

## First Aid Policy

This policy is for all pupils at Hampton Pre-Prep and Prep School, therefore includes the Early Years Foundation Stage (EYFS) (Kindergarten and Reception), Pre-Prep and Prep Departments.

### General Statement

In accordance with Health and Safety legislation (Health and Safety (First Aid) Regulations 1981), it is the responsibility of the Governing Body to ensure adequate and appropriate First Aid provision at all times when there are people on the School premises and for staff and pupils during off-site visits and activities.

In order to ensure adequate First Aid provision, it is the School's policy that:

- there will be sufficient numbers of trained personnel together with appropriate equipment available to ensure someone competent in basic First Aid techniques can rapidly attend an incident at all times when the School is occupied;
- a qualified First Aider is always available during normal school hours;
- appropriate First Aid arrangements are made whenever staff and pupils are engaged in offsite activities and visits;
- the number of staff holding a Paediatric First Aid qualification exceeds the EYFS statutory guidance.

This policy is based upon the Health and Safety at Work Act 1974 and First Aid Provisions Regulations 2001 that require building owners to complete and agree:

- Risk Assessments of events and current systems/procedures
- Schedule of trained staff
- Training Programme
- A First Aid Register.

### Responsible Staff

The School staff who have responsibilities for the provision of First Aid are:

Headmaster	Mr T Smith
Bursar	Mr M King
Hampton School Nurses	Mrs E Searle and Mrs S Webster

### Responsibilities

The Headmaster is responsible for:

- Ensuring First Aid needs are assessed and addressed;
- Ensuring sufficient numbers of suitably qualified First Aiders are available at School during school hours;
- Identifying First Aid training needs and arranging attendance on external courses;
- Liaising with the Health and Safety Committee on First Aid issues;
- Maintaining a record of all First Aid training undertaken by School staff.

Date updated	May 2018	Date ratified by Governors	June 2018
Date of next review	May 2019	Reason for review	Annual Review

The School Office (Prep) and Administration Assistant (Pre-Prep) are responsible for:

- Providing First Aid support during school hours;
- Informing parents of any incident where significant injury or illness has occurred;
- Responding promptly to calls for assistance;
- Providing First Aid support within their level of competence;
- Summoning medical help as necessary;
- Organising provision and regular replenishment of First Aid equipment;
- Recording details of treatment given on Accident Forms (see Appendix 1 and 2).

The Head of Games is responsible for:

- Ensuring appropriate First Aid cover is available at all sporting activities;
- Ensuring First Aid kits are available for all practice sessions and matches.

All staff are responsible for:

- Acting in capacity of responsible adult in the event of an emergency;
- Accurately recording all accidents on an Accident Form;
- Carrying out risk assessments for any off-site trips, and ensuring adequate First Aid provisions are taken. First Aid kits are available from the Sick Rooms at both sites, Pre-Prep and Prep. NB: a qualified Paediatric First Aider must accompany all EYFS visits.

### **First Aid Risks**

SMT carry out a continuous assessment of First Aid needs. The assessment takes account of:

- Numbers of pupils, staff and visitors on site;
- Layout and location of buildings and grounds;
- Specific hazards;
- Special needs.

The assessment identifies:

- How many First Aiders are needed during the School day.
- Out-of-hours and off-site arrangements.
- Making arrangements to cover absence of First Aiders.
- High risk areas.
- First Aid equipment needed.
- Location of First Aid equipment.
- Necessary First Aid notices and signs.
- Good practice in record keeping.
- Numbers of pupils, staff and visitors on site.
- Layout and location of grounds.
- Specific hazards.

Accident statistics indicate the most common times, locations and activities at which accidents occur at school, highlighting areas where pupils and staff may be at greater risk of injury. Injuries and accidents are most likely to occur during games lessons and matches, during science and art lessons and at break times.

Out-of-hours and off-site activities may present particular risks depending on the location and nature of the activity and the numbers of pupils and staff involved.

- Special needs.

There are a number of pupils who have specific health needs. The Hampton School Nurses will always give advice and information to staff as appropriate.

- Out-of-hours and off-site activities.  
Many school activities take place outside of normal school hours and First Aid provision must be available at all times whether on the School premises or when on trips/visits.

### **Provision of First Aid personnel and equipment**

First Aid equipment is available at Pre-Prep and Prep. There is a well-stocked First Aid cupboard in the Sick Rooms at both sites.

Advice can always be sought from the Hampton School Nurses; their number is 020 8783 4031.

All members of staff are trained and renew their qualification every three years, as required by their departments. Many Pre-Prep staff hold a current Paediatric First Aid qualification (see below – Training).

### **Trained Staff**

The School holds a First Aid Register of all trained personnel covering (a) First Aid at Work staff and (b) Appointed Persons.

### **Training**

An Appointed Person is someone who has attended a minimum of a 6 hour First Aid training course and is competent to give Emergency Aid until further help arrives.

At Hampton Pre-Prep and Prep all members of staff are trained in 'Safety and First Aid for Children' and renew their qualification every three years. New members of staff receive training as soon as possible after they have taken up their post.

It is our policy to have more staff in Pre-Prep holding a current Paediatric First Aid qualification than is specified in EYFS statutory guidance. Staff are qualified having completed a 12-hour course that meets OFSTED approval.

Currently in Pre-Prep the following staff are trained: Imogen Murphy, Chloe Horton, Suzanne Annandale-Johnston, Lisa Tidy, Meg Perkins, Lindsey Baldwin, Amanda Hand, Eve Timba, Nicola Goscomb, Kathryn Henderson, Sam Cousin, Kate Tyler, Ann Kenning, Angela Empson, Ciara Egan and Jacqueline Barun.

The Office Manager, Administration Assistant and the Prep Teaching Assistant have completed a three day 'First Aid at Work' course.

Regular staff training, delivered by the Hampton School Nurses, takes place in such aspects as the use of EpiPen and inhalers.

Unfortunately, accidents will occur wherever there are numbers of children and young people present and all staff must be able to respond quickly and appropriately in the event of an accident or injury.

### **Appointed Trainers**

At Hampton Pre-Prep and Prep, Safety First Aid Training ([www.safetyfirstaid.co.uk](http://www.safetyfirstaid.co.uk)) provides our in-house training.

### **First Aid Kits / Boxes**

First Aid boxes are located in many areas of the School; they are clearly labelled with a white

cross on a green background in accordance with Health and Safety regulations.

The contents of First Aid boxes may vary depending on particular needs in location (for example, blue detectable plasters in food areas, hand cleansing gel where there is no easy access to handwashing). All kits are checked and replenished regularly.

A First Aid kit must be taken to all off-site activities and visits. It is the responsibility of the teacher in charge to ensure that they have checked the First Aid kit prior to the visit. Also, they are responsible for ensuring that the parental consent form is signed and completed with any relevant medical information. Any additional information or advice can be sought from the Hampton School Nurses.

The School Office is responsible for the checking and restocking of First Aid kits/boxes at Prep and the Administration Assistant at Pre-Prep. They must be notified when items have been used so they can be replaced without delay.

### **Information**

It is essential that there is accurate, accessible information about how to obtain Emergency Aid.

All new staff should be provided with information about how to obtain First Aid assistance. This should include:

- Location of the Sick Rooms;
- Names of qualified First Aiders and Appointed Persons;
- Location of First Aid kits;
- How to call an ambulance in an emergency.

New staff will be informed of First Aid procedures in their induction.

### **Allergies and Medical Conditions**

Pupils: The School Office and the Administration Assistant hold details of pupils who have allergies or medical conditions which may require local immediate treatment, e.g. asthma, epilepsy food allergies or diabetes. This information will be treated as confidential; however, where applicable it is shared across both sites. Allergy Management Plans for individual pupils must be read and followed by all members of staff. Parents are asked to supply two Epipens. Pupils (Years 3 to 6) travelling on the Hampton School coach service should have these with them at all times whilst travelling on the coaches.

Staff: Subject to staff making their own medical condition known to the School, this information is also retained and treated as confidential.

### **Storage of Medication for Individual Pupils**

Medication for individual pupils with certain allergies or medical conditions e.g. inhalers and Epipens can be found in the following locations at the School:

Pre-Prep: The First Aid Cabinet in the Sick Room in individual bags labelled clearly.

Prep: The First Aid Cabinet in the Sick Room in individual bags labelled clearly.

NB All medication must be labelled with the child's name; this should be checked carefully before it is administered.

The School's procedure for administering medicines is set out in the Administration of Medicines Policy.

At Pre-Prep, any medicines that need to be kept cool will be located in the box marked (Medicines) on the top shelf of the fridge in the School Kitchen.

### **Staff taking medicines**

If members of staff are taking medication, which may affect their ability to care for children, then they should seek medical advice immediately. At supervision meetings for EYFS staff, the Head of Pre-Prep asks staff to confirm that any medication taken does not impair their ability to look after children properly.

Staff medication on the premises (prescribed or over the counter medicines) must be securely stored on the School premises and must be out of the reach of children at all times.

### **Emergency Procedures**

Depending on the severity of the injury or illness, a casualty should see either Kathryn Henderson or Tina Zander (the School Office – Prep) or Jan Parkinson (the Administration Assistant – Pre-Prep). The pupil may be accompanied by a responsible friend.

**In the event of a severe illness or injury an ambulance should be called to attend without delay.**

All members of staff are trained in First Aid so therefore can assist.

Whenever possible someone should remain with the casualty until help arrives.

If an ambulance is called, a responsible adult should go to the front of School (depending on whether at Prep or Pre-Prep) to give directions to the ambulance crew.

Parents/next of kin of the casualty must be notified and a responsible adult should accompany the casualty to hospital with written details of the incident and any treatment/drugs given.

### **Emergency Medical Parental Consent**

The current Terms and Conditions for Parents allows the Headmaster, or his appointed staff, to take any necessary action or provide any necessary medical permission to a hospital if the parents/guardians cannot be contacted. In this event, due consideration would be given to the pupil's recorded ethical or religious background.

### **Minor Accident Management**

Pupils will be cared for in a Sick Room by a member of staff (either at Prep or Pre-Prep), until they are collected by parents/guardians.

### **Spillage of Body Fluids**

In the event of any spillage of body fluids a member of staff will clean up and make the area safe. Protective gloves and aprons must be worn.

### **Medical Waste Procedure**

Outlined below is our current procedure for the disposal of clinical waste:

**Note:** Latex free gloves **must** be worn at all times when dealing with any medical waste.

### **Blood**

All tissues, used plasters and any medical supplies that have been contaminated must be disposed of by placing in the yellow bin for contaminated waste in the medical room along with the gloves used. This bin will be emptied every Tuesday (Pre-Prep) and Thursday (Prep) and transported to Hampton to be placed in a locked skip, which is removed by a contracted waste disposal company.

### **Vomit**

Please refer to the Biohazard disposal kit. This kit includes: gloves, disposable apron, disinfectant wipes, absorbent powder and biohazard bag. Follow the instructions inside the kit, then once bagged up and sealed, dispose of waste in the yellow bin for contaminated waste in the medical room. Please inform the School Office, who will arrange for Hampton to collect and dispose of the waste in the locked skip, which is then removed by a contracted waste disposal company.

### **Expired Medicines**

Any prescribed medicines stored in school, which have passed their expiry date, must be returned to parents for correct disposal. If it is medicine belonging to a pupil who has left the School, these can be returned to the nearest pharmacy for correct safe disposal.

### **Used Epipen**

Any empty or expired Epipen/auto-injectors must be returned to parents for safe disposal. Disposal of medicines belonging to past pupils will be as follows: Hampton will be informed, so that the Epipen can be disposed of in a large sharp's bin, which will then be placed in the locked skip to be removed safely by a contracted waste disposal company.

### **Reporting Accidents**

Accidents and major incidents are recorded on School Accident Report by the member of staff who witnessed the accident first or who first responds to the incident; it should be submitted to the School Office ideally within 24 hours. The completed form is passed to the Headmaster, for information and comment. Hampton Pre-Prep and Prep's Accident Reports are audited by the Health and Safety Committee. These reporting arrangements are to ensure compliance with the *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 19956 (RIDDOR)* and are covered in the School's Health and Safety Policy.

### **Review Process**

This Policy and the associated First Aid Register will be reviewed annually, taking into account any changes in legislation or School procedures.

### **Records**

The records required to be retained will be incorporated into the First Aid Register.

### **Audits**

The Hampton Pre-Prep and Prep Health and Safety Committee scrutinises all records kept, and furthermore the Hampton Health and Safety Committee will arrange random audits on the various aspects of this Policy to ensure it is being implemented across the School by those with First Aid responsibilities. Any breaches in Policy implementation will be addressed immediately.

**Distribution**

This Policy must be published on the School's website.

**Public Medical Outbreaks**

In the event of a public medical outbreak (e.g. SARS early 2003, Swine Flu 2009) the School will adopt the advice at the time from (1) South West London Health Protection Unit, (2) Public Health Laboratory Service, (3) Department of Health and (4) Department of Children, Families and School. Using this advice, the available members of the Hampton School Health and Safety Committee will discuss, agree and publish a relevant policy statement for staff and pupils. Any such policy statements will be revised as necessary.

**Register of First Aid Boxes**

The locations of all First Aid boxes are listed below. Appointed staff undertake regular checks on these boxes with fresh medical supplies provided by the School Nurse.

<b>Pre-Prep</b>	
	Travel First Aid Bags (to be taken on visits off site)
	Kindergarten
	Art Room
	Sick Room
<b>Prep</b>	
	Kitchen
	Art Room
	Science Room
	Staff Room
	Sick Room
<b>Mini Buses</b>	
	Mini Bus No 5
	Mini Bus No 6
	9-Seater Vehicle



Appendix 1  
Accident Report

**Section A: To Be Completed by School**

NAME OF CHILD INJURED: ..... DATE: .....

FORM: .....

ACCIDENT DETAILS:

LOCATION: ..... TIME: .....

INJURY SUSTAINED AND CIRCUMSTANCES OF ACCIDENT:

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TREATMENT:

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.....  
.....

ADMINISTERED BY: .....

FURTHER ACTION: .....

NAME OF PERSON REPORTING ACCIDENT: .....

SIGNATURE: ..... DATE: .....

**\*\*If this report includes any reference to a head injury, please see advice given overleaf.\*\***

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**Section B: To be Completed by Parent/Guardian**

I acknowledge receipt of the above accident report.

NAME: .....

SIGNATURE ..... DATE: .....

One copy to be signed and returned to child's Form Teacher  
One copy to be kept for parents' record



**If your child has had a Head Injury.**

Please follow this advice:

- **Rest** as much as possible for 24 hours, mentally and physically;
- Take **No Physical Exercise** for at least 24 hours;
- **Avoid** stressful situations;
- Seek **help** if your child feels unwell.

**Be alert to the following, and seek medical advice promptly:**

- Increasing drowsiness;
- Worsening headache;
- Confusion or strange behaviour;
- Two or more bouts of vomiting;
- Loss of use of part of the body, e.g. weakness in an arm or leg;
- Dizziness, loss of balance or convulsions;
- Any visual problems such as blurring of vision or double vision, or hearing problems;
- Blood, or clear fluid, leaking from the nose or ear;
- Unusual breathing patterns.



Appendix 2

**Information to Parents**

NAME OF CHILD : .....

DATE: .....

FORM: .....

INCIDENT DETAILS:

LOCATION: .....

TIME: .....

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ACTION: .....

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SIGNATURE: .....

DATE: .....