



## FIRST AID POLICY

**Please See APPENDIX E (page 13) for COVID 19 Update September 2020**

### Rationale

It is our policy to ensure that appropriate first aid arrangements are in place for our children, staff and any visitors to our premises. This includes providing sufficiently trained employees for our needs and maintaining an adequate supply of first aid equipment. This care should extend to emergency first aid provision, the administration of medicines (See Medicines Policy) to dealing with Asthma.

### The Legal Position

Our duty to provide first aid at work is governed by the Health and Safety (First Aid) Regulations 1981. These require us to carry out a risk assessment in order to determine what first aid facilities and personnel are necessary to meet the needs of our school.

### Aims of Policy:

- Give clear structures and guidelines to all staff regarding all areas of first aid
- Clearly defines the responsibilities and the staff
- Enable staff to see where their responsibilities end
- Ensure good first aid cover is available in the school and on visits
- To report, record and where appropriate investigate all accidents.
- Records all occasions when first aid is administered to employees, pupils and visitors.
- Provide equipment and materials to carry out first aid treatment.
- Make arrangements to provide training to employees who volunteer to be first aiders, maintain a record of that training and review annually.
- Provide information to employees on the arrangements for First Aid.

### Arrangements for First Aid.

- Papillon House School will provide materials, equipment and facilities as set out in DfE 'Guidance on First Aid for Schools' 15 August 2000
- Papillon House School will carry out a suitable and sufficient assessment of the risks posed to persons in the event that they suffer an accident, injury or ill health (play equipment will be regularly monitored in order to minimise the likelihood of accident or injury).
- At the start of each academic year, a list of children is provided to staff, who are known to be asthmatic, anaphylaxis, diabetic, epileptic or have any other serious illness.
- Medical consent forms for every child are readily available for staff responsible for school trips/outings.
- Medication for named individuals should be kept locked in the filing cabinet in the office with the child's name and Medical Care Plan.
- Review and monitor arrangements for first aid on as appropriate on a regular basis (and at the very least on an annual basis).
- All staff undertaking first aid duties will be given full training in accordance with current legal requirements. Any appointed persons will attend a basic first aid four-hour course.
- The next First Aid Training will be organised for October 2020 and April 2023.
- Suzanne Lock is the schools appointed person to take charge of first-aid arrangements

The locations of First Aid Kits in school are;

- School Kitchen
- Office
- Designated First Aid Room

In addition there is a first aid kit in each of the three school mini buses.

The contents of the kits will be checked every half term by Michelle Strudwick.

### **Off-site activities.**

A person who has been trained in first aid will accompany all off site visits.

At least one first aid kit will be taken on all off site activities, along with individual pupils' medication such as inhalers, epipens etc.

### **Information on First Aid arrangements.**

The Head Teacher will inform all employees at the school of the following:

- All members of staff will be made aware of the school's first aid policy.
- New staff to the school are given a copy of this policy when they are appointed.
- The arrangements for recording and reporting accidents.
- The arrangements for First Aid.
- Those employees with qualifications in First Aid.
- The location of First Aid kits.

This policy is regularly reviewed and updated. This policy has safety as its priority.

- Safety for the children and adults receiving first aid
- Safety for the adults who administer first aid.

In addition the Head Teacher will ensure that signs are displayed throughout the school providing the following information:

- Names of employees with first aid qualifications. (See Appendix A)
- Location of first aid boxes. (See Appendix A)

### **Responsibilities of First Aid Personnel**

In order to carry out their duties effectively, first aid personnel have the following duties and responsibilities. First-aiders are responsible for:

- Responding promptly to all requests for assistance
- Summoning further help if necessary
- Looking after the casualty until recovery has taken place or further medical assistance has arrived
- Reporting details of any treatment provided.
- Calling an ambulance where necessary
- Ensure that their qualification and insurance [provided by the school] are always up to date.
- Always attend a casualty when requested to do so and treat the casualty to the best of their ability in the safest way possible. This includes wearing gloves where any loss of blood or body fluid is evident, calling for help from other First Aiders or Emergency Services.

- Help fellow First Aiders at an incident and provide support during the aftermath.
- Act as a person who can be relied upon to help when the need arises.
- Ensure that their portable first aid kits are adequately stocked and always to hand.
- Insist that any casualty who has sustained a significant head injury is seen by professionals at the hospital, either by sending them directly to hospital or by asking parents to pick up a child to take them to hospital; ensure that parents are aware of all head injuries promptly.
- Keep a record of each child attended to, the nature of the injury and any treatment given, in the book provided in the office. In the case of an accident, the Accident Book must be completed by the appropriate person.
- Ensure that everything is cleared away, using gloves, and every dressing etc. be put in a yellow bag for contaminated/used items and sealed tightly before disposing of the bag in a bin. Any bloodstains on the ground must be washed away thoroughly. No contaminated or used items should be left lying around.

## **Calling the Emergency Services**

In the case of major accidents, it is the decision of the fully trained first aider if the emergency services are to be called. Staff are expected to support and assist the trained first aider in their decision.

If a member of staff is asked to call the emergency services they must state:

- Whether the casualty is breathing and/or unconscious
- What has happened
- The child's name
- The age of the child
- The name and location of the school
- Any relevant medical condition of the casualty

In the event of the emergency services being called, a member of staff should wait by the school gate to guide the emergency vehicle into the school.

If the casualty is a child, their parents should be contacted immediately and give all the information required. If the casualty is an adult, their next of kin should be called immediately. All contact numbers for children and staff are located in the school office.

## **Transport to hospital or home**

The Head Teacher will determine what is a reasonable and an appropriate action to take in each case;

- Where the injury is an emergency an ambulance will be called following which the parent will be called.
- Where hospital treatment is required but it is not an emergency, then the Head Teacher will contact the parents for them to take over responsibility for the child.
- If the parents cannot be contacted then the Head Teacher may decide to transport the pupil to hospital.
- Ensure that a child who is sent to hospital by ambulance is either:
  - Accompanied in the ambulance at the request of paramedics.
  - Followed to a hospital by a member of staff to act in loco parentis if a relative cannot be contacted.
  - Met at hospital by a relative.

The First Aider need not be the member of staff to accompany the casualty to hospital, however, an appropriate person should be sent.

Where the Head Teacher makes arrangements for transporting a child then the following points will be observed:

- Only staff cars insured to cover such transportation will be used.
- No individual member of staff should be alone with a pupil in a vehicle.
- The second member of staff will be present to provide supervision for the injured pupil.

### **Responsibilities of Teachers, Therapists and Special Needs Assistants will:**

- Familiarise themselves with the first aid procedures in operation and ensure that they know who the current First Aiders are.
- Be aware of specific medical details of individual children when publicised by Head Teacher
- Never move a casualty until they have been assessed by a qualified First Aider unless the casualty is in immediate danger.
- Send for help to the office as soon as possible either by a person or radio, ensuring that the messenger knows the precise location of the casualty. Where possible, confirmation that the message has been received must be obtained.
- Reassure, but never treat a casualty unless staff are in possession of a valid Emergency First Aid Certificate or know the correct procedures; such staff can obviously start emergency aid until a First Aider arrives at the scene or instigate simple airway measures if clearly needed.
- Take a child who has minor injuries to the office if they are able to walk where a First Aider will see them; this child should be accompanied.
- Ensure that they have a current medical consent form on every child that they take out on a school trip which indicates any specific conditions or medications of which they should be aware.
- Have regard to personal safety.
- If accessing a first aid kit for personal use, do not remove it from its designated place.
- If any loss or damage to first aid equipment is noticed it must be reported to Michelle Strudwick
- If a first aid kit is poorly stocked, this should be reported to Michelle Strudwick.
- All staff on visits out of school are expected to carry a first aid kit with them at all times. They are responsible for informing Michelle Strudwick when it is poorly stocked

### **Office Staff will:**

- Call for a qualified First Aider, unless they are one themselves, to treat any injured child.
- Support the First Aiders in calling for an ambulance or contacting relatives in an emergency.
- Not administer paracetamol or other medications unless agreed on a health care plan.

### **Treatment of Cuts**

- The nearest adult deals with small cuts. All open cuts should be covered after they have been treated, by either being washed with cold water or if there is grit in the cut a non-alcohol medi wipe can be used. We will always check in a child's medical notes to see if they can wear plasters before one is applied. Children who are allergic to plasters will be given an alternative dressing.
- Any first aider can treat more severe cuts, and attend the patient to give advice. Minor cuts should be recorded in the accident file and parents informed.
- Anyone treating an open cut should use disposable gloves. All blood waste is disposed of in a yellow medical disposal bag.

## **Bumped heads**

- Any bump to the head, no matter how minor is treated as serious. All bumped heads should be treated by a first aider as appropriate.
- Parents and guardians must be informed BY TELEPHONE.
- The child's teacher should be informed and keep a close eye on the progress of the child.
- All bumped head incidents should be recorded in the accident file and recorded in the child's home school book.
- A bumped head information sheet will be sent home with the child for parents.

## **Vomiting and diarrhoea**

- If a child vomits or has diarrhoea in school, they will be sent home immediately. Children with these conditions will not be accepted back into school until 48 hours after the last symptom has elapsed.

## **Chicken pox and other diseases, rashes, COVID 19**

- If a child is suspected of having chicken pox etc., we will look at their arms or legs. We would only look at a child's back or chest if we were concerned about infection to other children. In this case another adult would be present.
- If your child has any of these infections, they will need to stay off school for a prescribed period of time as recommended by a doctor.
- If a child or staff member is suspected of having COVID 19 symptoms they must isolate immediately and go home as soon as possible. They must then take a COVID 19 test and cannot return to school until that result comes back as negative or they must stay home for 14 days after their symptoms showed.

## **HYGIENE/INFECTION CONTROL**

All staff should take precautions to avoid infection and must follow basic hygiene procedures. Staff should have access to single-use disposable gloves and hand washing facilities, and should take care when dealing with blood or other body fluids and disposing of dressings or equipment. Further guidance is available in the DfE publication HIV and AIDS.

All staff and pupils must sanitise their hands and have their temperature before entering the school building.

All visitors to Papillon must also wear a face covering when in communal areas of the school including classrooms and/or until they are told they may remove it.

## **Identification and Treatment of pupils with particular medical conditions**

Parents complete a medical form when their child starts at Papillon, (APPENDIX B). This is kept in the pupil's confidential file. A copy of medical forms are taken on all off site visits and every class teacher has access to the medical conditions form with all the relevant/important details.

Any regular medicines are named and kept in a locked cupboard in the school office, with the exception of antibiotics, which are stored in the fridge. Details of medicines dispensed are kept in a separate book.

## **ASTHMA**

Asthma is caused by the narrowing of the airways, the bronchi, in the lungs, making it difficult to breath. An asthmatic attack is the sudden narrowing of bronchi. Symptoms include attacks of breathlessness, coughing and tightness in the chest.

Inhalers clearly labelled with the pupil's name, dosage/ frequency of expected need, date of dispensing, cautionary advice, and expiry date, should be made available by parents to be kept in the school Office. A first aider will support a child to use their inhaler when required.

## **WHAT TO DO IN THE EVENT OF ASTHMA ATTACK**

- Remain calm and reassure the casualty
- Stay with the child at all times and radio call for a first aider, give the child's name and location.
- Let the child sit down: do not make them lie down.
- Encourage the casualty to take long, deep breaths. This helps to slow down their breathing and prevent hyperventilation
- Let the child take his usual treatment – Use Inhaler with a Spacer, if possible. (normally a blue inhaler)
- Monitor the Person until help arrives
- Call an ambulance if required.

## **EPILEPSY**

Epilepsy is a tendency to have seizures (convulsions or fits) there are many different types of seizures.

## **WHAT TO DO IF A CHILD HAS A SEIZURE**

- Remain calm.
- Ensure the child is not in any danger from hot or sharp objects or electrical appliances. Preferably move the danger from the child or if this is not possible, move the child to safety.
- Radio call for first aider, give name of pupil and location
- Time the seizure
- Let the seizure run its course
- Do not try to restrain convulsive movements
- Do not put anything in the child's mouth, especially your fingers
- Do not give anything to eat or drink
- Loosen tight clothing especially round the neck
- Do not leave the child alone
- Removal all pupils from the area
- If the child is not a known epileptic, an ambulance should be called
- An ambulance should be called if a seizure lasts 4 or more minutes (known epileptics)
- If the child requires medication to given whilst having the seizure, then the Appointed Person or a member of staff trained to give the medication must do it
- As soon as possible put the child in the recovery position. Seizures are followed by a drowsy and confused period. Arrangements should be made for the child to have a rest as they will be very tired.
- The person caring for the child during the seizure should inform the parent/carer as they may need to go home, and if not a known epileptic they must be advised to seek medical advice.

## **ANAPHYLACTIC SHOCK**

Anaphylaxis is an acute; severe reaction needing immediate medical attention. It can be triggered by a variety of allergens, the most common of which are foods (peanuts, nuts,

cow's milk, kiwi fruit and shellfish) certain drugs such as penicillin, and the venom of stinging insects (such as bees, wasps, and hornets).

In its most severe form the condition is life threatening.

Pupils should have their own EpiPen which is kept in the school office. It must accompany the pupil when they go off site. EpiPens should be made available by the parents.

## **Symptoms**

- Itching or strange metallic taste in the mouth
- Hives / skin rash anywhere on the body, causing intense itching
- Angioedema – swelling of lips/eyes/face
- Swelling of throat and tongue – causing breathing difficulties/coughing/choking
- Abdominal cramps and vomiting
- Low blood pressure – child will become pale/floppy
- Collapse and unconsciousness
- Not all of these symptoms need to be present at the same time

## **First Aid treatment**

Oral Antihistamines

Injectable Adrenalin (EpiPen)

## **WHAT TO DO IN THE EVENT OF AN ANAPHYLACTIC REACTION**

- Remain calm
- Stay with the child at all times and radio call for a first aider, give the child's name and location.
- Treat the child according to their own protocol which will be found with their allergy kit.
- Contact the parent or guardian.
- Call an ambulance if required.

A Medical Emergency Form (APPENDIX C) must be completed by the first aider and staff present when a pupil has had a seizure, an asthma attack or anaphylactic shock.

This will be kept in the pupil's confidential file.

## **Parents Responsibility**

It is the parent/ carer's responsibility to send their child to school, and to make the decision as to whether their child is fit enough to attend school or not. They must also inform the Appointed Person, of any changes in relation to their child's medical condition if and when changes occur. Parent/carers are asked to complete a 'medical form' on admission and at the start of a new academic year including medical needs and contact numbers. Any changes to this information must be notified to the school immediately. (APPENDIX B, APPENDIX C and APPENDIX D)

## **Dealing with Visitors**

- It is our policy to offer first aid assistance to visitors on our premises. Should a visitor feel unwell or have an accident, then the employee supervising their visit should call for a first aider/appointed person. If the visitor has had an accident, the employee supervising their visit is responsible for ensuring that an entry is made in the accident book/form

## **Record Keeping Statutory Accident Records:**

The Head Teacher will ensure that the school keeps readily accessible accident records, written or electronic, are kept for a minimum of three years.

A record is kept of any first aid treatment given by first aiders or appointed persons. This record should be completed by any first aider administering treatment or support to children and young people in the school's care. This should include:

- The date, time and place of accident / incident
- The name (and class) of the injured or ill person
- Details of their injury / illness and what first aid was given
- What happened to the person immediately afterwards
- Name and signature of the first aider or person dealing with the incident.
- Whether or not and to whom the incident has been referred.

The Management Team must ensure that the school has in place procedures for ensuring that parents are informed of significant incidents.

## **Accident file**

- The accident file is located in the School Office. Each year there is a new file. Old files are stored in the school office.
- For major accidents the form must be signed by the Head Teacher, a copy taken and placed in the child's record.

## **Accident Reporting**

The Director, Business Manager and Head Teacher will implement the Local Authority's (LA) procedures for reporting:

- All accidents to employees.
- All incidents of violence and aggression.
- The Director, Business Manager and Head Teacher are aware of their statutory duty under RIDDOR in respect of reporting the following to the Health and Safety Executive as it applies to employees:
  - An accident that involves an employee being incapacitated from work for more than seven consecutive days.
  - An accident which requires admittance to hospital for in excess of 24 hours.
  - Death of an employee.
  - Major injury such as fracture, amputation, dislocation of shoulder, hip, knee or spine.

For non-employees and pupils an accident will only be reported under RIDDOR:

- Where it is related to work being carried out by an employee or contractor and the accident results in death or major injury, or;
- It is an accident in school which requires immediate emergency treatment at Hospital.

For each instance where the Director, Business Manager and Head Teacher considers an accident to a visitor or pupil is reportable under RIDDOR the advice of the authority will be sought.

- Where a pupil has an accident it will be reported to the LA.
- All accidents to non-employees (e.g.) visitors which result in injury will be reported to the authority.

If the incident is related to premises or the environment, the Business Manager is responsible for investigating and ensuring that the RIDDOR Form is completed; but if it is related to people causing the incident, then the investigation of the incident and the completion of the forms is the responsibility of the Director and Head Teacher.

## Conclusion

The administration and organisation of first aid provision is taken very seriously at Papillon House School. There are annual procedures that check on the safety and systems that are in place in this policy. Adjustments are made immediately if necessary.

*This policy should be read in conjunction with all other relevant policies.*

## RELATED POLICIES

- Safeguarding and Child Protection Policy
- Health and Safety Policy
- Medicines Policy

This policy was reviewed and revised by Alicia Rickman Head Teacher in consultation with Katie Lonnborg Deputy Head

It was reviewed and agreed by the Management Team on 20 September 2020

Policy				
First Aid	Written	Gillian Hutton	Head Teacher	September 2007
First Aid	Reviewed	Alicia Rickman	Senior Teacher	September 2009
First Aid	Reviewed & Amended	Alicia Rickman	Deputy Head Teacher	September 2011
First Aid	Reviewed	Alicia Rickman	Deputy Head Teacher	October 2013
First Aid	Reviewed & Amended	Alicia Rickman	Acting Head Teacher	July 2014
First Aid	Reviewed	Alicia Rickman	Head Teacher	September 2016
First Aid	Reviewed & Amended	Alicia Rickman	Head Teacher	September 2017
First Aid including COVID 19	Reviewed & Amended	Alicia Rickman	Head Teacher	September 2020

## APPENDIX A

### Qualified First Aiders at Papillon House School

Qualified in QA Level 3 in Emergency Paediatric First Aid

Staff Name	Date Certificate Issued	Date Certificate Expires
	March 2020	March 2023
ADRIAN PAVIA	"	"
ALEX MERRETT	"	"
ANNE MACKEY	"	"
CHRIS UTTING	"	"
DAWN ELLUL	"	"
GAVIN MEEKE	"	"
JANET LAKIN	"	"
JOSIE TURNER	"	"
KATIE LONNBORG	"	"
KELLY RICKMAN	"	"
LAUREN DENTON	"	"
LEIGH MILNE	"	"
MILLIE DUDLEY	"	"
NAOMI HILLS	"	"
NATASHA HOLMAN	"	"
NICOLA MEEKE	"	"
SARA SHARPE	"	"
SARAH EVANS	"	"
SUSAN BRENT	"	"
SUE GOLDMAN	"	"
TONY LAKE	"	"
WILLIAM MCLEAN	"	"

**First Aid supplies are located in:**

**The School Office  
First Aid Room  
School Kitchen and  
Mini- Buses**

**APPENDIX B**

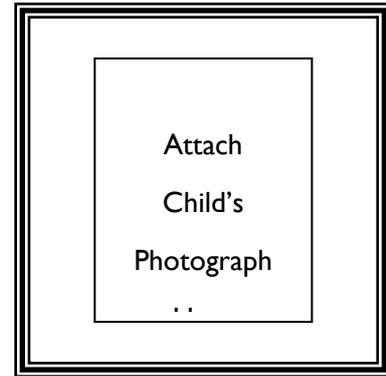


**PAPILLON HOUSE SCHOOL**

**MEDICATION CONSENT FORM**

**Child's Name** .....

**D.O.B.** .....



**Name of Medication to be administered in school** .....

**Prescribed for** .....

**Dosage**.....

**When to be given**.....

**Any other instructions** .....

.....

NB: MEDICATION THAT IS ADMINISTERED AT SCHOOL MUST BE IN THE ORIGINAL CONTAINER, AS DISPENSED BY THE PHARMACY WITH CLEAR INSTRUCTIONS ON HOW MUCH TO GIVE.

**Name of G.P.** ..... **Telephone Number**.....

**Signature of G.P or medical practitioner** .....

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school staff administering the medication in accordance with school policy. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medication is stopped. I am aware that in the event of an emergency this information will be shared with the medical profession

**Parent's/Carer's signature** ..... **Date**.....

**Print Name** .....

**Emergency telephone no. of parent/carer**.....

*If more than one medication is to be administered at school a separate form should be completed for each.*

## APPENDIX C



**PAPILLON HOUSE SCHOOL**

### **MEDICAL EMERGENCY REPORT**

Pupil's name..... Date of birth.....

#### **DETAILS OF INCIDENT**

Date..... Time..... Location.....

What happened e.g. allergic reaction minor or severe; seizure, anaphylactic reaction, asthma attack hypoglycaemic attack (low blood glucose level), faint or collapse?

.....  
.....  
.....  
.....  
.....

Details of treatment given.....

.....  
.....

Additional information and comments.....

.....  
.....

Ambulance sent for: YES/NO

Parent/carer informed YES/NO

Name of First Aider ..... Signature .....

Name of Witness.....Signature .....

Name of Witness.....Signature .....

Head Teacher.....Signature .....

## APPENDIX E



## PAPILLON HOUSE SCHOOL

### COVID-19 Update to First Aid Policy - Papillon House School

This guidance is to ensure first aiders are confident that they can help someone injured or ill at work during the coronavirus (COVID-19) pandemic.

#### Guidance for first aiders

Try to assist at a safe distance from the casualty as much as you can and minimise the time you share a breathing zone.

If they are capable, tell them to do things for you, but treating the casualty properly should be your first concern. Remember the 3P model – preserve life, prevent worsening, promote recovery.

#### Preserve life: CPR

- Call 999 immediately – tell the call handler if the patient has any COVID-19 symptoms
- Ask for help. If a portable defibrillator is available, ask for it
- Before starting CPR, to minimise transmission risk, use a cloth or towel to cover the patient's mouth and nose, while still permitting breathing to restart following successful resuscitation
- If available, use:
  - a fluid-repellent surgical mask
  - disposable gloves
  - eye protection
  - apron or other suitable covering
- Only deliver CPR by chest compressions– **do not** do rescue breaths

#### Prevent worsening, promote recovery: all other injuries or illnesses

- If you suspect a serious illness or injury, call 999 immediately – tell the call handler if the patient has any COVID-19 symptoms
- If giving first aid to someone, you should use the recommended equipment listed above if it is available
- You should minimise the time you share a breathing zone with the casualty and direct them to do things for you where possible

#### After delivering any first aid

- Ensure you safely discard disposable items and clean reusable ones thoroughly

- Wash your hands thoroughly with soap and water or an alcohol-based hand sanitiser as soon as possible

**APPENDIX D**



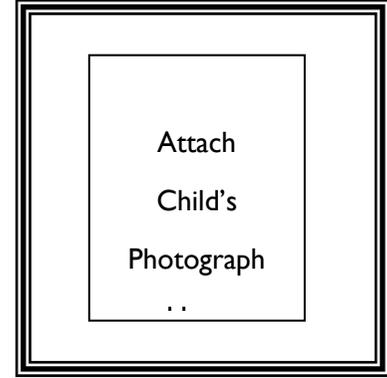
**PAPILLON HOUSE SCHOOL**

**MEDICATION INFORMATION**

*Please complete this form if your child takes any prescribed medication at either home or school.*

**Child's Name** .....

**D.O.B.** .....



<b>Name of medication</b>	<b>Prescribed for</b>	<b>Dosage</b>	<b>Home/school</b>	<b>Time given</b>

*The above information is, to the best of my knowledge, accurate at the time of writing. I will inform the school immediately in writing if there is any change in dosage or frequency of the medication or if the medication is stopped.*

*I am aware that in the event of an emergency this information will be shared with the medical profession.*

**Parent's/Carer's signature** ..... **Date**.....

**Print Name** .....

**NB If medication is to be administered in school you will also need to complete our school Medication Consent Form.**