

# First Aid Policy

## [Paragraph 13, Part 3 ISSR]

### Bablake Pre-Prep School

|                              |                         |
|------------------------------|-------------------------|
| <b>Author</b>                | Head of Pre-Prep        |
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|   |  |
|---|--|
| <b>Regulatory / Statutory Authority(ies)</b>              | <ul style="list-style-type: none"> <li>▪ The Independent School Standards Regulations (ISSR).</li> <li>▪ Independent Schools Inspectorate (ISI) - Para 13, Part 3 ISSR – First Aid; Welfare, Health and Safety of Pupils.</li> <li>▪ Health and Safety (First Aid) Regulations 1981 and the Management of Health and Safety at Work Regulations 1999 (as amended).</li> <li>▪ RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) 1995</li> </ul> |
| <b>Related Policies, Procedures, and/or Documentation</b> | <ul style="list-style-type: none"> <li>▪ Safeguarding and Child Protection Policy</li> <li>▪ Staff Code of Conduct Policy</li> </ul>   |
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#### VERSION HISTORY

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| 1.1            | Update                        | April 2024        | Updated Role Descriptors / Titles; re-branded and converted to new policy template and structure. Reviewed by Head of Pre-Prep. |





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## I Statement of General Principles

### First Aid (see section 3.5 in Foundation H&S manual)

The Foundation requires that each Foundation School makes its own arrangements for the adequate provision of First Aiders and First Aid equipment. The Foundation's Health & Safety Manager, Miss Alison Cheneler, is responsible for ensuring that the following takes place:

- There are an adequate number of appointed First Aiders (see list overleaf) and that a list of these trained and appointed persons is maintained available for inspection and is displayed in the School Office and in the Staffroom.
- Qualified First Aiders are (re)trained every three years.
- An adequate number of First Aid Boxes are maintained; their locations are as follows:
  - Main Building*
    - Medical room
    - Outside Year 1 cloakroom (first floor of main building)
    - Art Room (top floor of main building)
  - Reception Building*
    - Reception building ground floor corridor
    - Reception outdoor area
    - Reception classroom on first floor
  - Nursery Building*
    - Nursery building outdoor area
    - Nursery corridor above telephone

The School Administrator is responsible for ensuring that the First Aid Boxes meet established statutory requirements and that these are checked against a stock list at an appropriate frequency and re-stocked as necessary.

The Foundation recognises that some of its employees may be concerned about HIV and other blood borne diseases, such as Hepatitis B, in their workplace. Foundation workplaces are low risk and there is no significant risk of contracting blood borne diseases in every-day work situations. In the event of body fluid spillage, staff should follow the actions as in the School Policy:

## 2 Bablake Pre-Prep First Aid Policy

Bablake Pre-Prep recognises its duties to provide adequate and appropriate first aid provision for its staff and will also ensure that these arrangements take into consideration other persons (pupils, parents, visitors, contractors, etc) for whom it has legal and moral responsibilities.





## 2.1 Aims

- To identify the first aid requirements for the school, in both on-site and off-site working in line with the Health and Safety (First Aid) Regulations 1981 and the Management of Health and Safety at Work Regulations 1999 (as amended).
- To ensure that first aid provision is available at all times persons are present on the premises, and off the premises whilst on school visits/trips.

## 2.2 Objectives

- To appoint the appropriate number suitably trained First Aiders and Appointed Persons to meet the needs of the school.
- To provide sufficient and appropriate resources and facilities.
- To inform staff of the first aid policy, a copy of which is available to parents on request.
- To keep accident records and report to the HSE (Health and Safety Executive 0845 3009923) any Injuries, Diseases or Dangerous Occurrences as required by RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) 1995.

## 3 Organisation

### 3.1 The Head of Pre-Prep

The Head of Pre-Prep (Mrs Tracy Horton):

- is responsible for ensuring that the Coventry School Foundation Policy is put into practice. She is also responsible for ensuring that a school first aid policy, as required under the foundation policy, is developed;
- must ensure a suitable and sufficient assessment of the first aid needs is undertaken and that the appointment and training of staff is appropriate and provided to address the identified risks;
- should ensure that all staff and other persons are made aware of the first aid policy and procedures;
- must ensure that adequate resources are made available for the school's first aid arrangements.

### 3.2 Acting Assistant Head and Head of Early Years

Acting Assistant Head and Head of Early Years (Mrs Sorcha Robinson):

- must be aware of and responsible for ensuring the School's first aid policy is carried out;
- will provide first aid information for new staff as part of their induction programme.

### 3.3 First Aiders and Paediatric First Aiders

First Aiders and Paediatric First Aiders (see below):

- must have completed and keep up to date the appropriate training course that has been approved by the HSE;
- give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school;
- when necessary, ensure that an ambulance or other professional medical support is called.



The list of first aiders:

### 3.4 Paediatric First Aiders

|                   |                         |
|-------------------|-------------------------|
| Natalie Johnson   | - School office         |
| Helen Rypma       | - School office         |
| Tracy Coles       | - Nursery               |
| Lucy Homes        | - Nursery               |
| Lisa Adams        | - Nursery               |
| Ruth Wright       | - Reception             |
| Julie Reeve       | - Reception             |
| Karen Dhami       | - Reception             |
| Sian Kent         | - Year 1                |
| Beejal Koria      | - Year 1                |
| Sham Suleman      | - Year 1                |
| Sarah-Jane Hogan  | - Year 2                |
| Kay Montgomery    | - Year 2                |
| Sabina Parveen    | - Aftercare (Mat leave) |
| Lorraine Mohindra | - Learning Support      |
| Charlie Franklin  | - Learning Support      |
| Charlotte Manttan | - Forest School         |

Teachers and other school staff are expected to do all that is required to secure the welfare of pupils at the school.

### 3.5 Procedures

#### 3.5.1 Assessment of First Aid Needs

The Head of Pre-Prep will undertake a full assessment of potential injuries / illnesses in all areas of the Pre-Prep. This will be followed up by a further in-depth assessment by the Foundation's Health & Safety Manager.

Points to consider when making the assessment for first aid needs will include the following:

- the size of the school and outlying buildings and sports pitches when making provision for number of first aid personnel, first aid boxes and means of communication;
- activities undertaken by staff and pupils;
- the location of the school in relation to the emergency services and any circumstances that may affect access to the school;
- staff or pupils with any special health needs or disabilities;
- accident statistics.



### **3.5.2 Number of First Aiders**

There are no set limits for numbers - this must be decided after considering:

- school trips;
- out of hours provision, e.g. clubs, school events, etc.;
- age of children.

### **3.5.3 Qualifications and Training**

- First aiders will hold a valid certificate of competence, issued by an organisation whose training and qualifications are approved by the HSE.
- Appointed persons will undertake one-day emergency first aid training.
- Specialised training will be provided where known conditions exist, and it is deemed necessary.

### **3.6 Medical Room**

There is one first aid room provided at each site. The first aid room at Bablake Pre-Prep is located on the ground floor opposite the main kitchen.

The room contains:

- a sink with hot and cold running water;
- soap and paper towels;
- a store for first aid materials;
- cupboards for specific medication required by pupils in school;
- a bed with clean pillow and blanket;
- a chair.

### **3.7 Off-site First Aid**

A qualified first aider, with a first aid bag, should accompany the off-site party whether on an organised school trip or a sports fixture.

All incidents/accidents will be recorded in the appropriate book or on an accident form and reported to the School Administrator and Head of Pre-Prep on return.

### **3.8 First Aid Materials, Equipment and Facilities**

The Health and Safety Manager must ensure that the appropriate number of first aid containers according to the assessment of first aid needs are available.



HSE guidelines should be followed as a minimum standard on recommended and mandatory contents. A list of contents will be displayed on the lid/door of each first aid box/container.

- All first aid containers must be marked with a white cross on a green background.
- Where possible, first aid boxes should be kept close to handwashing facilities.
- Each school bus must carry a first aid container.
- First aid containers must accompany PE staff off-site.

Spare stock is kept in the medical room.

Responsibility for checking and restocking the containers:

- the member of staff (first aider) who has used any item from a first aid container;
- the School Administrator will check at the start of each term, they will also issue a First Aid Requirement Request Form to all departments, and to specific members of staff who carry their own first aid bag;
- a driver utilising the school minibus will need to check the bus before it is used for the trip.

### **3.9 General Safety**

Every member of staff should be constantly vigilant about identifying hazards around the school and in the grounds. All things that are deemed as dangerous, that cannot be put right, should be logged through the Helpdesk on iSAMS. In addition, there is an agenda item for Health and Safety at all staff meetings during which concerns should be raised.

### **3.10 Safeguarding Children**

(see CSF Safeguarding Policy)

#### **Physical Contact with Children**

Members of staff need to be careful not to initiate or encourage physical contact with children, including touching the head. Even in the case of a child in great distress, where the natural reaction is to comfort the child with a hug, great caution must be exercised. It is wise to ensure that you are in a public place with another adult in attendance if this type of contact is needed. Any member of staff requiring a private discussion with one child should ensure that the door of the room is left open, and another adult is nearby. Please refer to the Staff Code of Conduct.

#### **3.11 Hygiene and infection control**

Basic hygiene procedures must be followed by all staff. Single use disposable gloves should be worn when treatment involves blood or other bodily fluids.

Care should be taken when disposing of used dressings or contaminated equipment.





Procedures for cleaning up and disposal of contaminated dressings / equipment. (See [Appendix A](#))

### **3.12 Emergency Call Procedure**

In the event that a child or adult on or off site sustains an injury which is considered to be sufficiently serious an ambulance will be called. (Refer to [Appendix B](#))

### **3.13 RIDDOR Reporting**

All accidents that require reporting to HSE/ Riddor are listed in the Accident Book. Any accident that requires reporting to Riddor must be reported to the Health and Safety Manager who will contact HSE. Online forms can be completed.

### **3.14 Record Keeping**

Any pupil, staff or visitor treated or seen by the first aider must be recorded in the Medical Room on an Accident Form. Any medication administered to a pupil must be first be discussed with the parent concerned unless permission has already been received; and recorded on a Medicines Administered form.

Any treatment or advice given to pupils, staff or visitors must be reported in the first instance on an Accident Form.

A record of medication will be documented on pupil's health record on iSAMS.

All accidents however minor must be fully recorded on an Accident Form at the time of the administered treatment.

Accident Forms are located in the Medical Room.

## **4 Review, Approval and Publication**

The Head of Pre-Prep has strategic oversight of this policy which is reviewed every year in collaboration with Foundation School Nurses unless otherwise required owing to a change in policy/legislation or guidance; once reviewed, the policy is presented to the People and Wellbeing Committee for their formal recommendation to present it to the Full Governing Board for final approval.

This Policy will also be made available to parents/carers via the Schools' website; and, published to the ISI Portal.



## **5 Related Policies and Procedures**

This policy may need to be read in conjunction with the following Foundation/School policies:

- Safeguarding and Child Protection Policy.
- Staff Code of Conduct Policy

And/or with reference to the following legislation or governance provisions:

- The Independent School Standards Regulations (ISSR).
- Independent Schools Inspectorate (ISI) - Para 13, Part 3 ISSR – First Aid; Welfare, Health and Safety of Pupils
- Health and Safety (First Aid) Regulations 1981 and the Management of Health and Safety at Work Regulations 1999 (as amended).
- RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) 1995

## **6 Appendices**

This policy contains the following appendices (use the links provided or continue overleaf):

- [Appendix 1](#): Bablake Pre-Prep Policy for the Cleaning Up Body Fluids
- [Appendix 2](#): Bablake Pre-Prep Emergency Call Procedure

**Policy Compiled By:** Head of Pre-Prep

**END**



## **Appendix A: Policy for the Cleaning Up Body Fluids**

### **Bablake Pre-Prep School Policy for the Cleaning Up Body Fluids i.e. Blood, Faeces, Urine, and Vomit.**

All body fluids should be cleaned up as quickly as possible after spillage.

Disposable latex gloves should be worn.

#### **1 Blood, Faeces, Vomit**

NaDCC granules (Sodium dichloroisocyanurate e.g. Presept, Actichlor) or liquid bleach should be used to clean and disinfect after these spillages. Do not use on urine - see below.

The dilution of the bleach depends on the product being used. Chlorine content varies from brand to brand and also depends on how the product has been stored. Solutions should be made up fresh as required. All products in use should be cleared through the Health and Safety Control System Procedure.

If possible, the diluted bleach or granules should be poured gently over the spill, covered with disposable towels and cleaned up after 2 minutes with more disposable towels. The towels should be disposed as clinical waste. Remember to wash your hands after removing your gloves. In general, the task is more unpleasant than risky. It is important, however, to follow the manufacturer's instructions when using these products.

Should contact with the skin occur, they must be washed off immediately with plenty of water.

#### **2 Urine**

Spillages of urine should be cleared up using paper towels before washing the area with a detergent solution.

**Do not use NaDCC granules, as a chemical reaction could take place, which would give off a potentially harmful gas.**

Reference:  
Chief Executive's Directorate  
Occupational Health  
Coventry City Council  
Ref. J1700 Dec. 2003



### **3 Clinical Waste**

Clinical waste such as disposable items contaminated with body fluids, should be placed in yellow bags for incineration. A flush toilet is ideal for disposing of faeces and urine and should be used whenever possible.

### **4 Waste Disposal**

The handling and disposal of all waste, and in particular clinical waste, should be in accordance with the department of the Environment Waste Management guidelines.

### **5 Administration of Medicines in School Policy** (see also **O.61 Standards of Medicine Management**)

#### **5.1 General**

The Board of Governors recognises that many pupils will at some time need to take medication at school. While parents retain responsibility for their child's medication, the school has a duty of care to the pupils while at school, and the governing body wishes to do all that is reasonably practicable to safeguard and promote children's welfare.

#### **5.2 Responsibilities**

The Board of Governors takes responsibility for the administration of medicines during school time in accordance with the government's policies and guidelines.

The Head of Pre-Prep will implement this policy and report as required to the Board of Governors.

Medication will normally be administered by the School Administrator or Receptionist or, in her absence, by specially trained staff.

All staff are expected to maintain professional standards of care but have no contractual or legal duty to administer medication. The Board of Governors does not require staff to administer medication. (q.v. School policy Supporting Pupils with Medical Needs, implementing Circular 14/96).

However, some specified staff (e.g. PE and games staff, or staff taking educational visits) who volunteer their services, will be given training to administer first aid and/or medication to pupils.

#### **5.3 Staff Indemnity**

The Board of Governors fully indemnifies all staff against claims for any alleged negligence, providing they are acting within their conditions of service and following governing body Guidelines.





The indemnity covers situations where an incorrect dose is administered or where any other mistake in the procedure is made. The Board of Governors will meet any claims in these circumstances.

## **5.4 Guidelines**

### **5.4.1 Records**

On admission of the pupil to the school, all parents will be required to provide information giving full details of:

- medical conditions
- allergies
- regular medication
- emergency contact numbers
- name of family doctor/consultants
- special requirements (e.g. dietary)

At the beginning of each academic year all parents will be required to up-date the medical form.

### **5.4.2 Administration of the Medication**

The school expects that normally parents will administer medication to their children.

Any requests for medicine to be administered must come from a parent in writing addressed to the Head of Pre-Prep, and each request will be considered on an individual basis.

Details required:

- name of parent
- name of child and class
- name of medicine
- how much to give
- how it should be kept and stored
- how it is to be administered
- when to be given
- any other instructions

Parents will be expected to notify any requests for the administration of medicines at the earliest opportunity and to discuss with the Head of Pre-Prep what can be done in the school, before the Head of Pre-Prep makes a decision (viz. Circular 14/96).

The Head of Pre-Prep (or person authorised by the Head of Pre-Prep) will decide whether any medication will be administered in school, and by whom (usually the School Receptionist or Administrator). In appropriate cases the Head of Pre-Prep and parents in consultation with the School Nurse (and anyone else the Head of Pre-Prep deems necessary) will draw up a healthcare plan.





The medication must be in a container as prescribed by the doctor and dispensed by a chemist with the child's name and instructions for administration printed clearly on the label.

The school will not deal with any requests to renew the supply of the medication. This is entirely a matter for the parents.

If the pupil is required and able to administer his/her own medicine (e.g. inhaler for asthma) the School Receptionist or Administrator will check that the pupil fully understands what has to be done, and will supervise the administration where required.

Normally medication will be kept under the control of the School Receptionist or Administrator.

Normally the administration of medication will only be done in school at the following times:

- immediately before school - breaks and lunchtime - exceptionally, immediately after the end of the school day

#### **5.4.3 Intimate or Invasive Treatment**

The school will not normally allow these to take place in school, but in exceptional circumstances the Head of Pre-Prep is authorised to agree to it. Two adults must be present when these take place, at least one of whom must be of the same gender as the pupil.

#### **5.4.4 Long-term Medical Needs**

The Board of Governors and Head of Pre-Prep will do all they reasonably can to assist pupils with long-term needs. Each case will be determined after discussion with the parents, and in most cases the family doctor. The governing body also reserves the right to discuss the matter with the School's medical adviser.

#### **5.4.5 Records**

A record of medication will be written in the pupil's health records.

#### **5.4.6 Training**

The governing body is committed to providing appropriate training for staff who volunteer to participate in the administration of medicines.

#### **5.4.7 Monitoring and Review**

The Head of Pre-Prep will be responsible for monitoring the implementation of the policy, and reporting annually to the Board of Governors.



## **Appendix B: Emergency Call Procedure**

### **Bablake Pre-Prep Emergency Call Procedure**

If anyone on the site sustains an injury which is considered to be sufficiently serious an ambulance will be called.

#### **Request an Ambulance:**

Dial **999** or **112** ask for ambulance and be ready with the following information:

- Your telephone number: **024 7627 1285**
- Address: Bablake Pre-Prep School, The Grange, Brownhill Green Road, Coventry, CV6 2EG
- Your Name
- Brief description of symptoms
- Age of Patient

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

Inform Ambulance Control of best entrance to use and that the crew will be met.

**END**

