



# Harvington Prep School

## First Aid Policy

### AIMS

Harvington Prep School aims to provide first aid as a response to any accidents, injuries or medical incidents that occur to pupils, staff or visitors on site and to pupils on school trips.

### PERSONNEL

At least one First Aider is present in each building. In addition, most Early Years staff have a Paediatric First Aid qualification which meets the requirements of the EYFS statutory regulations.

The list of approved First Aiders is displayed on the Health & Safety notice boards in the staff rooms.

### EQUIPMENT

First Aid boxes are provided in key locations the office, science lab, kitchen (one red and one blue), Nursery, staff room and mini bus.

The School Receptionist checks and replenishes stock levels in all containers and bags on a termly basis. In addition, it is the responsibility of all staff to alert the School office if stock runs low during the term.

Portable First Aid kits are available for Trips and Outings.

### RISK ASSESSMENT

The school premises manager will ensure that a First Aid Risk Assessment is carried out every two years, unless there has been a change in circumstances or a more immediate review is required..

### ACTIONS IN THE EVENT OF AN ACCIDENT OR INJURY

In the first instance an injury or medical incident will be assessed as to how serious it is. This does not have to be done by a First Aider. If the injury is as a result of a fall from height, a knock to the head, a wound which bleeds or an abnormal swelling, then a First Aider should be called. If in any doubt, a First Aider should be called. The majority of playground incidents involving pupils are grazes and minor bumps requiring only time for the pupil to get over the shock and dry their eyes. In these cases no formal record taking is necessary except in Nursery as the children are young and may not be able to explain what happened.

If the member of staff or the First Aider is seriously concerned about the patient they should call an ambulance.

If a First Aider is summoned and attends to a pupil, then a written record must be made and kept. A summary of accidents will be reviewed as part of the health and safety committee meeting. Any accident that requires a RIDDOR report will be completed correctly and in the required time by the Health and Safety Officer..

All head bumps are told to whoever picks up the child from school and if that is not a parent then a 'bumped head sticker' stuck to them.

If a pupil requires hospital attention, parents should be contacted as soon as is practicable and asked to meet their child at the hospital or, if they are very local to come to the school and accompany their child to the hospital. If the parents are unable to do so, the pupil should be accompanied by a member of staff.

## **PUPILS WITH CONDITIONS: ASTHMA, EPILEPSY, DIABETES, ALLERGIES AND ANAPHYLAXIS**

Pupils who need access to Epipens or inhalers must keep them in bum bags and must have them with them at all times. All inhalers and bum bags must be clearly marked with the pupil's name. Whilst in the classroom the bum bag may be placed in their desk or next to their desk. However, as soon as they leave the classroom they must put them back on – including when they go home. Pupil Epipens must not be left in school overnight. Parents who wish to provide a spare Epipen for their child may do so. The spare Epipen must be kept in the bum bag. Nursery children are too young to be responsible for this so will leave their spare epipen in school. Parents are responsible for carrying their child's epipen with them to and from school.

If it comes to the attention of a teacher that a pupil, who is registered as needing an Epipen, is in school without her bum bag her parents will be contacted to arrange to get their child's bum bag to school without delay.

The School provides training to all staff on how and when to administer an Epipen. There is no legal requirement for a member of staff to administer any medication and, if he/she does volunteer, then that person can be assured that they are covered by the school's insurance for employee liability. The School reserves the right to refuse to administer any treatment or drug and, if appropriate, to exclude that child until his treatment is over.

Parents are therefore asked to attend a meeting at School to give advice and direction on their child's particular allergy, their reactions to it and the treatment to be undertaken, including instruction on how to administer an Epipen or other invasive drugs at which point an Individual Healthcare Plan will be drawn up. The meeting will be attended by staff with responsibility or contact with the pupil.

If an Epipen has been administered an ambulance must be called immediately. **EMERGENCY AUTO INJECTORS (AAI's)**

In accordance with a change in legislation introduced in October 2017, the school will endeavour to have a supply of spare emergency auto-injectors (AAIs – Epipens) for emergency use on children who are at risk of anaphylaxis but whose own device is not available or not working. The spare AAIs are not to be used as a substitute for a pupil who does not have their prescribed medication.

## **ADMINISTRATION OF MEDICINE: PRINCIPLES**

A child requiring medication should remain at home unless a medical practitioner has agreed that school attendance is acceptable. In these circumstances, a parent should bring the named medication in its original packaging into school and hand it directly to the school office or Early Years professional at the door. A signed permission form, stating the dosage and time of administering should be filed out by the parent. On no account should a child be entrusted with this task. Children should not themselves, bring in any form of medication into school.

Medication administered should be signed for on the form with the date and time of giving.

All medicines should be clearly labelled and stored appropriately in either a locked cupboard or locked fridge. If it is not possible to bring in medication on a daily basis, a limited amount should be left permanently at school, locked away (in the secure refrigerator if necessary).

Children are not permitted to self-administer medication except for the use of inhalers which older children can carry with them if this is their normal practice and parents have agreed this.

If a child suffers from any allergies, parents are asked to supply us with a written procedure, from an allergies specialist, for school to follow in case of emergency. Epipens and inhalers need to be kept with the child at all times.

All Staff are made aware of the medical information held by the school which includes details of pupils who need to have access to asthma inhalers, Epipens, injections or similar. This information is circulated to all First Aiders. The Individual Healthcare Plans with photographs of the pupils are displayed on notice boards and in the school office.

## **HYGIENE AND INFECTION CONTROL**

Pupils who have been sick or have diarrhoea must be excluded from school for 48 hours after the last episode.

To spread the spread of infection in school any spills of bodily fluid will be wiped up (using suitable personal protective equipment such as gloves and aprons) and disposed of hygienically as soon as possible.