



ST MARGARET'S PREP  
CALNE

**First Aid Policy**

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# ST MARGARET'S PREP

## CALNE

### **First Aid Policy - Including EYFS**

**'Every child has the right to life. Governments must do all they can to ensure that children survive and develop to their full potential'**

**'The best interests of the child must be a top priority in all decisions and actions that affect children'**

#### **Introduction**

This policy outlines the School's responsibility to provide adequate and appropriate first aid to pupils, staff, parents and visitors and the procedures in place to meet that responsibility. The policy is reviewed annually. Reference is made to the school's Health and Safety Policy, Child Protection Policy and general commitment to actively promote the wellbeing of all pupils.

#### **Aims**

- To identify the first aid needs of the School in line with the Management of Health and Safety at Work Regulations 1992
- To support the children at St Margaret's in accordance with documentation relating to Keeping Children Safe in Education 2024.
- To ensure that first aid provision is available at all times while people are on school premises, and also off the premises whilst on school visits.

#### **Objectives**

- To appoint the appropriate number of suitably trained people as Appointed Persons and First Aiders to meet the needs of the School
- To provide relevant training and ensure monitoring of training needs
- To provide sufficient and appropriate resources and facilities
- To inform staff and parents of the School's First Aid arrangements
- To keep accident records and to report to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

## Personnel

**The Governors** are responsible for the health and safety of their employees and anyone else on the premises. This includes the Head of Prep School and teachers, non-teaching staff, pupils and visitors (including contractors).

They must ensure that a risk assessment of the school is undertaken and that the appointments, training and resources for first aid arrangements are appropriate and in place.

They should ensure that the insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employ.

**The Head** is responsible for putting the policy into practice and for developing detailed procedures. She will ensure that the policy and information on the School's arrangements for first aid are made available to parents.

**Teachers** and other staff are expected to do all they reasonably can to secure the welfare of the pupils.

**The Appointed Person** need not be a First Aider but should have undertaken emergency first aid training. He/she will:

- Take charge when someone is injured or becomes ill
- Look after the first aid equipment e.g. advising on the restocking of the first aid boxes
- Ensure that an ambulance or other professional medical help is summoned when appropriate.

**The Designated First Aider** must have completed and keep updated a training course approved by the HSE. This is a voluntary post.

He/she will:

- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school
- Assess the seriousness of any accident/illness and ensure that an ambulance or other professional medical help is called immediately. In his/her absence the next senior First Aider would assess the situation and act accordingly.

In selecting First-Aiders the Head will consider the person's:

- Reliability and communication skills
- Aptitude and ability to absorb new knowledge and learn new skills
- Ability to cope with stressful and physically demanding emergency procedures
- Normal duties. A First-Aider must be able to leave to go immediately to an emergency.

## **Procedures**

### **Risk Assessment**

The Deputy Head conducts risk assessments each year or when circumstances alter. Recommendations on measures needed to prevent or control identified risks are forwarded to the Bursar. The Risk Assessment will be responsive to changes in weather conditions and particular circumstances which may have an adverse impact on pupils' safety.

### **Re-assessment of first-aid provision**

As part of the School's annual monitoring and evaluation cycle

- the Senior Leadership Team reviews the School's first-aid needs following any changes to staff, building/site, activities, off-site facilities, etc
- the Deputy Head monitors the number of trained First Aiders, alerts them to the need for refresher courses and organises their training sessions
- the Deputy Head also monitors the emergency first-aid training received by other staff and organises appropriate training
- the Designated First-Aider checks the boxes and restocks them regularly throughout the term, in conjunction with the School Secretary.

### **Providing information**

The Head will ensure that staff are informed about the School's first-aid arrangements.

The Deputy Head

- provides information for new staff as part of their induction programme
- gives all staff information on the location of equipment, facilities and first-aid personnel. This is displayed in the staff room.

### **Provision**

#### **How many first-aid personnel are required?**

The Senior Leadership Team considers the findings of the risk assessment in deciding on the number of first-aid personnel required. St Margaret's is a low-risk environment but the Senior Leadership Team will consider the needs of specific times, places and activities in deciding on the provision.

In particular they will consider:

- Off-site PE
- School trips
- Science labs

- Art & DT room
- Maggots
- Adequate provision in case of absence, including trips
- Out-of-hours provision e.g. clubs, events

Arrangements should be made to ensure that the required level of cover of both First Aiders and Appointed persons is available at all times when people are on school premises.

## **Designated First Aiders**

### In 2024/25

- The designated First Aiders at St Margaret's are **Mrs Jayne Miller and Miss Michelle Weston**, who also hold an advanced level qualification.
- There are a number of Paediatric First Aiders who are named on a poster, displayed around the school.
- St Margaret's also benefits from the support of a team of fully qualified SRNs at the St Mary's Medical Centre.
- The majority of other staff have Emergency First Aid qualifications.

## **Appointed Person**

The School will appoint at least one Appointed Person per department. For the academic year 2024/25 these will be **Mrs Jayne Miller, Mrs Kim Worsey, Miss Holly Coombes and Mrs Georgina Gibson**. In addition, the Deputy Head, the School Administrator and the Head of PE are also Appointed Persons.

## **Qualifications and Training**

Designated First Aiders will hold a valid certificate of competence, issued by an organisation approved by the HSE. Appointed persons will undertake (at least) one-day emergency first-aid training. Specialist training in first-aid for children should be arranged in a three year cycle.

## **First-aid materials, equipment and facilities**

The Deputy Head and Designated First Aider/s will work together to ensure that the appropriate number of first-aid containers are available.

See HSE guidelines on recommended and mandatory contents.

- All first-aid containers must be marked with a white cross on a green background
- Each school bus must carry a first-aid container
- First aid containers must accompany all staff, but particularly PE teachers off-site
- First aid containers should be kept near to hand washing facilities – they are currently situated in the Medical Room, the upstairs corridor, Nursery and Maggots.
- All kits include items to handle infectious substances, including vomit.

Spare stock should be kept in the Medical Room and staff room.

Responsibility for checking and restocking the first-aid containers:

- in school, the Designated First Aiders, in conjunction with the School Administrator
- on buses, the Head of Logistics
- for off-site PE, The Head of PE, in conjunction with the School Administrator

### **Accommodation**

The Governors will provide a suitable room for medical treatment and care of children during school hours. (Medical Centre and Medical Room). The use of this facility will be prescribed by a clear set of procedures and will be monitored by school leaders and governors. At St Margaret's, the Medical Room is situated between the Administrative Office and the Staff Workroom and pupils have ready access to a toilet and a sink/basin.

### **Hygiene/Infection control**

Basic hygiene procedures must be followed by staff.

### **Single-use disposable gloves must be worn when treatment involves blood or other body fluids.**

It is important that infectious substances, including vomit, are cleaned up following this procedure:

1. Put gloves on.
2. Wipe up fluid using the disposable cloth.
3. Wash the surface with disinfectant.
4. Place all material in the bag for contaminated waste. Secure the top of the bag.
5. Wash hands thoroughly with soap and water.
6. Return the bag of contaminated waste to the yellow bin in the medical room for disposal.
7. Call Housekeeping for thorough clean up.
8. Care should be taken when disposing of dressings or equipment. The yellow clinical waste bins must be used and these are situated in the medical room, the disabled lavatory and the Nursery cloakrooms.

### **Reporting accidents**

Statutory requirements: under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) some accidents must be reported to the HSE.

The Head must keep a record of any reportable injury, disease or dangerous occurrence. This must include: the date and method of reporting; the date, time and place of the event; personal details of those involved and a brief description of the nature of the event or disease. This record can be combined with other accident records.

The following accidents must be reported to the HSE:

Involving employees or self-employed people working on the premises:

- accidents resulting in death or major injury (including as a result of physical violence)
- accidents which prevent the injured person from doing their normal work for more than three days

For definitions, see HSC/E guidance on RIDDOR1995.

Involving pupils and visitors:

- accidents resulting in the person being killed or being taken from the site of the accident to hospital **and** the accident arises out of or in connection with work.  
i.e. if it relates to
- any school activity, both on or off the premises
- the way in which the school activity has been organised and managed
- equipment, machinery or substances
- the design or condition of the premises

HSE must be notified of fatal and major injuries and dangerous occurrences without delay. The Headmaster is responsible for ensuring this happens, but may delegate the duty to the Deputy Head Pastoral. The initial telephone call must be followed up in writing, within ten days.

### **Record keeping**

Statutory accident records: The Governors must ensure that readily accessible accident records, written or electronic, are kept for **three years**.

Class Accident Books are held securely on the Front Desk. These are signed by parents after each incident and are regularly checked by the Deputy Head. Additional records, as appropriate, are held in the Bursary.

The Head will ensure that a record is kept of any first aid treatment given by first aiders or appointed persons.

This should include:

- the date, time and place of incident
- the name (and class) of the injured or ill person
- details of their injury/illness and what first aid was given
- what happened to the person immediately afterwards
- name and signature of the first aider or person dealing with the incident.
- D.O.B of child

The Head must have in place procedures for ensuring that parents are informed of significant incidents.

### **Monitoring**

Accident records can be used to help the Headmaster and Health and Safety Co-Ordinator/School Nurse identify trends and areas for improvement. They could also help to identify training or other needs and may be useful for insurance or investigative purposes.

### **The Administration of Medication**

All medication is stored securely in the Medical Room and a key for access is held in the School Office. St Margaret's has in place very clear guidelines for the administration of all medication; please refer to the Medication and Drugs Policies.

JH/AH Sept 2024

### **Date of next policy review**

Sept 25