

# **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 have 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 if 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 999/112 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 7 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 Pre-Prep 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/SPRING 2020/SPRING 2021

NEXT REVIEW: SPRING 2022

**FIRST AIDERS**  
(Autumn 2020)

| <u>Name</u>             | <u>Course Title</u>     | <u>Course Date</u> | <u>Expiry Date</u> |
|-------------------------|-------------------------|--------------------|--------------------|
| Sue Burlinson           | Anaphylaxis/AED Trained | 03-Jan-20          | 02-Jan-21          |
| Mandy Huckle            | Anaphylaxis/AED Trained | 03-Jan-20          | 02-Jan-21          |
| Jenny Barham            | Anaphylaxis/AED Trained | 03-Jan-20          | 02-Jan-21          |
| Karen Taplin            | Anaphylaxis/AED Trained | 03-Jan-20          | 02-Jan-21          |
| Karen Norman            | Anaphylaxis/AED Trained | 03-Jan-20          | 02-Jan-21          |
| Karen O'Brien           | First Aid Awareness     | 31-Aug-18          | 30-Aug-21          |
| Liam Gallagher          | First Aid Awareness     | 02-Sep-20          | 01-Sep-23          |
| Darren Carrick          | 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          |
| Holly Hamps             | First Aid Awareness     | 31-Aug-18          | 30-Aug-21          |
| Sally Laugharne         | First Aid Awareness     | 31-Aug-18          | 30-Aug-21          |
| Susie Swadling          | First Aid Awareness     | 30-Aug-19          | 29-Aug-22          |
| Lesley Dodson           | First Aid Awareness     | 30-Aug-19          | 29-Aug-22          |
| Sarah Litchfield        | First Aid Awareness     | 30-Aug-19          | 29-Aug-22          |
| Sarah-Jane Stevens      | First Aid Awareness     | 30-Aug-19          | 29-Aug-22          |
| Paul Archer             | First Aid Awareness     | 02-Sep-20          | 01-Sep-23          |
| Hannah Davis            | First Aid Awareness     | 30-Aug-19          | 29-Aug-22          |
| Natasha Tomkins         | First Aid Awareness     | 30-Aug-19          | 29-Aug-22          |
| Victoria Pinney         | First Aid Awareness     | 30-Aug-19          | 29-Aug-22          |
| Jennifer Shepherd       | First Aid Awareness     | 30-Aug-19          | 30-Aug-22          |
| L. Coppin               | First Aid Awareness     | 31-Aug-18          | 30-Aug-21          |
| Tanya Carter            | First Aid Awareness     | 02-Sep-20          | 01-Sep-23          |
| Ian Pinnock             | Emergency Aid           | 02-Sep-20          | 01-Sep-23          |
| Lynnette Grant          | Emergency Aid           | 02-Sep-20          | 01-Sep-23          |
| Elizabeth Penrose-Smith | Emergency Aid           | 02-Sep-20          | 01-Sep-23          |
| Sue Vaughan             | Emergency Aid           | 02-Sep-20          | 01-Sep-23          |

| <u>Name</u>         | <u>Course Title</u>                       | <u>Course Date</u> | <u>Expiry Date</u> |
|---------------------|---|--------------------|--------------------|
| Stuart Lee          | Emergency Fire Aid (Wilderness First Aid) | 14-Jan-18          | 13-Jan-21          |
| Lizzie Beasley      | First Aid Awareness                       | 02-Sep-20          | 01-Sep-23          |
| Gary Harte-Lovelace | First Aid Awareness                       | 02-Sep-20          | 01-Sep-23          |
| Nathan Close        | First Aid Awareness                       | 02-Sep-20          | 01-Sep-23          |
| Chris Jones         | Fire Marshal Course                       | 21-May-18          | 20-May-21          |
| 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           |
| Ray Nichols         | Fire Marshal Course                       | 11- Feb -19        | 10-Feb-22          |
| Mark Bone           | First Aid at Work                         | 12-Jan-21          | 11-Jan-24          |
| Amanda Huckle       | First Aid at Work                         | 9-Jul-18           | 08-Jul-21          |
| Chris Jones         | First Aid at Work                         | 8-Feb-19           | 7-Feb-22           |
| Alexis Henké        | First Aid at Work                         | 15-Mar-19          | 14-Mar-22          |
| Helen Prinsloo      | First Aid at Work                         | 19-Jun-19          | 18-Jun-22          |
| Karen Taplin        | First Aid at Work                         | 19-Jun-19          | 18-Jun-22          |
| Tony Ireland        | First Aid at Work                         | 18-Sep-19          | 17-Sep-22          |
| Sophia Pavlou       | First Aid at Work                         | 26-Jun-20          | 25-Jun-23          |
| Sharon Ford         | First Aid at Work                         | 26-Jun-20          | 25-Jun-23          |
| Faye Rumble         | First Aid at Work                         | 15-Jul-20          | 14-Jul-23          |
| Sue Burlinson       | First Aid at Work                         | 15-Jul-20          | 14-Jul-23          |
| Karen Norman        | First Aid at Work                         | 10-Jan-20          | 09-Jan-23          |
| 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     |
| Amanda Huckle       | Managing Medications in School            | Jul-18             | No Expiry Date     |
| Charlie Lee         | Mental Health First Aid (Youth)           | Jan -20            | No Expiry Date     |
| Sue Burlinson       | Mental Health First Aid (Adult)           | 26&27-Jul-18       | No Expiry Date     |
| Amanda Huckle       | Mental Health First Aid (Youth)           | 15-Feb-18          | No Expiry Date     |
| Helen Lumley        | Paediatric First Aid                      | 10-Jul-18          | 09-Jul-21          |
| Fiona Jedrzejewska  | Paediatric First Aid                      | 10-Jul-18          | 09-Jul-21          |
| Bethany Bateup      | Paediatric First Aid                      | 10-Jul-18          | 09-Jul-21          |
| Lucy Jones          | Paediatric First Aid                      | 10-Jul-18          | 09-Jul-21          |
| Faye Rumble         | Paediatric First Aid                      | 15-May-19          | 14-May-22          |
| Jackie Diedericks   | Paediatric First Aid                      | 15-May-19          | 14-May-22          |
| Amanda Huckle       | Paediatric First Aid                      | 15-Oct-19          | 14-Oct-22          |
| Sue Burlinson       | Paediatric First Aid                      | 14-Aug-20          | 13-Aug-23          |

| <u>Name</u>    | <u>Course Title</u>  | <u>Course Date</u> | <u>Expiry Date</u> |
|----------------|----------------------|--------------------|--------------------|
| Karen Norman   | Paediatric First Aid | 05-Dec-19          | 04-Dec-22          |
| Heather Powley | Paediatric First Aid | 21-Aug-18          | 20-Aug-21          |
| Sophia Pavlou  | Paediatric First Aid | 21-Aug-18          | 20-Aug-21          |
| Sharon Ford    | Paediatric First Aid | 21-Aug-18          | 20-Aug-21          |
| Nicole Day     | Paediatric First Aid | 21-Aug-18          | 20-Aug-21          |
| Heidi Reynolds | Paediatric First Aid | 21-Aug-18          | 20-Aug-21          |
| Alexis Henké   | Paediatric First Aid | 15-May-19          | 14-May-22          |
| Emma Smith     | Paediatric First Aid | 15-May-19          | 14-May-22          |
| Jenny Barham   | Paediatric First Aid | 15-May-19          | 14-May-22          |
| Stuart Lee     | Paediatric First Aid | 28-Feb-20          | 27-Feb-23          |
| Hollie Almeida | Paediatric First Aid | Dec-19             | Dec-22             |
| 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          |
| Liam Gallagher | STA Level 2 Swimming | 12-Jan-20          | 11-Jan-22          |
| Mark Bone      | STA Level 2 Swimming | 12-Jan-20          | 11-Jan-22          |
| Helen Prinsloo | STA Level 2 Swimming | 12-Jan-20          | 11-Jan-22          |
| Hannah Jenks   | STA Level 2 Swimming | 12-Jan-20          | 11-Jan-22          |
| Helen Lumley   | STA Level 2 Swimming | 12-Jan-20          | 11-Jan-22          |
| Jenny Parker   | STA Level 2 Swimming | 12-Jan-20          | 11-Jan-22          |
| Kaylan Price   | STA Level 2 Swimming | 12-Jan-20          | 11-Jan-22          |
| Stuart Lee     | STA Level 2 Swimming | 12-Jan-20          | 11-Jan-22          |



## **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<br>Indicated |
| MAINTENANCE<br>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    |
| VEHICLES                            | : | 1 in each   |
| SWIMMING POOL/<br>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                          |
| CLOTHING SHOP                       | : | School Shop   |

(NB Defibrillator is stored in Prep School Staff Room/Sports Hall/Pre-Prep Office)

All checked Autumn 2020