



## First Aid Policy

*“Twickenham Preparatory School seeks to create a safe, caring and happy Christian environment in which all pupils are valued and can thrive personally, socially and academically.”*

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## **1. Introduction**

Twickenham Preparatory School (TPS) is committed to dealing efficiently and effectively with illnesses and emergencies that may arise while pupils are in our care. This policy applies to all members of the school community including Early Years Foundation Stage (EYFS).

Under duties set out in the Health and Safety (First Aid) Regulations 1981, the School recognises its responsibility to provide adequate and appropriate First Aid provision at all times when there are people on the school premises and for staff and pupils during off-site visits and activities. The policy has been drawn up with reference to DfE Guidance on First Aid for Schools.

## **2. Responsibilities**

### **2.1. The Governing Body**

Overall responsibility for health and safety matters within the School.

### **2.2. The Health and Safety Committee**

On behalf of the Governing Body the Health & Safety Committee is responsible for ensuring:

- The development of policies including Health & Safety and First Aid
- First aid needs are assessed and addressed on a regular basis
- Sufficient numbers of suitably qualified first aiders are available at all times
- The provision of first aid services during school hours
- Appropriate first aid cover is available for out-of-hours and off-site activities
- Insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employment
- Review of accident statistics to highlight areas to concentrate on and tailor First Aid provision.

### **2.3. Headmaster**

The Headmaster is responsible for:

- Conducting a First Aid Risk Assessment
- Implementing the First Aid Policy and developing detailed procedures.

### **2.4. Designated First Aider (DFA)**

The School appoints two DFAs (Pre-Prep and Prep respectively). The responsibilities of a DFA include:

- The day to day management of First Aid within the School
- Reviewing the First Aid Risk Assessment and the First Aid Policy
- Regular checks of the First Aid Notices to ensure details are up to date
- Regular checks to ensure all first aid kits, first aid supplies and equipment are fully stocked, in date and correctly stored across the School
- Ordering supplies to restock
- Maintaining the Prep First Aid Room and Pre-Prep First Aid facility
- Checking the School's Emergency Defibrillator
- Maintaining accurate records as required and providing termly statistics to the Health & Safety Committee

- Storage of pupil medication and ensuring the medication is in date. Informing parents when medication is running low or approaching expiry dates

### **2.5. Qualified First Aider**

- Qualified to provide immediate first aid support with common injuries and illnesses and those arising from hazards in School
- Available for the Duty First Aider Rota during Prep Break and Prep Lunch.
- Required to complete training from a competent training provider following guidance published by the Health and Safety Executive (HSE)
- Summon emergency services or other professional medical help as required
- Record details of treatment provided using minor injury sheet or head injury sheet.

### **2.6. Paediatric First Aider**

All newly qualified staff working in Early Years who have completed a Level 2 and/or Level 3 qualification on or after 30 June 2016 will hold the Early Years Paediatric First Aid Qualification within three months of starting work.

A paediatric first aider will always be available in Pre-Prep during school hours.

### **2.7. Appointed Person**

The School ensures that an appointed person is available for pupils at all times (including offsite), to take charge of first aid arrangements if required. Duties include:

- Taking charge if someone is injured or becomes ill
- Responsibility for the first aid equipment when out of normal school hours or offsite
- Summon emergency services or other professional medical help as required
- Record details of treatment provided.

### **2.8. Marketing & Administration Manager**

Responsible for maintaining first aid training records and identifying and organising refresher training when required.

### **2.9. Staff**

All staff responsible for pupils are required to complete basic first aid training. Staff in charge of pupils are expected to use their best endeavours at all times, particularly in emergencies to secure the welfare of pupils in the School.

All First Aiders are fully indemnified by the School against claims of negligence, provided that they are suitably trained and are acting within the scope of their employment and within the guidelines for the administration of first aid.

## **3. First Aid Risk Assessment**

The Headmaster is responsible for conducting a First Aid Risk Assessment. The assessment considers the following points:

- Layout and location of the School
- Number of pupils, staff and visitors to the School
- Specific hazards
- Specific needs of pupils and staff
- Accident statistics
- School hours, out of hours and offsite activities

A copy of the current First Aid Risk Assessment is located on the Reference Drive or available from the School Office on request.

#### 4. First Aid Personnel

##### 4.1. School Day

During normal school hours there will be a minimum of four Qualified First Aiders on site. (The recommendation is one Qualified First Aider for every 100 people on site).

A Qualified First Aider will always be available in Pre-Prep and the Prep Departments and at 51 High Street.

##### 3.1. Out of Hours and Offsite Activities

First aid provision will be available for all activities that take place outside of normal school hours e.g. after school clubs, breakfast club, school events and offsite i.e. sports activities and school trips. The minimum provision will be:

- An appointed person to take charge of first aid arrangements
- A suitably stocked first aid kit
- A risk assessment
- Information for staff on first aid arrangements.

A Qualified First Aider will always be present at organised offsite sports activities. This will normally be a member of the sports' department.

##### 3.2. EYFS Trips

A Qualified Early Years Paediatric First Aider will always accompany an EYFS trip.

#### 4. First Aid Equipment

The Prep First Aid Room and the Pre-Prep Kitchen are fully stocked with first aid supplies.

##### 4.1. First Aid Kits

Additional kits are located in the following areas of the School:

Location	Number
51 High Street (1 <sup>st</sup> Floor Kitchen)	1
School Mini-Buses	5
School Office Emergency Evacuation Bag	1
Learning Support Office (2 <sup>nd</sup> Floor Prep Building)	1
Sports First Aid Kits (Prep First Aid Room)	5

#### **4.1.1. Sports First Aid**

Sports first aid kits are taken to all organised offsite sporting activities and are the responsibility of the appointed person.

#### **4.1.2. Offsite Trips**

Mobile first aid kits are packed and taken on all organised offsite trips and are the responsibility of the appointed person.

#### **4.1.3. Minibuses**

All school minibuses carry a First Aid Kit.

### **4.2. Defibrillator**

The School has a defibrillator support system for associated emergencies in the School. It is located in the Prep First Aid Room. A number of staff have been trained in its use. However, the defibrillator is designed to be used by any responsible person with or without training in an emergency. Clear written instructions on how to use it are available when opening the unit.

## **5. First Aid Provision**

### **5.1. Access to First Aid**

All pupils and staff will be given information on the provision of first aid at their induction. This should include:

- Names of Designated First Aiders and Qualified/Paediatric First Aiders
- Location of First Aid Kits and emergency equipment
- How to summon help in an emergency
- Procedure for dealing with accidents/injuries.

### **5.2. First Aid Notices**

An up to date list of Designated First Aiders, Qualified First Aiders and Qualified Paediatric First Aiders will be displayed in the Prep Staff Room, Prep First Aid Room, Pre-Prep Kitchen and the Kitchen in 51 High Street.

## **6. First Aid Training**

### **6.1. Qualified First Aider**

A Qualified First Aider must complete training provided by a competent training provider (following guidance published by the Health and Safety Executive (HSE)) and renew their training every three years.

### **6.2. Paediatric First Aider**

A Qualified Paediatric First Aider must complete training provided by a competent training provider (following guidance published by the HSE) and renew their training every three years.

### **6.3. All Staff Responsible for Pupils**

All staff responsible for pupils are required to complete basic first aid training every three years.

#### **6.4. Additional Training**

Additional training will be provided as/when required i.e. auto-injector training, sports first aid etc.

### **7. Emergency Medical Treatment**

In the event of a severe illness, injury or other emergency an ambulance should be called without delay. The School Office will normally be responsible for summoning an ambulance. Parents will be contacted by the School Office as soon as possible. A member of staff should always stay with a pupil until their parents arrive, this would include accompanying them to hospital if necessary.

Should the School be unable to contact parents in the event of an emergency, the School's Terms & Conditions allow the Headmaster, or his appointed staff, to take the necessary action or provide a doctor or hospital staff with any necessary medical information and consent.

### **8. Record Keeping Procedures**

The School must keep a record of any first aid treatment given. This should include:

- The date, time and place of the incident
- Name and form of the injured or ill individual
- Details of the injury/illness and what first aid/advice was given
- Possible cause of the injury/illness
- Destination of the individual after treatment e.g. went home, returned to class, taken to hospital
- Witness details (if available)
- Name of the First Aider or staff member dealing with the incident.

#### **8.1. Pupil Records**

Treatment provided to pupils for minor injuries (either on/offsite) must be recorded in the minor injuries folder or first aid book in the first aid bag. More serious injuries should be recorded on a Pupil Accident Form and filed in the Pupil Accident Log Book. Forms are located in the Prep First Aid Room and the Pre-Prep Kitchen.

#### **8.2. Adult Records**

The HSE accident loose leaf Book B510 will be used to record first aid treatment involving all staff and other adults including visitors to the School. These forms will also be used for first aid treatment involving visiting pupils for matches etc.

Forms are located in the Prep First Aid Room and Pre-Prep Kitchen.

#### **8.3. Offsite Records**

On school trips or visits, any treatment provided should be recorded on the trip. It is vital that this is not left until the following day, as important detail will inevitably be forgotten. Minor injuries should be recorded in the first aid book in the first aid bag and more serious injuries should be recorded on a Pupil Accident Form. A supply of Pupil Accident Report Forms should be taken on all school trips and visits.

Any Pupil Accident Report Forms should be filed in the respective First Aid room on return to the School.

## **9. Reporting Requirements**

### **9.1. Notifying Parents**

Parents must be advised of all significant injuries (including asthma attacks). If a pupil sustains an injury to the head then parents must be sent an advice slip on head injuries.

In the event of a serious head, dental or internal injury, parents may be advised by the School to have their child checked at an Accident & Emergency Department.

Staff are advised to provide clear and timely communication with parents to ensure that details of any significant injuries and the treatment given is clearly explained.

Parents must be informed of any treatment administered and all injuries sustained by EYFS pupils.

### **9.2. Serious Accident Reporting (RIDDOR)**

Certain accidents are of a sufficiently serious nature that they must be reported to the HSE using the appropriate online report form. The form will then be submitted directly to the RIDDOR database. In normal circumstances this should be completed by the Headmaster or in his absence by the Deputy Head.

For further details: <http://www.hse.gov.uk/riddor/>

## **10. Reviewing Accidents**

The Health and Safety Committee review individual significant accident reports and statistics of all reports at their meetings. Those of a sufficiently serious nature are reviewed in detail to see if there are ways of preventing future similar incidents.