

Widford Lodge

PREPARATORY SCHOOL



13a, 13c and 13d

First Aid, Accident Reporting and Medication Policy

This policy applies to all pupils at Widford Lodge School including those in the EYFS

Reviewed and Approved by the Proprietor: December 2018

Next Review: December 2019

Introduction

At Widford Lodge Preparatory School we are committed to ensuring that every pupil, every member of staff and every visitor will be provided with adequate first aid in the event of an accident or illness.

This includes ensuring:

- Sufficient and appropriate resources, training and facilities
- Ensuring HSE regulations on the reporting of accidents, diseases and dangerous occurrences are met
- Clear authorisation from and communication with pupils' parents/carers regarding medical treatment.

Procedures and information set out in this document aim to ensure that:

- All members of the school community are aware of the procedures to follow in the event of an accident, the support available and the role that they play
- Effective management systems are in place to support individual pupils with medical needs
- There are sufficient numbers of trained staff as Appointed Persons and First Aiders (defined as those who have received the Emergency First Aid at Work training or Schools First Aid training), including Paediatric First Aid, to meet the needs of the school
- Medicines are recorded, handled, stored and administered responsibly
- First aid provisions are available at all times while pupils or employees are on school premises, and also off the premises whilst on visits or trips
- All appropriate incidents involving medical assistance are properly recorded.

This policy was drawn up in conjunction with: The Health and Safety at Work etc Act 1974; DfE Guidance on First Aid for Schools; DfE Guidance on Supporting Pupils at School with Medical Conditions 2014; the Independent School Standards; The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

This policy is available on the school's website and on request from the school office.

Widford Lodge Preparatory School is fully committed to ensuring that the application of this policy is non-discriminatory in line with the UK Equality Act 2010.

This policy is reviewed annually by the Appointed Person for First Aid and the senior management team or as events or legislation dictates, and updates are communicated to staff.

1. Key Personnel

The Appointed Person for First Aid is Nicki Blundell. She is a Higher Level Teaching Assistant and is available to give advice to all members of staff. In her absence Julie Eggleton, Head of Pre-Prep will act as the Appointed Person.

The Appointed Person for First Aid takes charge of first aid arrangements and the role includes looking after the first aid equipment and facilities.

The Appointed Person for First Aid will ensure that:

- Supplies of first aid materials are available at various locations throughout the school and that materials are checked regularly and any deficiencies are made good
- Information on the location of equipment and facilities is provided to staff
- Records of first aid treatments and accidents are maintained
- Training needs are identified
- First Aid issues are escalated to the Headteacher, Michelle Cole, who will report on First Aid issues to the Health & Safety Committee
- There is appropriate communication with parents/carers especially for any pupils who have received any kind of medical attention during the day, including any medication given, other than for very minor incidents.

The Headteacher will ensure that:

- There is a First Aider on site whenever there are children present
- There is someone with the relevant paediatric First Aid training whenever there are EYFS children present – including offsite visits
- The number of First Aiders is adequate to provide first aid cover during the school day, for offsite trips and activities and for after school activities.

The Deputy Appointed Person, Julie Eggleton, will ensure that:

- First Aid qualifications are up to date
- The list of First Aiders is kept up to date (see appendix A)
- Records of First Aid training undertaken by staff are maintained.

A number of staff have received current suitable First Aid training and have a qualification approved by the HSE (see Appendix). This training enables them to give emergency first aid to someone who is injured or becomes ill whilst on the school premises. Training is renewed every three years.

Trained staff are based in a variety of locations around the school site. First Aid assistance can always be called for via the school office (01245 352581) if immediate adult assistance is unavailable.

First Aiders will endeavour to:

- Respond promptly to calls for assistance
- Provide first aid support within their level of competence
- Summon medical help when necessary
- Record details of treatment given in line with the reporting procedures in this document.

All staff are informed about First Aid provision on employment and are required to:

- Ensure they are aware of and follow the First Aid Policy and procedures.
- Report and record all accidents that occur in line with the procedures set out in this document.
- Ensure appropriate risk assessments and adequate First Aid provision form part of the planning for any school trip or activity. This should be done in consultation with the Educational Visits Coordinator, Miss Faye Cogman.

2. First Aid Equipment and Information

The Medical Room (Sick Bay) is located on the first floor of the main building.

First Aid Boxes are clearly labelled with a white cross on a green background. They are located in the following areas:-

- School Office
- Science laboratory
- Art Room
- Pre-School
- The Kitchen (blue box with white cross)
- The Reception classroom
- First Aid Kits for travelling and for matches are held in the Medical Room
- Eye wash stations are situated in the Science laboratory, Art Room, Office, Reception classroom and Medical Room

A spillage kit for dealing with bodily fluid is available in the Medical Room and shed next to the Pre-School play area.

The Appointed Person for First Aid will ensure that the contents of all First Aid containers/stations and spillage kits are regularly checked and restocked.

3. What to do in the event of an incident requiring medical assistance

a) If a person becomes unwell

A pupil, member of staff or visitor who becomes unwell during a lesson or activity may, if they are able, be sent to the school office to seek assistance. They should be

accompanied by another person. Parents will usually be contacted and asked to collect a pupil if they become unwell.

b) If a person is involved in an accident or medical emergency

- Call for assistance from the nearest First Aider or if you are qualified in first aid seek assistance from the nearest member of staff (a runner can be sent with the red emergency card from the room to find the nearest adult)
- Ensure that other children/adults in the vicinity are safe and supervised
- The First Aider will take charge and co-ordinate the administration of first aid, deciding upon any additional medical assistance required, including requesting an ambulance.
- At least one member of staff should stay with the casualty at all times – this may include escorting them to hospital if required
- If they are not already present, inform the Appointed Person for First Aid immediately of the incident/accident
- Should an ambulance be required dial 999 (dialling 9 will get an outside line). Ideally, DO NOT LEAVE THE CASUALTY ALONE in order to do this – ask a colleague (if you send someone else to make the call, ensure that you tell them to return straight to you in order to inform you of the 999 call having been successfully made)
- After an ambulance has been requested, if they have not already been alerted, inform the Headteacher or a member of the Senior Management Team - they will, in turn, inform relevant senior colleagues
- A member of staff should await the arrival of the emergency services and will direct them appropriately
- Ideally, a familiar member of staff will accompany the casualty in the ambulance and at the hospital until the parent/carer arrives
- Where there is an urgent need for surgical or medical treatment to be given and the parents cannot be contacted, the decision about the competence of the pupil to give or withhold consent to urgent surgical or medical treatment, in the absence of the parent, must be the responsibility of the doctor
- All incidents must be recorded in line with the Recording and Reporting procedures set out in section 4.

c) Hygiene and infection control when dealing with a medical incident

- Common sense infection control measures (hand washing, use of disposable gloves when dealing with blood or bodily fluids) must be followed by all staff when dealing with medical incidents
- Hand washing facilities are available throughout the school
- Single use disposable gloves are to be found in First Aid kits and must be used at all times when providing treatment involving blood or body fluids

- Site manager (when available) should always be called to deal with the clearing up of spillages of bodily fluids and any items contaminated must be disposed of in the bin marked for clinical waste.

d) Dealing with Bodily Fluid Spillages (Bio Hazards)

The school has a duty to protect its staff from hazards encountered during their work; this includes bio-hazards, which for the purpose of this document are defined as Blood, Vomit, Faeces, Urine and Wound drainage.

In the event of a spillage the following precautions should be applied:-

- Notification by placing warning signs
- Staff dealing with biohazards should wear protection
- Staff should access spillage kits in order to clean up promptly
- Waste should be disposed of in the bin marked *Clinical Waste*
- Hand hygiene should be carried out following management of the spillage

e) Head injuries

All head injuries should be regarded as potentially serious, irrespective of the extent of external injury. It is important to monitor any person with a head injury very carefully, looking for key signs such as sickness, dizziness, incoherence or drowsiness. If in doubt, or if any of the key signs are exhibited, seek medical help.

Parents may well be called and asked to collect their child and seek expert medical attention. The person dealing with the injury will ensure that the parents of any pupil who has required treatment for a head injury are informed, either verbally or in writing, on the day the injury occurs, to enable them to continue monitoring their child's recovery. In addition, where practical, the Appointed Person will be informed of head injuries necessitating parental contact.

4. Accident reporting and record keeping

Where there is an accident or medical emergency and First Aid assistance has been provided, the person who has administered First Aid should record the incident according to the procedure outlined in section a below.

Parents will be informed of any significant accident or injury sustained by their child on the same day, and must be kept sensibly informed by an appropriate member of staff. This contact with parents is recorded on the accident form.

A record is kept of all children spending time in the medical room, even where no treatment is administered or no accident has occurred, e.g. a child who has a lie down for an hour but returns to lessons/the school day.

4. How to record an accident or medical incident

Playground injuries and similar are recorded on accident forms by the person attending to the casualty or dealing with the incident. Accident files and forms are located in either the Pre-School, Room 1 (for Reception children) or the school office for Pre Prep and Prep children.

The records of first aid treatment given by a First Aider or Appointed Person must include:

- Date, time & place of incident
- Name and class of injured/ill person
- Details of the injury/illness and what first aid treatment was given
- What happened to the person immediately afterwards
- Name and signature of the first aider or appointed person dealing with the incident
- Whether or not parents were contacted and if so, by who and at what time

The accident files are reviewed each half term by the Health and Safety Committee for completeness and for patterns of accidents.

All more serious accidents will be investigated as soon as they occur by the Headteacher, so that any problem areas or procedures are identified and remedial action can be taken if necessary. Problems identified and actions taken are reviewed by the Health and Safety Committee.

First aid administered to staff and visitors is recorded in a separate accident book from the file used to record pupil details.

Consideration will be given to whether accidents to pupils, staff and members of the public are in any way attributable to defective premises or equipment or lack of supervision and whether any corrective action is required.

Informing the HSE (Health & Safety Executive) under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) – statutory requirements.

The Headteacher is responsible for determining if the HSE needs to be informed of an accident or incident and for keeping a record in the School Office of the report.

Under RIDDOR the following accidents must be reported to the HSE without delay:

- Accidents to employees resulting in death or major injury as defined by RIDDOR (including as a result of physical violence)
- Dangerous occurrences
- Accidents to employees which prevent the injured person from doing their normal work for more than 7 days must be reported within 15 days of the accident.
- Accidents to pupils or visitors involved in a school activity that result in death or injury in connection with a work activity and where the person is taken directly from the scene of the accident to hospital for treatment

The Headteacher will keep a record of any reportable injury, disease or dangerous occurrence which must include: the date and method of reporting; the date and time of event; personal details of those involved; and a brief description of the nature of the event or illness.

The Headteacher will be responsible for ensuring that all necessary reports are made via www.hse.gov.uk/riddor/online and the copy received kept in the Office.

Details of RIDDOR accidents will be made available to the Health & Safety Committee, which includes the Proprietor.

5. Risk Assessment for Medical and First Aid Needs

This policy and the provision of first aid are considered annually. This will include considering: changes to staff, building, site, activities, off site facilities; further training and refresher courses required for staff; specific hazards in time or place; specific health needs of pupils and staff i.e. allergies or medical conditions; numbers of first aiders required in both time and place; and accident statistics.

6. Administration of Medicines

Most pupils will at some time have a medical condition that may affect their participation in normal school life. This may either be a short term condition which is quickly resolved or a long term condition with pupils having medical needs that limit their access to education. At Widford Lodge we aim to work with parents to provide measures to minimise the impact of medical difficulties on the child's school life.

Parents/guardians have the main responsibility for their children's health and should provide the school with information about the child's medical conditions. Whilst there is no legal duty requiring staff to administer medicines or supervise pupils taking their medicines, we will endeavour to accommodate pupils' medical needs in close cooperation with parents. Thus, while it is not our policy to care for sick pupils who should be at home until they are well enough to return to school, we will agree to administer medication as part of maintaining their health and well-being or when they are recovering from an illness.

If a child is prescribed medication to be taken during the school day, parents/guardians must complete a medication form, available via the school office or website, when bringing the medication to school. Medication for children in the Pre-School and Reception should be handed to a member of the Pre-School/Reception staff. All medications for children in the Pre-Prep and Prep School should be handed into the school office.

All prescribed/unprescribed medicine must be stored securely in the medical room, with the exception of Pre-School. At no time should any child carry with them prescribed/unprescribed medication (with the exception of inhalers and epipens) e.g. painkillers. Each administration of the medication is recorded on the relevant form and must be signed by the administering

staff. Older children are expected to take some responsibility for remembering to go to the office to take their medicine.

7. Management of Medical Conditions

a) Arrangements for Pupils with particular Medical Needs

All staff are required to be aware of children with particular medical conditions and must ensure that their needs are included in any risk assessments for trips outside the school.

Details of pupils with special medical needs, including those with serious allergies which have a risk of anaphylaxis shock, are agreed with parents, recorded and displayed in strategic parts of the school such as the kitchen, the staff room and the Medical Room.

Reliever inhalers are carried by the owner. Since September 2014, schools have been able to hold spare emergency inhalers; parents of all children with asthma at Widford Lodge have given written permission for the use of the spare school inhaler in the event of an emergency, when their own is absent.

Unless otherwise stated, two EpiPens/Jextpens are required for children who need them, at least one of which will be kept in the school office. Additional pens are kept in an anaphylaxis child's emergency bag, located within the classroom setting in the Pre – School, Reception and Pre-Prep and either within the classroom setting or carried by the pupils themselves in the Prep School. Should a child with anaphylaxis leave the site, it is the teacher's responsibility to ensure that they have their emergency bag with them.

Where relevant, additional staff training will be provided on specific medical conditions, including the associated care required.

Medical needs of the staff are not the responsibility of the Appointed Person. The Headteacher will make reasonable adjustments when informed of a medical condition by a member of staff and staff will be asked to confirm that any medication is unlikely to impair their ability to look after children properly and that any medication brought onto school premises is kept securely away from children.

b) Contagious Illnesses

To prevent the spread of illness, any child who has been diagnosed with a contagious illness eg, chicken pox, impetigo etc is asked to remain at home until they are no longer contagious. Parents are asked to inform the school as soon as possible that their child has an infectious illness so that the school can send a letter of information out to the other parents.

In the event of a child suffering from sickness and/or diarrhoea, parents are asked to inform the school and the child must remain absent from school until they have been clear of all symptoms for at least 48 hours.

If a child has a case of head lice, the parents are asked to inform the school and treat their child with the appropriate shampoo before returning them to school. If a child has complained of a symptom and is suspected to have head lice whilst at school, the class teacher or the office staff will telephone the parent asking for the child to be taken home and the appropriate shampoo applied before returning to school.

If a child has been diagnosed with conjunctivitis, they are asked not to attend school for 24 hours after starting the appropriate eye drops or ointment. If a child displays the symptoms of conjunctivitis whilst at school, the parent will be contacted and asked to collect their child and take them to a doctor to receive the appropriate treatment. The child may then return to school after 24 hours.

Additional Medical Protocol for EYFS (Pre school & Reception)

Caring for a child taken ill during the school day:

- If a child becomes unwell during the Pre-School day they will be taken into the library area where they can lie down. Another member of staff will phone the parents and if they are not available will continue to phone other people on the child's emergency list.
- For Reception children the teaching assistant will stay with the child in a quiet area of the Reception classroom. The parents will be contacted and if they are not available we will continue to phone other people on the child's emergency list.
- When the parent/carer arrives to pick up the child, the member of staff who has been supervising the ill child will fully inform them as to the sequence of events.
- If we believe the child's illness to be severe and the parent is unwilling to pick their child up, we will insist they are collected and if necessary phone the next person on the child's emergency list.

Allergies:

At the beginning of Pre-school and Reception parents are asked to fill out a Health and Dietary form which asks for details of any allergy the child may have and any foods they would prefer them not to have, in addition to any pre-existing medical conditions that we should be aware of. Any changes in condition should be reported to a member of staff immediately so the information can be updated. The same procedures as for the rest of the school will be followed, for example agreeing a care plan with parents and displaying this in relevant places around school. In the unlikely event of a child reacting to a food or other substance the parents would be contacted and informed of their child's reaction and any medication administered. We would advise them to come to collect their child and seek further medical advice. A member of staff would remain with the child at all times in case the reaction worsened.

If a severe reaction occurs, we would again follow the instructions set out on the child's medical form. If an epi-pen is provided and is needed, a member of staff would administer this and stay with the child whilst another member of staff telephoned 999 and the parents. If a child suffers an allergic reaction to something 'new' that we are unaware of, we would comfort the child, seek urgent advice from the paediatric first aiders – Mrs Kim Perugini,

Mrs Julie Smethurst, Mrs Amanda Cockett and Miss Debbie Poston, then contact the parents/emergency contact. In a severe case we would dial 999 and a member of staff would accompany the child to the hospital.

Administration of Medicine:

- Before starting in the EYFS parents complete a medical/dietary requirements form.
- No medicine must be administered to a child without the parent's written permission. For the Pre-school there is also a long term medical form for those with asthma and allergies who may need medication whilst at school. Medicines must be in the original container in which they were dispensed, with the prescriber's instructions for administration.
- Child's name, medicine and time should be clearly written on the form and communicated to all staff by being written on the white board.
- All medicines for Pre-School children are to be kept in the staff kitchen either in the fridge or in the locked first aid cabinet.
- Reception children – Medicine is kept securely in the Reception classroom.
- Before administering any medicine **READ** the instructions carefully and check it has the correct name and dosage on the label and is in date.
- Once the medicine has been administered the medicine form should be filled out immediately.
- The parent must then sign the medicine form when the child is collected.
- Written records for all medication administered to every child in the care of the EYFS (and whole school) are retained.
- Medicine will not be administered if it has not been clearly prescribed for that particular child by a doctor, dentist or pharmacist
- We will only administer non-prescription medication – pain/fever relief if there is a health reason to do it and written consent has been gained from parents
- Any staff medication is locked in either the Pre School kitchen or the staff room.

Any medication to be administered on an Educational visit – please see Educational Visits Policy.

All staff are aware of how to use an epi-pen and JEXT pre-filled pen and have had training using a 'trainer epi-pen'. Any specific training will be undertaken when/where necessary.

Accidents and minor injuries:

The Pre-School first aid box is in the staff kitchen clearly marked 'first aid'. We have a medical bag which accompanies us when we are outside of the Pre-School that has a supply of medical necessities for falls, grazes and bumped heads. There is a further supply of first aid equipment in the medical room which is located adjacent to the Pre-School. Reception have their own first aid box kept in the Reception classroom on the top shelf of the bookcase. Head injuries will be dealt with following the same procedures as outlined for the rest of the school and parents notified by phone as soon as the child is settled.

If there is a concern relating to an injury then we will immediately contact a Paediatric first aider. Minor injuries will be written in the accident book, stating name of child, date and

time of injury, action taken and how the accident occurred. A member of staff will sign this and ask the parent to sign it when they collect their child. If there is a concern relating to an injury then the parent would immediately be contacted.

Major Accident:

If a child falls and hurts themselves seriously whilst at school the same procedures would apply as detailed earlier in this policy for the rest of the school.

Appendix - List of First Aiders

The Appointed Person for First Aid at Widford Lodge is Nicki Blundell and in her absence is Julie Eggleton. The role of this appointed person is to take charge of first aid arrangements and includes looking after the first aid equipment and facilities and calling the emergency services when required.

Name	Qualification	Expiry Date
Katie Atkinson	Schools First Aid	Jan 2022
Kay Beardsworth	Schools First Aid	Jan 2022
Lisa Beck	Schools First Aid	Jan 2022
Andrew Blundell	Schools First Aid	Jan 2022
Edward Callaway	Schools First Aid	May 2020
Michelle Cole	Schools First Aid	Jan 2022
Nicola Devitt	Schools First Aid	Jan 2022
Amanda Dexter	Schools First Aid	Jan 2022
Julie Eggleton	Schools First Aid	Jan 2022
Nicky Hall	Schools First Aid	Jan 2022
Fiona Jenkins	Schools First Aid	Jan 2022
Catherine Kenton	Schools First Aid	Jan 2022
Louise Knight	Schools First Aid	Jan 2022
Pauline Orange	Schools First Aid	Jan 2022
Samantha Pawsey	Schools First Aid	Jan 2022
Claire Palmer	Schools First Aid	Jan 2022
Clare Petre	Schools First Aid	Jan 2022
Naomi Poole	Schools First Aid	Jan 2022
Linda Prince	Schools First Aid	Jan 2022
Dawn Scorrar	Schools First Aid	Jan 2022
Martin Taylor	Schools First Aid	Jan 2022
Hannah Arnott	Paediatric First Aid	Nov 2019
Nicki Blundell	Paediatric First Aid	Booked on course end of Jan 2019
Jayne Bridgeman	Paediatric First Aid	Feb 2019
Jacky Brooks	Paediatric First Aid	Sep 2021
Sandy Burdge	Paediatric First Aid	Sep 2021
Susan Butler	Paediatric First Aid	Jan 2022
Amanda Cockett	Paediatric First Aid	Oct 2020
Kathy Cogman	Paediatric First Aid	June 2021
Robert Hopgood	Paediatric First Aid	Jan 2020
Helen Kimp	Paediatric First Aid	Mar 2019
Kim Perugini	Paediatric First Aid	Mar 2019
Debbie Poston	Paediatric First Aid	Oct 2020
Julie Smethurst	Paediatric First Aid	Jan 2019
Jo Taylor	Paediatric First Aid	Jan 2019
Sarah White	Paediatric First Aid	Mar 2021

Those with the Emergency First Aid at Work, Schools First Aid and Paediatric First Aid qualifications are also permitted to administer prescribed medicines.