

Widford Lodge
PREPARATORY SCHOOL



First Aid Policy

1st Drafted September 2009
Reviewed May 2011
Review carried out by: S C Trowell
Next Review May 2012

Purpose

This policy outlines the school's responsibility in:

- **Providing first aid to pupils, staff and visitors.**
- **Communicating children's health problems or injuries to parents.**
- **Providing resources and training in order to administer first aid.**

Guidelines

At Widford Lodge we will ensure that first aid provision is available at all times whilst people are on the school premises and also off premises whilst on school trips.

Emergency first aid training is provided for staff on a regular basis. If a member of staff has not received training or has an expired certificate, they should inform the Bursar who will organise appropriate training by a qualified provider.

A number of staff have paediatric first aid training and at least one of these will be available for EYFS children at all times, including offsite trips. Nicky Blundell one of our teaching assistants is responsible for overseeing the school's First Aid provision.

First Aid boxes are available throughout the school.

A first aid kit will accompany offsite trips and staff will ensure that these are available throughout the trip. Parents will ensure that epipens and inhalers (from home) are taken with the child on these trips.

Widford Lodge has a suitably equipped medical room.

Basic hygiene procedures must be followed by staff. Staff should have access to single-use disposable gloves and hand washing facilities. Sanitising hand gel is available in the Medical Room. Care should be taken when dealing with blood or other body fluids and disposing of dressings or equipment.

A register of all children with medical requirements is kept in the school office and in the Common Room. This is renewed at the beginning of every year and updated whenever necessary throughout the year.

All injuries on school premises are recorded in an Accident Folder. This information is reviewed in order, where possible, to minimise the likelihood of recurrence.

Any serious injury or communicable disease will be reported to RIDDOR (0845 3009923).

All injuries should be dealt with by an appropriate person who has received the necessary training.

Pupils who are unwell should be referred to the school office where the school secretary, along with one of the first aiders if required, will assess the level of illness and treat accordingly. If necessary parents will be informed.

If an injured child appears to require immediate emergency and/or hospital treatment, then a paramedic ambulance will be called for.

No medication, except asthma inhalers and epipens, will be administered to a child without permission from parents.

The parents of pupils with asthma are asked to keep the school informed about their child's condition. This information is shared with relevant staff and recorded on a medical condition list. In the Pre-Prep and Early Years the teacher looks after the inhaler. In the Prep school children are expected to be responsible for their own inhalers.

All pupils with anaphalaxis, diabetes and seizures will have individual care plans which are to be updated yearly by parents and will be kept at strategic points around the school (certainly where these children are likely to be taught).

All epipens are stored safely in individually named boxes. These will be accessible at all times but out of the reach of children. The care plans will be kept with the epipens. Appropriate training in the use of epipens is given at least once a year. These arrangements are discussed and agreed with the parents at the beginning of the year or at a point when a child joins the school.

Implementation

Nicky Blundell is always available when she is on site to help and advise on matters of first aid. In her absence guidance would be gained from one of our paediatric qualified first aiders. Nicky Blundell carries out regular checks on first aid bags and boxes and is responsible for the general upkeep of the Medical Room.

The following members of staff are currently our paediatric trained first aiders:

Kim Perugini EYFS

Jo Cousins EYFS

Fay Cogman EYFS

Ann Hornsby Pre-Prep

Kay Beardsworth Prep

The Proprietor is responsible for ensuring that staff have the appropriate and necessary First Aid training. The first aiders will undergo update training within

every three year period. The school will arrange appropriate First Aid courses as part of the INSET programme.

First aid boxes are all marked with a white cross on a green background. They are located as follows:

Pre-School
Kindergarten
Art & Design Technology Room
Kitchen
Science Laboratory
Medical Room

The first aid bags that are taken on trips and sports fixtures are kept in the Medical Room.

Any child who feels unwell or has an accident during class time will be referred to the school office where the school secretary will decide what the next step will be and seek any relevant advice.

All injuries and steps taken will be recorded in the first aid folder. If a child suffers a bang to the head that causes concern then the parents must be informed. The school will always contact parents if a child suffers anything more than a trivial injury, or if they become unwell or if we have any worries about their health. This information is either given over the phone or face to face.

All children who have asthma will have access to their inhalers and spacers at all times. Inhalers and spacers must be named.

Whenever a parent requires the school to administer medication they must provide a written and signed request giving clear information about the reason why the medication is required, the dosage and timings.

In the Early Years Foundation Stage setting, the school will notify Ofsted of any events (in connection with medicines) and of any serious accident, illness or serious injury to, or death of, any child whilst in their 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 14 days of the incident occurring. A registered provider who, without reasonable excuse, fails to comply with this requirement, commits an offence.

The Early Years Foundation Stage setting must notify local child protection agencies of any serious accident or serious injury to, or the death of, any child whilst in their care and act on any advice given.

Emergency Planning

When it is considered necessary to call an ambulance the following steps should be followed.

Dial 999 and ask for ambulance and be ready with the following information:

Your telephone number: 01245352581

**Your location: Widford Lodge School
 Widford Road,
 Chelmsford
 Essex
 CM2 9AN**

Your Name:

Brief Description of Symptoms:

Age of Patient:

Speak slowly and clearly and be ready to repeat the information if requested.

Ensure the school drive is clear enough so ambulance can enter the site.

Ensure someone is available to meet the ambulance crew.

Appendix

Current List of First Aiders (Who will undergo update training every 3 years)

EYFS

Kim Perugini (Paediatric First Aid, valid until January 2013)

Faye Cogman (Paediatric First Aid, valid until February 2012)

Jo Cousins (Paediatric First Aid, valid until September 2013)

Whole School

Anne Hornsby (Paediatric First Aid, valid until January 2013)

Kay Beardsworth (Paediatric First Aid, valid until August 2014)

Kathy Gilbert, Secretary (First Aid Appointed Person, valid until September 2013)

Helen Kimp , Secretary (First Aid Appointed Person, valid until September 2013)