



## First Aid Policy

The designated school first aider is Miss Baker (paediatric first aid trained). All serious cases should be referred to her, but minor treatments can be provided by all staff. Playground supervisors needing to administer first aid should send a prefect or responsible pupil to the staff room for cover. All staff are expected to respond to such cover upon receipt of the request for assistance and to be familiar with the routines of using the medicine cupboard. All treatments should be recorded with records kept centrally.

- a. A register of pupils requiring routine medicines such as ventolin or requiring emergency access to medicines (such as adrenalin pens) will be managed by Miss Baker. A copy of this register will be posted on the Staff Room notice board. It is the duty of all staff to make themselves familiar with this. Pupils requiring inhalers will be expected to have written medical confirmation of their condition and will be required to keep inhalers with them. It is recommended that a spare inhaler is deposited with the school and held in the pupil's classroom. All pupil epi-pens are kept in the dining hall first aid box, with the exception of Kindergarten, whose are kept in their room. All epi-pens are clearly marked with the pupil name. It will be the duty of teachers taking pupils off site to ensure that pupils requiring inhalers and epi-pens have them in their possession.
- b. The morning playground supervisor's responsibility for administering first aid ceases at the end of playtimes.
- c. Pupils with minor injuries should report to their next class teacher for first aid to be administered.
- d. Class teachers may use their discretion in deciding if a pupil should be sent home due to illness. If in doubt they should consult with Miss Baker.
- e. Pupils who are awaiting collection by parents or guardians should remain in their classrooms so that they remain under the supervision of class teachers or class assistants. Pupils should not be left alone outside the school office. During playtimes such children should be accompanied, at morning break by the class assistant or support teacher of the pupil concerned, during lunch breaks by one of the midday assistants.
- f. Pupils with severe conditions should be sent to Miss Baker who can take them to the dedicated sick bay area where there is a bed available.
- g. The first aid cupboard is in the school entrance lobby. First aid boxes are kept in the lobbies between classrooms. Further boxes are in the hall, the practical room and the I.C.T. room. First Aid cupboards should be readily accessible. If locked, a key should be close at hand. It is the responsibility of form teachers to ensure that the First Aider is notified if the contents of first



aid boxes require replenishing. First Aid kit bags are provided to all playground supervisors, with supplies to be replenished from the first aid cupboard.

- h. Teachers leading activities off the school premises must ensure that pupils requiring inhalers or epi-pens have these on their person. There are 4 emergency inhalers, one on each minibus and two in school.
- i. Routine medicines should not be administered by staff. Parents may attend the school to administer doses in consultation with the school. However, in exceptional circumstances, Miss Baker will administer medicine, for example Piriton if needed following an allergic reaction. A medical form will need to be completed by the parent.
- j. The qualified paediatric first aiders following training in January 2016 are Mr Hatzar, Mr Bleasdale, Mrs Tidmarsh, Miss Roddy, Mrs Payne, Mrs Butler, Mrs Gibbons, Miss Baker, Mrs Wallis, Miss Symonds, Mrs Mavideniz, Mrs Regueiro, Miss Savage, Mrs Anthony, Mrs Foster, Mrs McHardy, Mrs Wilson, Mrs Ali, Mrs Coupland, Mrs Underhill, Mrs McDevitt, Mrs Kelly and Mr Scannell. Miss Stratton qualified following training in January 2015. Mrs Brown has Emergency First Aid qualification following training in March 2015.
- k. First aiders for playground supervision following training in March 2014 are Miss Symonds, Mrs Gibbons, Mrs Underhill, Mrs Kemp, Mrs Lawless, Mrs Evans and Mr Tong.
- l. There must be at least one qualified first aider on site at all times that the school is open and at least one should accompany any outing.
- m. Training should take place every three years.

### **Emergency Procedures**

- n. First aid should be rendered only as far as skill and knowledge admit. The patient should be given all possible reassurances and, if necessary, removed from danger.
- o. If a serious emergency occurs, an ambulance should be called. As soon as possible afterwards Miss Baker should be notified or in her absence Mr Nicholson or a member of the Strategic Leadership Team. No casualty should be allowed to travel to hospital unaccompanied. Every effort should be made to contact parents or guardians but no delay in the transportation of severe cases to hospital must occur.
- p. Whilst every effort will be made to contact parents or guardians, Mr Nicholson will act in loco parentis if required.
- q. As soon as possible after an accident, every case of injury or accident must be fully and accurately reported in the Accident Book and, where needed, detailed statements should be obtained from witnesses. The Accident Book is kept in the Pre-Prep 2 classroom with Miss Baker. Miss Baker keeps two separate Accident Books, one for pupils and one for staff.



Reports should be entered for all accidents on the premises which receive treatment, no matter how minor.

- r. Each MTS has a small first aid kit and a book to make a note of any accidents that happen in the lunch break.
- s. It is further noted that serious work-related injuries to a member of staff or a child must, by law, be recorded and reported. All accidents which require a visit to accident and emergency department at the hospital or result in more than seven days absence from the work place must be recorded in the accident book and reported by email to RIDDOR within 15 days. The employer is responsible for this, but staff may be asked to prepare the report. What, how, where and when to report is explained on the HSE website. Employers must report:
- deaths
  - specified injuries
  - over-7-day injuries – where an employee is away from work or unable to perform their normal work duties for more than seven consecutive days
  - where there is an accident connected to the work activity which causes injury to pupils, members of the public or other people not at work and they are taken from the scene of an accident to hospital

The requirements are found in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), Incident reporting in schools.

We follow the guidelines for the Reporting Injuries, Diseases and Dangerous Occurrences (RIDDOR) for the reporting of accidents and incidents. Child Protection matters or behavioural incidents between children are not regarded as incidents and there are separate procedures for this.

## **SPILLAGES OF BLOOD AND/OR BODY FLUIDS DECONTAMINATION PROCEDURES**

### **INTRODUCTION**

Spillages of blood and other body fluids/substances, e.g., faeces, vomit, urine, pus, are substances hazardous to health and present a risk to any individual coming into contact with them and as such must be dealt with in line with the Control of Substances Hazardous to Health (COSHH) Regulations. Appropriate action must be taken to ensure that such spillages are dealt with promptly and correctly.

1.1

### **GENERAL PRINCIPLES**

- i) All spillages must be dealt with as soon as possible
- ii) The correct disinfectant at the correct concentration must be used for the spillage.
- iii) Suitable disposable wipes must be used for disinfecting and cleaning the spillages.
- iv) Staff must wear the appropriate protective clothing, dependant on the nature of the spillage.
- v) All waste generated is clinical waste.

### **RESPONSIBILITIES**

Headmaster: P.G.M. Nicholson B.Ed  
Registered Charity no: 1085079



When there has been a spillage of blood, the spillage must be disinfected and the area cleaned as soon as possible after the occurrence.

### **Supplementary Medical Arrangements for pupils including EYFS**

- A child under 16 should never be given medicines containing aspirin unless it has been prescribed for that child by a doctor.
- In case of emergency, life saving measures such as the use of an epi pen should be enacted promptly by the nearest member of staff who has a current training certificate in paediatric first aid. Under normal circumstances this should be under the supervision of Miss Baker. Pupils in need of an inhaler will be supervised by the nearest member of staff who has a current training certificate in paediatric first aid. Medicines should be stored strictly in accordance with product instructions and in the original container in which they were dispensed. They should include the prescriber's instructions for administration
- Parents must be informed immediately any such administration takes place.
- Staff are permitted to apply sun lotions unless parents have responded to the request to write formally if they do not wish staff to do so.
- The school will 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.
- At least one person who has a current paediatric first aid certificate will be on the premises at all times when children are present. There will be at least one person on outings who has a current paediatric first aid certificate. First aid training must be approved by the local authority and be consistent with guidance set out in the Practice Guidance for the Early Years Foundation Stage.
- A first aid box with appropriate content to meet the needs of children is available in each Early Years area.
- A record of accidents and first aid treatment is kept. The school informs parents of any accidents or injuries sustained by the child whilst in its care and of any first aid treatment that was given.
- Practitioners will discuss with parents the procedure for children who are ill or infectious.
- Class teachers may use their discretion in deciding if a pupil should be sent home due to illness. If in doubt they should consult with Miss Baker.
- The school office will on the request of the class teacher telephone or text parents or guardians as in the protocol of the whole school.
- The school will ensure that any animals on the premises are safe to be in the proximity of children and do not pose a health risk.

Updated July 2017

To be reviewed July 2018



# LOYOLA

## Preparatory School

Ad Majorem Dei Gloriam

103 Palmerston Road  
Buckhurst Hill  
Essex IG9 5NH

Telephone 020 8504 7372

Web: [www.loyola.essex.sch.uk](http://www.loyola.essex.sch.uk)  
Email: [office@loyola.essex.sch.uk](mailto:office@loyola.essex.sch.uk)