- All nominated First Aiders must update their training every three years or sooner.
- All updated training certificates must be shown to School Matron in order to update the school training records.
- The School provides various emergency First Aid training for staff every two/three years, this is reviewed by the Compliance, Health and Safety Officer, School Matron and Senior Deputy Head to ensure appropriate coverage. A training log of all staff attending First Aid courses should be kept with the School Matron.
- The School Matron may pass on any additional medical training / support to staff where appropriate through staff meetings / training sessions.
- All staff in Early Years are required to have Paediatric First Aid certificate in order to be included with staff: child ratios. It is recommended that all staff being employed in Early Years are qualified in Paediatric First Aid, prior to commencing employment within Early Years. Should no current qualification be held, then the school will arrange training as soon as possible for new staff, at a time that is convenient for the school and staff member.
- School Matrons and some Prep Staff must be qualified in Paediatric First Aid.

## **Recording of Accidents**

- The School Matron or First Aider will record any first aid administered to Prep school children or staff in the Medical Record Book located in Medical Room. The School Matron will also record in the Medical Record Book children seen from Early Years or Pre Prep.
- Children in Early Years and Pre Prep not seen by the School Matron and have received minor treatment, then the First Aider must record details in the Record Book held in the appropriate department. A copy of this incident is given to parents.
- Serious accidents are recorded in the Medical Record Book located in the Medical Room and an Accident Form will be completed. Copies of Accident Forms, together

with a report are regularly compiled by the School Matron and passed onto the Head of Prep of the Prep School and the Compliance, Health and Safety Officer.

- Parents should be informed of any treatment and medication that has been given.
- Consideration needs to be made of RIDDOR – serious accidents that occur due to failure of equipment / facilities must be reported.
- Reporting to HSE: The School is legally required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) to report the following to the HSE (online [www.hse.gov.uk/riddor/report.htm](http://www.hse.gov.uk/riddor/report.htm))

### **RIDDOR: what needs reporting?**

#### **Accidents involving staff:**

- **Work related accidents 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 3 days** must be recorded by the school internally and over 7 days the school must report the accident to RIDDOR.
- 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:**

- Accidents where the person is killed or is taken from the site of the accident to hospital and 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.
- 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.

## **Monitoring**

- A review of all accidents within the school is compiled by the School Matron in order to take note of trends and areas of improvement. The report is presented each month to the Compliance, Health and Safety Officer, who in turn will report (names of pupils to be removed) their findings and recommendations to the Board of Governors. The information may help identify training or other needs and be useful for investigative or insurance purposes.
- The Compliance, Health and Safety Officer will regularly chair Langley Prep School Health & Safety Committee Meeting, with a broad spectrum of staff from the school.

## **First Aid Kits**

First Aid kits are marked with a white cross on a green background and are stocked and inspected by the School Matron in accordance with the suggested guidelines in the Health and Safety (First Aid) Regulations 1981 – Code of Practice and Guidance 1997 at the start of every term; the First Aid Kits are located at various positions (see list below) around the School site and are as near to hand washing facilities as is practicable:

### **Medical Room**

### **Prep School**

### **Pre-Prep – both Reception Classes, Club Room and Staff Room**

### **Early Years – Each Classroom**

### **Sports Hall**

### **Swimming Pool & Pump Room**

### **Science Laboratory**

### **DT Block**

### **Kitchen**

### **Estates Porta cabin & Workshop**

### **School Vehicles Registration No's WJ65 BVO, WJ65 BVR & GX67 WKO**

### **Estates Mini bus & Tractor**

### **Chain Saw Equipment**

- If First Aid kits are used, they should be reported to the School Matron who will replenish stock.
- First Aid kits for any off-site activities are kept in the Medical Room.
- School Vehicles listed above have a prominently marked First Aid box on board at all times.

## **Consent to treatment**

- Parental consent to medical treatment and first aid is obtained at the point of admission and when moving between Early Years, Pre-Prep and Prep School.

- Parents are requested to update medical information each academic year.
- Any changes to medical information for throughout the year must be reported to the School Matron in writing and this information will be recorded on the Medical Record Sheet and made available to all staff concerned in Prep, Pre Prep and Early Years.
- All new pupils and staff are given information on where to go for help in the event of an accident as part of their induction into the school. There are first aid notices around the school.

### **Infection Control**

- The School follows guidelines as laid down by the Health Protection Agency.
- Parents are advised to keep children at home if they have any diarrhoea and/or vomiting. To help us to prevent the spread of infection to others they should not come back to school until they have been **clear** of symptoms for at **least 48 hours**. This is a recommendation by the Health Protection Agency.
- Parents from all areas of the School are asked to inform Matron if a child contracts a contagious illness or develops any infectious disease, so that other parents can be informed. Again, in order to help us to prevent the spread of infection to others, we follow advice given by the Health Protection Agency recommending a period of time to be kept away from school.
- If parents discover that their child has head lice, we ask that they please treat as soon as possible – and ask their pharmacist for advice on the current recommended preparation. If staff notice head lice on any child, parents will be notified immediately to administer treatment to prevent its spread. Once treatment has been given the child may return to school.

### **General Advice**

- Please note that four year old children should have their health check at their local clinic or by their doctor. The Department of Health does not conduct health checks on children in independent schools.
- Immunisation and flu vaccination is offered by the NHS to children of a certain age annually. No immunisation or vaccination will be administered at school by the NHS Immunisation Team without parents' consent.
- Parents are advised to have their children's eyes and ears checked for sight and hearing at least once during their Prep School years.
- The school endeavours to educate children to adopt healthy lifestyles which are provided through the promotion of good eating habits and plentiful physical activity.

## **Parental Contact**

- We endeavour to contact parents as soon as reasonably possible, if a child suffers anything more than a trivial injury, becomes unwell, or if we have any worries or concerns about his or her health.
- Children sustaining a significant head injury are monitored, parents are contacted and a Head Injury Advice sheet is issued to parents.
- Minor accidents are recorded in the Medical Record Books, located in the Medical Room, Prep Prep or Early Years. Accidents regarded more than minor require an Accident Form to be completed by the School Matron.
- Contact is made to the School Matron to discuss any concern that parents may have relating to their child's health. If the School Matron is not available, patients are asked to email Matron, speak with their child's form teacher or Reception and Matron then contact as soon as possible.
- Parents are asked to report to the School Matron in the Medical Room if their child has any minor ailments, is unable to take part in Sporting activities, has been prescribed medication or has taken medication prior to coming to school. This information is then passed onto staff if necessary. Parents are also invited to bring such information to their child's form teacher directly, but to make the School Matron is aware.
- When a child returns to school following an absence due to illness, parents are asked to inform the School Matron. This must also be confirmed in writing or by email to the school office, confirming the dates and reason.
- No prescribed or over-counter medications, including throat lozenges, are to be in a child's possession. They must be handed in to the School Matron at the start of the day, and will be kept in a secure and locked controlled medicine cabinet in the Medical Room.

## **Special Health Needs - *care of those with chronic conditions and disabilities***

- A compiled list of all Prep School children's health needs is located in the Medical Room and Common Room. Pre-Prep and Early Years is located in the Medical Room, Pre-Prep Staff Room and Early Years. All details are made available electronically to all teaching staff. This list highlights chronic conditions, such as Asthma, Diabetes, Epilepsy; any disabilities, allergies and special dietary requirements.
- A detailed list of children and staff with food allergies and preferences is found to be located in the Medical Room, Kitchen, Pantry Serving Area and Pre Prep Staff Room. These details are made available electronically to all teaching staff. Members of staff sitting at the head of a table can assist children with special dietary needs.

- **Care Plans**, drawn up by a child's medical team or GP are agreed with the parents, Headmaster and School Matron. Teaching Staff are given appropriate instruction where necessary from the School Matron when children with Care Plans are taken off site or away on a school trip. Pre-Prep and Early Years hold their children's Medical Records and Care Plans. If Matron is required to see a child in Pre-Prep or Early Years, these records will be made available. A list of all children with personal Care Plans is held by the School Matron in the Medical Room.
- **Asthmatic** – Prep school children are aware that their inhalers are kept in the Medical Room. Matron and staff check that children sign their inhalers 'out' for games, swimming and outings etc. We do, however, emphasize that the onus is on the individual child to take responsibility for their own inhaler. Upon their return the child signs their inhaler 'back' into the Medical Room and informs Matron if they require to use their inhaler. Matron will request an annual update from all parents of children who have inhalers in school. This may be verbal or via completed information sheet/card completed by the parent, GP or Asthma Nurse. Information sheets/cards will be located with their inhaler pack. Staff in Pre-Prep and Early Years will hold their children's inhalers and assist them with using. An emergency 'salbutamol' inhaler is held in the Medical Room, should a child suffering with asthma not have their inhaler available. The emergency inhaler may only be used with parental consent.
- Children with **Diabetes** can be given a great deal of support with blood testing, Insulin and dietary requirements; and staff are given training and support from Specialist Children's Diabetes Nurses from the Norfolk & Norwich University Hospital.

## School Trips

- A First Aid Kit provided by the School Matron should be carried by staff at all times when going away from the School site.
- School Matron will provide the member of staff who is leading the school trip with a Medical Record of every child who is on the trip. This record will have included dietary needs, allergies and any personal information.
- Leaders of School trips must ensure that First Aid provision is appropriate to the activities and group concerned. A member of staff should be appointed as 'the person in charge of the First Aid'. This includes keeping a written record of treatment and reporting back to the School Matron upon return.
- Informing parents about any injuries/illness should be done by the member of staff in charge of the team/trip.
- For School trips/tours/overnight stops a more comprehensive First Aid Kit will be provided. The provision for First Aid should be part of the Risk Assessment. Party

leaders will research carefully provision for First Aid, visits to Doctors and Hospitals in the area.

- A Medical Consent form will be sent out by the party leader to be signed by parents. Completed forms must be returned to the School Matron at least 3 school days before departure, together with any medication their child requires to be administered.
- Any medication required to be administered to a child whilst they are away from school MUST be entered on the Medical Consent form, in date and a parent/carers signature giving consent to a member of staff who has successfully completed a Medicine Awareness for School course to administer. The School Matron will see and check all medications children are to be administered whilst away and has the right to refuse any that are not correctly prescribed, out of date or the dose is not correct for the child's age (unless written confirmation is received from the child's GP or medical team). A detailed list will be provided to the member of staff who will administering the children's medication, informing the medication required, dose and time. All medication administered will be recorded and signed for by the designated member of staff. Controlled medication will be administered and checked by two members of staff, one being the designated member to administer medications. Both members of staff must sign and be accountable for this administration. Staff will carry a small amount of Over the Counter remedies which are normally held in school should they be required whilst away. These remedies will only be administered if required to children whose parents/carers have given consent on their Medical Record form.
- Any problems should be discussed with parents and medical staff before departure. The School Matron will meet staff before departing school to make sure they are confident with any of the children's medical needs and medication.
- Injuries or illnesses on a School trip will be monitored by the member of staff in charge of First Aid and the Party Leader. A written record of treatment and relevant information must be kept. The Party Leader will inform the school contact of any problems and a decision made about who will contact parents. The Headmaster should be kept fully informed of any problems that involve contacting parents. If the Headmaster is not available, contact the Deputy Headmaster.

### **Doctor (GP) / Dentist**

The vast majority of pupils live within close proximity of the School. Where possible, parents / carers take their children to their own local GP / Dentist; however, the School has access to the local Doctors' Surgery in Drayton, Norwich. The School Matron will liaise with parents for any required consultations / treatments through the medical practice.

**Drayton & St Faiths Medical Practice**  
**Address: 8 Manor Farm, Drayton, Norwich NR8 6EE**  
**Phone:01603 867532**

It is the general practice of the School that pupils make their own arrangements for dental treatment; however, in the event of an emergency, pupils can make use of the local dental practice.

### **Guidelines for Dealing Hygienically and Safely with Spillages of Body Fluids**

Use the *Emergency Spillage Compound* provided for this purpose. Follow the package instructions carefully.

Spillages of body fluids potentially pose a health risk so should be cleaned up immediately. The duty Domestic Supervisor would be called to arrange the dealing hygienically and safely with spillages of body fluids.

#### **Method**

Wear disposable gloves and apron

Place disposable paper towels on body fluid spillage to mop up excess and then dispose in yellow clinical waste bag

Spray disinfectant on top of spillage area and leave for at least two minutes

Alternatively, use Emergency Spillage Compound and leave for at least one and a half minutes – carpets / soft furnishings

Use paper towels to wipe up bleach and spillage and then discard into yellow clinical waste bag

Discard gloves and apron into yellow clinical waste bag

Wash and dry hands thoroughly

Please note that bleach will damage soft furnishings and carpet so shouldn't be used on these surfaces. These areas should be cleaned and disinfected using hot water and detergent followed by steam cleaning.

#### **Soiled Clothing**

Do not manually rinse/soak soiled items

Flush any solid material (vomit/faeces), into the toilet, carefully avoiding any splashing

Place in to a labelled sealed, waterproof bag for parent to collect

Wash hands with liquid soap and dry with paper towels

#### **Blood spills on clothing**

Change clothes (immediately if possible)

Do not manually rinse/soak

Place in labelled sealed, waterproof bag for parent to collect

Place used plastic bag in a yellow clinical waste bag

Wash hands with liquid soap and dry with paper towels

#### **Emergency Services**

Clear guidelines for contacting emergency services are displayed in the Medical Room.

#### **OFSTED**

We notify Ofsted of any serious accident, illness or injury to, or death of, any child while in their care, and of the action taken. Notification are made as soon as is reasonably practicable, but in any event within 14 days of the incident occurring. We are aware that a registered provider, who, without reasonable excuse, fails to comply with this requirement, commits an offence.