



REDDAM
— HOUSE —
BERKSHIRE

Whole School – (Inc. ELS)

First Aid Policy

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1. Introduction

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First Aid can save lives and prevent minor injuries becoming major ones. Under Health and Safety legislation the school will ensure that there is adequate and appropriate equipment and facilities for providing First Aid in the workplace. First Aid provision must always be available while people are on school premises, and off the premises whilst on school visits.

2. Policy Statement

Reddam house Berkshire will ensure, as far as is reasonably practicable, that first aid arrangements will be managed in compliance with;

- The Health and Safety at Work Act 1974 and subsequent regulations and guidance
- The Health and Safety (First Aid) Regulations October 2016
- The First aid at work: Health and Safety (First Aid) Regulations 1981 approved code of practice and guidance.
- The DfES guidance on First Aid in schools
- The Independent School regulatory requirements April 2019

3. Aims/Objectives

- To ensure that first aid is administered in a timely and competent manner
- To ensure compliance with all relevant legislation
- To undertake suitable and sufficient assessments of first aid needs
- To identify and implement reasonably practicable arrangements for dealing with accidents
- To provide competent persons for carrying out first aid treatment
- To conduct regular checks on first aid equipment and the availability of consumables
- To ensure all first aid training, including that for the EYFS is at the appropriate level and is updated regularly
- To ensure all records appertaining to first aid are accurate, accessible, and stored efficiently
- To ensure all first aid policies and procedures on site are clear and available to all

4. Responsibilities

- The school nurse, in conjunction with the Headmaster / Mistress, working through the SLT, will ensure that the appropriate policies, procedures and audit protocols are in place and reviewed annually.
- The SLT will ensure that these policies and procedures are communicated, implemented, and adhered to in their respective areas of responsibility.
- The Heads of Department, AYGCoS and Support Staff Managers will ensure that these policies and procedures are communicated, implemented, and adhered to on a sustainable basis in their respective areas of responsibility.

5. The role of the school nurse

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- The school Nurse will ensure that suitable equipment, facilities, and consumables are provided for first aid treatment.
- The Medical Centre will provide for: -
 - ✓ Asthma advice
 - ✓ Advice on travel and vaccinations
 - ✓ Dietary advice
 - ✓ Sexual Health advice
 - ✓ Injury management
 - ✓ Access to the local GP surgery
 - ✓ Accommodation for sick boarders
- The school Nurse, in conjunction with the Headmaster / Mistress will ensure that suitable first aid notices are displayed, which details names of first aiders.
- The school nurse will liaise with parents and or guardians in relation to illness or incidents.
- All staff in the ELS must have paediatric first aid training if they are in ratio. On outings including children from the EYFS there must be at least one person who has a current paediatric first aid certificate.
- First Aiders will ensure that all first aid treatments are recorded using the correct paperwork and such notices passed in the first instance to the Medical Centre. See section below on Reporting for further details.
- The SLT will ensure that audits are carried out periodically to ensure the effectiveness of first aid arrangements.
- RIDDOR will be informed by either the school nurse or Operations Manager.

6. Arrangements

- Staff will be selected for training in conjunction with the school nurse and heads.
- The school nurse ensures training is updated regularly.
- Training for first aiders will normally be undertaken externally.

First Aid boxes are in:

The Boarding Houses, science labs, Art room, Theatre, Maintenance/Grounds, Minibuses, PE department, Early Learning School, Junior School, Main Reception.

The school Nurse, in conjunction with First Aiders are responsible for checking that first kits are in their correct places, properly marked and maintained complete. If a member of the first aid staff uses any items from the first aid box, they must inform the school nurse so replacements can be sought. First Aid boxes are checked each term, or more frequently as necessary, and any deficiencies made good without delay.

The school nurse keeps a log of where all First Aid boxes are located and the date on which they were checked all staff have been advised as to locations.

Adequate and appropriate first aid provision will form part of the arrangements for all out of school activities. First Aid boxes used for day and residential trips are checked on return. Before undertaking any off-site activities, the member of staff in charge should ensure they have adequate first aid provision. School minibuses are already well stocked. Groups going on coach trips will need to arrange

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a First aid kit if not supplied by Coach Company. Spare first aid kits can be obtained from the school nurse.

7. Off-site Provision

First Aid resources will be provided as part of the arrangements for all off-site activities. First Aid boxes used for day and residential trips are checked on return by staff taking the trip.

Before undertaking any off-site activities, the member of staff in charge should do a risk assessment and the school nurse informed. A first aid box if required will be supplied. School minibuses have comprehensively stocked First Aid boxes these are checked by the transport manager.

8. Adrenalin Pens 5

The school endeavours to exercise due care and control regarding the medical needs of pupils who have allergies, they must always carry their prescribed adrenalin pens.

Adrenalin pens are held:

- By the Individual pupil (senior school)
- Staff Common room
- Opposite Junior school office
- ELS stage rooms/office
- The Medical Centre

Pupils potentially in need of an adrenalin pen are responsible for ensuring that they carry it all times. The Houseparent's fulfil a parental role in this regard, keeping a reasonable eye on the safety and welfare of the pupils in their care.

A pupil who requires it may not go on School trip if not carrying his/her adrenaline pen. The member of staff responsible for the trip checks the pupil has his/her adrenaline pen before trip leaves. In cases where a trip does not have easy access to medical assistance (e.g., a Geography River trip etc.) then two adrenaline pens must be carried by the pupil.

9. Asthma Inhalers

Reddam House Berkshire recognises that asthma is a widespread, serious but controllable condition. Pupils who have been diagnosed with Asthma, must always carry their prescribed reliever inhaler on them.

Asthma reliever inhalers are held:

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- By the individual pupil

There are also Emergency Salbutamol inhaler packs, these are stored in the staff Common room, junior school office, Boarding houses, and the medical centre.

These can be used by children,

- who have been diagnosed with asthma, and prescribed a reliever inhaler;
- AND for whom written parental consent for use of the emergency inhaler has been given.

Please refer to Asthma policy for more information on Asthma management.

Please note: Pupils who have medical conditions that may require emergency treatment, such as asthma or diabetes, must carry their medication with them, or they will not be able to attend. Please refer to the Medication administration policy and medical conditions in school policy.

10. Procedure in the event of contact with blood or other bodily fluids

The First Aider should take the following precautions to avoid risk of infection:

- cover any cuts and grazes on their own skin with a waterproof dressing;
- wear suitable disposable gloves when dealing with blood or other bodily fluids;
- use suitable eye protection and a disposable apron where splashing may occur;
- use devices such as face shields, where appropriate, when giving mouth to mouth resuscitation;
- wash hands after every procedure

If the First Aider suspects that they or any other person may have been contaminated with blood and other bodily fluids which are not their own, the following actions should be taken without delay:

- wash splashes off skin with soap and running water;
- wash splashes out of eyes with tap water or an eye wash bottle;
- wash splashes out of nose or mouth with tap water, taking care not to swallow the water;
- Record details of the contamination;
- Report the incident to the school Nurse and take medical advice if appropriate.

Please also see Reddam House Berkshire infection control policy.

11. Reporting and Record Keeping

All incidents involving an individual sustaining an injury on school site, however minor, must be reported as soon as possible. The individual who witnesses the incident must carry out the initial report and if medical assistance is required refer to the school nurse. For the ELS, please refer to the separate ELS incident and reporting Policy.

The incident reporting forms can be found online under Forms Entitled: Reddam House Berkshire Incident Form.

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These are to be completed by this person who witnessed the Incident, and an alert is sent to the school Nurse via email, then a copy is emailed to parents.

Reports must contain:

- The date, time, and place of the event;
- Details of those involved;
- A brief description of the incident / injury and any first aid treatment given;
- Details of what happened to the casualty immediately afterwards - for example went to hospital went home, resumed normal activities, returned to class.

Providers must notify local child protection agencies, as appropriate, of any serious accident or injury to, or the death of, any child whilst in their care and act on any advice given.

Records should be stored for at least 3 years or if the person injured is a minor (under 18), until they are 21.

In the event of incident or injury parents must be informed as soon as practicable. The school will inform parents of any first aid treatment that is given to pupils in the setting.

The school is legally required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) to report the following to the HSE (most easily done by calling the Incident Contact Centre (ICC) on 0345 300 9923.

Accidents involving Staff:

- work related incidents resulting in death or major injury (including as a result of physical violence) must be reported immediately (major injury examples: dislocation of hip, knee, or shoulder; amputation; loss of sight; fracture other than to fingers, toes, or thumbs)
- work related accidents which prevent the injured person from continuing with his/her normal work for more than three days must be reported within 10 days
- cases of work-related diseases that a doctor notifies the school of (for example: certain poisonings; lung diseases; infections such as tuberculosis or hepatitis; occupational cancer)
- Certain dangerous occurrences (near misses - reportable examples: bursting of closed pipes; electrical short circuit causing fire; accidental release of any substance that may cause injury to health).

Accidents involving pupils or visitors:

- Accidents where the person is killed or is taken from the site of the accident to hospital must be reported to School nurse and SLT.
- Where the accident arises out of or in connection with any school activity (on or off the premises) the way a school activity has been organised or managed (e.g., the supervision of a field trip)
- Equipment, machinery, or substances the design or condition of the premises, must be reported to the school nurse and SLT.

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For more information on how and what to report to the HSE, please see

- <http://www.hse.gov.uk/riddor/index.htm>. It is also possible to report online via this link.

Reporting to Ofsted

Ofsted must be informed of any serious childcare incident, such as a significant injury or the death of a child. For the purposes of these procedures, 'serious injury' includes any injury, which is life-threatening, or which may cause significant, long-term impairment or disability to the child.

To report please follow the below link:

[Report a serious childcare incident - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/report-a-serious-childcare-incident)

12. Emergency First Aid

If any member of staff believes that someone is suffering from a serious or life-threatening event, accident, or immediate illness, an ambulance is to be called at once by dialling 999.

The list below provides guidance on when an ambulance must be called but is not exclusive, and if in doubt, an ambulance or paramedic should be requested.

- Suspected Stroke
- Hypoglycaemia
- Suspected Heart Attack
- Asthma attack
- Anaphylactic Shock
- Excessive bleeding
- Suspected spinal injury
- Suspected broken limb causing Immobility
- Breathing distress
- Unconsciousness

13. First Aid List

An up to date first aid list is locate around the school site and where the first aid boxes located.

14. References

- a) Reddam House Head injury Policy Sept 2023
- b) Reddam House Asthma Policy Sept 2023
- c) ELS Incident reporting Policy, Sept 2023
- d) Reddam House Berkshire infection control policy, Sept 2023
- e) Reddam House Medication administration policy, Sept 2023
- f) Reddam House Medical Conditions in school Policy, Sept 2023
- g) Education Regulations (Independent School Standards) (England) 2019
- h) DfES Guidance on First Aid for Schools
- i) Health and Safety at Work Act 1974
- j) Health and Safety (First Aid) Regulations 1981

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k) Ofsted Reporting [Report a serious childcare incident - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/report-a-serious-childcare-incident)

15. Appendix A – Early Learning School (ELS) out of term time procedure

REDDAM HOUSE BERKSHIRE

EARLY LEARNING SCHOOL (ELS) OUT OF TERM TIME PROCEDURE

For the avoidance of doubt this refers to the ELS during out of term time only, during term time please refer to the above First aid policy and the ELS Incident reporting policy.

An up-to-date list of First Aiders is found in the setting, please refer to this for details of qualified paediatric first aiders.

FIRST AID BOXES ARE LOCATED

- 1. Kitchen areas**
- 2. Main Reception**
- 3. Trip Bags**

PRINCIPLES

To ensure safe and effective first aid provision at the Reddam House ELS, in absence of the school nurse.

PROCEDURE

1. ASSESSMENT

- In the unfortunate event of an injury or incident a qualified first aider, must make an immediate assessment of the severity of the casualty and act accordingly
- If any member of staff believes that someone is suffering from a serious or life-threatening event, accident, or immediate illness, an ambulance must be called immediately dialling 999

2. TRANSPORTING CHILDREN TO HOSPITAL PROCEDURE

- If the injury is severe call for an ambulance IMMEDIATELY. DO NOT attempt to transport the sick child in your own vehicle or leave the child unattended.
- The extended hours manager or another member of staff in their absents must contact the parents and arrange to meet them at the hospital
- A member of staff MUST accompany the child to hospital and take along their personal file.
- A Member of the SLT must be informed
- Always remain calm. Children who witness an incident may be affected by it and need reassuring.

3. HEAD INJURIES

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Refer to Head injury Policy

4. NECK INJURIES

If a neck injury is suspected the child should only be moved by healthcare professional with appropriate spinal care training.

5. DEALING WITH BLOOD AND BODILY FLUIDS

- Always take precautions when cleaning wounds
- Wear Disposable gloves and wipe up any blood spillage with disposable cloth, neat sterilising fluid. Contact Sodexo if advice is required.
- The ELS may not necessarily be aware if there is a child carrying hepatitis or whom is HIV positive on their register.

6. REPORTING INCIDENTS

- The person responsible for reporting incidents or near miss is the member of staff who witnesses the incident. This must be recorded on the correct form and filed in the incident folder. A copy of the form must go to parents.
- This should be done as soon as the incident is dealt with, whilst the details are clearly remembered.
- The head or extended hours manger must report serious accidents/incidents to the business manager and the school nurse for investigation for further action if required (i.e., a full risk assessment or report under Report of injuries, Diseases or Dangerous Occurrences Regulations (RIDDOR))
- The Accident File will be kept for at least 21years and three months.

7. PRE-EXISTING INJURIES

If a child comes into the ELS with an injury a safeguarding form must be completed by the parent on dropping off their child. As much information must be documented as possible. Room staff will observe and, if necessary, involve the DDSL for the ELS. The details of the existing injury will be retained on file.