



# St Augustine's PRIORY

## 13a - First Aid Policy

### Mission Statement

We are an all-through, inclusive Catholic girls' school with boys in the Nursery. As a girls' school we are committed to preparing girls for life long effectiveness and success. As part of their journey, girls will learn of intellectual risk-taking and emotional strength, reflection and self-knowledge, persuasiveness and team building as well as a cultural curiosity for an enriched enjoyment of life.

In our stunning 13 acres of grounds, girls have a physical freedom unique in central London. We aim to instil in them the emotional freedom to grow intellectually and spiritually and to understand the truth about themselves, others and our complex world. We will give them the courage to be ambitious and compassionate and we will provide a secure, happy and nurturing community in which to explore all of the above.

To this end we seek, develop and retain the best teachers who value well-being and the individual progress of each girl as much as they are relentless in their pursuit of academic excellence. Their goal is life-long success for each girl and they set the pace of energy and dynamism within which the girls flourish.

### Officer

### First Aid Policy (including medical provision for Pupils with particular medical conditions)

#### Aims

- To ensure that First Aid provision is available at all times while people are on the school premises and to pupils, staff and volunteers while off the premises during school activities and trips;
- to ensure that the School has the appropriate number of suitably trained people as Appointed Persons and First Aiders/Paediatric First Aiders to meet the needs of the School and to maintain a record of that training;
- to provide relevant training and ensure monitoring of training needs;

- to provide sufficient and appropriate resources and facilities;
- to ensure that all staff are aware of First Aid procedures and their responsibilities under this policy;
- to ensure that all accidents are recorded, and, where appropriate, reported and investigated;
- to ensure the immediate welfare of pupils, staff and visitors who are taken ill at school.

Nothing in this policy should affect the ability of any person to contact the emergency services in the event of a medical emergency. For the avoidance of doubt, Staff should dial 999 for the emergency services in the event of a medical emergency before implementing this Policy and make clear arrangements for liaison with ambulance services on the School site. In drawing up this policy, due regard has been paid to the Dfe Guidance on First Aid for Schools (February 2014).

This policy applies to all pupils, including those in EYFS.

### **Equality Statement**

At St Augustine's Priory we are committed to ensuring equality of education and opportunity for all pupils, staff, parents and carers receiving services from the school, irrespective of race, gender, disability, religion or socio-economic background. We aim to develop a culture of inclusion and diversity in which all those connected with the school feel proud of their identity and able to participate fully in school life.

### **Responsibilities**

#### **The Governing Body will:**

- Ensure that there is adequate and appropriate equipment, facilities and trained personnel to deliver First Aid and temporary care for those who may be injured or become unwell on School Premises and for pupils, staff and volunteers engaged in School activities whilst off site.

#### **The Headteacher will:**

- Be responsible for ensuring that all staff, parents and pupils are aware of, and have access to, this policy.

#### **The Health and Safety Co-ordinator will:**

- Regularly (at least annually) carry out a First Aid risk assessment and review the School's First Aid needs to ensure that the School's First Aid provision is adequate.

- Be responsible for ensuring that relevant 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.

**All Staff will:**

- Read and ensure they are fully conversant with this Policy and the procedures described within it. They must also understand that they are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of the pupils at the school.

**Procedures**

In accordance with the Independent Schools Regulations, and the Statutory Framework for the Early Years Foundation Stage the school shall have and implement a satisfactory policy on First Aid.

The school has, as required by The Education (School Premises) Regulations, “a room for medical or dental examinations, and the care of sick or injured pupils. Such a room must be readily accessible, contain a washbasin and be reasonably near a toilet. It must not be teaching accommodation.”

The Health Centre is an appropriate-sized, well-stocked, accessible and secure Medical Room with a wash basin, bed and easy chair and lockable cabinets. Immediately adjacent to the Health Centre is a separate toilet with wash basin.

The School will ensure that at least one qualified First-Aider/Paediatric First Aider (with a current certificate) is always present on-site when children are present. There will always be at least one Paediatric First Aider (with a current certificate) present on EYFS outings. First Aid Training is approved by the local authority.

**First Aid**

The School Health Officer has a First Aid phone so that she can be contacted easily. There is also a First Aid phone for Preps and Prep Paediatric First Aiders and a phone for Junior Paediatric first aiders. Walkie Talkies are also used to call for First aid assistance.

The Health and Safety (First Aid) Regulations 1981 require employers to determine the number of people qualified to give First Aid, having regard to the size of the organisation or business.

The Regulations specify two different types of First Aid providers, as follows:

- a) “First Aiders”/Paediatric First Aiders: these are persons who have been trained to give First Aid/Paediatric First Aid and have received a certificate to that

effect. Such persons should either have attended a course approved by the Health and Safety Executive, or be a person, such as a nurse, who has been trained and received the necessary qualification; First-aiders are responsible for:

- responding promptly to all requests for assistance;
- summoning further help if necessary;
- looking after the casualty until recovery has taken place or further medical assistance has arrived;
- reporting details of any treatment provided (for further investigation if necessary);
- looking after the first aid equipment and ensuring that containers are re-stocked when necessary.

b) “Appointed Persons”: such persons may give First Aid in the absence of a First Aider. Appointed persons are responsible for:

- in the absence of a first-aider, taking charge when a person has been injured or falls ill;
- summoning further help if necessary;
- calling an ambulance where necessary;
- reporting details of any treatment provided (for further investigation if necessary);
- looking after the first aid equipment and ensuring that containers are re-stocked when necessary.

First Aiders and appointed persons will be allocated to an activity or area in accordance with the level of risk of such activity or area.

First Aiders shall be designated by the Headteacher and shall be selected from such members of staff as may put themselves forward for such duty or, if there are insufficient members of staff, the Headteacher may designate such members of staff as may seem to be most suited to act as First Aiders.

The School has one “First Aid station, the medical room (Health Centre).

There shall be no fewer than six portable First Aid kits, accessible at all times and with appropriate content for use with children allocated as follows:

1. one for the use of the P.E. Department;
2. one for use on trips and outings;
3. one for the use of the ground staff;
4. one for the use of Nursery;
5. one for the use of Prep I
6. Paediatric First Aiders carry smaller first aid kits with them.

The School Health Officer shall be responsible for ensuring that the medical supplies in the Health Centre are maintained, and that depleted or out of date items are replaced when necessary. A member of the Estate Staff designated by the Health and Safety Co-

Ordinator shall be responsible for ensuring that the Estate First Aid kit is maintained, and that depleted or out of date items are replaced when necessary. The P.E. Staff are responsible for maintaining their First Aid Kit(s). EYFS staff are responsible for maintaining their kits.

Medical supplies that may be needed for the treatment of pupils with particular emergency medical requirements (such as antihistamines and EpiPen for anaphylactic shock; glucose, and drinks for the treatment of diabetes; inhalers for the treatment of asthma) are to be kept as follows:

- a) for Nursery, and the Preps, any medication for the emergency treatment of pupils with special emergency medical requirements is to be kept in a marked box or bag in each classroom, with the medication labelled with the name of the pupil for whom it is being kept. The box or bag must accompany the Form Teacher or, in the absence of the Form Teacher, the Teaching Assistant, if the class is to be away from its classroom for one lesson or longer;
- b) for Lower I to Upper VI: pupils with particular emergency medical requirements are to carry an initial supply of any medication relevant to such medical requirements.

Pupils with asthma are required to have two inhalers in school at all times. Pupils who need epi pens are required to have two in school at all times.

The First Aid station supplies and First Aid kits are to be checked termly, by the School Health Officer, and any depleted or out of date items are to be replaced.

Particular Medical Conditions: (e.g. Asthma, Diabetes and Allergies)

Each pupil is to have a pupil information form completed by their parents, who should include details of any special medical conditions or requirements, such as asthma, diabetes or allergies, in the space provided on the form, or on an attached continuation sheet if necessary.

If a pupil is known to suffer from a particular medical condition such as asthma, diabetes or an allergy, the parents of the pupil concerned should get in touch with the School Health Officer to arrange for an appropriate care plan to be agreed which will also list any medication to be kept at School.

The member of staff in charge of a School trip must ensure, when completing the risk assessment for the trip, that they are aware of any pupil with particular medical requirements, and that a supply of any medication appropriate to such requirements is taken on the trip. The member of staff in charge should, in addition, refer to the School Health Officer when completing the risk assessment for the trip to ensure that the information held on any pupil identified as having particular medical requirements is up-to-date.

**There will always be at least one paediatric first aider on trips for children in Preps and Pre-Preps (N-Y2).**

### **Individual Health Care Plans**

The School Health Officer (or, in their absence, another member of staff designated by her for the purpose) will agree an individual health care plan with the parents of a pupil with special medical requirements.

Completed health care plans should be returned to the School Health Officer who will retain them. Copies will be distributed as follows:

- a) one copy to The Form Teacher (information to be circulated as appropriate).
- b) one copy to each relevant First Aider
- c) one copy to be kept with the information form for the pupil concerned

A photograph of each pupil with a health care plan, marked with the name of the pupil concerned and accompanied by brief details of the pupil's special medical requirements and/or diagnosis, is to be displayed on the medical notice board in the Staff Room.

The following items should be stored by or near the Staff Room medical notice board:

- a) Individual named boxes with supplies of spare medication for pupils at risk of anaphylaxis (e.g. antihistamines and EpiPen); for pupils with diabetes (e.g. glucose drinks); for pupils with asthma (e.g. spare inhalers, volumatics).

The medical supplies mentioned in the preceding paragraph are to be extra to whatever emergency medication may be kept in the Nursery and the Preps, or may be kept by pupils on their persons, as set out above.

### **Generic Health Care Plans**

Generic health-care plans are maintained by the Health Centre and include;

- Diabetes
- Asthma
- Epilepsy
- Anaphylaxis

### **Injuries, Ailments and Infections Notified to Pupils' Parents**

The School will usually notify pupils' parents of any issues arising in relation to their child's health which may arise in School.

## **First Aiders**

There is always at least 1 fully qualified First Aider/Paediatric First Aider on site at all times.

Training for First Aiders is renewed at least every three years with annual refresher courses as required.

## **Procedures for Treatment**

The following are general first aid related procedures to be followed by all staff:

- If you are aware that a staff member or pupil has been taken ill, or has had an accident, call a First Aider/Paediatric First Aider;
- No staff member should use their private car to transport a casualty to hospital. If an ambulance is not required, then the parents should take their child.
- Look after the casualty until recovery has taken place or further medical assistance has arrived;
- Report details of any treatment provided in the accident book, EYFS Accident
- Ensure that first-aid containers are re-stocked when necessary; If you need to access a first aid kit for personal use, do not remove it from its designated place; Any loss or damage to first aid equipment must be reported to the School Health Officer
- If a first aid kit is poorly stocked, this should be reported to the School Health Practitioner
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- All drivers of the School mini-bus or minibuses hired on behalf of the School, or teachers on school-trips are expected to carry a first aid kit with them at all times. They are responsible for its safe-keeping and keeping it adequately stocked.

## **Biohazards**

All staff dealing with a biohazard spill are to:

- Take precautions so as not to come into contact with blood or body fluids, wet or dry, either on themselves, their clothing or protective equipment. In particular avoid blood or body fluids reaching the eyes or the areas inside the mouth and nose.
- Wear appropriate protective clothing;
- Use the biohazard spill kits provided by the school;
- Place all soiled paper towel and gloves in a sealed (yellow) disposable bag and dispose of it in an approved manner;
- Immediately after every clean-up of blood or body fluid, hands including arms to the elbow must be washed with warm water and soap. This should be

performed even if gloves have been worn. Wash all areas that have come into contact with blood;

- All biohazard spills are to be reported to the Health and Safety Co-Ordinator
- Refer to the Biohazard Spill Policy

### **Procedure for summoning an ambulance**

Should an ambulance be required;

Anyone may call an ambulance if they think a child is at risk or in need of one.

An ambulance should be called when deemed necessary but also in cases of: loss of consciousness (apart from simple faints); a serious head injury; breakages and fractures and anaphylaxis.

- Call 999, an operator will ask you which emergency service you need;
- Ask for the ambulance service;
- You will need to have the address and postcode of where you are St Augustine's Priory, Hillcrest Road, Ealing, London, W5 2JL;
- 
- The phone number you are calling from;
- What has happened;
- As soon as the ambulance service knows where you are, they can send help to you;
- You will also be asked to give some extra information, including the patient's age, sex and medical history, whether the patient is conscious, breathing and if there is any bleeding or chest pain, details of the injury and how it happened;
- Answering these questions will not delay the ambulance crew, but it will help them give you important first aid advice while they are on their way;
- Call for someone to bring a walkie-talkie to enable communications;
- The School Health Officer should be made aware of the need for an ambulance;
- The Estates Department should then be informed to meet the ambulance staff and escort them directly to the casualty;
- Call the pupil's parent(s);
- Ensure you obtain the Ambulance 'Call Sign' which must be written on the Accident Form for the Health and Safety Co-ordinator.

### **Dealing with visitors**

It is our policy to offer first aid assistance to visitors to our premises. Should a visitor feel unwell or have an accident, then the staff member supervising their visit should call for a first-aider / appointed person. If the visitor has had an accident, the First Aider is responsible for ensuring that an entry is made in the accident book/form.

### **Information for Employees**



We acknowledge that first aid arrangements will only operate efficiently where they are understood, both by staff members and others who may be working on our premises. These include part-time and temporary staff. For this reason, information on how to summon first aid is provided for all new staff. This and further information is also included in our Staff Handbook. Information on current first-aiders / appointed persons will be provided on staff notice boards.

### **Specific Requirements**

Reporting of Injuries – (also see St Augustine’s RIDDOR Policy – for advice on RIDDOR procedures and accident investigation).

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, 1995. The School is required to report to the Health and Safety Executive (telephone 0845 300 99 23). Employers must report: deaths; major injuries; over three day injuries; accidents causing injury to pupils, members of the public or other people not at work; specified dangerous occurrence, where something happened which did not result in an injury but could have done.

All accidents involving pupils, staff or visitors will be recorded as soon after the event as possible. This may be done by the injured party (if staff) or a staff member.

If a visitor has an accident, then the employee whom they are visiting is responsible for ensuring that it is recorded, unless a first aider or appointed person is providing treatment. If this is the case, they are responsible for making the report.

The completed form (either Pupil Accident Book or HSE Accident Book BI 510 – whichever is relevant) will be sent to the Health Centre, where it will be logged the incident in the School Accident Record Log. The Health and Safety Co-ordinator reviews the log every week and will complete an investigation if deemed necessary.

Should the accident need to be reported (as required by such authorities as HSE or OFSTED) to the enforcement authorities, the Health and Safety Co-ordinator will ensure a form from the HSE Accident Book BI 510 is completed within 10 days of the incident (HSE) or 14 days (OFSTED).

OFSTED must be informed of any serious accident, illness or injury to, or death of, any child in the EYFS while in our care, and of the action taken as soon as is reasonably practicable, but within 14 days of the incident occurring. Local child protection agencies must be notified of any serious accident, illness or injury to, or death of, any child in the EYFS while in our care, and their advice must be acted upon.

OFSTED must be informed of any food poisoning affecting two or more children looked after on the premises as soon as is reasonably practicable, but within 14 days of the incident occurring.

**The School Accident Record Log** is maintained and kept by the School Health Officer

If appropriate, parents are informed, by the relevant First Aider, of any accidents or injuries sustained by a pupil whilst at school (or involved in a school activity outside of normal school hours). This will include any first aid administered and any further treatment necessary. In the EYFS staff keep a written record of accidents or injuries and first aid treatment. Parents and/or carers are informed of any accident or injury sustained by the child on the same day or as soon as is reasonably practicable, of any first aid treatment given.

#### Monitoring

- The Health and Safety Committee monitors health-care and first aid provision in the School and the Health and Safety Governor reports to the Governing Body after each meeting.
- The Deputy Head co-ordinates the work of the School Health Officer and the Health and Safety Officer receives all accident records.

#### Related Policies and Documents

- St Augustine's Health and Safety Policy;
- St Augustine's EYFS Administration of Medicines Policy
- St Augustine's Priory: Health Care Plan for a Pupil at risk from Anaphylactic
- Shock;
- St Augustine's Priory: Parental Consent for, and Record of, the Administration of Prescription and Over-the-Counter Medicines.

## Appendix 1 – as of 09.01.2017

Name of staff	First Aid Trained	Training	Name of staff	First Aid Trained	Training
MR A ALEJANDRO	Emergency 1st Aid 04.04.17 FAW Exp. 03.04.17	03.04.14	MISS E KEANE	<b>1<sup>st</sup> AIDERS PAEDIATRIC</b> <b>Exp. 23.09.19</b>	<b>24.03.16</b>
MS F ASSEMAT	Emergency 1st Aid /Defibrillator	02.09.15	MISS M KEEP	Emergency 1st Aid /Defibrillator	02.09.15
MS C BROWN	Emergency 1st Aid /Defibrillator	02.09.15	MRS C MACALLISTER	Emergency 1st Aid /Defibrillator	02.09.15
MR I CHAPPORY	Emergency 1st Aid /Defibrillator	02.09.15	MRS L McDERMOTT	FAW Exp. 03.04.17	<b>04.04.14</b>
MS L CVETKOVA	<b>1<sup>st</sup> AIDER PAEDIATRIC Exp</b> <b>23.03.19</b>	<b>24.03.16</b>	MS K MACKAY	Emergency 1st Aid /Defibrillator	02.09.15
MRS M H COLLINS	Emergency 1st Aid /Defibrillator	02.09.15	MR P MARTIN	Emergency 1st Aid /Defibrillator	02.09.15
MS C BROWN	Emergency 1st Aid /Defibrillator	02.09.15	MRS N MORRIS	<b>1<sup>st</sup> AIDER PAEDIATRIC Exp</b> <b>23.03.19</b>	<b>24.03.16</b>
MRS C COSTELLO	Emergency 1st Aid /Defibrillator	02.09.15	MISS H LYMBURN	<b>SPORTS FIRST AID</b> <b>Exp 06.10.17</b>	<b>07.10.14</b>
MRS C COX	Emergency 1st Aid /Defibrillator	02.09.15	MISS L NAYLOR	Emergency 1st Aid /Defibrillator	02.09.15
MS M De LAHITTE	Emergency 1st Aid /Defibrillator	02.09.15	MISS C O'BRIEN	Emergency 1st Aid /Defibrillator	02.09.15
MRS M EATON	<b>1<sup>st</sup> AIDER PAEDIATRIC Exp</b> <b>23.03.19</b>	<b>24.03.16</b>	MISS L O'CONNELL	Emergency 1st Aid /Defibrillator	02.09.15
MR N ELDER	Emergency 1st Aid /Defibrillator	02.09.15	MRS P O'CONNELL	<b>1<sup>st</sup> AIDER PAEDIATRIC Exp</b> <b>23.03.19</b>	<b>24.03.16</b>
MISS C ENG	Emergency 1st Aid /Defibrillator	02.09.15	MR M PEREIRA	Emergency 1st Aid /Defibrillator	02.09.15
MRS D FARMER	Emergency 1st Aid /Defibrillator	02.09.15	MRS H RAI	Emergency 1st Aid /Defibrillator	02.09.15

MISS A GAMBRILL	Emergency 1st Aid /Defibrillator	02.09.15	MS J ROBERTS	<b>1<sup>st</sup> AIDER PAEDIATRIC</b> <b>Exp. 23.03.19 FAW</b> <b>04.04.17</b>	<b>24.03.16</b>
MISS A GANDI	<b>FAW exp 03.04.17</b>	04.04.14	MRS H ROUND	Emergency 1st Aid /Defibrillator	02.09.15
MRS L GRIFFITHS	Emergency 1st Aid /Defibrillator	02.09.15	MRS H SANDHU	Emergency 1st Aid / Defibrillator	02.09.15
MISS L HALES	<b>FAW EXP 26.10.18</b>	<b>27.10.15</b>	MRS G SAVIC	Emergency 1st Aid / Defibrillator	02.09.15
MISS L HALTON	<b>1<sup>st</sup> AIDER PAEDIATRIC</b> <b>Exp. 23.03.19</b>	<b>24.03.16</b>	MRS Z THACKRAY	Emergency 1st Aid / Defibrillator	02.09.15
			MR P THOMAS	Emergency 1st Aid / Defibrillator	02.09.15
DR G HIGGINS	Emergency 1st Aid /Defibrillator	02.09.15	MRS N TIPPEN	Emergency 1st Aid / Defibrillator	02.09.15
MRS A ISLAM	<b>1<sup>st</sup> AIDER PAEDIATRIC</b> <b>Exp. 23.03.19</b>	<b>24.03.16</b>	MRS K TOYNTON	Emergency 1st Aid / Defibrillator	02.09.15
MISS F JOHNSON	Emergency 1st Aid /Defibrillator	02.09.15	MRS R VAN DER MERWE	Emergency 1st Aid / Defibrillator	02.09.15
			MRS C YOUNG	<b>1<sup>st</sup> AIDER PAEDIATRIC</b> <b>Exp. 23.09.19</b>	<b>24.03.16</b>

## Appendix B

Arrangements made for students with particular medical conditions:

- Asthma
- Diabetes
- Epilepsy

EYFS Health medicines for Schools procedure is followed for responding to children who are ill or infectious.