



## First Aid Policy

<b>This policy will be reviewed annually</b>
Policy reviewed: February 2020 by pre-prep management board
Next review: June 2020 by Mr A Morrison and Mrs S. Lisk

### 1. Introduction

Wimbledon Common Prep School (the school) is committed to dealing efficiently and effectively with illnesses and emergencies that may arise while the pupils are in our care. Under duties set out in the *Health and Safety (First Aid) regulations 1981* and the *Department for Education and Employment guidance on first aid for schools*, the school recognises the responsibility of providing adequate and appropriate equipment, facilities and personnel to enable suitable first aid to be given at the school.

This policy is applicable to all pupils, including those in the EYFS.

### 2. Staff Qualified to Administer First Aid

Every first aider completes a 3-day HSE approved course and holds a valid certificate of competence. This training is updated every 3 years. These first aiders are qualified to give immediate help to casualties with common injuries, illnesses and medical conditions. They, alongside staff with a paediatric first aid qualification, are responsible for maintaining the correct contents of all first aid boxes and storing pupils' medication – e.g. asthma inhalers

#### Designated First Aiders with HSE approved certificate:

Mrs S. Lisk and Mr A. Morrison

#### Staff with paediatric first aid training

All teaching staff attend an in-house 2 day paediatric first aid course which is renewed every three years. All staff are required to undertake online training in the use of AEDs and action to take in the event of a pupil having an asthma attack or anaphylactic shock.

Members of staff who are designated first aiders with the HSE approved certificate and/or those with paediatric first aid training will initially deal with any incident. The school nurses based in the medical room at King's College School are also able to attend if required.

All other staff attend a basic paediatric first aid course and auto-injector training which is updated every 3 years. All first aiders and appointed persons are fully indemnified by Kings College School against claims of negligence, provided that they are suitably trained and are acting within the scope of their employment and within the school guidelines for the administration of first aid.

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There is always at least one qualified first aider on the school site during school hours.

On school trips for EYFS at least one person accompanying the trip must hold a paediatric first aid certificate.

### **3. First aid Resources**

There are the following first aid resources on site:

- Small first aid box in each classroom;
- Large first aid box in Elm classroom;
- Large rucksack in Orchard Hall cupboard;
- Each year group has one first aid pack for outings;
- Small first aid box in school secretary's office;
- Stock of first aid equipment in accessible toilet on ground floor;
- Portable first aid kits for staff on playground duty;
- At least one first aid kit must be taken on all school trips and sports fixtures.

#### **Recommended contents of first aid boxes:**

Cleansing wipes; tweezers; plasters of various sizes; gloves; tissues; ice packs are kept in the freezer in the staff room and held in a cool box in the playground during break times.

### **4. Actions in the Event of a Major Accident or Illness**

Parents agree by signing the school registration form to enable the school to act in loco parentis and for the school to authorise medical treatment in an emergency. This enables the head teacher or any member of staff so authorised to give permission for medical emergency treatment for their son in the event of a major accident, incident or illness occurring during the school day. Staff are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of the pupils at the school in the same way that parents might be expected to act towards their children. This includes situations where a third party might offer assistance (for instance a medically qualified parent offering to treat a pupil who is not their child). In these circumstances staff have absolute discretion to refuse an offer of help if they are of the opinion that the third-party assistance would not be in the best interests of the pupil.

In the event of a major accident or illness, the following procedures will apply:

- The *first aider with the HSE approved certificate* is notified and will take responsibility for deciding on the appropriate action.
- The *first aider with the HSE approved certificate* and the head teacher or member of SMT if head teacher is not available, will assess the situation and decide whether the pupil needs to go straight to hospital or whether they can safely wait for the parent to arrive.
- If the pupil needs to go to hospital immediately, an ambulance will be called using the postcode SW19 4TA. The parent will be informed. A member of staff will accompany the pupil to hospital (taking the school mobile phone, the pupil's registration details and any medical information relating to the pupil that the school has access to) with them. The member of staff will consent to medical treatment being given provided parental consent has been obtained via the registration form. The parents will be informed as to which hospital the pupil will be taken once this has been confirmed by the ambulance crew.

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- If the pupil does not need to go to hospital immediately, but their condition means that they should go home, the parent will be informed and asked to collect their child and seek further medical advice as necessary. In the meantime, the pupil should be made as comfortable as possible and kept under close supervision. If an injury to the neck or spine is suspected, staff must not move the pupil. Parents will be made fully aware of the details of the incident and any actions taken by the school.

## **5. In the Event of a Minor Accident or Illness**

If the incident occurs in the classroom the class teacher will make an initial assessment as to whether advice from the first aider on duty is required. During break times duty staff should treat minor injuries and illness themselves and refer the situation to the first aider if necessary. Parents of EYFS will always be informed on the same day or as soon as practically possible of any accident or injury to their pupil and any first aid administered.

If an injury occurs in a before or after school club involving a Year 1 or 2 pupil, the person who deals with the injury will complete the accident report slip and either pass onto the class teacher (in the case of an early morning club) or parent or guardians (in the case of an after school club) on the same day as the accident or injury.

All head injuries must be seen by a first aider or member of staff with a minimum of a paediatric first aid qualification. Duty staff carry a first aid kit during break times and ice packs are available in a cool bag. Should the pupil be feeling unwell and their class teacher deems it necessary that they should go home, the parent will be contacted and asked to collect the pupil. During this time the pupil should remain with a member of staff in the first aid room.

If the pupil has suffered a stomach upset parents should be reminded that they should not return to school for at least 48 hours after the last vomiting or diarrhoea attack. Should the pupil exhibit symptoms of an infectious condition the school will take steps to contain the infection by informing other parents of the incidence of an infection and its symptoms.

## **6. Nose Bleeds**

When dealing with a nosebleed the duration of the nosebleed should be recorded on the accident report slip. If the nosebleed continues for 10 minutes or more a first aider with HSE approved certificate should be contacted immediately. The school office should contact the parent to inform them. If the bleeding continues for 20 minutes or more an ambulance should be called immediately.

## **7. Vomiting and Diarrhoea**

Diarrhoea and vomiting can spread easily therefore it is important that children and adults with diarrhoea or vomiting should stay away from school for 48 hours after their symptoms have gone.

## **8. First Aid and Accident Reporting**

All incidents occurring during the school day, including during extra-curricular activities, are logged in the school's accident book. This can be found in the staff room or during wet play in the ground floor accessible toilet. The health and Safety officer should be informed if the incident occurs as a result of faulty or unsafe equipment. A carbon copy of the accident report form is kept in the accident book. In the case of minor injuries, the original form is passed onto the class teacher who then hands the slip to

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parents or carers. In EYFS, the original copy is photocopied, and the parent will sign to say that they have acknowledged the accident. In the event of more serious injuries the parent is contacted as soon as possible.

If an injury occurs in an extra-curricular activity, for EYFS pupils a photocopy of the accident slip should be passed onto the class teacher or T.A. who will obtain a signature from the parent to confirm they have received the accident slip. For year 1 or 2 pupils, the person who deals with the injury will complete the accident report slip and either pass onto the class teacher (early morning club) or pass into the parent or guardians hand (after school club) on the same day as the accident or injury.

If first aid is required to be administered to a pupil on the playground, the class teacher/T. A must be informed of the reasons for the first aid and the treatment given when they collect their class. The teacher/T. A responsible for the pupil's class will inform the school office (if deemed serious enough by the first aider who dealt with the incident). If the pupil is going from playground to Music, French or PE then it would be up to the first aider to inform the subject specialist teacher and to pass the slip to the pupil's class teacher/T.A.

Serious injuries must be reported according to the RIDDOR (Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations 2013). See [www.riddor.gov.uk](http://www.riddor.gov.uk). The headteacher and the head of support services at King's College School, must be informed.

In the case of a head injury, the pupil should always be seen by a first aider or member of staff with a paediatric first aid qualification. The first aider will treat the pupil, record the incident and if deemed serious enough will inform the school office who will send an email to the parents to inform them directly. If appropriate, the pupil will return to class and parents will be provided with notification via the pupil's book bag of the symptoms of concussion and the importance of monitoring for symptoms.

Parents should be advised to seek further medical advice for any burns to a pupil and if the parent decides to take the pupil to hospital, they should advise the class teacher. The headteacher will be informed as well as RIDDOR and support services at Kings College School if appropriate.

In the case of off-site activities, reference should be made to *PE and games risk assessments* and /or the *educational visits policy*.

## **9. Supporting pupils at school with medical conditions**

The school recognises that pupils at school with medical conditions should be properly supported so that they have full access to education, including school trips and physical education. Some pupils with medical conditions may have a disability, and where this is the case the school will comply with its duties under the Equality Act 2010. Some pupils may have special educational needs and may have an Education, Health and Care plan which brings together health and social care needs, as well as their special educational provision.

In all cases the school ensures that information regarding a pupil's needs are shared proportionately and with appropriate staff.

## **10. Administering Medicine at School**

When medication is first provided for administration at school it must be logged and checked by the designated first aider. A member of staff will administer medication provided it has been prescribed by a GP and the parent completes the medication request form. Class teachers are responsible for administering painkiller and antibiotics in school to pupils in their class.

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When any medication is administered a record is made and provided to parents. Parents of pupils in EYFS are informed by the class teacher of any medication administered during the school day and the time it was given. All medication or medical equipment must be clearly labelled with the pupil's name and full instructions for administering. All medication except auto-injectors are stored in a locked non portable cabinet on the wall outside Oak classroom. Staff must sign medication in and out sheet when taking pupil medication on trips and sports fixtures. Auto injectors for individual pupils are kept in the teaching space where they spend the majority of the school day in a clearly labelled drawer of the teacher's desk. Those with conditions such as asthma, diabetes, epilepsy, allergies requiring auto injector are required to hold a set of medication in school for administering by the First Aider. Pupils with asthma must also provide an action plan signed by the pupil's GP.

### Allergies

Whilst all possible precautions are taken to ensure that pupils with allergies are not exposed to risk it is not possible to provide an environment that is totally free of all allergens or even free of peanuts/nuts. However, the school aims to manage the risk of allergens by:

- Limiting the possibility of peanuts/nuts on the school sites through communication with parents.
- Providing ingredients for food cooked by the pupils at school;
- Briefing class teachers, playground supervisors and first aiders on a pupil's specific allergy.

## **11. Clinical Waste and Infection Control**

Clinical waste should be disposed of in the yellow bin in the first aid room. A substance for the absorption of vomit or blood and a specifically designated vacuum cleaner should be used in the event of contamination of an area of the school with blood or vomit. The area should be screened off from other pupils until cleaning has taken place.

Pupils who appear to have symptoms of infectious disease should be isolated from their peers in the first aid room or other appropriate room until they are collected by a parent.

Staff administering first aid must follow hygiene procedures beforehand e.g. hand washing/use of antibacterial gel and use of disposable gloves.

In the event of suspected food poisoning affecting two or more pupils, the headteacher will be informed so that appropriate action can be taken to trace the cause of the illness and if necessary, make a report to environmental health.

## **12. Forms**

The following forms are to be used in conjunction with the First Aid Policy:

- Record of head injury and symptoms of concussion;
- Body map and head map;
- Request to administer medication;
- Parental Consent Form – emergency inhaler;
- Asthma Card;
- Educational Health Care Plan;
- Confidential health questionnaire (attached as appendix 1)

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## Appendix I Confidential Health Questionnaire

Pupil surname: \_\_\_\_\_ Pupil forename: \_\_\_\_\_

Date of birth: \_\_\_\_\_

Full address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name and address of family doctor: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Tel no. of family doctor: \_\_\_\_\_

### Has your son been immunised against the following?

	<i>(please tick)</i>			<i>(please tick)</i>	
Diphtheria	<input type="checkbox"/> YES	<input type="checkbox"/> NO	Chicken pox	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Haemophilus influenzae type b (Hib)	<input type="checkbox"/> YES	<input type="checkbox"/> NO	Poliomyelitis	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Meningitis C	<input type="checkbox"/> YES	<input type="checkbox"/> NO	PCV pneumococcal disease	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Meningococcal ACWY	<input type="checkbox"/> YES	<input type="checkbox"/> NO	Pertussis (whooping cough)	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Tetanus	<input type="checkbox"/> YES	<input type="checkbox"/> NO	BCG	<input type="checkbox"/> YES	<input type="checkbox"/> NO
HPV protect against human papillomavirus	<input type="checkbox"/> YES	<input type="checkbox"/> NO	Typhoid	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Measles, mumps & rubella (MMR 1st dose)	<input type="checkbox"/> YES	<input type="checkbox"/> NO	Hepatitis A	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Measles, mumps & rubella (MMR 2nd dose)	<input type="checkbox"/> YES	<input type="checkbox"/> NO	Hepatitis B	<input type="checkbox"/> YES	<input type="checkbox"/> NO

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## MEDICAL HISTORY

If 'YES' please give details, including information about treatments and any drugs or medicines taken regularly or for emergency use. *(Continue on a separate sheet if necessary).*

Illness/Medical conditions

*(please tick)*

History of serious illness, operation or injury (including head injury) requiring admission to hospital	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Conditions e.g. heart problems or joint/muscular problems which may affect sport	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Any chronic or recurring medical condition, for example: Asthma, diabetes, epilepsy, hay fever etc.?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Are there any psychological factors of which we should be aware, for example, eating disorders, depression?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Any allergy to insect bites, food, drugs, Elastoplast or other allergies?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Hearing problems?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Visual problems/colour blindness. Are glasses/contact lenses worn? Date of last eye test?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Has your son had any exposure to active pulmonary tuberculosis?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Are there any conditions or long term disabilities which may affect your son's health that you feel it would be helpful for us to know?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Does your son have any weight/growth problem?	<input type="checkbox"/> YES <input type="checkbox"/> NO	

### Has your son been treated for the following conditions?

*(please tick)*

*(please tick)*

<b>ASTHMA</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO	<b>Convulsions</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO
Consent to use of emergency salbutamol inhaler for asthma?	<input type="checkbox"/> YES <input type="checkbox"/> NO	<b>Migraine</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO
When was condition last assessed by asthma nurse or GP? .....		<b>Any cardiac related condition</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>Any skin condition including eczema</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO	<b>Gastro-intestinal conditions</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>Any type of blood disorder</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO	<b>Diabetes or low blood sugar</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>Chronic bone or joint problems</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO		

### Has your son had any of the following?

*(please tick)*

*(please tick)*

<b>Pertussis (whooping cough)</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO	<b>Convulsions</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>Measles</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO	<b>Scarlet fever</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>Mumps</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO	<b>Slapped cheek (fifth disease or erythema infectiosum)</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>German measles (rubella)</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO		

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## DIETARY REQUIREMENTS

Name: \_\_\_\_\_

Affix  
Photo

Does your son have any special dietary needs? \_\_\_\_\_

(please tick)  YES  NO

If "YES", please give details: \_\_\_\_\_

### Does your son have an allergy to any of the following foods?

	(please tick)		(please tick)
Cereals	<input type="checkbox"/> YES <input type="checkbox"/> NO	Celery and celeriac	<input type="checkbox"/> YES <input type="checkbox"/> NO
Crustaceans (for example; prawns, crabs, lobsters and crayfish)	<input type="checkbox"/> YES <input type="checkbox"/> NO	Mustard	<input type="checkbox"/> YES <input type="checkbox"/> NO
Eggs	<input type="checkbox"/> YES <input type="checkbox"/> NO	Sesame	<input type="checkbox"/> YES <input type="checkbox"/> NO
Milk	<input type="checkbox"/> YES <input type="checkbox"/> NO	Sulphite (sulphur dioxide) which is a preservative found in some dried fruit	<input type="checkbox"/> YES <input type="checkbox"/> NO
Fish	<input type="checkbox"/> YES <input type="checkbox"/> NO	Lupin (can be found in flour)	<input type="checkbox"/> YES <input type="checkbox"/> NO
Peanuts	<input type="checkbox"/> YES <input type="checkbox"/> NO	Molluscs (for example; clams, mussels, whelks, oysters, snails and squid)	<input type="checkbox"/> YES <input type="checkbox"/> NO
Nuts (such as almonds, hazelnuts, walnuts, pecan nuts, brazil nuts, pistachio, cashew and macadamia nuts)	<input type="checkbox"/> YES <input type="checkbox"/> NO	Or any other foods? (If 'YES' please specify)	<input type="checkbox"/> YES <input type="checkbox"/> NO
Soybeans	<input type="checkbox"/> YES <input type="checkbox"/> NO		

When was your son last allergy tested? \_\_\_\_\_

Has this food allergy been medically diagnosed? \_\_\_\_\_

(please tick)  YES  NO

Has your son ever had an anaphylactic reaction? \_\_\_\_\_

(please tick)  YES  NO

Has your son been prescribed emergency medication adrenaline auto-injector (Emerade, Epipen or Jext) or other? \_\_\_\_\_

(please tick). YES  NO

If 'YES' please provide Mrs Lisk, the school's First Aid Officer, with a treatment plan, photo and emergency medication.

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## CONSENT

As part of the school allergen policy, there is a requirement that permission must be granted for your son to be permitted to consume food and drink that you have not provided. Examples would include match teas provided after sports fixtures, lunch provided at outdoor and adventurous trip, etc. If you do not give permission, you may provide your own snack and/or drink otherwise your son will not be allowed to consume anything other than water.

To minimise risk, pupils are not allowed to bring in food to share as part of a celebration, e.g. birthday cakes, sweets, etc. However, if parents wish they may donate a book to the class which will be read and then donated to the library.

- I consent to my son consuming food and drink that I have not provided during school trips, sports fixtures or at any other time deemed appropriate by a member of staff from Wimbledon Common Preparatory School.

(Please tick)  YES  NO

- I consent to the administration of prescription and non-prescription medicines (including those listed below) to my son by a designated qualified member of staff in accordance with the terms of the school's policy on the Administering Medicine at School.

(Please tick)  YES  NO

(please tick)		(please tick)	
Antihistamine tablets or syrup - Piriton, Clarityn, Zirtek	<input type="checkbox"/> YES <input type="checkbox"/> NO	Paracetamol/Calpol ( <i>Children under the age of 16 may only take medication containing aspirin if prescribed by a doctor</i> )	<input type="checkbox"/> YES <input type="checkbox"/> NO
Application of plasters	<input type="checkbox"/> YES <input type="checkbox"/> NO	Has your son ever taken Nurofen / Ibuprofen before?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Nurofen/Ibuprofen (not administered to pupils with asthma)	<input type="checkbox"/> YES <input type="checkbox"/> NO	Has your son ever taken antihistamines before?	<input type="checkbox"/> YES <input type="checkbox"/> NO

If your son has been prescribed an adrenaline auto-injector or inhaler, please ensure that it is delivered to Mrs Lisk in its original container as dispensed by the pharmacy and labelled with the pupils' name.

- I give consent for my son to receive any necessary first aid treatment provided by a designated member of staff.
- I acknowledge that any prescription or non-prescription medicines taken during the school day will only be administered by a designated staff member once the Request to Administer Medication form is filled in.
- Emergency medical treatment:** I authorise the Headteacher to consent on my behalf to my son receiving emergency medical treatment including blood transfusions within the United Kingdom, general anaesthetic and operations under the National Health Service or at a private hospital where certified by an appropriately qualified person necessary for the pupil's welfare and where the school cannot contact me in time.
- I understand that essential medical information will be shared with members of the school staff and other medical professionals to ensure the safety of my son. Please see the school's privacy notices, which are available on the school's website, for further information about how we may use yours and your son's personal data.
- I understand that it is my responsibility to inform the school in writing of any new medical conditions/health needs. Unless such notification is received, the school will rely upon the information contained in this medical questionnaire.

**Name of Parent / Guardian:**

(please print clearly)

**Signed:**

**Date:**

The School has a policy on Administering Medicine at School, which is available on request from the office and on the website.

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