



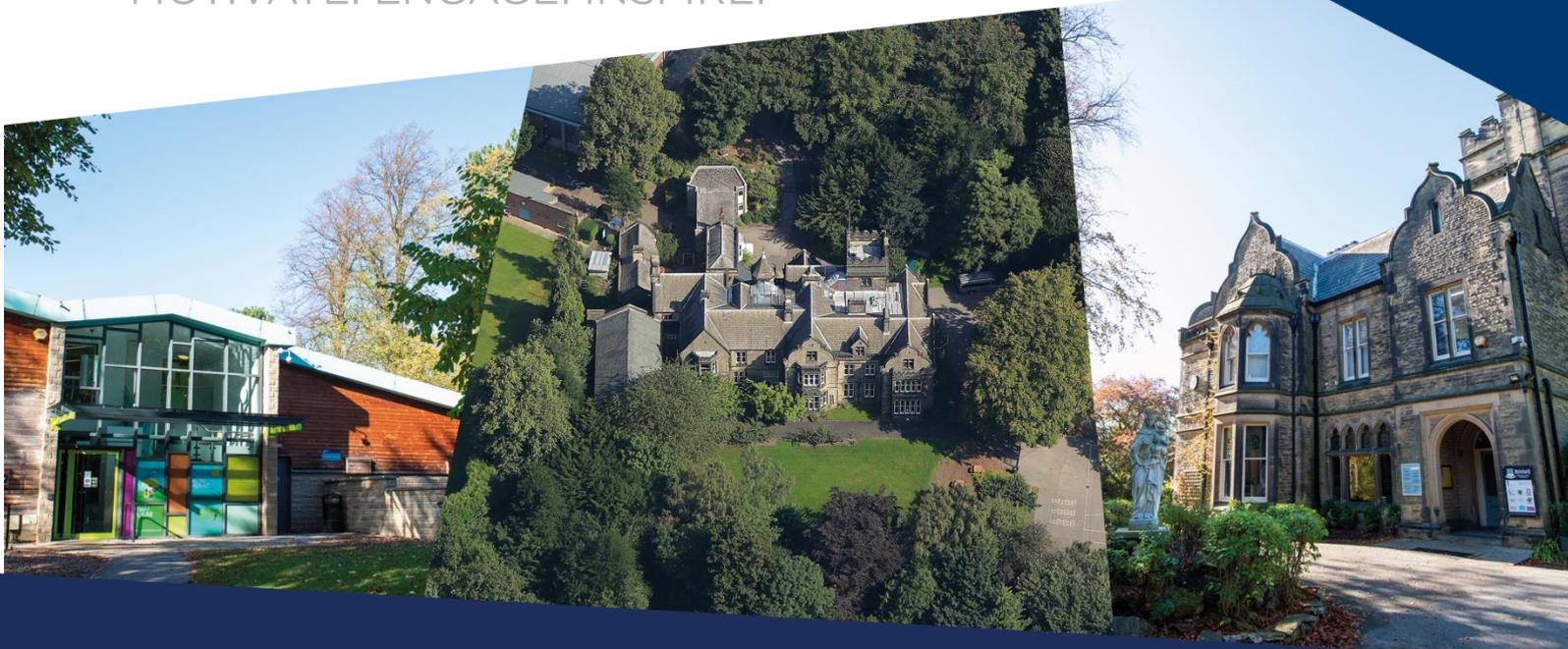
Mylnhurst

Preparatory School and Nursery



Mylnhurst
Campus Group

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Policy Document
Mylnhurst School & EYFS

First Aid Policy

Publication Date: September 2021

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Approved by SLT

September 2021

Approved by
Board of Directors

September 2021

First Aid Policy
(Including the Administration of Medicines)

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1. Introduction

- 1.1. All staff at Mylnhurst Preparatory School and Nursery (the School) will use their best endeavours, at all times, to secure the welfare of its pupils, staff and visitors.
- 1.2. All staff should read and familiarise themselves with this Policy, and ensure this Policy is followed in relation to the administration of first aid.
- 1.3. Nothing in this Policy should affect the ability of any person to contact the emergency services in the event of a medical emergency. For the avoidance of doubt, Staff should dial 999 for the emergency services in the event of a medical emergency before implementing the terms of this Policy and make clear arrangements for liaison with ambulance services on the School site.
- 1.4. This Policy applies to the whole School from the Early Years Foundation Stage (EYFS) to Prep 6.
- 1.5. This Policy is available on the School website.
- 1.6. Copies of the above are held at the Office for consultation by parents. You may also email the School at enquiries@mylnhurst.co.uk to request hard copies which can be made available in large print or other accessible formats if required.

2. Aims and objectives

- 2.1. This Policy aims to ensure that the School has adequate, safe and effective first aid provision in order for every pupil, member of staff and visitor to be well looked after in the event of any illness, accident or injury, no matter how major or minor.
- 2.2. To ensure that all staff and pupils are aware of who to contact, and the applicable procedures, in the event of illness, accident or injury.

3. Statutory and regulatory framework

- 3.1. This Policy is drafted in accordance with:
 - Paragraph 3(13) of the schedule to the Education (Independent School Standards) Regulations 2014
 - The Health and Safety at Work etc. Act 1974 and subsequent regulations and guidance including the Health and Safety (First Aid) Regulations 1981 (SI 1981/917)
 - The First Aid at work: Health and Safety (First Aid) Regulations 1981 Approved Code of Practice and Guidance.
 - Statutory framework for the Early Years Foundation Stage (April 2021)
 - Outdoor Education Advisers' Panel (OEAP) national guidance (May 2020)

4. Related Policies

- 4.1. This Policy should be read in conjunction with the following Policies:
 - Safeguarding and Child Protection Policy
 - Health and Safety Policy
 - Early Years Foundation Stage Policy

5. Scope and responsibilities

- 5.1. The School as employer has overall responsibility for ensuring that there is adequate and appropriate first aid equipment, facilities and first aid personnel and for ensuring that the correct first aid procedures are followed.
- 5.2. The Designated Safeguarding Lead (DSL) has day to day responsibility for ensuring that there are adequate and appropriate first aid equipment, facilities and appropriately qualified first aid personnel available to the School.
- 5.3. The DSL is responsible for ensuring that all staff (including those with reading and language difficulties) are aware of, and have access to, this Policy. Staff can access this Policy in the Key Documents Drive, the Staff Room and via the School website.
- 5.4. The Headmistress delegates to the administration team responsibility for collating medical consent forms and important medical information for each pupil, and ensuring the forms and information are accessible to staff as necessary. Capturing pupil medical information occurs at each entry point to the School and is updated as and when parents advise the School. All staff are informed of pupils with severe allergies, asthma, and serious medical conditions at the start of each term. Less significant medical information is shared on a need to know basis with select staff as appropriate e.g. annually, before trips and when advised by parents of concerns that might impact on the ability of the pupil to participate in daily School life.

- 5.5. The Headmistress and the DSL are responsible for ensuring the School has an appropriate number of first aiders for the School including EYFS. As required by the Health and Safety Executive, the School will take into account relevant factors, including but not limited to, the number of children, staff and visitors, and the layout of the School when assessing the School's first aid needs.
- 5.6. The Headmistress and DSL are responsible for co-ordinating the School's first aid training needs working in conjunction with the Deputy Head. The DSL is also responsible for ensuring that staff have the appropriate and necessary first aid training, and sufficient understanding, confidence and expertise in relation to first aid.
- 5.7. The Senior Leadership Team (SLT) will define the number of first aiders required to support PE activities, trips and enrichment activities. The appropriate first aid provision will take into account factors set out in the Outdoor Education Advisers' 4 Panel (OEAP) national guidance, namely, the nature of the activity, the nature of the group, the likely injuries associated with the activity and the extent to which the group will be isolated from the support of the emergency services (both in terms of distance and response time), to ensure a basic level of first aid support will be available at all times.
- 5.8. Section 3.25 of the Statutory framework for the Early Years Foundation Stage (April 2021), sets out the minimum first aid requirements for the EYFS setting i.e., at least one person who has a current paediatric first aid certificate must be on the premises and available at all times when children are present, and on outings including children from the EYFS there must be at least one person who has a current paediatric first aid certificate. The DSL will take into account the number of children, staff, and layout of premises to ensure that a paediatric first aider is able to respond to emergencies quickly. A list of staff who have a current paediatric first aid certificate can be seen at Appendix A.
- 5.9. The Headmistress will review the list of first aiders (Appendix A) against requirements noted in paragraphs 4.7 and 4.8 to ensure the School has adequate coverage and will report compliance to the Health & Safety Committee.
- 5.10. Anyone on School premises is expected to take reasonable care for their own and others' safety.

6. Definitions

- 6.1. **First Aid:** The treatment of minor injuries which do not need treatment by a medical practitioner or nurse as well as treatment of more serious injuries prior to assistance from a medical practitioner or nurse for the purpose of preserving life and minimising the consequences of injury or illness. For the avoidance of doubt, first aid does not include giving any tablets or medicines, the only exception being giving aspirin in accordance with accepted first aid practice to treat a suspected heart attack.
- 6.2. **First Aiders:** Members of staff who have completed an approved first aid course and hold a valid certificate of competence.
- 6.3. **First Aid Guidance:** First Aid at work: Health and Safety (First Aid) Regulations 1981: Approved Code of Practice and Guidance (Health and Safety Executive, L74, 3rd edition, 2013).

6.4. **Staff:** Any person employed by the School, volunteers at the School and self-employed people working on the premises.

7. First aiders

7.1. The main duties of first aiders are to give immediate first aid to pupils, staff or visitors when needed and to ensure that an ambulance or other professional medical help is called when necessary. First aiders are to ensure that their first aid certificates are kept up to date through liaison with the DSL.

7.2. The first aiders will undergo update training at least every three years.

8. First Aid Kits

8.1. First aid kits are marked with a white cross on a green background. The content of the first aid bags will be determined by the School's first aid needs assessment and stocked in accordance with Workplace first aid kits. Specification for the contents of workplace first aid kits, BS8599-1:2019, Jan 2019

8.2. First aid kits are located at these positions around the School site and are as near to hand washing facilities as is practicable:

Location	Person responsible for ensuring it is stocked
School Office	Deborah Hill -Pickford
Playground (stored in School Office when not on playground)	Deborah Hill- Pickford
Nursery	Helen Riddle
Reception	Clare Kenny / Evie O'Dwyer
Design and Technology	Bernie Pathe
McAuley Building (excluding MSEL) Gym Store	Tom Newton
PE Office x 2 travelling kits for fixtures	Tom Newton
The Pavilion (changing room 1)	Tom Newton
Dining Room	Gareth Pickering
Mylnhurst Children's Club	Paul Michalowski
Minibuses x2	Deborah Hill- Pickford
Travelling kit for trips (stored in School Office when not in use)	Deborah Hill- Pickford

9. Information on pupils

9.1. Parents are requested to provide written consent for the administration of first aid and medical treatment before pupils are admitted to the School.

9.2. The Designated Safeguarding Deputy (DSD) with responsibility for the administration of medicines will be responsible for reviewing pupils' confidential medical records and providing essential medical information regarding allergies, recent accidents or illnesses, or other

medical conditions which may affect a pupil's functioning at the School to the Headmistress, DSL, class teachers and first aiders on a "need to know" basis. This information should be kept confidential but may be disclosed to the relevant professionals if it is necessary to safeguard or promote the welfare of a pupil or other members of the School community.

10. Pupils with medical conditions such as asthma, epilepsy, diabetes etc.

- 10.1. The DSD will hold a record of pupils who need to have access to asthma inhalers, Epipens, injections or similar and this information should be circulated to teachers and first aiders. Where appropriate, individual pupils will be given responsibility for keeping such equipment with them and this will be reviewed on a regular basis. In other cases, the equipment will be kept, suitably labelled, at the School Office.
- 10.2. For pupils with asthma, staff should follow the Asthma Management Plan outlined here:

ASTHMA MANAGEMENT PLAN

GREEN ZONE

Asthma under control
Breathing feels good
No cough or wheeze
Can take part in normal activities and sports

ACTION IF NECESSARY

IF WHEEZING, AND NO IMPROVEMENT FROM RELIEVER INHALER (BLUE) MOVE TO **AMBER ZONE**

Take 2-4 puffs of reliever inhaler as required, if cold symptoms present or before exercise

AMBER ZONE – MILD ASTHMA ATTACK

Cough, wheeze or tight chest
Can talk in sentences
Not distressed

ACTION

GIVE 4 TO 6 PUFFS OF RELIEVER INHALER (BLUE) VIA A SPACER, ONE PUFF AT A TIME, SHAKE THE INHALER BETWEEN PUFFS

**Reassure and stay with the child
Call for help from a First Aider
Help child to sit up or lean forward
Loosen tight clothing
Inform the parent/guardian**

IF NO IMPROVEMENT contact parent to collect child and parent to take them to GP

IF CONDITION WORSENS MOVE TO RED ZONE

RED ZONE – SEVERE ASTHMA ATTACK

Breathing hard and fast
Can't talk in sentences
Distressed
Becoming exhausted
Pale/grey/blue in colour
Feel frightened

ACTION

DIAL 999 FOR AN AMBULANCE

GIVE ONE PUFF OF RELIEVER INHALER (BLUE) EVERY 30 SECONDS (VIA SPACER), ENCOURAGE 4 BREATHS THROUGH SPACER, SHAKE THE INHALER BETWEEN PUFFS

If the child does not have a spacer, encourage them to hold their breath after each puff of inhaler

Call for help from a First Aider

Contact parent/guardian

DO NOT move the child or make them lie back

Reassure and stay with the child

Loosen tight clothing

Keep calm

11. Automatic External Defibrillators (AED), Salbutamol Inhalers and Emergency Allergy Response Kits

11.1. In line with government legislation and in accordance with our Terms and Conditions, the school is permitted to obtain and use in an emergency the Automatic External Defibrillators (AED), Auto Adrenaline Injectors (Epipen) and Salbutamol Inhalers. The School has the following items for use in emergencies only and they are located as follows:

Equipment	Location
Two AEDs	<ul style="list-style-type: none"> • Outside the Sports Hall main entrance • Outside the Prep 3 classroom main doorway
Three Emergency Allergy Response Kits	<ul style="list-style-type: none"> • Main School hallway at the entrance to Prep 3 • Stable Block kitchen on the right hand side when entering through the door into the Dining Room • Mylnhurst Children's Club (MCC) in the Early Years Centre next to the medicines cabinet
Emergency Salbutamol Inhalers	<ul style="list-style-type: none"> • PE First Aid Kits • Educational Visits Kit • In the three Emergency Allergy Response Kits

12. Review process

12.1. The application/implementation of this Policy will be reviewed annually in accordance with the Health & Safety Policy.

- A summary of all accidents will be provided at each Health and Safety Committee meeting. The information may help identify training or other needs and be useful for investigative or insurance purposes.

- The Health and Safety Director will undertake a review of all procedures following any major accident to check whether the procedures were sufficiently robust to deal with the major occurrence or whether improvements should be made.
- The DSL will provide an update on training delivered against requirements to each Health and Safety Committee meeting.
- The DSL will confirm compliance against requirements noted in paragraphs 4.7 and 4.8 to the Health and Safety Committee annually.
- The DSD will provide a termly update to the SLT on trends with medical/welfare issues.

13. Monitoring and review process

- 13.1. The Headmistress and Senior Team will regularly monitor and evaluate the effectiveness of this Policy.
- 13.2. This Policy will be subject to review at least annually (or more frequently if changes to legislation, regulation or statutory guidance so require
- 13.3. The date of the next review is shown on the front page.

Appendix A: Qualified First Aiders (May 2021)

Name	Qualification	Renewal Date
Tom Newton	Emergency First Aid at work level 3 (3 Day) First Aid Instructor Principles & Practice	03.03.2024 16.04.2024
Crystal Buchanan	Emergency First Aid at work level 2	12.01.2022
Rosalyn Wallace	Emergency First Aid at work level 2	25.10.2021
Chelsea Newall	Emergency First Aid at work level 2	25.10.2021
Catherine Madin	Emergency First Aid for Schools	05.05.2024
Deborah Hill-Pickford	Emergency First Aid for Schools	05.05.2024
Sarah Evans	Emergency First Aid for Schools	05.05.2024
Gareth Pickering	Emergency First Aid for Schools	05.05.2024
Kirsty Holland	Emergency First Aid for Schools	05.05.2024
Lindsey Hudson	Emergency First Aid for Schools	05.05.2024
Elizabeth Hudson	Emergency First Aid for Schools	05.05.2024

Name	Qualification	Renewal Date
Clare Gleadall	Paediatric First Aid	17.05.2024
Helen Riddle	Paediatric First Aid	17.05.2024
Amy Wild	Paediatric First Aid	09.05.2022
Paul Michalowski	Paediatric First Aid	10.10.2021
Alison Smith	Paediatric First Aid	09.05.2022
Karen White	Paediatric First Aid	09.05.2022
Diane Ellis	Paediatric First Aid	17.05.2022

Clare Kenny	Paediatric First Aid	11.12.2022
Louise Hunt	Paediatric First Aid	9.5.2022
Daisy Vernon	Paediatric First Aid	9.5.2022
Laura Stewart	Paediatric First Aid	17.05.2024

Appendix B: Procedure in the event of an illness

Pupils should inform a member of staff on duty if they feel unwell during break or lunch. If a pupil is unwell during lessons then they should consult the member of staff in charge. In both instances, the member of staff will assess the situation and decide on the next course of action.

If appropriate, the pupil will, accompanied as necessary, be told to go to see a first aider. The first aider will decide on the next course of action and provide the first aid as required.

The School will discuss with parents the procedure for children who may become ill or infectious and will take appropriate action if pupils are ill and take all reasonable steps to prevent the spread of infection.

First Aid is the skilled application of accepted principles of treatment on the occurrence of any injury or sudden illness, using facilities or materials available at the time. It is the approved method of treating a casualty until placed, if necessary, in the care of a doctor or removed to hospital. First Aid treatment is given to a casualty to preserve life, to prevent the condition worsening and to promote recovery.

Emergency cards are kept inside each classroom in case a member of staff needs to call another adult quickly in an emergency. These cards are also located on the playground and the playing field (pavilion). They are also located in the McAuley Building, in the swimming pool area, the gym and the dance studio.

Appendix C: Procedure in the event of an accident or injury at school

If an accident occurs, then the member of staff in charge should be consulted. That person will assess the situation and decide on the next course of action, which may involve immediately calling for an ambulance.

If necessary, a first aider will be called. At break or lunchtime, the child will be sent to the to the School Office, where first aid will be administered. The first aider will:

- assess the situation where there is an injured or ill person, taking note of any danger to themselves
- give immediate, appropriate treatment bearing in mind that a casualty may have more than one injury and that some casualties will require more urgent attention

- arrange, without delay, for the casualty to be transported to a doctor, hospital, or home, according to the seriousness of the condition
- maintain responsibility until the casualty is handed to the care of the doctor, nurse or other appropriate person
- not leave the incident scene until he /she has reported to whoever takes charge and has ascertained whether he/she could be of any further assistance
- ensure that the appropriate Accident Form is completed immediately afterwards

This Accident Form should be handed to the Office, where an administrator will upload it to the School's database, CPOMS. The form will be given to the child's class teacher, who will ensure that it goes home with the child.

Head Injuries

In the event of a head injury, the first aider will also complete the Head Injury Form. The Office will call parents to inform them of the head injury. The form will be uploaded onto CPOMS and then returned to the child's class teacher, who will ensure that it goes home with the child.

In the event that the first aider does not consider that they can adequately deal with the presenting condition by the administration of first aid, then they should arrange for the injured person to access appropriate medical treatment without delay. This may involve calling for an ambulance or making arrangements to transport the injured person to A&E or access other appropriate medical services.

Ambulances: If an ambulance is called then the first aider in charge should make arrangements for the ambulance to have access to the accident site. For the avoidance of doubt, the address and/or GPS coordinates should be provided, and arrangements should be made for the ambulance to be met. Staff should always call an ambulance when there is a medical emergency and/or serious injury, and also notify the Headmistress.

Examples of medical emergencies include:

- a significant head injury
- fitting, unconsciousness or concussion
- difficulty in breathing and/or chest pains
- a severe allergic reaction • a severe loss of blood
- severe burns or scalds
- the possibility of a serious fracture

Arrangements should be made to ensure that a pupil is accompanied in the ambulance or followed to hospital, by a member of staff, if it is not possible to contact the parents in time.

If a spillage of blood or other bodily fluids occurs, the Site Manager must be informed. The Site Manager will then arrange for the proper containment, clear up and cleansing of the spillage site.

Emergency cards are kept inside each classroom in case a member of staff needs to call another adult quickly in an emergency. These cards are also located on the playground and the playing field (pavilion). They are also located in the McAuley Building, in the swimming pool area, the gym and the dance studio.

Appendix D: Procedure in the event of contact with blood or other bodily fluids

The first aider should take the following precautions to avoid risk of infection:

- cover any cuts and grazes on their own skin with a waterproof dressing;
- wear suitable disposable gloves when dealing with blood or other bodily fluids
- use suitable eye protection and a disposable apron where splashing may occur
- use devices such as face shields, where appropriate, when giving mouth to mouth resuscitation
- wash hands after every procedure.

If the first aider suspects that they or any other person may have been contaminated with blood and other bodily fluids which are not their own, the following actions should be taken without delay:

- wash splashes off skin with soap and running water
- wash splashes out of eyes with tap water or an eye wash bottle
- wash splashes out of nose or mouth with tap water, taking care not to swallow the water
- record details of the contamination
- report the incident to a first aider and take medical advice if appropriate.