

# **FIRST AID POLICY (ACCIDENT, INCIDENT OR SICKNESS)**

Policy Owner – Bursar

**This is a whole School policy and applies to all members of Cophthorne Preparatory School including EYFS.**

## **1 Introduction**

Cophthorne Prep School is required under the Health and Safety Work Act 1974 to have a first aid policy. This is in line with the policies and procedures used in this school.

## **2 Aims**

- To ensure that all members of the Cophthorne Prep School community are treated in an effective, timely and efficient manner.
- To ensure that all treatment given is properly documented and the relevant person(s) are advised of any accident, incident or sickness.
- To ensure compliance with all legislation
- To ensure that the school has adequate and appropriate equipment, facilities and procedures to provide appropriate first aid; and
- To ensure that the first aid arrangements are based on a risk assessment of the school.

Responsible Person: Matron/First Aider in attendance in the first instance but Head and Governors are responsible for policy document. Please view appendix 1 for full list of First Aiders.

## **3 Internal Management**

The Head must ensure that parents are aware of the school health and safety and first aid policies.

The school will appoint a person to be in charges of first aid provision – usually Matron, who will:

- Ensure that the first aid provision is adequate and appropriate with at least one qualified person on the school site when children are present;
- Carries out appropriate risk assessments in liaison with the Head;
- Ensures that the number of first aiders meets the assessed need;
- Ensures that the equipment and facilities are fit for purpose; and
- Regularly keeps the Head informed of the implementation of the policy.

## **4 Medical Files & Consent Forms**

Teachers' conditions of employment do not include giving first aid. Staff may, however, volunteer to undertake first aid tasks. However, all staff in charge of pupils (including volunteer staff) must use their best endeavours at all times, particularly in emergencies, to secure the welfare of the pupils in the same way that parents would be expected to act towards children.

Trained staff may take action beyond the initial management stage. Other staff must provide aid only to the level of qualification or competence they possess.

Medical files for all children in Nursery, Pre-Prep and Prep are kept in Matron's office. Medical files contain a signed consent form allowing Matron or a named First Aider to administer medicine. Medical files should be referenced before treating a child to check their medical history.

All Nursery Teachers are trained First Aiders and are therefore allowed to administer medicine to children with signed consent forms. In addition there several members of the EYFS team who has received paediatric first aid training onsite. Nursery staff keep a copy of all medical records for Nursery children; Pre-Prep office keeps a copy of all medical records for Nursery & Reception children.

### Recording Incidents at School

What to do:

1. Report all accidents, incidents and sickness to Matron or a First Aider. Nursery children are normally looked after by a member of the Nursery staff (First Aid trained) but from time to time Matron is asked for her opinion.
2. Matron/First Aider will assess the child and check the child's medical file to check the medical history of the child BEFORE giving any treatment.
3. Matron/First Aider will treat the child appropriately, calling an ambulance immediately if concerned in any way.
4. Treatment may involve the administration of a medicine. All medicines are held in the locked Medication Cupboard or fridge located in Matron's Room. Matron/First Aider must record any medicines removed from the cupboard on iSAMS. Matron holds a set of keys to the Medication Cupboard. The location of the spare keys to the Medication Cupboard is changed on a regular basis to stop any misuse of medicines. All First Aiders are informed of any change in the location of the keys. See appendix II for location of First Aid boxes.
5. If medicine is administered Matron/First Aider must complete a slip stating what was given, when and why. The slips need to be sent home to the parents via the child. The child may also ask for a slip for the teacher on return to their class, stating they have been with Matron/First Aider. (found in green file in matrons room)
6. Treatment may require the use of items from the First Aid boxes which are located around the school. For exact locations see the First Aid Box Location lists posted in the School Office, Matron's Room, the Staff Room's and in many other areas around the school.

7. Once the child has been treated, Matron must record the accident, incident or sickness on iSAMS. More serious injuries may also require an accident report to be completed and in some cases reported to RIDDOR (Matron to confirm is reportable).
8. Certain accidents, near misses need reporting to RIDDOR (Reporting of Injuries, Disease and Dangerous Occurrence Regulations). This report is done on line. The responsible person, normally Matron, will determine if accident, incident requires reporting and complete report.
9. Matron/First Aider must inform parents if it is felt that the child needs more medical assistance, or are too ill to stay at school.
10. In any emergency Matron/First Aider must call 999 and contact the parent(s). Matron/First Aider will be available to accompany the child to hospital, with the child's medical file.
11. If the child has an injury to the head please see Head Injury Policy.
12. Ofsted must be notified of any serious accident, illness or injury, or death of a child in the EYFS whilst in our care and of the action taken in respect of it. Notification must be made as soon as is reasonably practicable, but in any event within 14 days of the incident occurring.

## **5 Emergency Procedures**

Any person finding an unconscious adult/child should shout for help immediately. They should then check casualty is breathing and give any emergency first aid, if trained. After these first checks are completed they should then call 999/112 immediately. They should then monitor the casualty until Matron/First Aider/Ambulance arrives.

## **6 Incidents Away From School**

See 'Outings Policy' and Generic Risk Assessment for Trips

## **7 Accidents To Staff**

Any accidents to staff must be recorded in an Accident Book. Accident Books are held in the Kitchen, Nursery, Pre-Prep and Matron's Room.

## **8 Prescription Medicines**

See 'Administration of Medicines Policy'.

## **9 Defibrillator**

Defibrillators are located in prep staff room, Sports Hall and Nursery with list of names of trained staff and telephone numbers.

## **10 Infection Control for body fluids**

All body fluids must be disposed of in the hazardous infectious disposal bin situated in Matron's Room e.g. for blood leakage etc.

PHS supply sanitary bins are provided in the female toilets

Enuresis (bed wetting) control – sanitization wash and mattress disposal if necessary.

Nappy bin service supplied by PHS

## **11 Risk Assessments**

The person responsible for first aid must make suitable and sufficient risk assessments in the school to determine any extra provision required over and above the minimum provision.

The risk assessments must also cover the risks to employees and also any non-employees who may come into the school.

## **12 Insurance**

Cophorne Prep ensures that insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employment.

## **13 Staff Medicine**

All staff will ensure that medicines they are taking must be stored securely and safely out of the reach of children. If in doubt, Matron can store it under lock and key.

## **14 Training**

The school will provide adequate and appropriate training for first aid staff and appropriate information for all staff to enable them to carry out their duty of care.

The governors will ensure that there are sufficient trained staff to meet statutory requirements and the assessed needs, allowing for staff who are absent or off-site.

## **15 Equal Opportunities**

The school will take a particular care with the first aid provision for its disabled staff and pupils.

Appropriate risk assessments will be done by the person in charge of first aid, and suitable provision will be made in liaison with the Head.

## **16 Related Policies**

The school has policies on Asthma, Epilepsy, Diabetes, Allergy & Anaphylactic Shock, Pandemic Flu, Head Injuries and Sun Safety that should be read in conjunction with this policy.

## **17 Monitoring and Review**

The Head will review the first aid needs and arrangements annually, and will ensure that the appropriate levels of first aiders are in post, and that the appropriate standards are met.

REVIEWED: SPRING 2018/ SPRING 2019

NEXT REVIEW: SPRING 2020

**FIRST AIDERS**  
(Autumn 2018)

<u>Name</u>	<u>Course Title</u>	<u>Course Date</u>	<u>Expiry Date</u>
Sue Burlinson	AED Trained	02-Nov-17	01-Nov-18
Sue Burlinson	Anaphylaxis/AED Trained	04-Jan-19	04-Jan-20
Chris Jones	Anaphylaxis/AED Trained	04-Jan-19	04-Jan-20
Sandra Janman	Anaphylaxis/AED Trained	04-Jan-19	04-Jan-20
Bethany Bateup	Anaphylaxis/AED Trained	04-Jan-19	04-Jan-20
Nathan Close	Anaphylaxis/AED Trained	04-Jan-19	04-Jan-20
Mark Bone	Anaphylaxis/AED Trained	04-Jan-19	04-Jan-20
Lesley Dodson	Anaphylaxis/AED Trained	04-Jan-19	04-Jan-20
Charlie Lee	Anaphylaxis/AED Trained	04-Jan-19	04-Jan-20
Chris Clark	Anaphylaxis/AED Trained	04-Jan-19	04-Jan-20
Lesley Coppin	Anaphylaxis/AED Trained	04-Jan-19	04-Jan-20
Jackie Diedericks	Anaphylaxis/AED Trained	04-Jan-19	04-Jan-20
Rob Glaysher	Anaphylaxis/AED Trained	04-Jan-19	04-Jan-20
Sarah Litchfield	Anaphylaxis/AED Trained	04-Jan-19	04-Jan-20
Helen Prinsloo	Anaphylaxis/AED Trained	04-Jan-19	04-Jan-20
Neil Wenham	Emergency Aid	07-Apr-16	07-Apr-19
Susie Swadling	Emergency Aid	07-Apr-16	07-Apr-19
Debby Bohills	Emergency Aid	07-Apr-16	07-Apr-19
Lesley Dodson	Emergency Aid	07-Apr-16	07-Apr-19
Lesley Jubb	Emergency Aid	07-Apr-16	07-Apr-19
Heather Lock	Emergency Aid	07-Apr-16	07-Apr-19
Sarah Litchfield	Emergency Aid	07-Apr-16	07-Apr-19
Gemma Muncey	Emergency Aid	07-Apr-16	07-Apr-19
Sarah-Jane Stevens	Emergency Aid	07-Apr-16	07-Apr-19
Debbie Blacker	Emergency Aid	07-Apr-16	07-Apr-19
Minnie Jones	Emergency Aid	07-Apr-16	07-Apr-19
Ginette Butler	Emergency Aid	31-Aug-17	31-Aug-20
Lesley Coppin	Emergency Aid	31-Aug-17	31-Aug-20
Rosemary Toovey	Emergency Aid	31-Aug-20	31-Aug-20
Charlie Lee	Emergency Aid	31-Aug-20	31-Aug-20
Tanya Carter	Emergency Aid	31-Aug-17	31-Aug-20
Jenny Parker	Emergency Aid	31-Aug-17	31-Aug-20
Karen Harris	Emergency Aid	31-Aug-17	31-Aug-20
Ian Pinnock	Emergency Aid	31-Aug-17	31-Aug-20
Lynnette Grant	Emergency Aid	31-Aug-17	31-Aug-20
Chris Clark	Emergency Aid	31-Aug-17	31-Aug-20
Elizabeth Penrose-Smith	Emergency Aid	31-Aug-17	31-Aug-20
Sue Vaughan	Emergency Aid	31-Aug-17	31-Aug-20
Rob Glaysher	Emergency Aid	31-Aug-17	31-Aug-20

First Aid – Accident, Incident or Sickness (HS)  
Policies & Procedures

<u>Name</u>	<u>Course Title</u>	<u>Course Date</u>	<u>Expiry Date</u>
Helen Godwin	Emergency Aid	31-Aug-17	31-Aug-20
Sandra Janman	Emergency Aid	31-Aug-17	31-Aug-20
Lizzie Beasley	Emergency Aid	31-Aug-17	31-Aug-20
Gary Harte-Lovelace	Emergency Aid	31-Aug-17	31-Aug-20
Claire Frith	Emergency Aid	31-Aug-17	31-Aug-20
Nathan Close	Emergency First Aid at Work	04-Sep-17	03-Sep-20
Ray Nichols	Fire Marshal Course	11- Feb -19	10-Feb-21
Martyn Ansboro	Fire Marshal Course	04-May-18	03-May-21
Chris Jones	Fire Marshal Course	08-Feb-19	7-Feb-22
Mark Bone	Fire Marshal Course	21-May-18	20-May-21
Graeme Miles	Fire Marshal Course	09-Jul-18	8-Jul-21
Neil Wenham	Fire Marshal Course	09-Jul-18	8-Jul-21
Chris Jones	First Aid at Work	05-Feb-16	05-Feb-19
Alexis Henké	First Aid at Work	28-Apr-16	28-Apr-19
Helen Prinsloo	First Aid at Work	30-Jun-16	30-Jun-19
Molly Heasman	First Aid at Work	06-Jul-16	06-Jul-19
Heather Powley	First Aid at Work	06-Jul-16	06-Jul-19
Karen Taplin	First Aid at Work	06-Jul-16	06-Jul-19
Sophia Pavlou	First Aid at Work	11-Apr-17	11-Apr-20
Sharon Ford	First Aid at Work	31-May-17	31-May-20
Faye Rumble	First Aid at Work	20-Jul-17	20-Jul-20
William Lloyd	First Aid at Work	24-Aug-17	24-Aug-20
Mark Bone	First Aid at Work	23-Jan-19	23-Jan-21
Sue Burlinson	First Aid at Work	11-Jul-18	10-Jul-21
Louise McBryde	First Aid Awareness	31-Aug-18	30-Aug-21
Marytn Ansboro	First Aid Awareness	31-Aug-18	30-Aug-21
Karen O'Brien	First Aid Awareness	31-Aug-18	30-Aug-21
Liam Gallagher	First Aid Awareness	31-Aug-18	30-Aug-21
Darren Carrick	First Aid Awareness	31-Aug-18	30-Aug-21
Karoline Bell	First Aid Awareness	31-Aug-18	30-Aug-21
Steve Bullock	First Aid Awareness	31-Aug-18	30-Aug-21
Louise Johnson	First Aid Awareness	31-Aug-18	30-Aug-21
Ian Forbes	First Aid Awareness	31-Aug-18	30-Aug-21
Amy Adams	First Aid Awareness	31-Aug-18	30-Aug-21
Holly Hamps	First Aid Awareness	31-Aug-18	30-Aug-21
Sally Laugharne	First Aid Awareness	31-Aug-18	30-Aug-21
Helen Prinsloo	Managing Medications in School	Jul-18	No Expiry Date
Bethany Bateup	Managing Medications in School	Jul-18	No Expiry Date
Sue Burlinson	Managing Medications in School	Jul-18	No Expiry Date
Sue Burlinson	Mental Health First Aid (Adult)	26&27-Jul-18	No Expiry Date
Faye Rumble	Paediatric First Aid	01-Apr-16	01-Apr-19

First Aid – Accident, Incident or Sickness (HS)  
Policies & Procedures

<u>Name</u>	<u>Course Title</u>	<u>Course Date</u>	<u>Expiry Date</u>
Jackie Diedericks	Paediatric First Aid	23-Apr-16	23-Apr-19
Molly Heasman	Paediatric First Aid	13-May-16	13-May-19
Sue Burlinson	Paediatric First Aid	08-Sep-17	08-Sep-20
Rachael Calvert	Paediatric First Aid	17-Jul-18	16-Jul-21
Helen Lumley	Paediatric First Aid	17-Jul-18	16-Jul-21
Fiona Jedrzejewska	Paediatric First Aid	17-Jul-18	16-Jul-21
Bethany Bateup	Paediatric First Aid	17-Jul-18	16-Jul-21
Lucy Jones	Paediatric First Aid	17-Jul-18	16-Jul-21
Heather Powley	Paediatric First Aid	20-Aug-18	19-Aug-21
Sophia Pavlou	Paediatric First Aid	20-Aug-18	19-Aug-21
Sharon Ford	Paediatric First Aid	20-Aug-18	19-Aug-21
Nicole Day	Paediatric First Aid	20-Aug-18	19-Aug-21
Alexis Henké	Paediatric First Aid	11-Sep-18	Expired
Susie Swadling	STA Level 2 Swimming	13-Jan-19	12-Jan-21
Jenny Barham	STA Level 2 Swimming	13-Jan-19	12-Jan-21
Heidi Reynolds	STA Level 2 Swimming	13-Jan-19	12-Jan-21
Emma Smith	STA Level 2 Swimming	13-Jan-19	12-Jan-21
Lucy Jones	STA Level 2 Swimming	13-Jan-19	12-Jan-21
Zoe Thompson-Edgeler	STA Level 2 Swimming	13-Jan-19	12-Jan-21
Alice Capps	STA Level 2 Swimming	13-Jan-19	12-Jan-21
Jack Larter	STA Level 2 Swimming	13-Jan-19	12-Jan-21
Elizabeth Duffy	STA Level 2 Swimming	13-Jan-19	12-Jan-21
Caitlin Thistleton	STA Level 2 Swimming	14-Jan-18	13-Jan-20
Liam Gallagher	STA Level 2 Swimming	14-Jan-18	13-Jan-20
Mark Bone	STA Level 2 Swimming	14-Jan-18	13-Jan-20
Martyn Ansboro	STA Level 2 Swimming	14-Jan-18	13-Jan-20
Helen Prinsloo	STA Level 2 Swimming	14-Jan-18	13-Jan-20
Hannah Jenks	STA Level 2 Swimming	14-Jan-18	13-Jan-20
Helen Lumley	STA Level 2 Swimming	14-Jan-18	13-Jan-20
Molly Heasman	STA Level 2 Swimming	14-Jan-18	13-Jan-20
Jenny Parker	STA Level 2 Swimming	14-Jan-18	13-Jan-20
Rob Glaysher	STA Level 2 Swimming	14-Jan-18	13-Jan-20



## **Appendix II**

### **LOCATION OF FIRST AID BOXES**

KITCHEN	:	Shelf underneath phone
SCIENCE LABS	:	On wall in senior lab
DT	:	On wall behind teacher
ART	:	Window Ledge
SPORTS HALL	:	On wall in Store Room – location clearly Indicated
MAINTENANCE SHED	:	Portacabin
NEW BLOCK:		LJ's Office
PRE-PREP DEPT	:	Pre-Prep Head's Office
NURSERY	:	In kitchen in cupboard R/H side – clearly labelled
MINI BUSES	:	1 in each plus the Galaxy
SWIMMING POOL/ LIFE SAVERS KIT	:	In tall green cupboard (Entrance Hall)
PAVILION (BOYS' MATCHES):		6 ready to carry First Aid Bags
PAVILION (GIRLS' MATCHES):		6 ready to carry First Aid Bags
PAVILION	:	1 on right hand side of wall

(NB Defibrillator is stored in Prep School Staff Room/Sports Hall/Nursery )

All checked September 2018