



Keble Prep First Aid Policy

Aims

It is one of the aims of the school to provide a happy, safe and caring environment. The timely and competent implementation of First Aid procedures is clearly an important component in meeting that target.

ISSR PART 3, Para (13)

Objectives

The main objective of this policy is to outline the procedures that need to be followed when First Aid is required both on and off site. In addition the policy also seeks to identify training needs for named first-aiders and for the staff as a whole. The policy will also outline the necessary records that need to be kept.

Named First Aiders

The following individuals have gained a recognised First Aid certificate and are called upon when anything other than basic First Aid needs to be administered. If a boy has received a head injury of any kind a named first aider should be called.

Name	Role	Course title	Certificate expiry date
Maxine Halley	First Aid Co-ordinator	Paediatric FA	Jan 2021
Louisa Miltiadous	Reception teaching assistant	Paediatric FA	Mar 2022
Peter Coles	Teacher in the senior school	Paediatric FA	Nov 2019
Scott Turner	Head of Games/Pastoral Care	Paediatric FA	Nov 2019
Jenny Paoli	Reception teaching assistant	Paediatric FA	May 2020
Helen Howe	Teacher in the junior school	Paediatric FA	Feb 2021
Perran Gill	Deputy Head	Paediatric FA	Mar 2022

Alison Seldon	Teaching Assistant Y4	Paediatric FA	Nov 2020
Aline Nzumba	Playground Assistant	Paediatric FA	Mar 2022
Lewis Jordan	LS Teaching Assistant	Paediatric FA	Mar 2022
Andie Constantine	Teacher in the junior school	Paediatric FA	June 2020
Name	Role	Course title	Certificate expiry date
Sally Abson	Teacher in the Junior School	Paediatric FA	June 2020

The First Aid Officer is responsible for ensuring the First Aid boxes around the school and in the minibuses meet statutory standards.

After 3.55pm Scott Turner will be the First Aider on site. If Scott is away from school at that time (e.g. on a fixture) then he will nominate another person, through a rota, for that duty and inform the school office, which is manned until 5.00pm when all pupils will be off site or passed into the care of the After-School Club, who make their own arrangements.

It is the Head's responsibility to ensure there are enough trained First Aiders on the school staff.

Every member of staff is expected to do all they can to safeguard the health and welfare of all pupils and adults on the school site.

Procedures

- First Aid rotas are posted by all the First Aid boxes and in the staff room as well as on the Google Drive
- The "ought to be known" list dealing with allergies is on the Google Drive. The First Aid Officer is responsible for ensuring this is kept up to date.
- If a First Aider is required during lesson time the First Aid Officer will normally be called upon unless any of the other named First Aiders are free and can attend more quickly.
- When First Aid is required during morning break and lunchtime the First Aid rota should be followed
- A boy who is sick or injured should be taken to the medical room in the senior school and a First Aider summoned through the office or staff room

- A record should be made in the Medical Book in the medical room of all injuries and the treatment administered. The boy's class teacher should be informed. Each term the accident records are archived by the Bursar who keeps them for 7 years.
- The School Office keeps a record of all boys who report there feeling unwell or are notified by form teachers in the junior school that a member of their class is unwell.
- All head injuries or injuries to the face must be recorded as above and parents informed by phone and followed up with the standard letter. If a phone call is made a note should be made to this effect in the Medical Book.
- Severe head injuries (judged likely to cause concussion or involving serious cuts or abrasions) or other injuries must be recorded (as above) and parents contacted straight away by phone. Parents will be advised to have the injury checked by a medical practitioner. The incident should be reported to the First Aid Officer and the Bursar.
- Boys in Reception are looked after by Reception staff. If an injury is sustained by a boy on the Reception playground a separate EYFS accident book is used which is signed by staff and parents for head injuries. All head injuries should be reported to the First Aid Officer and the Bursar.
- Asthma inhalers are kept in the medical room for boys of all year groups.
- Epi-pens are stored in the medical room in a designated drawer in boxes labelled with the boy's name, picture, the expiry date of the injector and instructions.
- Individual allergy medication e.g. Cetrizine and Piriton is stored in a named pack with the expiry date visible. These are supplied by parents for boys who need these medicines.
- The school also keeps its own supply of inhalers, epi-pens and allergy medication.
- A defibrillator for use in situations where a casualty's heart has stopped beating is kept in the medical room. This is a portable device which can be taken anywhere it is needed. The machine prompts users with audible instructions but training will be given annually to all staff.
- An ambulance should be called in the following circumstances:
 - where an injury renders a casualty unconscious (however briefly)
 - where the First Aider considers the injury requires a doctor immediately
 - where an epipen has been administered.

If none of the three criteria shown above are met, the casualty should be taken to the First Aid room and assessed by one of the qualified First Aiders who will decide after a suitable period of time whether hospitalisation is necessary.

- Spillages of bodily fluids should be cleaned up promptly (where possible) by the caretaker who should wear appropriate protective clothing including gloves. The area should be thoroughly disinfected and the materials used to clean up the spillage disposed of properly, preferably by incineration.
- Boys who are sent home from school after vomiting or diarrhoea should not normally return until 24 hours after their symptoms cease. If the vomiting or diarrhoea repeats after being sent home, then he should not return until 48 hours after the symptoms cease. These broad guidelines should also apply for such illness at the weekend or at the end of holidays.
- A First Aider holding the paediatric first aid qualification must be on site during the hours 8.20am to 3.15pm. This is to comply with the welfare requirements of the Early Years Foundation Stage.

School Trips

- Day trips – Trip reply forms ask for details of any essential medication. First Aid packs are carried by a staff member. Sick bags are carried. Trips in Reception must be accompanied by a paediatric first-aider.
- Residential trips – Medical forms are taken and medication is kept with the teacher responsible for First Aid. Medical boxes and sick bags are taken.

Ongoing Training

The school will ensure that those individuals identified above as named First Aiders will have their certificates renewed by receiving the appropriate training when required. The school will also endeavour to support any other member of staff who wishes to receive this training.

In addition all teaching and playground staff will attend an INSET session giving training on emergency procedures. This should be repeated at a minimum of every three years. If there are pupils with specific illnesses that require monitoring at school or more specifically whilst on residential trips e.g. diabetes, administering an epipen, the school will ensure that appropriate professional training is given beforehand.

Providing information

It is the Head's responsibility to ensure all staff are informed about the school's first aid arrangements. The section in the staff handbook dealing with First Aid should be reviewed annually.

Statutory accident reporting

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR), some accidents must be reported to the HSE. The Bursar is responsible for compliance with this law.

HSE must be notified of fatal and major injury incidents without delay.

Monitoring Evaluation and Review

The Head and Bursar are responsible for the monitoring and review of this policy and its effectiveness in meeting the stated aims.

Links to Other Policies

This Policy Is linked to the Illness & Medicine Policy, the Health & Safety Policy and the Educational Visits Policy

Review Cycle

The Bursar (with assistance from the First Aid Co-ordinator) and the SLT will review this policy annually.