

First Aid Policy, Guidance and Procedures

This policy and associated documentation; Staff and Child Medical Needs Records and Medication, Sickness and Accident Procedures, and information on First Aid in the Health and Safety Policy was agreed by the SMT and is monitored and reviewed regularly to ensure we meet our overall aims. It is available to parents and promoted and implemented throughout the school and nursery. The appendices relating to this policy are available on request.

We believe that first aid is an important skill whereby performing simple procedures and following certain guidelines when required, it may be possible to save lives. By acting in a timely and competent manner, giving basic treatment we are acting responsibly until professional medical help has arrived and is available. We ensure that our premises, policies and procedures minimise risk to children and adults, however accidents and incidents do occur for which we need to be prepared.

We ensure that all those who work with children take a recognised First Aid Course (in most cases paediatric First Aid) which is updated every 3 years. In addition, we regularly hold training courses for our team and records are kept. (See training record and list of qualified First Aiders, appendix 1)

1 Responsibility

- The Headteacher has overall responsibility for the First Aid Policy, Guidance and Procedures in both the EYFS and school department and for ensuring that a qualified First Aider is:
 - On the premises at all times when children are present
 - Accompanies all off-site visits involving children
- Members of the Senior Management Team have, within their job description, responsibility as appointed persons in charge of first aid (See Health & Safety Policy). Records of training are kept within the main and individual staff training records and personnel files.

2 Reporting and Recording Accidents.

- We record all accidents, however minor, include treatment given and inform parents/carers on the same day. See Accident Form and Accident Form Procedure (children & staff)
- Any serious incident or accident which results in additional medical involvement is recorded on a separate form and reported to relevant authorities or RIDDOR where necessary. (See incident form)
- Accident logs in school and nursery are reviewed regularly to identify trends or patterns in the nature of accidents.

3 Risk Assessments

- A risk assessment for first aid is in place and regularly reviewed. See risk assessment records

4 Qualified First Aiders

- The following members of senior staff are trained in First Aid. For a full list of First Aid trained staff, please see Appendix 1.
- Lindle Lane:
 - Karen Mehta, Headteacher
 - Hilary Sharples, Director of Quality
 - Grace Cole, Director of Operations
 - Charlotte Bingham Brindle, Communication and Compliance Officer
 - Andrea Pratt, Nursery Co-ordinator
 - Ruth Thompson, Nursery Manager
 - Emma Murray, Team Leader
 - Alex Michaels, Team Leader
 - Laura Wood, Team Leader

- Arthur Wood, Deputy Headteacher (Juniors) – Forest First Aid Trained
- Sandra Bentley, Deputy Headteacher (Infants)

• Ashbridge at Maxy Farm:

- Julie Fazackerley, Head of Nursery
- Laura Wood, 2-3s Manager
- Tamsin Morris, Baby Unit Manager

• Ashbridge-on-Ribble:

- Alex Goch-Saraczyn, Nursery Manager
- Natalie Pratt, Nursery Manager

• The Fledglings:

- Emma Newlove, Nursery Manager
- Karen Mason, Team Leader
- Janek Dekto, Team Leader

Most staff hold a paediatric First Aid certificate, with some staff holding training in First Aid for adults, epipens and asthma training, and specific First Aid training for Forest School activities. Staff are also trained to meet the specific needs of children in their care when required.

First Aid Procedures

We aim to offer practical and sensible arrangements at the point of need.

In most cases of minor accidents all qualified staff may attend to a child by following the basic accident procedure. Key staff are all made aware of children with particular medical needs and the procedure associated.

Details of where First Aid boxes are kept can be found in Appendix 2. Staff medication is kept in personal lockers with the exception of inhalers and other emergency medication which may be kept in classrooms, inaccessible to children, if required. First Aid provision is available at playtimes, kits are taken on Forest sessions and on all off-site visits, including sports fixtures. There is a special First Aid kit for Forest Sessions and a Sports First Aid kit which is stored near the all-weather pitch. Staff are made aware of where they can collect the relevant First Aid kit. Vicky Fyles, Team Leader, is responsible for monitoring and replenishing First Aid box supplies at Lindle and staff should inform Vicky if supplies of any item are running low in a First Aid box. At other sites, managers are responsible for monitoring First Aid supplies.

If first aid is needed the following procedures will apply:-

- 1) Contact First Aider / Appointed Person.
- 2) Calm and re-assure the child while waiting.
- 3) Support first aider by explaining the circumstances / situation and providing details e.g. of allergies, medication, condition etc of the child as soon as they arrive.
- 4) The first aider will:
 - assess the situation
 - administer first aid in line with current training and / or call for assistance or the emergency services.
 - Complete the required records, e.g. accident form/bump to the head letter
 - Inform member of SMT and inform parents and family, either at the end of the day for minor accidents, or immediately if additional medical assistance is required

Emergency procedure

An ambulance should always be called if a person has any of these symptoms, applicable to both children and adults on the premises:

- Turning blue
- Appears not to be breathing or is struggling to breathe or is having chest pain.
- Severe bleeding that cannot be stopped
- Falling unconscious
- Fitting for the first time or fitting for over three minutes if known to suffer from seizures
- Severe allergic (anaphylactic) reactions
- Severe burns
- Possibility of spinal injury

In addition to this, specific guidance for ringing an ambulance for babies and younger children includes:

- High, pitched, weak or continuous cry
- Bulging fontanel
- High temperature with very cold feet and hands
- Spotty, purple-red rash anywhere on the body
- Green coloured vomiting
- Unusually drowsy or hard to wake up

Ambulances may need to be called for other reasons not listed, particularly in the case of people with specific medical needs.

First aiders and appointed person should:-

- Assess the situation and stay calm.
- Minimise any danger to themselves and others; e.g. make sure someone takes charge of other children at the scene
- Treat and/or send for help. Notify emergency services and parents etc as appropriate.

When contacting the emergency services, the appointed person should:-

- Give their name and the telephone number calling from
- Tell the contact the location of the accident and the age of child/adult involved and any other relevant information about the person
- Explain what has happened: (this helps the paramedics to act swiftly when they arrive)
- Explain what you have done so far to treat the casualty and any special circumstance medication or conditions the 'patient' may have eg allergies, haemophilia.

When emergency services arrive/or take to hospital the first aider should:-

- Ensure child's records are available (enrolment form and permission slip) along with any associated medication.
 - Inform a member of the senior management team.
 - Complete the required paperwork, e.g. accident bump to head or first aid form.
 - Inform SMT who will inform the parents / family.

Bodily fluids

In the event of blood or other bodily fluids being present first aiders must wear gloves and aprons provided. Any spillages of bodily fluids should be wiped up with disposable towels and flushed down the toilet or put in a sealed bag and disposed of immediately in bins in adult only areas. Floors and other affected surfaces should be disinfected with relevant cleaning materials as detailed in the COSHH guidance, including using the correct coloured cloths. Any clothes belonging to the child should be rinsed in hot water and placed in a disposable bag to take home. Any school or nursery items should be rinsed in hot water and taken to the laundry. Any material used e.g. bandages or gauze etc. should be disposed of in a sealed bag and put in a bin in a designated adult only area. Cuts or abrasions should

be covered by a plaster or bandage as appropriate and anyone who has come into contact with the bodily fluids must wash their hands thoroughly afterwards.

Specific Guidelines for Children and Staff Members with Medical Conditions

Lists of children and staff with specific medical conditions is maintained and held by Senior Managers. Also see policies and procedures on Medical Needs and Medication which detail procedures for administering medicine for children, and the staff handbook which contains information relating to staff members.

Asthma – Teachers and staff are aware of the children in their care that have asthma and if/when they need their inhaler. Staff who have asthma inform Communication and Compliance Officer, Charlotte Bingham Brindle, upon starting work with the company and are responsible for ensuring their line manager knows of their condition or any changes to it. Inhalers are kept in classrooms in a secure place if necessary and are taken on all outings both on and off site. In the event of someone having an asthma attack, a member of staff must stay with the person at all times including when taking an inhaler. An ambulance must be called if the person: turns blue, collapses, is going blue or has a blue/white tinge around the lips, or if the member of staff caring for them is concerned at all.

Epilepsy – Teachers and staff are aware of any children in their care that suffer with epilepsy and follow usual first aid procedures. Staff who have a form of epilepsy inform Communication and Compliance Officer, Charlotte Bingham Brindle, upon starting work with the company and are responsible for ensuring their line manager knows of their condition or any changes to it. An ambulance must be called if someone fits for more than three minutes, or longer than is usual for them.

Diabetes – Teachers and staff are aware of any children in their care with diabetes and are made aware of the required medication. Staff who have diabetes inform Communication and Compliance Officer, Charlotte Bingham Brindle, upon starting work with the company and are responsible for ensuring their line manager knows of their condition or any changes to it. Children who are old enough can self-administer insulin and medication can be kept in classrooms in a designated secure place if necessary. Blood sugar levels are checked in secure areas outside of classrooms unless in an emergency. In the event of a person suffering from hypoglycaemia or hyperglycaemia a member of staff should stay with them at all times, administer medicine as required and remain with the child until their blood sugars have returned to normal levels. An ambulance must be called if at any point a person becomes unconscious.

Anaphylaxis – Teachers and staff are aware of any children in their care that have a severe allergy and monitor them to ensure they do not come into contact with the allergen. Staff who have a severe allergy inform Communication and Compliance Officer, Charlotte Bingham Brindle, upon starting work with the company and are responsible for avoiding contact with the allergen and ensuring their line manager knows of their condition or any changes to it. If someone requires an epipen it can be kept in their classroom in a designated secure place. In the case of a severe reaction resulting in anaphylactic shock, the epipen should be administered by a trained member of staff wherever possible and an ambulance must be called. Adults may administer their own epipens if they are able. A member of staff should stay with the person at all times until an ambulance arrives.

Specific Guidelines for Sports Fixtures and Events with Other Schools

When sports fixtures are being held on an Ashbridge site, the sports First Aid kit must be easily accessible at all times. Staff from other schools are responsible for their own children but Ashbridge staff should work together with them to treat injured children if necessary. In the event of an ambulance being required, a member of staff from Ashbridge should help liaise with them emergency services in order to use their knowledge of the site to direct them.

Ashbridge Independent School and Nursery take no responsibility for administering First Aid for groups and teams who hire the pitch out of opening hours.