



The  
**Ursuline**  
Preparatory School Ilford

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**FIRST AID AT WORK & ADMINISTRATION OF  
MEDICINES POLICY**  
**(Including EYFS)**

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(April 2019)

The School Mission Statement

To live and learn in harmony,  
Caring for each other;  
Treating everybody as a sister and a brother;  
Reflecting Christ's actions and His message too,  
By striving for excellence in all that we do

## Policy & Procedures for the Administration of First Aid at Work/School

### Introduction:

The arrangements for First Aid at Work are covered under the Health and Safety (First Aid) Regulations 1981. This policy and procedure provide guidance to all Head Teachers to ensure compliance with the regulations.

First Aid can save lives and prevents minor injuries becoming major ones. Should any person become ill or be injured at work it is important they receive immediate attention. The Health & Safety (First Aid) Regulations 1981 ensures that this happens.

In most cases those persons requiring assistance beyond that of First Aid will be transported to Hospital.

This policy will be reviewed annually.

### Procedure:

The Health & Safety Coordinator will implement the following procedures to ensure that staff are available within the school to provide First Aid should the need arise.

### Training:

- a. An appropriate number of staff as previously agreed with the Head Teacher will receive training in First Aid and are in receipt of a valid certificate, a copy of which should be kept in their personnel file and the main training records file.
- b. All First Aid training is undertaken by a provider approved by the Health and Safety Executive. Validity is assured by contacting the HSE (First Aid Approvals information line).
- c. Staff identified as First Aiders receive refresher training every three years, before the date of expiry of their existing certificate.
- d. At least one trained First Aider will always be on site and also one paediatric trained first aider for EYFS children will always be on site.

### **First Aid Information:**

1. The location of First Aid boxes is made known to all staff by way of a safety notice. The safety notice includes the names of staff able to provide First Aid at Work.
2. An AED (Automated External Defibrillator) is located in the main school office with a list of all staff trained to use it.
3. Pupils with particular medical conditions e.g. asthma, diabetes, epilepsy and those who have epi pens are identified to staff. Their details are to be displayed for all staff. The Head teacher will meet with parents to discuss the child's condition and a Home/School protocol is to be completed by parents and school to agree to the character of provision and support that the school will provide.
4. Asthma pump and epi pen training will be updated where necessary.
5. All staff receive information regarding First Aid arrangements/procedures at induction and as part of the health and safety update at the start of each academic year.
6. First Aid arrangements are reviewed regularly, in SLT meetings, in the light of changes to working practices and staff movement.
7. Risk assessments are to be carried out when teachers plan their lessons and an awareness shown of hazards that may occur or hazardous equipment e.g. goggles to be worn, safe use of scissors etc.

### **Blood and other body fluids:**

The following routine precautions should be observed when assisting any student or staff member who has sustained a cut or similar injury involving a blood spill or when dealing with any other body fluid/substance such as vomit, saliva, urine and faeces:

- Use disposable gloves when handling blood or other body fluids. Thoroughly wash lower arms and any other parts of the body in contact with or splashed by blood or fluids. After removing gloves, thoroughly wash hands. Use soap and running water when washing
- Remove the bulk of the material from benches or other blood or body fluid-soiled areas with paper towels. Wipe down with warm, not hot, water and detergent. This is appropriate for surfaces such as tables and desks where students' skin comes into direct contact with the surface, and for porous items e.g. wood
- Use paper towels to remove blood from carpets. Wash carpeted areas with detergent and water, and alert the Premises Manager to inform the cleaning staff.
- Place wastes (including gloves) after contact with blood or body fluids in a plastic bag and seal for disposal, place in labelled waste disposal bin in the First Aid Room
- Thoroughly wash scissors or other instruments (Stanley knives, chisels etc) in warm water and detergent to remove any blood. Wear heavy-duty rubber gloves to ensure no further injury is sustained.
- Students who have a nosebleed should be encouraged to treat themselves. For example be given instructions to sit still and pinch the bridge of their nose
- Do not send students who are bleeding to the toilets to clean themselves up or send them to the first aid area alone. They must not be allowed to touch door handles or any equipment etc while they have blood on their hands.

- Have a back tracking system for nosebleeds or any other blood spill situation to ensure no blood is left on the ground. Blood spills in sandpits, on concrete or asphalt, ought to be well hosed down
- Encourage students to wash hands after treatment has been completed

**First Aid Equipment:**

- Properly stocked First Aid boxes are kept in prominent locations throughout the school and include
  - The medical room
  - The admin office
  - Prep hall
  - Dining hall
  - Each classroom
- The size and contents of each of the boxes meets the HSE guidelines and are properly identifiable in a green box with a white cross. They contain:-

The following supplies are held in the Medical Room (basic supplies are also kept in the main Office, Staff Room, Nursery, and Reception).

Assorted Plasters	Triangular bandage	Eye pads	Burn bandage
Extra-large sterile dressing	Finger bandage	Vomit bags	Baby wipes
Large sterile dressing	Finger stall	Safety pins	First aid box
Medium sterile dressing	Steri-strip	Thermometer	Resuscitation mask
Microporous tape	Ice Packs	Plastic cups	Tissues
Menolin dressing	Antiseptic wipes	Paper towels	Soap
	Scissors	Disposable aprons	Disposable bags
	Disposable gloves	Sanitary towels	Blue plasters

- Each class has a green first aid bag which accompanies the children at all times. this includes, PE lessons, playtime, Breakfast and After school club, holiday cub and on school trips. All medication (for example epi-pens and asthma inhalers) are also kept in the bag.

The bags also include:

Tissues	Baby wipes
Assorted plasters	Vomit bags
Disposable gloves	Disposable bags
	Micropore tape

## First Aid Inventory Check Sheet

The first aid box should be checked on a fortnightly basis making sure the contents are replaced and are in date.

Stock Item	Quantity	Date checked	Signature of checker
Leaflet giving general guidance on first aid			
Individually wrapped sterile bandages (assorted sizes)			
Sterile eye pads			
Individually wrapped sterile triangle bandages			
Individually wrapped sterile un-medicated wound dressings			
Disposable gloves (late or Vinyl)			
Eye irrigation – sterile water in sealed container			

### Incidents:

If an ambulance is required the emergency 999 services should be used. A message should be sent to the First Aider who will assess the situation and if necessary alert the school secretary to call the ambulance. The school secretary also alerts the premises manager to wait outside the building to flag the ambulance down and to direct the ambulance staff to the specific position of the patient. The Headteacher/Deputy Headteacher is always kept informed of the incident. It may be appropriate on some occasions to transport a member of staff or pupil to a casualty department without the ambulance service but it should be noted that this should always be on a voluntary basis.

Injuries to students are recorded in the Accident Book and a “Bumps & Bruises” letter is sent home to parents if the child has bumped their head or bruised themselves badly during the school day. Serious accidents are recorded in the First Aid for Schools Pupil Accident Book. Information noted is: The pupil’s name, year group, person’s name and details reporting the incident, the incident details; date, time, place and description of incident; the name of the person treating the pupil, their position in the school and action taken and whether the parents have been informed. The record sheet is then signed, and dated. A note should be made if the incident is reportable to RIDDOR or if a risk assessment is required.

Minor accidents are recorded in the general accident book.

All other injuries and all dangerous occurrences occurring to students and staff must fully and accurately be reported and recorded to the HSE “Reporting of Injuries and Dangerous Occurrences” Hard copy held in the reception or reported on line by a nominated person.

Parents are always informed of accidents and bruising by a member of staff either personally, by telephone or by letter.

All injuries, however minor and dangerous occurrences must be reported, with copies retained for at least three years. Where reports relate to injuries or dangerous occurrences to students, copies must be retained for three years **after the student reaches the age of 18**. For insurance purposes, all accidents which result in treatment off-site or by medical practitioners in attendance must be reported by the Bursar to the school’s insurers.

The designated persons responsible for checking and maintaining the contents of the first aid boxes are Mrs. Patsy McLaren.

The First Aider on duty has the responsibility for contacting parents of the sick child. The child will either wait in their class for their parents to come or be sent to the School Office where a member of staff will keep a watchful eye on their progress. Discussions as to the most efficient method of dealing with the child will have taken place with the First Aider, Form teacher and member of the Office Staff. All involved adults are to be made aware of pupil’s medical condition.

The early departure book is signed when the child is sent home before 3.20 p.m.

The First Aider is to decide whether to alert the headmistress as to the nature of pupil’s condition.

Anyone being hospitalized or dies resulting from an accident, incident or dangerous occurrence at work form up to a year are required to report to the HSE.

**The Designated First Aiders is:**

Name	Location	Tel no
Mrs Jane Johnson	School Office	02085184050

**Current staff with paediatric first aid training are:** Jane Johnson, Fionnuala Crowe, Chris Draper, Neves Fernandez, Mary Sales, Marcia Thomas, Jade Seear, Sam Smith, Patsy McLaren, Geeta Pandiya, Judith Wilkinson, Maggie Quinlan, Tara O’Sullivan

**Defibrillator Trained Staff:** Jane Johnson, Fionnuala Crowe, Chris Draper, Neves Fernandez, Mary Sales, Marcia Thomas, Jade Seear, Sam Smith, Patsy McLaren, Geeta Pandiya, Judith Wilkinson, Maggie Quinlan, Tara O’Sullivan

All school staff are expected to attend a one day emergency First Aid Training course.

### **Procedure for dealing with children (including Early Years) who are ill**

On arrival at school at the start of each day, a member of staff will have a conversation with a parent/carer of any pupil who appears unwell. If the child is identified as being unwell and is not receiving treatment then parents will be asked to take their child to a G.P.

If a child displays symptoms of being unwell during the school day then symptoms will be identified, with the temperature being taken if appropriate, and the parents will be contacted and informed of their child's wellbeing. Staff will ask the parent to collect their child and take to a G.P. when appropriate.

### **Procedure for dealing with children (including Early Years) who are infectious**

In order to prevent the spread of any infectious disease the school will refer to and follow the protocols set out in: Health Protection Agency (Guidelines for the control of infection and communicable disease in school and early year settings).

A copy of the latest edition of this book is kept in the main school office.

*The above procedures will be discussed with parents at Early Years new parents' meetings.*

### **Administering Medicines**

The school does not allow any member of staff to administer medicines except in cases of chronic illness. All medication including inhalers and epi-pens are held in the class green bags. Class teachers must ensure that pupils take them with them on school trips.

A spare inhaler/ epi-pen is kept in the school office where possible.

### **Administration of medicines in EYFS:**

Staff will not administer medicine to children. If a child needs to have medicine during the time they are at school parents will need to come into the school and give it to their child. For children with asthma, whilst the child needs to be able to use their pump by themselves, staff will aid a child to put their asthma pump/nebuliser together, where applicable. A staff member will be present when the child is self-medicating only to guide the child. The child's pump will be kept in a named zip locked bag in the class green bag. This will be kept out of children's reach.

### **Staff taking medication/other substances**

Teaching staff must not be under the influence of alcohol or any other substance which may affect their ability to care for children.

If teaching staff in EYFS are taking medication which may affect their ability to care for children, they should seek medical advice. The school must ensure that those practitioners only work directly with children if medical advice confirms that the medication is unlikely to impair that staff member's ability to look after children properly.

Staff medication on the premises must be securely stored, and out of reach of children, at all times.

## Reporting Arrangements

- a. All Accidents and Incidents are reported as per the school Policy on Accident and Incident Reporting.
- b. In the event of the accident involving: serious injury; death; over-three-day injuries; an accident causing injury to pupils, members of the public or other people not at work; or a specified dangerous occurrence, where something happened which did not result in an injury, but could have done, this must be reported to the Health & Safety Executive under RIDDOR, The School Governing Body, and to the Health & Safety Coordinator.
- c. The Bursar is responsible for informing the relevant insurance company.