



First Aid Policy For the whole school including EYFS

See also Health and Safety policy

This policy is written with due regard to DfE Guidance First Aid in Schools (updated Feb 2014).

First Aid Training and Location of First Aid Kits

All full time members of staff are qualified first aiders, some of these are trained in paediatric first aid and some trained to use Epipens. Their training is updated every 3 years. There is always at least one first aider and paediatric first aider in the school (in Turks Row, Holbein Mews and Sedding Street sites) every day who is available to administer timely and competent first aid, deal with accidents and emergencies, or to help if someone is taken ill. All Early Years Foundation Stage Staff are paediatric first aiders. When EYFS children are in the main school on Turks Row, they will have a paediatric first aider with them.

First aid boxes are placed so that there will always be first aid supplies nearby. In our school they are situated in:

Ground floor Turks Row	Kitchen & cupboard in Prep girls' loos & front door cupboard
First floor Turks Row	Cupboard in boys' Prep loos
Second floor Turks Row	Cupboard in JS girls' loos
Third floor Turks Row	Cupboard in Music Room
49 Holbein Mews	Cupboard in kitchen
Sedding Street	Cupboard in Kindergarten

We always take a first aid kit with us when groups of pupils go out of school on organised trips or to participate in sporting events and games lessons. First aid kits are kept on both Garden House School buses.

The school has a defibrillator on site at Turks Row, kept in the Boys' School Office. Training is given to staff as part of first aid training. If a defibrillator is needed by 49 Holbein Mews, it should be retrieved from Turks Row. For Sedding Street, a defibrillator can be found at Sloane Square tube station.

All new pupils (and staff) are given information on where to go for help in the event of an accident as part of their induction into the school. First aid notices are placed in each classroom listing all qualified first aiders.

School Responsibility

Teachers are always alert to the possibility of a child falling ill and will look out for changes in colour, mood, temperature or ability to concentrate. We ensure that pupils are always supervised in order to prevent any condition progressing to a critical stage. If a member of staff suspects a pupil may be unwell, or if a child declares themselves to be feeling unwell, they will be sent, accompanied, to the School Office where the Office First Aider or qualified first aider will examine them. Action taken will depend on the assessment of their condition but may include administering medication if written permission has been given, (either by written note or email), taking the child's temperature, telephoning the parents to ask them to collect the child, calling the school's doctor for a second opinion, taking the child to hospital or calling for an ambulance.

Second opinions for advice/treatment can be sought from the nominated school nurse, Poppy Caiger.

Grazes and cuts are cleaned with saline water and covered with a plaster where appropriate.

If a child becomes injured, either on or off site the first aider on the scene will comfort the child and make arrangements for an ambulance to attend the scene if necessary. Parents will be contacted immediately should an ambulance be called. The first aider or ambulance team (whoever arrives first) will assess whether or not a child should be moved.

An ambulance should always be called if:

- There is loss of consciousness.
- A choking casualty has been treated with an abdominal thrust.
- There is significant loss of blood.
- The casualty is in significant pain.
- The casualty is unable to respond, move or be coherent.
- Fractures are suspected.
- The first aider believes there may be concerns about moving the casualty safely or correctly.
- The casualty is in anaphylactic shock or if an epipen has been used in response to an allergic reaction.
- Casualty experiences their first ever fit or if casualty fits twice in a row.
- When calling '9 999' or '9 112' the postcode is needed. For the main school the postcode is **SW3 4TW**. For Kindergarten the post code is **SW1X 9BX**. For Holbein Mews the post code is **SW1W 8ED**.

Bodily fluids should be covered in and absorbed by a layer of sawdust (stored in buckets in all loos) and cleared away. The affected area is then cleaned using a special anti-bacterial cleaning fluid. Anyone responsible for cleaning away bodily fluids should wear plastic gloves. Contaminated materials are immediately disposed of by sealing in a yellow clinical waste bag and placing in the appropriate bin. The member of staff responsible for cleaning the area should wash their hands thoroughly afterwards, even though gloves are worn throughout the cleaning process. A supply of gloves and sick bowls is kept in every classroom. Spare gloves and clinical waste bags are stored in every first aid kit. A generic inhaler is also kept in both school offices and in the sport first aid bags. We have a school epipen stored in the Boys' Office. This can be administered if we have parental consent.

If there is known to be a case of any infectious disease (i.e. chicken pox) it is the responsibility of the school to inform families by displaying the news on the newsletter or emailing parents in that year group. Parents will be notified by the school if a case of head lice is reported. A child will be sent home if live head lice are visible. If a child has a fever they will be sent home.

Children are encouraged to wash their hands after going to the lavatory and before lunch.

Recording Accidents

We keep records of all accidents and injuries, and have a procedure in place for ensuring that they are reviewed regularly in order, where possible, to minimise the likelihood of recurrence. The accident file is kept in the Boys' Office. All head injuries are reported at once to parents and a letter sent home outlining the possible symptoms to look out for. In Kindergarten, all Accident Report Forms are signed off by the parents. The school fulfils its obligations to RIDDOR in reporting deaths, relevant injuries, gas incidents, diseases and dangerous occurrences to the Health and Safety Executive (Telephone number: 0845 3009923). A copy of the accident report form is attached to this policy (See attachment 1).

Parental Responsibility

If a child becomes unwell at school they must be collected as soon as possible. It is vital to have not only pupils' home telephone numbers but parents' work numbers and other emergency numbers such as those of relatives / child-minders. These details must be updated regularly.

If a child has an infectious disease it is the responsibility of the parents to inform the school. Children who are known to have an infectious disease should not be sent to school.

Parents should regularly check their child's head for lice and must inform the school if they find any. Children should not be sent to school if they have head lice. If a child has been treated they can return to school.

The dietary and medical needs of any child must be outlined by parents in the 'Medical and Diet Information form' (Attachment 2) sent in the welcome pack to all new parents. This must be returned to the Office by September. This information is shared by all members of staff and it is passed on to the kitchen. A list of children's current dietary and medical needs is updated yearly and is put up on the staff noticeboards. Any changes to the dietary and medical needs during a child's time at Garden House must be communicated to the School Office.

Any prescribed medicine (eg. Antibiotics) must be administered in accordance with the Procedures for the Administration of Medicine in School (see attachment 3).

Children with Severe Medical Conditions

A list of pupils who may require medication for specific medical conditions such as asthma, diabetes, epilepsy or allergies, is placed in the Staff Room and Dining Room along with their photographs and a brief description of what action should be taken if necessary. It is essential that if a child has an asthma attack or anaphylactic reaction that the appropriate medication is available to them immediately. All children who have an asthma inhaler or epipen should have a special bag in which to store the medication. This bag should be brought into school each morning and taken home at the end of each day. It is the parent's responsibility to ensure that the medication bag is brought into school/taken home every day. Detailed medical records are available from Venetia Douglas-Riley (Office First Aider).

Epipen training is given to key members of staff in the Autumn Term.

ATTACHMENTS:

1. Accident Report Form
2. Medical and diet information form and Epipen and inhaler Information Note
3. Procedures for Administering Medicine in School including consent forms.

Updated by Heads: June 2019

Next review: June 2020

Accident Form (Attachment 1)

Name of Child: _____

Class: _____

Name of Member of Staff Completing this report:

Description of Accident:

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Location of Accident: _____

Parent Notified: YES/NO _____

First Aid Treatment/ Action Taken:

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Signed:

Date:

Medical & Diet Information – Attachment 2

Your child's health is of paramount importance to us. It is therefore essential that we have up to date information of any health concerns or specific dietary requirements. We ask that parents complete a separate form for ***each of their children*** attending Garden House.

Full Name of Child:	
Class:	

Does your child have a chronic or severe acute medical condition (including allergies to non-food substances)?

YES / NO (please circle) *If 'yes' please complete box 1 below*

Does your child have an allergy to any food?

YES / NO (please circle) *If 'yes' please complete box 2 below*

BOX 1:

Medical Condition(s): <i>e.g. Asthma</i>
Action Required (<i>Please include Name of medicine, dosage and detailed instructions on when to administer:</i>) <i>e.g. If difficulty breathing administer 2 puffs of blue Ventolin inhaler – provided.</i>
Date of Diagnosis:

Any medication brought into school must have the prescription label (with the child's name on) clearly showing. It is the parent's responsibility to ensure that the emergency medication (Inhaler or EpiPen) is brought into school/taken home every day and that the medication is in date.

NB: IF YOUR CHILD REQUIRES AN INHALER OR EPIPEN – PLEASE REFER TO THE 'EPIPEN AND INHALER' INFORMATION LETTER OVERLEAF.

BOX 2:

Dietary Requirements: <i>Based on medical need (e.g. allergies) – please include religious needs but do not include details of likes/dislikes, thank you</i>

Doctor's Name and Telephone number:	
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Signature of Parent/Guardian:	
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Date:	
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PLEASE NOTE THIS ONLY APPLIES TO CHILDREN WHO
REQUIRE ONGOING EMERGENCY MEDICATION

(Attachment 2 continued)

Epipens and Inhalers

It is essential that if a child has an asthma attack or an anaphylactic reaction that the appropriate medication is available to them immediately. Therefore we ask that Epipens and inhalers are stored, in a special bag with your child at all times. This bag should be *brought into school each morning and taken home with your child at the end of each day.*

EPIPENS: Should a child have an anaphylactic reaction it is essential that two Epipens are available to use. We are aware that it is not possible to receive more than two Epipens at a time on an NHS prescription. Therefore, we think that both Epipens should be kept, in a special bag, with your child at all times. If you are able to provide a third Epipen that we can store in the office as back-up we would appreciate this.

The bag should be:

- **Brightly coloured** (easy to spot in an emergency)
- **Clearly named** (on the outside of the bag)
- **Not too large** (your child will be expected to have the bag with them at all times)

You may choose to order one of the bright yellow ‘SchoolBags’ available from www.yellowcross.co.uk. These come with a special ID card and a treatment card. The link to this product is: http://www.yellowcross.co.uk/ebuttonz/ebz_product_pages/schoolbag-sb-001.shtml

It is the parent’s responsibility to:

- Provide the emergency medication that is required for your child in a special, designated bag.
- To ensure that the medication bag is brought into school/taken home every day.
- To check all medication in the bag is in date and in working order as far as you are aware.

IT IS IMPORTANT TO LEAVE AN EMERGENCY TELEPHONE NUMBER WITH THE SCHOOL IF YOU ARE AWAY FROM HOME FOR ANY REASON.

Signature of Parent:



Garden House School

Procedures for Administering Medicine in School **(for the whole school including EYFS)**

Garden House School recognises that a number of children, because of their medical condition, will require medication whilst at school.

Teachers or Teaching Assistants have no obligation to administer or to have involvement with medicines for children. Wherever possible the responsibility must remain that of the parent or medical practitioner.

In general, treatments should be managed so that it is not necessary for medicines to come to school. Most medication can be managed by doses timed to be outside the school day i.e. 3 times a day: before school in the morning, after school in the afternoon and in the evening.

Parents are discouraged from sending children to school with non-prescribed medication. Non-prescribed medication will not be administered by school staff.

In cases where prescribed medication has to be administered in school time and staff have agreed to do so, the following procedures will be followed:

- Parents should arrange delivery of all medicines to be taken or administered to the relevant Boys' or Girls' School Office or the Kindergarten at Sedding Street.
- Medicines should be clearly labelled with the child's name.
- Parents will be asked to complete and sign a form specifying preparations, storage arrangements, dosage and circumstances under which it should be given – *see attached*.
- Medication will be stored securely out of the reach of children.
- One member of the office staff should administer the medication, witnessed by another member of the office; both members of staff should sign the form to confirm that the medicine has been given giving a time and the dose that was administered.
- For medication in which training is required to administer, only trained members of staff should be responsible for administering the medicine i.e. Epipen.

Parents of children who require an inhaler or Epipen must complete an 'Asthma Inhalers and Epipens in School' consent form – *see Attachment 2*.

Self-administration of certain prescribed medication such as inhalers for asthma and glucose and insulin for diabetics is actively encouraged even in younger children.

Administering Medicine in School – Consent Form (Attachment 3)

I (parent's name) consent to Garden House School staff administering the following medicine to my son/daughter

..... (pupil's name)

Name of Medicine: Dosage:

Storage: Preparation:

<u>Date</u>	<u>Time</u>	<u>Dosage</u>	<u>Administered by:</u>	<u>Witnessed by:</u>

Doctor's Name and telephone number: