

Ravenscourt Park Preparatory School First Aid Policy (including the Early Years Foundation Stage)



INTRODUCTION

Ravenscourt Park Preparatory School recognises the responsibility to provide safe and effective first aid to pupils, staff and visitors. This policy gives an overview of how first aid will be provisioned at RPPS. Additionally, parents are reminded to keep children at home if he or she is ill or infectious, and to phone the school on the first day that s/he is ill to inform them. An ill child will not be happy in school and will only infect others. The school will, therefore, telephone parents and ask you to collect your child if s/he becomes unwell during the day.

AIMS

To identify the first aid needs of the School in line with the Management of Health and Safety at Work Regulations 1992 and 1999.

To ensure that first aid provision is available at all times, while people (pupils and adults) are on school premises, and also off the premises whilst on school visits.

OBJECTIVES

At Ravenscourt Park Preparatory School all staff will provide reassurance to a child suffering a minor accident and, when necessary, administer first aid treatment. There are two trained nurses at RPPS, one of which is always on site from the hours of 10 am to 2pm, Monday to Friday. In addition to this, and outside of the nurses working hours, there are a number of trained First Aiders at Work and appointed people who have specific roles. Many of our staff have completed either basic first aid training or the 12 hour paediatric first aid training to cover the needs of our EYFS children. Training in either basic first aid or 12-hour paediatric first aid is provided annually and all qualified staff are re-qualified every 3 years.

Furthermore, RPPS will:

- provide sufficient and appropriate first aid resources and facilities
- inform staff and parents of the School's First Aid arrangements
- Keep accident records and report to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

ROLES & RESPONSIBILITIES

The Managing Director of London Preparatory Schools Limited (LPS) is ultimately responsible for the health and safety of their employees and anyone else on the premises. LPS will ensure that their insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employment. The School Head and Senior Leadership Team (SLT) will ensure that risk assessments of the school are undertaken and that the appointments, training and resources for first aid arrangements are appropriate. The School Head is responsible for ensuring this policy is put into practice. It is reviewed annually by the nurses/Domestic Bursar.

All Staff (teaching and non-teaching) are expected to do all they can to secure the welfare of the pupils. The Appointed People, the nurses, the Site Manager/Assistant Site Manager or the School Secretaries will:

- Call an ambulance if it is deemed necessary
- Carry out First Aid treatment for all injuries over and above minor incidents.

The Nurses: The Domestic Bursar will ensure that nurses employed by the schools remain fully trained in the provision of first aid. When on duty, the nurse should be the first point of contact for the provision of all



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first aid assessment and treatment. In the case of a child needing further medical assistance or treatment, the child's parents will be contacted by the nurse and, in the case of a medical emergency, the nurse will call for an ambulance. See 'Record Keeping' for the nurse's responsibilities.

In addition they will:

- Maintain and register the first aid equipment
- Restock the 7 permanent first aid boxes and ensure that all First Aid kits prepared for trips and sports activities / fixtures are suitable and sufficient for the number of participants
- Check all first aid kit boxes once a month
- Inform the Head of CPD and the Domestic Bursar of all requirements for First Aid Qualification and refresher training needed for staff
- Assist with the delivery of all first aid training for staff
- Maintain a first-aid notice board in the Staff Room
- Be an active member of the Health and Safety Committee
- Assist with risk assessments that are to be reviewed, at least annually, and when circumstances alter, by the Health and Safety Committee, department heads or any relevant teacher.

First Aiders at Work will support the nurse or staff member dealing with any first aid situation by:

- Giving immediate help to casualties with common injuries or illnesses and escort those individuals with a more serious injury or illness to the nurse or duty first aider in the first aid room.
- Responding immediately to an emergency when needed
- Assist with any subsequent risk assessments when requested

Staff are trained to summon medical help in an emergency.

The Head of Continual Professional Development (CPD) will ensure that there is an ongoing cycle of training to meet the requirements of:

- Early Years –Paediatric First Aid
- First aid at work and for schools
- Maintain a list of all qualified first aiders and paediatric first aiders' in school and arrange and record all first aid training

INDUCTION

The Head of CPD/Nurse will:

- Provide information for new staff as part of their induction programme
- Provide all staff information on the location of first aid equipment, facilities and first-aid personnel.

PROVISION

Our aim is that the School is a low risk environment, but the nurses, Site Manager and Heads of Sections will consider the needs of specific activities, places and times when deciding on their provision.

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In particular they will consider:

- School play times and the Playground
- Off-site PE
- School trips
- Science lab
- Art Room
- Adequate provision in case of absence, including trips
- Out-of-hours provision e.g. clubs and aftercare
- Arrangements to ensure that the required level of cover of both first aiders and first aider at work person is available at all times.

PROCEDURES

Minor accidents

The staff member on hand will initially assess whether the injured child requires first aid treatment. If treatment is deemed necessary then s/he should be escorted/sent to the nurse in the first aid room. In the absence of the nurse they should go to the School Office.

Serious accidents

The nurse or a qualified first aider must be called immediately and the child should not be left unattended at any time. The nurse or first aider must assess the extent of the child's injury to the best of his/her ability and act accordingly. If the nurse or first aider deems an ambulance is necessary, this should be called without hesitation. The nurse or member of staff will always stay with a child in the ambulance or in hospital until their parents have been contacted. If an ambulance is not deemed necessary, but the nurse or first aider feels that the child should be checked over at hospital or be sent home from school for the rest of the day, the child's parents or carer should be contacted and asked to come and collect the child and take them home or to hospital.

ARRANGEMENTS FOR PUPILS WITH PARTICULAR MEDICAL CONDITIONS

Please refer to separate Medical Conditions policy.

FIRST AID MATERIALS and EQUIPMENT

The nurses or Site Manager will ensure that:

- First-aid containers are marked with a white cross on a green background.
- Sports bags are marked with a white cross on a red background.
- The predominant first aid kits around the school (see Appendix 1) are stocked according the HSE recommended list (see Appendix 2)
- All the coaches used by the school must carry a first-aid container
- First aid containers (the large green/red first aid bag) must accompany PE teachers off-site
- Spare stock is kept in the first aid room, main reception and the Site Manager's store



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ACCOMMODATION

The first aid room is the main room used for medical treatment and care of children during school hours. In addition, the School Office is also accessible for emergency first aid if necessary.

HYGIENE / INFECTION CONTROL

Basic hygiene procedures must be followed by staff and they will:

- Wear single-use disposable gloves when the incident involves the discharge of blood or other body fluids and dispose of these after use.
- Arrange for any spills to be contained and cleaned correctly by the Site Manager or a member of his team.

REPORTING ACCIDENTS

All accidents in school, whether involving adults or children, must be reported to the nurse, Site Manager or to the school secretaries. The incident will be recorded in the accident book and, if necessary, further reported to the Domestic Bursar who will, if it is required according to HSE guidelines, record and report the incident according to The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) – (See Appendix 3).

At the end of each playtime a member of staff on playground duty should come and check if there are any children in the first aid room and, where appropriate, take them back to class and collect accident slips for Lower School children.

RECORD KEEPING

For all minor accidents and head injuries, the Accident Books must be filled in and an accident slip completed. The slip informs the teacher and the parent as to the nature of the injury and treatment given. If a Reception child has an accident the Early Years Accident book will also be filled in. For children in Lower School the accident slips should be given directly to the member of staff who comes to check the first aid room at the end of playtime. For Upper School children, the slips can be given directly to the child to take back to their teacher. Parents will be informed of a minor accident or injury on the same day that it occurs or as soon as possible.

Where the injury is more serious, the nurse or first aider may feel it appropriate to accompany the child back to the classroom to speak directly with the class teacher and/or parent. This should be judged on a case by case basis and, if for any reason the first aid room has to be left unattended whilst the nurse speaks to the teacher, then the school office should be informed. If a phone call to the child's parents is necessary this should be documented in the accident book. If a call is not deemed necessary, parents will still be informed on the same day or as soon as possible afterwards.

The appropriate Head of Section must also be informed of the accident. If a child is going to hospital after an accident at school, a copy of the accident report should be photocopied and sent with them either in the ambulance or given to the parents/carer for them to take to the hospital.

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AUTOMATED EXTERNAL DEFIBRILLATOR (AED) GUIDELINES

The school has an AED located on the wall in the foyer by the main entrance.

The Resuscitation Council (UK) recommends strongly a policy of attempting defibrillation with the minimum of delay in victims of cardiac arrest.

The AED is designed to help a user through the process of defibrillation.

1. The unit will switch on automatically when opened and a voice prompt will guide you through the process.
2. You need to slide the switch to set the appropriate mode between adult (over 8 years old) and paediatric (1 to 8 years old)
3. The pads are already attached to the unit and an illustration on their packaging shows where to position them on the casualty
4. The machine automatically works out whether its appropriate to apply a shock and will prompt the user if that's the correct course of action

The AED performs an automated self test once a day (a warning light will display in the event of a malfunction) its good practice for the unit to be checked weekly.

Staff should familiarise themselves further with operation of the school's AED by accessing the online training available at www.medianadefib.co.uk/e-learning. a certificate of successful completion can be downloaded.

AED awareness will be included in new staff induction, annual medical update refresher sessions and as part of all First Aid courses (HSE requirement from Jan 2017) for staff.

While it is recommended that people using an AED have basic awareness training, people with no training have used AED's safely and effectively.

AUTHOR:	The Domestic Bursar/Nurses
READ & APPROVED BY:	LPS Directors, Ravenscourt Park Preparatory School Senior Leadership Team.
READ & SHARED:	with all staff at Ravenscourt Park Preparatory School
UPDATED:	September 2016
REVIEW DATE:	September 2017

This policy is made available to parents on the school website and a paper copy is available in the school office upon request. All policies which are accessible to parents are specified in the 'Parent Handbook'. This policy is made available to all staff through the school intranet.

Appendices

1. Location of First Aid Kits.
2. Contents of First Aid Bags.
3. RIDDOR Incident Form Information.
4. First Aid Qualification – School Staff

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APPENDIX 1

Location of First Aid Boxes

All first aid boxes are marked with a white cross on a green background:

First Aid Room
School Office
Playground
Gymnasium
Outside PE Office in Parkside Building
Entrance Hall in the Vicarage
Head of Lower School Office
Dining Room
Science Room

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APPENDIX 2

Contents of First Aid Bags

All first aid bags throughout the school include the following:

- Antiseptic Wipes (alc. free)
- Baby wipes
- Gauze and Saline Pods
- Eye pad
- Disposable gloves
- Ice Pack
- Plasters: Large and Medium
- Plasters: Square
- Plasters: Sterile
- Safety Pins
- Sick Bag
- Triangular Bandage
- Un-medicated Dressing

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APPENDIX 3

RIDDOR REPORTING FORM

THE REPORTING OF INJURIES, DISEASES AND DANGEROUS OCCURRENCES REGULATIONS 2013 (RIDDOR).

The form can be down loaded from the Website:

www.riddor.gov.uk email: riddor@natbrit.com

Or, you can contact the HSE by:

Telephone: 0845 300 9923

Generally, reportable incidents will be reported to the HSE by the Domestic Bursar. in the unlikely event that he is not contactable within 6 hours then a report should be made by the member of staff who witnessed the incident, the Nurse/Site Manager or Deputy Head (Operations).

All Accidents must be recorded in the Accident Book.

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APPENDIX 4

First Aid Qualification - School Staff

BASIC LIFE SUPPORT		
Carl Howes		4/4/18
Abigail Drummond Amy Humberston Anthony glover Arabella Stewart-Liddon Charlotte Husband Christine Njihia Clare Jaques Emily Megoran Georgie Goodin Holly Johnston Ehssan Boumlaki Georgina Gillooly Sarah Dodd Sarah Chittenden Helen Smith Jarrod Agosta Judy King Chris Collett	Gemma Bennett Jennifer Kirk Justyn Waterman Kate Jason Michael Armitage Rachel Alleyne Rachel Arran Alison Hayman Anna Biddle Bridget Pearson Carl Howes Charlotte Ashworth Sarah Slee Dominique Fortesque Helen Boffey Marie Hagopian Sam Taylor Emma Berrill	24/04/20
FIRST AID AT WORK		
Abi Martineau		16/11/19
Cressida Strauss		19/08/18
Dean West		14/12/19
Tomasz Zawadka		14/12/19
EMERGENCY FIRST AID AT WORK		
Simon Gould Russell Hodges Mahro Ghobadi Bernie Rands		21/09/19
Charlie Hayden Barnaby Marmion Angela Norris		05/10/19
PAEDIATRIC FIRST AID – LEVEL 3		
Chris Bryan		09/10/18

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Ashleigh James Emily Theyer Rebecca Douglas Stephanie Bland Susan Mah Rebecca Leviston	23/11/19
Abi Martineau	18/04/20
Irene Cannon Louise Cupit Sarah O'Shea Tracey Taylor Lis Walsh	09/06/20
OTHER FIRST AID QUALIFICATIONS – Cressida Strauss	
CPR and AED Level 2 Oxygen administration Level 3 Education and Training Level 3 First Aid Instructors Course Level 3 Immediate Management of Anaphylaxis Level 3	08/18