

Terra Nova School First Aid Policy (including EYFS)

The First Aid Policy at Terra Nova is in operation to ensure that every pupil, member of staff and visitor will be well looked after in the event of an accident, no matter how minor or major.

It is emphasised that the team of 'First Aiders' consists of a number of staff (including a Matrons Department) who are qualified in First Aid at Work, Paediatric First Aid and Emergency First Aid at Work. They are not fully trained doctors or nurses, although the school is supported and advised by a School Medical Officer for Health from the Holmes Chapel Health Centre.

In the event of an accident all members of the school community should be aware of the support available and the procedures available to activate this.

Purpose of the Policy

- To provide effective, safe First Aid cover for pupils, staff and visitors at all times when there are pupils and staff on the school premises.
- To ensure that all staff and pupils are aware of the system in place.
- To provide awareness of Health & Safety issues within school and on school trips, to prevent, where possible, potential dangers or accidents.
- To meet HSE regulations on the reporting of accidents, diseases and occurrences

Responsibilities

The Governing Body will:

- Provide adequate First Aid cover as outlined in the Health & Safety (First Aid) Regulations 1981.
- Monitor and respond to all matters relating to the health and safety of all persons on school premises.

Executive Management will:

- Ensure all staff (including new staff) are made aware of First Aid procedures in school.
- Arrange regular first aid training for all staff at an appropriate level.

The Bursar will ensure that:

- First Aid cover is available throughout the working hours of the school (including during the holidays).
- Signs indicating the location of first aid kits are prominently displayed around the school
- First aid kits are located on walls in appropriate working areas of the school
- All accidents that are covered by RIDDOR are reported.

Matrons Department will:

- Ensure that portable first aid kits in various locations in school are checked regularly, adequately stocked and always to hand. The Matrons must be informed if any items are running low.

- Maintain a database of up to date medical consent forms for every pupil in each year and ensure that relevant details are given to staff responsible for school trips/outings. Matrons will contact venues with specific detail of any medical problems.
- Ensure that first aid needs are assessed and addressed.
- Take charge when someone is hurt or becomes ill.
- Always attend a casualty when requested to do so and treat the casualty to the best of their ability in the safest way possible. This includes wearing gloves where any loss of blood or body fluid is evident, calling for help from other First Aiders or Emergency Services.
- Insist that any casualty who has sustained a significant head injury is seen by professionals at the hospital, either by sending them directly to hospital or by asking parents to pick up a child to take them to hospital; ensure that parents are aware of all head injuries promptly. Ensure that a child who is sent to hospital by ambulance is either:
 - Where practical, accompanied in the ambulance at the request of paramedics, together with the relevant medical details.
 - They or the School Office will contact the family and inform them which hospital the child has been taken to.
 - Followed to a hospital by a member of staff to act in loco parentis if a relative cannot be contacted.
 - Met at the hospital by a relative
- Keep a record of each pupil attended to, the nature of the injury and any treatment given, in the Surgery Book provided in the Surgery. In the case of an accident, an Accident Form must be completed by the appropriate person. If necessary under RIDDOR, notify the Bursar. The Headmaster and the School Medical Officer for Health review the Surgery Book regularly and all Accidents Forms. (EYFS and Pre-Prep have a separate book in which first aid, minor accidents and communication with parents are recorded)
- Ensure that everything is cleared away properly, using gloves, into a bin. Any bloodstains on the ground must be washed away thoroughly. No contaminated or used items should be left lying around.
- Ensure that they always obtain the history relating to a pupil not feeling well, particularly in the cases of headaches, to ensure that no injury has caused the pupil to feel unwell. Information is available on School Manager. (Matrons keep a hard copy of medical information)
- At the start of each academic year, provide the staff with a list of pupils who are known to be asthmatic, anaphylactic, diabetic, epileptic or have any other serious illness. School Manager must be updated accordingly.

First Aiders (including Matrons) will:

- Ensure that their qualifications are always up to date.
- Respond promptly to calls for assistance.
- Help fellow First Aiders at an incident and provide support during the aftermath.
- Act as a person who can be relied upon to help when the need arises.
- Record details of treatment given.

A qualified First Aider need not necessarily be the member of staff to accompany the casualty to hospital. However, an appropriate person should be sent.

Other Staff (without First Aid training) will:

- Be clear that the Matrons Department has overall responsibility for First Aid throughout the school.
- Reassure, but never treat, a casualty.
- Staff with specific First Aid training (choking, sports injury, epi-pen, asthma) should use their training where appropriate.
- Not attempt to offer any First Aid treatment unless they have received appropriate training.
- Find or call the Duty Matron on: **07763 911215**.
- Dial 999 if not qualified help is at hand and ask for an ambulance.
- Familiarise themselves and comply with, the first aid procedures in operation and ensure that they know who the current First Aiders are.
- Be aware of specific medical details of individual pupils when publicised by the Matron. This information is also available on School Manager.
- Report any accident which happens under their care to the Matrons Department
- Ensure that the pupils in their care are aware of the procedures in operation.
- Never move a casualty until they have been assessed by a qualified First Aider or the Matron unless the casualty is in immediate danger.
- Send a pupil who has minor injuries to Matron (accompanied by another if necessary) if they are able to walk where a Matron will see them; this pupil should be accompanied. (In EYFS an adult will accompany a pupil to locate the Matron)
- Accompany or send a pupil who feels generally 'unwell' to the Matron.
- Ensure that they have any current medical information for every pupil that they take out on a school trip which indicates any specific conditions or medications of which they should be aware. This information is available on School Manger and is provided by the Matrons.
- Have regard to personal safety.
- Carry out an appropriate risk assessment if in charge of a trip and ensure suitable first aid equipment is taken.
- NOT administer paracetamol or other medications, unless on school trips and specifically instructed to do so.

Risk Assessment

The School's First Aid Policy is reviewed annually through risk assessment and monitored by the Bursar, Headmaster's Wife, Senior Matron and the School Medical Officer for Health.

EYFS (Reception and Nursery)

Under Early Years Foundation Stage requirements, at least one person with a paediatric first aid qualification is always on site whenever pupils are present. Similarly trips involving any EYFS pupil always have at least one member of staff accompanying who has a paediatric first aid qualification. Records of all treatment given are kept for three years.

Associated Policies and Procedures:

- Policy for Pandemic Flu
- Health and Safety Policy
- Administration of Medicine Policy
- Procedures for the Administration of Medicine
- Off Games Policy
- Medical Emergency Procedure

Appendices

- Location of First Aid Kits
- List of qualified First Aiders
- List of Medical Contacts