

St Christopher's School

A Brighton College School



FIRST AID POLICY

This policy applies to EYFS

Aim

The aim of First Aid is to give immediate help to casualties with common injuries and those arising from specific hazards at school. This policy applies to the whole school including EYFS.

Principles

- First Aid can save lives and prevent minor injuries becoming major ones. Under health and safety legislation employers have to ensure that there are adequate and appropriate facilities for providing first aid in the workplace.
- The Board of Governors of St Christopher's has overall responsibility for health and safety matters in the school. The Bursar is the school's health and safety officer who provides the Board of Governors with a report on health and safety matters at each meeting.
- Appointed persons are listed in the school 'First Aid List' and the majority of staff hold a certificate in Emergency Aid. The Bursar retains records of all nominated First Aid personnel in First Aid at Work and Paediatric First aid in the case of EYFS and Pre-Prep. The list includes those trained for using adrenaline/auto injector and the defibrillator.
- All staff carry out risk assessments within their sphere of control to ensure that First Aid provision is adequate.
- Signs are posted to inform staff of First Aid arrangements, location of First Aid equipment and members of staff capable of rendering assistance.
- All staff should not give first aid unless they have successfully completed a course approved by the Health and Safety Executive (HSE).
- In school, the main duties of a first aider are to give immediate help to casualties with common illnesses or injuries, or those arising from specific hazards at school. An ambulance is called when the first aider considers the condition warrants professional medical attention.
- The Medical Room is located on the ground floor, opposite the girls' cloakroom and also has a sink and shower cubical.

- All staff are fully informed of the first aid arrangements, including the location of first aid boxes and the defibrillator.
- First Aid Boxes are located in the areas below:
 - In the Medical Room (also location of Defibrillator)
 - In the School Office
 - At the Olympic Pavilion; and
 - In the Sports Shed
- First aid boxes go with groups of pupils on organised trips and sporting events; others are located in the minibuses and all first aid boxes are regularly checked by a qualified first aider.
- First Aid boxes are fully stocked according to Red Cross guidelines. If stock is used, it is the responsibility of the staff member using it to inform the Bursar so that she can arrange to re-stock items immediately.
- On no account should any staff undertake any first aid care for which they are not fully competent to carry out.
- First aid notices are displayed in the Medical Room, in the Science Lab, Art Room, School Office and in the Olympic Pavilion at Glebe Villas.
- The school aims to build and maintain constructive links with the emergency services.
- A health questionnaire is sent to all parents at the beginning of each academic year or on their admission to the school if it is at any other time. This provides the school with information which may be essential to the appointed person for first aid and staff.
- Staff are fully informed of pupils with allergies or serious medical conditions. Procedures for the use of adrenaline/auto injector are outlined in the Staff Handbook and training given to key members of staff.
- Administration of medicines is documented in full and is part of the First Aid Policy.

Training

- It is a policy of the school to train all members of staff in emergency first aid so that appropriate action can be taken in the event of an incident. All staff members who do not hold a full First Aid certificate or Paediatric First Aid will take part in Emergency Aid Training during INSET training to be held every three years.
- In addition, at least one person on each school site should have successfully completed, and kept up to date with a four day 'First Aid at Work' certificate and at least one person working with EYFS and Lower School children should be trained in 'Paediatric First Aid'. A 'Paediatric First Aid' qualified member of staff must be present on any school outing

undertaken in EYFS and Pre-Prep First Aid training must cover the course content as for St John Ambulance or Red Cross and be renewed every three years.

Defibrillator

- Sudden cardiac arrest is when the heart stops beating and can happen to people at any age and without warning. When it does happen, quick action (in the form of early CPR and defibrillation) can help save lives.
- A defibrillator is a machine used to give an electric shock to restart a patient's heart when they are in cardiac arrest and St Christopher's School has this piece of equipment and this is located in the Medical Room at the main school site.
- Staff members appointed as first aiders should already be trained in the use of CPR. Staff members who have received enhanced first aid training have also received training in the use of a defibrillator; however, the machine is very easy and safe with recorded instructions as to its use.
- Appropriate notices are displayed around the school to identify where the machine is located and the local NHS Ambulance Service has also been informed and have added our location to their database.

Reporting and Recording Accidents

- All accidents requiring first aid and the treatment given must be recorded in the schools' information system (PASS) by the School Secretary. Incidents involving Pre-Prep Children are printed out and sent to their teacher, who will pass the information to the parent. Incidents, involving EYFS children when at the Olympic Pavilion, must be recorded in the Accident Report Book and parents informed by the teacher; the School Secretary must be informed of more serious incidents to add to PASS. Parents are informed of anything other than minor injuries by telephone.
- Head injuries are followed up with a letter to the parents in order for them to monitor the child's responses. Please refer to 'Accident procedures Policy'. Pupils with minor injuries will either be dealt with by the appointed first aider on duty, or sent to the school office with another pupil, or accompanied by a teacher or lunchtime assistant if there is any cause for concern.
- The school must inform parents and/or carers of any accident or injury sustained by the child and the treatment given on the same day as the incident, or as soon as reasonably practicable.
- Incidents involving adults or visiting pupils will be recorded in a first aid book or on a Health & Safety Incident Report sheet.
- The school will notify local child protection agencies of any serious accident or injury to, or the death of, any child while in their care, and must act on any advice from those agencies.

RIDDOR '95 (The Report of Injuries, Disease and Dangerous Occurrences Regulations), for reporting all serious injuries

The HSE need to be informed immediately of any serious injury occurring. This takes place through completion of a RIDDOR form. The school office staff have RIDDOR forms for completion and these must be sent to the HSE within three working days. The Headmaster must be informed immediately of any serious injury to a staff member or pupil. The Bursar must receive copies of all forms completed for health & safety records.

RIDDOR Forms must be used when:

- An injury results in absence from school for more than three days
- An injury requires admittance to hospital for more than 24 hours
- There is a need for resuscitation
- A person becomes unconscious
- There is a road traffic accidents relating to a school activity
- The definition of accident includes an act of violence to an employee
- There is any serious injury

Appendix

Suggested Contents of First Aid Boxes:

Individually wrapped sterile adhesive dressings (assorted sizes), appropriate to the type of work	20
Sterile eye pads	2
Individually wrapped triangular bandages (preferably sterile)	4
Safety pins	6
Medium sized individually wrapped sterile unmedicated wound dressings	6
Large sterile individually wrapped unmedicated wound Dressings	2
Disposable gloves	1 pair

Related Policies:

- Administration of Medicines Policy
- Accident Procedure Policy
- Allergies Policy
- Blood & Body Fluids Policy
- Emergency Procedures

Last reviewed: September 2018

Next review: September 2020