



PRIORY SCHOOL

EDGBASTON

FIRST AID POLICY

Mission Statement

Priory School is a thriving Independent Catholic school which welcomes those of all faiths and none.

We love, live and learn joyfully as children of God.

In partnership with parents or guardians, we provide a caring community with high standards of teaching and learning, enabling all pupils to achieve success.

Approved by Risk & Compliance Committee 19 January 2018

1. The governors and staff of Priory School are committed to providing a fully accessible environment which values and includes all pupils, staff, parents and visitors regardless of their education, physical, sensory, social, spiritual, emotional or cultural needs.
2. The staff, governors and pupils are committed to the safeguarding and welfare of pupils and staff.
3. To meet the needs of our school community all our policies, including this one, can be made available in different formats such as different font sizes or styles, colour or alternative languages.
4. The governing body understands that it has responsibility for ensuring the effective oversight of this policy and will assess, evaluate and review as necessary.

PRIORY SCHOOL

1. INTRODUCTION

The School will undertake to ensure compliance with the relevant legislation with regard to the provision of first aid for pupils, parents and visitors and will make sure that procedures are in place to meet that responsibility. This Policy includes the Early Years Foundation Stage.

Responsibility for first aid provision is held by the Headmaster who is the responsible manager. This is delegated to the School Nurse, Facilities Manager and other nominated staff.

2. AIMS AND OBJECTIVES

- Carrying out a First Aid Needs Assessment to determine the first aid provision for the school.
- To ensure that first aid provision is available at all times while people are on the school premises and also off the school premises whilst on school visits.
- To appoint the appropriate number of suitably trained people to meet the needs of the school and to maintain a record of that training and review annually.
- To provide relevant training and ensure monitoring of training needs.
- To provide sufficient and appropriate resources and facilities.
- To provide awareness of Health and Safety issues within the school and on trips, to prevent, where possible, potential danger or accidents.
- To inform staff and parents of the School's first aid arrangements.
- To report, record and where appropriate investigate all accidents.
- To keep accident records and report to the HSE as required under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulation 1995.)
- To comply with Health & Safety (First-Aid) Regulations 1981

3.FIRST AID TRAINING

All staff will be trained annually in Allergy Awareness and use of EpiPens.
An appropriate number of staff will be trained in First Aid - Please see Appendix 1

4. FIRST AID KITS

There are a number of First Aid kits situated around the various school buildings and on the school minibuses. All First Aid kits are checked and restocked monthly.
Please see Appendix 2

5. THE MEDICAL / FIRST AID ROOM

The Medical / First Aid room is in the Prep building just off the Prep reception D1 + D2 and is accessed from the outside by its own dedicated entry door to the left off the main Prep entrance door.

6. INDIVIDUAL HEALTH PLANS

For pupils with particular health issues such as diabetes and epilepsy, a tailored health plan will be agreed between the School, the pupils, parents and all relevant health professionals. All key personnel will be made aware of this plan and their responsibility within the plan.

7. ACCIDENT/ INCIDENT REPORTING

All accidents should be recorded in Accident Report Book located on the Main Reception, the Prep Reception and the Early Years Manager's Office. The completed Accident Book will be analysed monthly by the Facilities Co-ordinator and a summary report given to the Health and Safety Committee at each meeting. Following any accident that is beyond the day to day bumps and scrapes, an investigation will take place to determine the cause and take any corrective action to prevent reoccurrence.

EYFS – staff are all aware of the duty to inform parents of any accident or injury sustained by the child on the same day or as soon as reasonably practicable and any first aid treatment given.

Priory School has a duty to inform Ofsted of serious accidents involving EYFS children.

8. EMERGENCY ARRANGEMENTS

Upon being summoned in the event of an accident, the School Nurse / First Aiders are to take charge of the first aid administration commensurate with their training. Following their assessment of the injured person, they are to administer appropriate first aid and make a balanced judgement as to whether there is a requirement to call an ambulance.

Anyone can call an ambulance

Any member of staff may call an ambulance on the following occasions-

- In the event of a medical emergency eg severe allergic reactions (anaphylaxis) or serious asthma attack
- In the event of serious injury
- In the event of a significant head injury
- In the event of a period of unconsciousness
- Whenever there is a possibility of a serious fracture or where this is suspected

- Whenever the First Aider is unsure of the severity of the injuries or unsure of the correct treatment.

Where hospital treatment is required but it is not an emergency the School Nurse / First Aider should contact the parents/carers for them to take over responsibility for the child or next of kin for a member of staff.

In the event that parents/ carers cannot be contacted, the School Nurse / First Aider will accompany the child to hospital and remain there until the parents /carers can be contacted.

9. HYGIENE /INFECTION CONTROL

- Hands must be washed before and after giving first aid
- Single use disposable gloves must be worn when treatment involves blood or other bodily fluids
- Any soiled dressings etc must be put in to a yellow clinical waste bag and passed to Facilities for disposal.
- Any bodily fluids on the floor should have absorbent granules sprinkled on to them, then swept up in to a yellow bag for disposal. Facilities should then be contacted in order that the floor be cleaned and disinfected.
- Exposed cuts and abrasions should always be covered

CLINICAL WASTE

When dealing with first aid Issues, there may be waste products containing bodily fluids. When disposing of this waste, the yellow clinical waste bags must be used and placed in the Clinical Waste Euro Bin located to the rear of the Prep School building. Disposable gloves should be worn when dealing with any clinical waste and gloves also disposed of in the clinical waste bins. This Euro Bin is emptied weekly.

SHARPS DISPOSAL

The School nurse will be responsible for arranging sharps disposal by liaising with Birmingham City Council and requesting a Clinical Hazardous Waste Disposal. Contact Number: 0121 303 6713

10. ADMINISTRATION OF MEDICINES

Please see the Medication Policy

11. HEALTH & DIETARY REQUIREMENT INFORMATION

When a child registers at Priory School a Health Form is completed, the details of which are placed on the SIMS Administration System. Each year, an annual update of the health condition of each child in the school is sought through a data collection

sheet. The SIMS Administration System is updated with this new information by the school nurse. A summary of the health conditions and dietary requirements of our pupils is kept in hard copy in Senior and Prep staffrooms as well as on the Senior and Prep Receptions. The information is also available on the Virtual Staff Room, which can be accessed by all staff. Hard copies of the health forms and the updates are kept in the Medical / First Aid room D1- D2

12. EMERGENCY SERVICE VEHICLES

Emergency service vehicles should be directed to the front car park. The area outside the front entrance has limited dedicated parking spaces leaving adequate parking for emergency vehicles at all times.

MONITORING AND REVIEW

Legislation and Codes of Practice as they apply to school policies are consistently being reviewed and any changes will be reflected in our documentation as soon as it is practicable.

This policy will be monitored by the Head Master. It will be reviewed by the designated members of the Governing Council.

Appendix 1

SCHOOL NURSE

Sharon Bishay

FIRST AID PERSONNEL

The following staff have been trained in First Aid and this training will be updated every three years.

<u>First Aid at Work</u>
Tracy Randle
Mark Hammond
Liam McGowan
Carol Paintin
Hannah Reynolds
Ralston Wilson
Maria Jose Nieto Salas
Laura Buzzing
Holly Catmull
Marc Jones
<u>Emergency Paediatric First Aid</u>
Lisa Mazzocchi
Laura Wilson
Lizzie Fox
Jenny Baxter
Heather Gould
Georgie Gaffey
Kapreece Smith
Samina Rahman
Leanne Banford
Emmie O'Rourke
Jay Bolton
Jenna Dempsey (JENNA SPARKS)
Sunita Kaur
Chanae Williams
Vera Bradley
Elise Hill
Emma Hassard
Megan Silver
Andrea Wilkes

Lily Tatman
Chelsea Holland
Chloe O'Connor
Sabina Dil
Juie Begum
Mark Hammond
Marc Jones
Jason Lawley
Carol Paintin
Barbara Cervenakova
Tracy Pitt
Sunita Kaur
Abigail Curtiss
Serah Mochbill
Maryia Karim
Nadia Batool
Kerrie Honer
Sharon Mehmi
Forest School First Aid
Niall Keohane
Heather Gould
Louise Fowler

The above list of First Aiders will be displayed around the school and the list amended when necessary.

Appendix 2

First Aid kits are available in the following locations

First Aid Emergency Grab Bag Kept in Facilities Office

First Aid Kit Locations-

Prep School

Nurse's room D1/D2
Poppets area –D6
Poppets area- D8
Poppets area – D10
Poppets area – D15
Nursery area –D3
Prep staffroom
Prep top floor –E5
Main Kitchen -D10

Senior School

Ground floor kitchen –A13
Senior staffroom –B28
Top floor photocopy room
DT Building x2

Science Area

4 first aid kits
4 eyewash stations
1 burns kit

Other areas

Finance
Minibus
Maintenance

Nurse's Office

Trip x 5

It is the responsibility of the School Nurse to ensure that the following minimum provisions are met for each first aid kit.

Contents	Small 25	Medium 25-100	Large 100+	Travel
Guidance leaflet	1	1	1	1
Medium Sterile Dressing	4	6	8	1
Large Sterile Dressing	1	2	2	1
Triangular Bandage	2	3	4	1
Eye Pads	2	3	4	1
Eye wash	1	2	4	1
Plasters	40	60	100	10
Sterile Cleansing Wipes	20	30	40	4
Micropore tape	1	1	1	1
Gloves	6	9	12	1
Foil Blanket	1	2	3	1
Safety pins	6	12	24	2
Finger Bandage	2	3	4	0
Resuscitation face shield	1	1	2	1
Burn gel	1	2	2	1