



# Yarrells School & Nursery

## FIRST AID/MEDICAL PROCEDURE POLICY

For the whole school, including the Early Years Foundation Stage

Policy Lead (Position (and Initials)): **Lead First Aider (TP)**

Date of Last Review: **October 2021**

Date of Next Review: **October 2021**

### **Yarrells School Policy**

Yarrells Preparatory School is committed to safeguarding and promoting the welfare of children and young people. We recognise that keeping children and young people safe is paramount. The whole school community is expected to share this commitment.

At Yarrells, we understand our responsibility to take reasonable care of the children while they attend school. The school also has responsibilities to other members of the public and to third parties.

The school will work to comply with Health and Safety legislation, and our policy aims to provide a healthy and safe environment for all members of the Yarrells School community or visitors to the school. This policy should be considered in conjunction with other relevant policies such as Safeguarding, Health and Safety, Anaphylaxis, Asthma and various sickness policies etc.

In addition to general objectives, the policy outlines some specific responsibilities and procedures that should be adhered to in the best interests of Health and Safety. The policy is given to all staff: both part-time and full-time, teaching and, and is reviewed regularly. Failure by staff to comply with agreed policy and procedure in terms of Health and Safety will be viewed as serious, and will become a disciplinary issue. Revisions to policy and procedure will be brought to the attention of all staff.

A qualified paediatric first aider is on site at all times when children are present, including for off-site visits for the EYFS.

### **Responsibilities of Staff**

Under the Health and Safety at Work Act 1974, and the Management of Health and Safety at Work regulations 1999, employees must:

- take reasonable care of their own and others' Health and Safety;
- co-operate with their employers;
- carry out activities in accordance with training and instruction;
- Inform the employer of any serious risks.

In terms of Yarrells School Policy, staff members shall

- Establish and maintain a safe working environment throughout the school.
- Always supervise children in their care conscientiously, being responsible for their Health and Safety whether on or off site. Where a staff member is not happy to have this responsibility in a

given situation, the Head must be informed as soon as possible, so that alternative arrangements can be made;

- consider and assess risk and hazard to themselves or the pupils on an ongoing basis, whether on or offsite and act appropriately to minimise risk or hazard;
- Measure risk in terms of their own specific teaching and working environment on an ongoing basis and report any issues of concern to the Head and Estates Manager at the soonest possible opportunity. Any concerns must be followed up in writing so a record is made of the concern;
- call the Lead First Aider for any issues requiring more than basic First-Aid or if a colleague or pupil seems unwell;
- ensure that safe working practices and procedure are taught to school pupils on an ongoing basis through integrating all relevant aspects of safety in the teaching process, and where necessary, giving special lessons on Health and Safety;
- develop and encourage safety consciousness and responsible attitudes towards safety throughout the school;
- give clear instructions, information and warnings to pupils as often as possible and where relevant to protect Health and Safety and to minimise risk;
- carry out all responsibilities and act on advice given in the best interests of Health and Safety at the school;
- follow established procedures for responding to and reporting accidents, emergencies or fires;
- inform parents and/or carers of any accident or injury sustained by the child on the same day, or as soon as reasonably practicable, of any first aid treatment given;
- Record and report accidents to staff, pupils and visitors – including those reportable under RIDDOR.
- Notify local child protection agencies of any serious accident or injury to, or the death of, any child while in Yarrells care, and must act on any advice from those agencies.
- Remember the following items when taking children off site, for PE, swimming, educational visits or school trips: First-Aid box, asthma inhalers and/or medication and relevant medical information forms; and mobile telephones (also, as relevant, copies of consent forms with emergency contact details.)
- Be prepared to attend training.

### **Responsibilities of Staff on Duty (must take out a first aid kit which is held in the office)**

If first aid attention is required, the member of staff on duty should deal with it if basic first aid is sufficient. If it is of a more serious nature, contact Mrs Tania Philbey or Mrs Bella Buchanan through school office on extension 201 who will liaise with you the best course of action to take. The child should be escorted if they are able by a suitable older pupil or member of staff into school. If the child cannot or should not be moved, then Mrs Philbey or Mrs Buchanan should be called to come outside immediately. Children should never carry a child in and one member of staff should never be left alone on outside break.

If the accident is serious and an ambulance needs to be called then the office should be contacted to ring 999. The other member of staff will blow the whistle for the remaining children to line up as normal and be returned to their classrooms. All the procedures as outlined in the Health & Safety Policy should be followed.

The incident must be recorded by the staff member who has dealt with it and the appropriate form filled in, which are held in the first aid file in the staff room for Seniors/Greenwood/Junior Prep in Mrs Wilson's Class room.

- Incident/Accident Form: For any incident/accident/ill health or head bump. A copy should be given to the child to take home and another copy to be filed away in the First Aid Folder in the staffroom. Form tutor needs to be made aware. A phone call/email to parents should follow head bumps and any injury to the eye/teeth/face. Head bumps to be checked by Mrs Philbey/Mrs Buchanan.

The school recognises its duty to inform Ofsted of any serious accident, illness or injury to, or death of, any child while in their care, and of the action taken as soon as is reasonably practicable, but in any event within 14 days of the incident occurring.

In addition, we realise that we must notify Ofsted of any food poisoning affecting two or more children cared for on the premises as soon as is reasonably practicable, but in any event within 14 days of the incident.

### **Responsibilities of the Pupils**

Pupils do have a measure of accountability for Health and Safety at Yarrells School in terms of the following the expectations placed upon them as pupils:

- school pupils are expected to respond to instruction, information and warnings given, to minimise risk and to promote Health and Safety;
- they should conscientiously follow all instructions given to follow procedure in the event of a fire, accident or emergency;
- they should behave in a manner that is careful and respectful towards all people in the YPS community, and that would not pose any risk or danger in terms of Health and Safety.

### **Responsibilities of the Parents**

Through good communication, the school and parent body should work together to uphold and promote good practice and the YPS policy in terms of Health and Safety. Both the School and Parents have a duty to educate children about Health and Safety and the parents can assist the school by working to support the school in the following ways:

- by setting a good example regarding Health and Safety;
- by upholding the recommendations of the school in terms of Health and Safety;
- by driving around, the school premises and parking safely – paying due regard to signs and instructions for safety;
- by keeping the school up to date about their child’s health and wellbeing and communicating any concerns that they may have in this regard;
- by assisting the school with information that will help the school to understand any particular health needs their child may have and by communicating with the school appropriately in this regard;
- by filling in the appropriate forms regarding medical conditions, administration of medicine etc.

### **Training**

Responsibility for organising (and maintaining records of training) is as follows:

- First-Aid training – the Head’s PA, with the Senior Leadership Team’s support.

### **Recent staff training**

Jan 19	1 Day First Aid in the workplace	Ray Veneer
April 19	Paediatric First Aid (12 hours) Included Defibrillator Training	Ray Veneer
October 2020	1 Day First Aid in the workplace	Ray Veneer

## **Specific duties overseen by the Lead First Aider**

The Lead First Aider is the key staff member in charge of First-Aid and working with the SLT and parents to protect children's health. He/she should always work with compassion and to reassure children and families by taking charge in a caring and assertive manner, with the following responsibilities:

- to oversee First-Aid practice and procedure at YPS;
- to make staff aware of any children with medical conditions at staff meetings and with clear notices on the staff room board;
- to maintain First-Aid stock and First-Aid boxes;
- to assist with staff training;
- to make recommendations for best practice and advise on policy;
- to report any concerns to the Head and SLT;
- to ensure that procedure and reporting are followed in keeping with Health and Safety recommendations;
- to administer First-Aid where necessary;
- to administer medicine and ensure parents are informed about the administration of medication on the same day of the administration of medicine, or as soon as reasonably possible.
- to make recommendations for the best course of action in the event of an accident;
- to ensure parents are updated about any incidents;
- to ensure the correct procedures for dealing with the spilling of body fluids are followed;
- to ensure that parents are made aware of head bumps as well as of any accidents that may have caused a bump to the head;
- to retain statistics of accidents/incidents;
- to ensure that any incident occurring off-site is recorded by a member of staff where appropriate;
- to prepare summary reports for the Senior Leadership Team of incidents/accidents;
- to report incidents that are notifiable to the HSE to the Head;
- to escort pupils to hospital (as directed by the Head or Senior Leadership Team) who will always endeavour to contact parents to inform and obtain an agreement;
- to work with parents to produce an individual care plan as necessary.

## **Procedure to follow in the event of illness or an incident**

Staff members are not expected to be *right* every time but just to have made a *reasonable decision*. They should use their experience and professional judgement in any given situation to decide when to do more than commiserate and change the subject or to take the matter more seriously. Problems in descending order of importance.

### **1. Emergency incident or sudden illness**

In situations of a clearly serious nature – don't wait: dial 999. Other staff will call parents and sort out details. Lead First Aider, Head, a member of the SLT or any First-Aider will take charge while waiting for ambulance. Follow First-Aid training in terms of not moving child etc.

Lead First Aider will contact parents and advise the Head or member of the SLT in the following circumstances:

- Any injury to the head where even the slightest suspicion/concern arises of concussion to come. There can be quite a delay. Signs of concussion – nausea, sleepiness/drifted etc.
- Any injury near or in the eye (if injury looks bad and immediate action is required, we will either take the child to Poole General or the eye hospital. We will try and arrange for parent to meet us there.)
- Vomiting.

- Abnormal temperature (above or below).
- A severe asthma attack.
- A fit.
- A pupil displaying Covid-19 symptoms refer to Covid-19 action Flowchart and Policy

## 2. Send to Lead First Aider after First aid performed by a member of staff

Any individual should be sent to Lead First Aider after staff has performed initial First Aid if the pupil

- Has blood continuing to flow from a small wound.
- Is heavily winded and not recovering.
- Complains of feeling sick and is pale after the initial treatment.
- Complains of feeling unwell and has a flushed look and is hot to the touch.
- Is shivering (not the odd shudder) and really looking unwell.
- Clutching stomach from time to time.
- Is evidently in pain in any area of the body despite no outward evidence of a break or a strain.
- If pupil displays Covid-19 symptoms they should be taken to the Covid-19 isolation room (behind LAMDA room) and follow Covid-19 action Flowchart

## 3. When staff are unsure

They should try to find out if the child is ‘under the weather’ because they have had a late night, feel worried or anxious; feel fed up, or just need a trip to the toilet. They may have to jolly a child along to the end of the lesson/playtime and then find time to talk alone. There may be a genuine “cry for help” involved and it is important to address this straight away by referring to a teacher familiar with the child. Sometimes it is best to find and consult the child’s form teacher.

### **Important!**

Except in extraordinary circumstances, **children are not to take themselves off to the Lead First Aider without permission.** It can be dangerous, as no one knows where such children are while they are wandering about. Children should be sent to the office who will call for the Lead First Aider and should be **accompanied by ONE other child** or a member of staff. A member of staff should always accompany children from Nursery/Year 1. It is also wise for the teacher who sends a child **to check on the situation** at the end of the break or lesson if at all possible.

### **Protective equipment**

We have procedures for dealing with the spilling of body fluids – staff must take care to follow procedure to avoid the spread of infection and in the interest of Health and Safety.

No person must treat a pupil who is bleeding, without protective gloves, which are stored in each first aid box. All body fluid spillages (vomit, diarrhoea and blood) must be cleaned up immediately. Gloves should be worn when in contact with blood or body fluid is likely. Spillages should be placed in a sealed bag and put in the external dustbins for domestic waste disposal.

Full PPE must be worn by anyone who is dealing with a suspected case of Covid-19 which is stored in the Covid-19 isolation room.

## **LOCATION OF FIRST AID EQUIPMENT AROUND THE SCHOOL**

### **Boxes kept:**

- ✓ Staff room (for use at playtimes)
- ✓ First Aid room in the white cupboard
- ✓ Swimming pool (in season)

- ✓ Greenwood Nursery
- ✓ Sports shed
- ✓ Tennis shed
- ✓ The three minibuses
- ✓ Kestrel
- ✓ (2W)
- ✓ Heron (Science Lab)
- ✓ Art Room
- ✓ Puffin

There are single use ice packs in each first aid box.

Nursery have their own little ice pack in the freezer compartment in their fridge for minor bumps and supply of single use ice packs in first Aid Cupboard in Greenwood staff room.

The defibrillator is in the main office with posters on main door and office door

We also have a wheelchair available for the transportation of those unable to walk in the outside field cloakroom.

### **Related Policies First Aid, Sickness and Diabetes**

**YARRELLS STAFF WITH FIRST AID TRAINING**

**Staff trained in Advance First Aid**

**Lead First Aider (Tania Philbey):** First Aid at Work Certificate 2 Day – April 2021

**Deputy Lead First Aiders:** Arabella Buchanan - First Aid at Work January 2019

**Paediatric Nurse (Katie Talwar – TA at Yarrells):** September 1999 – Paediatric First Aid April 2019

**Sports Coach (Ross Williams):** Emergency First Aid at Work Requalification October 2014 and NPLQ Royal Lifesaving Society valid to October 2019

**All Early Years teaching staff:** 12 Hour Paediatric First Aid Course completed April 2019

**All Teaching staff:** 6 hours First Aid for Schools Course completed January 2019/August 2019/October2019