Burton Hathow Preparatory School

FIRST AID POLICY

For Whole School

Including EYFS

September 2026

This policy has due regard to legislation and statutory guidance, including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- The Health and Safety (First Aid) Regulations 1981
- The Management of Health and Safety at Work Regulations 1999
- DfE (2015) 'Supporting pupils at school with medical conditions'
- DfE (2000) 'Guidance on First Aid for Schools'
- DfE (2018) 'Automated external defibrillators (AEDs)'

First Aid Arrangements in the Event of Accident or Illness

Qualified First Aid Staff supervise First Aid provision in the School, including arrangements for emergency medical appointments. All staff are able to dispense tablets and medicines prescribed by doctors and brought to School by pupils. Pupils are to deposit medicines in the Office. Parents or Guardians must have completed the appropriate consent form before medicines can be dispensed by a member of the School staff and this must be witnessed and signed by another member of staff. For pupils, medicines are kept in the locked first aid medicine cupboards in the relevant buildings, or refrigerated in staffrooms inaccessible to pupils and in labelled sealed containers. Should a child require medicine during the day, for example, an antihistamine, parents will be contacted via telephone for verbal permission to administer the required treatment.

Where staff are in receipt of prescribed medications, they will be stored in the Staff Room, inaccessible to pupils.

Arrangements for pupils with particular medical conditions

Children with particular medical conditions for example: asthma, epilepsy, diabetes and severe allergies should have their medication located in their classroom and it should be to hand when needed. Inhalers, insulin and epi-pens etc must be taken on all sporting activities and trips.

Where pupils have specific, diagnosed conditions, appropriate training will be given to those staff in frequent contact with the pupils (plus extras to allow for staff absences) prior to them joining the school. This would include situations such as Type 1 Diabetes and use of epipens. Training will usually be delivered by qualified health professionals.

There will always be at least one qualified person on site when the children are present. In Early Years at least one person on the premises and one person on outings must have a paediatric first aid certificate. A Health Care Plan is completed for a child with any specific medical requirements detailing any medication that is to be administered and the relevant procedures.

First Aiders in School

Lead First Aider – Victoria Williams

The following members of staff are holders of Paediatric First Aid:

- Harriet Smith: Exp. Jan 2029
- Ellie Burton: Exp. Jan 2029
- Victoria Williams: Exp. Jan 2029
- Chloe Ford: Exp. Jan 2029
- Sarah Cheney: Exp. Jan 2029
- Denise Bloor: Exp. April 2028
- Carole Smith: Exp. Aug 2028
- Debbie Robins: Exp. April 2028
- Katherine Hodgetts: Exp. April 2028
- Katherine Payne: Exp Aug 2028
- Rose Wilson: Exp April 2028
- Phillippa Edwards-Howarth: Exp April 2028
- Sarah Oldfield: Exp April 2026
- Raya Al-Said Exp Dec 2026

The following members of staff are qualified in Emergency Paediatric First Aid:

- Ian Oldfield Exp Feb 2029

The following members of staff are qualified in Emergency First Aid at Work :

- Victoria Henley Exp Oct 2027
- Tracy Steeple Exp Oct 2027
- Marc Stanney Exp Oct 2027
- Lewis Cox Exp Oct 2027
- Ian Oldfield Exp Feb 2029

The following members of staff are qualified in First Aid at Work:

- Reece Murphy Exp July 2029

Training is updated every 3 years

Practical Arrangements at the Point of Contact

If a pupil is taken ill during a lesson, if capable, he or she should be sent to the Office in the company of another pupil who will then report back to the class teacher that they have arrived safely. The staff on duty in the Office will then contact a Qualified First Aider to deal with the situation.

If the pupil is not capable of walking, the teacher will inform the Office for a First Aider to be contacted and sent to the classroom.

At lunch-time pupils taken ill or in need of First Aid treatment should report in the first instance to the person on duty who will deal with the matter or to the Office if they are not available. The staff on duty in the Office will then contact a Qualified First Aider to deal with the situation. If a pupil requires medical attention and needs to remain in situ then the office staff will locate a qualified first aider to attend the child.

The First Aider will determine if any external professional advice or treatment is required and will make the appropriate arrangements with the Office and/or class teacher.

Access to First Aid Kits

First Aid boxes are located as follows:

- First Aid Room
- Main Kitchen
- Nursery Cabin Kitchen
- Reception/ Butterfly Classrooms
- Minibus

Spare First Aid Kits for Trips and Sporting Events are located in the First Aid Room

First Aid supplies are monitored by Ruth McDonnell monthly and reported to the Health and Safety Officer. To achieve the aims of this policy, the school will have suitably stocked first aid boxes. A checklist of provisions is found in the first aid room and where any items are found to be missing they are ordered appropriately.

7.1 **Automated external defibrillators (AEDs)**

The school has procured 2 AEDs, which are located in the school main entrance and in Halse Hall. The one stored in Halse Hall is portable to take on trips etc.

Where the use of the AED is required, individuals will follow the step-by-step instructions displayed on the device.

A general awareness briefing session, to promote the use of AEDs, will be provided to staff on an every two years by our AED provider and all our first aiders will have been trained in the use of AEDs.

How accidents are to be recorded and parents informed

Whenever First Aid is administered, details should be noted by the First Aider dealing with the situation on the accident form and if any item from the First Aid box is used, it should be

replenished immediately by contacting Debbie Robins in EYFS and Victoria Williams in R-6. The accident form should be copied and filed in the accident folder, a copy is sent home via the child or by email. If it is an adult the accident book will be filled in, this is also in the school office.

In Nursery, a First Aid Accident Form is completed and a copy is sent to the parents. If a child has an accident and first aid was not administered, an Accident Form is completed. This is verbally discussed with the parents and they are requested to sign the form.

Normally, First Aid will only be administered by staff holding a First Aid Certificate.

When First Aid Staff feel it is desirable for a student to be sent home, the school office will attempt to contact the parent or guardian. A pupil will only be sent home once a parent or emergency contact has been notified. The pupil's form tutor can then be informed via a note in the register, or directly if they are available. The First Aider should arrange for the parents to collect them, or if this is really impossible, for a member of staff to take them home.

RIDDOR

Every accident, whether relating to a pupil, a member of staff or a visitor, requiring hospital treatment, should be recorded on the report forms in the School Office and where necessary the Health and Safety Executive in accordance with RIDDOR-tel:08453009923 (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, 2013), should be notified. In the case of pupils or members of the public, the Health and Safety Executive must be informed of any casualty who is sent to hospital – even as a precautionary measure – where the accident is attributable to:

Work Organisation (eg. Field trip supervision)

Plant or substance (eg. Machinery or experiments)

The condition of the premises (eg. Uneven Surfaces)

Playground accidents or other contact sports that result in collisions, falls or slips are NOT reportable, UNLESS they arise out of, or in connection with any of the circumstances mentioned above.

In the case of members of staff, any work related injury or ill-health is reportable if it results in a minor injury (over 3 day absence) or a major injury as defined in RIDDOR.

The HSE leaflet detailing information on what to report and whom to report to is

The First Aider involved will oversee the completion of Accident/Incident Forms. "Near misses" or other dangerous occurrences must be reported to the Safety Co-ordinator who will record the incident and action taken.

Accident reports will be reviewed by the Safety Team at yearly meetings It is the responsibility of the Head teacher to report serious accidents to the Board and Advisory Body and to ensure that such remedial action as is reasonably practicable is taken to avoid a recurrence of the incident.

Form tutors must ensure that pupils in their care are aware of the First Aid arrangements and warn them of two areas of concern which have arisen:

a) To avoid further injury, they should not move anyone who appears to have fainted or fallen – they should send for a First Aider while someone remains with the casualty.
b) Pupils should not lend each other asthma inhalers, except in an emergency.

When to call an ambulance

Unless immediately apparent that an ambulance is to be called, this will be decided on consultation with the qualified first aider at work.

Immediately after the ambulance has been called, the parents should be contacted. A member of staff will accompany the pupil to hospital until their parent/s/guardian can join them.

Hygiene procedures for dealing with the spillage of body fluids

The school has a responsibility under Health and Safety law to establish appropriate procedures to be followed in order to minimise the risk of contracting any disease related to the spillage of body fluids e.g. HIV and Hepatitis B.

Neither of these viruses should present any serious risk in School life if the following measures are observed when contact with blood or other body fluids occurs – for example after an accident in practical lessons, or during recreation periods.

Staff should:

- Put on gloves before administering First Aid or mopping up blood or other body fluids.
- Not use teeth when putting on gloves or removing them.
- Pull off gloves so that they are inside out and the contaminated side is not exposed

- Put gloves in a plastic bag and dispose of them in a closed bin.
- Wash hands and other surfaces immediately after contact with blood or other body fluids and after removing gloves.
- Contact Victoria Williams (COSHH Trained) immediately if blood or other body fluids are spilt so that the area may be cleaned with disinfectant. The cleaning should be carried out with disposable towels and wearing rubber gloves, the towels to be placed in a plastic bag in a closed bin.
- Immediately change blood-stained clothes, handling them with rubber gloves and soaking them in cold water before washing them by machine on a hot cycle.
- Take care to avoid accidental piercing of the skin when handling needles and other sharp equipment.
- Wash the exposed part immediately with soap and water if coming into direct contact with another person's blood or body fluids.
- Use clean, cold tap water if the lips, tongue, eyes or broken skin are involved, and seek medical advice

Staff are also responsible for instructing pupils in their care about these procedures as appropriate, and ensuring that they are followed.

Appendix: Assessment of First Aid Provision.

Hazards.

1. Workplace hazards are low level – commensurate with those that might be found in offices and shops. A very small amount of low-risk chemicals are stored in the Science Area and some cleaning materials in a locked cupboard.

2. One employee travels regularly driving the minibus on short, local journeys. Some teaching staff drive the minibus away from the school site on visits.

3. Employees do not generally work shifts out of hours.

4. There are separate buildings, one with two levels. All buildings are small – no larger than 7 rooms plus entrance and landing areas – and all are close together – within 60 seconds on foot. Some activities take place outside in the forest area, and others on the sports field.

5. The premises are out of town but within easy reach of emergency services.

6. Employees sometimes visit other sites as part of school visits. They do not work at other employers' sites as contractors.

7. Non-employees do visit the premises. These are usually parents picking up or dropping off pupils. Other non-employees visit occasionally e.g. visiting speakers, occasional contractors etc.

Impact of Hazards on Provision.

(Numbers match with the considerations listed above)

1. There is an appointed person to take charge of first aid. Several staff have completed various first aid courses that are current. One member of staff is a qualified medical doctor. There is a first aid kit in the sick room in the main building.

2. The minibus is equipped with a first aid kit. Where it is driven on short runs by the designated driver, the journeys are never far and emergency help should be available.

3. There are no extra issues associated with out of hours shifts. The Nursery is sometimes open when main school is not – usually with no more than three staff present. There is always a member of staff in the Nursery who has completed at least a paediatric first aid course. In addition, the school receptionist is often in school at these times, is a qualified doctor and also lives in the house adjacent to the school so is easily contactable. She is also a First Aider at Work.

4. The separate buildings are close together. All areas, including the upper level of the main building, are quickly and easily accessible from anywhere else. The sports field is adjacent to the main building and easily reached. The forest area is a little further but still close. Each building has a member of staff qualified in Paediatric First Aid present. The forest school teacher has a separate qualification in First Aid for Forest Schools. Although these are not 'First Aid at Work' they provide adequate provision given the size and nature of the site. Each building contains a first aid kit and there is also one available in the forest area and the sports store.

5. The location of the premises does not present a need for ‘extra’ first aid equipment beyond that listed above.

6. Employees on school trips carry a first aid kit with them and a staff member with at least a Paediatric First Aid qualification is always present.

7. With the exception of parents collecting or dropping off pupils, the number of other non-employees on the premises at any one time is minimal and can be covered by the provision in place.