

First Aid Policy

Last reviewed: July 2021
Review next: July 2022
Reviewed by: D.Speakman



The London Acorn School is committed to providing a safe environment for all pupils, visitors and staff, including the provision of effective first aid in the event of an accident, illness or injury at school.

This policy should be read in conjunction with the London Acorn School COVID19 Reopening Risk Assessment 2021.

Aims

The aim of first aid is the initial help or treatment of a sick or injured person, including summoning help from qualified medical staff if needed.

This policy aims to comply with the regulations for independent schools, the welfare requirements of the Early Years Foundation Stage and DfE guidance on first aid in schools and dispensing medication.

We will ensure the safe and effective delivery of first aid at our school by:

- administering appropriate first aid treatment as required;
- arranging mandatory training and 3 yearly first aid updates for first aiders;
- ensuring all staff are aware of first aid procedures;
- keeping copies of first aid certificates;
- displaying lists of qualified first aiders and appointed persons, including their locations, around the school;
- providing facilities for the provision of first aid at school, including providing and maintaining first aid equipment and clearly displaying locations of first aid boxes;
- keeping parents informed of accident, injury or illness of their child as promptly as possible;
- ensuring the confidential recording of action taken;
- ensuring the safe administration and storage of medication, when express parental permission has been granted for this;
- Promoting effective infection control.

Procedure in event of accident or injury

If you witness an accident, promptly contact a first aider directly, or ask reception to send for the first aider.

Whilst awaiting the trained first aider, all staff should be prepared to help within the limits of their skills and knowledge and should not delay summoning an ambulance if they deem it appropriate.

Any injured or unwell child should be assessed by two staff, including a trained first aider.

Contacting the emergency services

- Any person witnessing an injury or illness deemed to require emergency treatment should call an ambulance. If there is doubt as to the seriousness of the illness, the ambulance should be called.
- Dial 999 and ask for an ambulance. State the child's name, age and whether they are breathing or unconscious. Give clear instructions on accessing our site. Our postcode is SM4 5JD
- Any pupils taken to hospital by ambulance must be accompanied by a member of staff until a parent arrives

Contacting parents

- If a child sustains any injury or illness apart from the most minor, is unfit to remain in school or if an ambulance is called, parents/guardians should be informed immediately by telephone. For an adult casualty, next of kin should be informed immediately if an ambulance is called.
- In the event of being unable to contact the parent on the usual number, all available contact telephone numbers should be rung and a message left. A repeat call should be made at least every half hour until the parent responds.
- For extremely minor injuries, staff should inform parents as soon as practically possible but may use their professional judgement as to whether they may safely wait till the end of the school day to do this.
- Parents should be supplied with an accident slip for any injury (a copy is retained securely in the office)
- in the event of head injury, even minor, parents will be informed promptly by phone and provided with a "head bump" leaflet when they attend to collect their child

Accident reporting

The accident book must be completed for any accident or injury occurring at school or on a school trip. The accident book is located in the office.

Staff must record the

- Date,
- Time,
- Location of the accident,
- Name of the child involved,
- Nature of the injury and treatment given.

Accident forms are kept in the school office. Completed forms should be returned to a designated first aider, who will:

- store these confidential documents securely in the office
- arrange for these to form part of the annual review of future first aid provision
- review whether RIDDOR reporting is needed. Details of this are available on <http://www.hse.gov.uk/riddor/index.htm>.



Designated first aiders

A list of qualified first aiders and their locations in the school is available in the office. The school will ensure there is at least one first aider on site at all times when pupils are present. Qualified first aiders will receive updated training every three years.

There will be general staff training on first aid matters on a regular basis (for example annual anaphylaxis awareness training will be offered).

First aid equipment and materials:

The school provides a designated first aid station with seating area, shower, soap and first aid supplies (by the Kindergarten Bridge Door). The study also provides first aid supplies and a space to lie down.

The school will supply and maintain suitable first aid equipment. There are first aid boxes in the entrance hall, the office, the woodwork room, two in the kindergarten, the upstairs staff kitchen. There are three mobile first aid kits.

The first aid boxes are stocked according to HSE guidance.

Additional supplies are kept in certain areas, depending on risk assessment, for example eye wash and disposable tweezers in the woodwork room kit, and disposable cold packs in the outdoors kits.

Creams and medications are not kept in first aid boxes.

The School Business Manager is responsible for the provision of first aid equipment. Supplies include disposable protective equipment, first aid kits according to HSE recommendations and supplies to deal with the spillage of body fluids.

If first aid supplies are used, please notify the School Business Manager immediately, so they may be restocked.

The Office Admin Assistant will also first aid boxes every month and replenish and provide additional supplies if required.

Pupils with medical conditions and dietary requirements

The school is keen to support students with medical conditions.

A central list of all pupils (and staff) with serious medical conditions and allergies (including anaphylaxis, asthma, epilepsy and diabetes) will be kept securely in the school office. In the event of the admission of a pupil with serious medical condition, all school staff will be informed in person and by email.

Medication

- Medicines will only be administered at school when it would be detrimental to a child's health or school attendance not to do so.
- Where possible, medicines should be prescribed at frequencies which enable them to be taken outside school hours



- Prescription medicines may be given with parental written consent (form available in the school office, including name, dose and frequency of medication), if discussed with the school in advance and a suitably trained member of staff is available to administer the medication.
- Non-prescription medicines may not normally be administered at school.
- The school will only accept prescribed medicines if these are in-date, labelled, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage. It is the parent's responsibility to ensure medication, including inhalers, kept at school are in-date.
- Medications will be stored in the locked medisafe box in the school office and returned to the parent for disposal when no longer required.
- Parents of pupils required to carry or use an inhaler or EpiPen are required to notify the school of this.
- After discussion with parents and the class teacher/ first aider, a pupil deemed sufficiently competent may carry medication themselves, if this may be needed acutely when the pupil is at a distance from the school office. An example is a pupil carrying an EpiPen or inhaler during a school trip or sports session. If the pupil is not competent to carry and administer the medication safely, a suitably trained member of staff will be identified to do this. This may involve drawing up an emergency care plan (see below)

Pupils with a serious medical condition will have an individualised emergency care plan drawn up and agreed between the school, the parents and the child's health professionals. This plan will be circulated to all staff by email and reviewed at a frequency recommended by the health professional.

Procedures for infection control

First Aiders should take the following precautions to avoid risk of infection:

- wear disposable gloves for all procedures and use additional protection as necessary (ie disposable apron or eye protection);
- wash hands after every procedure and before the administration of medication.

If a First Aider suspects a person may have been contaminated with body fluids which are not their own, they must promptly

- wash splashes off skin with soap and copious running water;
- wash splashes out of eyes with copious tap water and/or an eye wash bottle;
- wash splashes out of nose or mouth with copious tap water taking care not to swallow the water;
- record details of the contamination;
- take medical advice.

Cleaning up blood or body fluids

- There is a bio-spill kit stored securely with the cleaning products, which includes instructions for use by non-professionals. Professional cleaners should be called for more serious spills.



- The person cleaning up must take regard to their own safety. Gloves and protective clothing should be worn and hand washing afterwards must be very effective.
- Disposable paper towels should be put in place to absorb the spill or biocide absorbent granules may be used according to manufacturer's instructions.
- Waste and clean-up materials should be disposed of in a "biohazard" clinical waste bag
- The area should be disinfected with appropriate products.
- Should a sharps bin be needed, a new one can be found in the upstairs store room. Contact Merton council 020 8545 3022 for further advice on dealing with clinical waste and to arrange its collection.

The implementation of this policy will be monitored as part of the termly health and safety executive committee meetings