

# The White House Preparatory School

## Woodentops Kindergarten and Woodentops Day Nursery

### PREP SCHOOL and EARLY YEARS FIRST AID POLICY (14)

The first aid procedure at The White House & Woodentops Kindergarten and Day Nursery is in operation to ensure that every pupil, member of staff and visitors will be well looked after in the event of an accident, no matter how minor or major.

It is emphasised that the *team* consists of qualified First Aiders and not trained doctors or nurses.

In the event of an accident all members of the school community should be aware of the support available and the procedures available to activate this.

#### **The purpose of the Policy is therefore:**

- to provide effective, safe First Aid cover for pupils, staff and visitors.
- to ensure that all staff are aware of the system in place.
- to provide awareness of Health & Safety issues within school and on school trips, to prevent, where possible, potential dangers or accidents.

NB The term First aider refers to those members of the school community who are in possession of a valid First Aid at work certificate or equivalent, which adheres to current recommendations.

#### **The Principal, Heads and Managers will:**

- provide adequate First Aid cover as outlined in the Health & Safety [First Aid] Regulations 1981.
- monitor and respond to all matters relating to the health and safety of all persons on school premises.
- ensure all new staff are made aware of First Aid procedures in school.
- that first aiders qualifications are always up to date.
- that first aid cover is available throughout the working hours of the school week and Day Nursery opening hours.
- that first aiders will attend a casualty when requested to do so and treat the casualty to the best of their ability in the safest way possible. This includes wearing gloves where any loss of blood or body fluid is evident, calling for help from other First Aiders or Emergency Services.
- will ensure that portable first aid kits are adequately stocked and always to hand.
- that **any** casualty who has sustained a significant head injury is seen by professionals at the hospital, either by sending them directly to hospital or by asking parents to pick up a child to take them to hospital; ensure that parents are aware of **all** head injuries promptly.
- ensure that a child who is sent to hospital by ambulance following an injury or illness at school is either: accompanied in the ambulance at the request of paramedics or followed to a hospital by a member of staff to act in loco parentis if a relative cannot be contacted. Liaison **must** occur with the Head teacher to ensure that lessons are covered in the event of an absent teacher.
- ensure that if child is sent to hospital by ambulance following an injury or illness at school that Ofsted or relevant body (RIDDOR) is informed of the event.
- keep a record of each student attended to, the nature of the injury and any treatment given, on the accident sheets provided in the office and at the entrance. In the case of an accident, the Accident Sheet must be completed by the appropriate person, signed by staff member and parents and added to children's files.

### First aiders will:

- attend a casualty when requested to do so and treat the casualty to the best of their ability in the safest way possible. This includes wearing gloves where any loss of blood or body fluid is evident, calling for help from other First Aiders or Emergency Services.
- will ensure that portable first aid kits are adequately stocked and always to hand.
- that **any** casualty who has sustained a significant head injury is seen by professionals at the hospital
- that everything is cleared away, using gloves, and every dressing etc. be put in a yellow bag for contaminated/used items and sealed tightly before disposing of the bag in a bin. Any bloodstains on the ground must be washed away thoroughly. No contaminated or used items should be left lying around.

### Teachers and Key Workers where appropriate will:

- when taking the afternoon register, check with the children and ask if anyone has suffered a head injury that was not reported. Information will be placed on a sheet in the register.
- familiarise themselves with the first aid procedures in operation and ensure that they know who the current First Aiders are.
- be aware of specific medical details of individual students as publicised by the Head teacher / Head of Early Years.
- never move a casualty until they have been assessed by a qualified First Aider unless the casualty is in immediate danger.
- send for help as soon as possible either by a person or telephone, ensuring that the messenger knows the precise location of the casualty. Where possible, confirmation that the message has been received must be obtained.
- reassure, but never treat, a casualty unless staff know the correct procedures; such staff can obviously start emergency aid until a First Aider arrives at the scene or instigate simple airway measures if clearly needed.
- take a pupil who has minor injuries or who feels unwell to the office if they are able to walk where a First Aider will see them.
- ensure that they have a current medical information for every student that they take out on a school trip which indicates any specific conditions or medications of which they should be aware.
- have regard to personal safety.
- ensure that they always obtain the history relating to a student not feeling well, particularly in the cases of headaches, to ensure that no injury has caused the student to feel unwell.
- ensure that in the event that an injury has caused a problem, the student **must** be referred to a First Aider for examination.
- at the start of each academic year, provide the whole staff with a list of pupils who are known to be asthmatic, anaphylactic, diabetic, epileptic or have any other serious illness.

### The school office staff will:

- call for a qualified First Aider, unless they are one themselves, to treat any injured pupil.
- support the First Aiders in calling for an ambulance or contacting relatives in an emergency.

<b>Policy will be reviewed annually</b>			
Policy reviewed:	Sept 16	By:	Headteacher
Policy reviewed:	Sept 17	By:	Headteacher
To be reviewed:	Sept 18	By:	Headteacher