



SEVENOAKS
PREPARATORY SCHOOL

FIRST AID POLICY (including EYFS)

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Aim

The aims of our first aid policy are to:

- Ensure the health and safety of all staff, pupils, and visitors.
- Provide a framework for responding to an incident and recording and reporting the outcomes.
- Ensure that there is always an adequate provision of appropriate first aid.
- Ensure that where individuals have been injured there are suitable mechanisms in place to provide remedial treatment.
- Provide instructions where a pupil may feel ill during the school day.
- Arrange and provide training to staff, and maintain records of such training. Review training records annually.

This guidance is applicable to all those involved in the provision of first aid related to school activities.

This policy is written in line with the Department of Education on first aid for schools.

Roles and responsibilities

The governing board

- The governing board has ultimate responsibility for health and safety matters in the school, but delegates operational matters and day-to-day tasks to the headteacher and staff members.

Appointed person(s) and first aiders

- Taking charge when someone is injured or becomes ill.
- Acting as first responders to any incidents; they will assess the situation where there is an injured or ill person, and provide immediate and appropriate treatment.
- Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident.
- Ensuring that an ambulance or other professional medical help is summoned when appropriate.
- Ensuring there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits.
- Appointed first aiders can be seen in at attached link. [First aiders.docx](#)

School staff

- Ensuring they follow first aid procedures.
- Ensuring they know who the first aiders in school are.
- Completing accident reports for all incidents they attend as required.
- Informing the headteacher or their manager of any specific health conditions or first aid needs.

Training

The school shall ensure:

- Appointed members of staff complete the 3-day First Aid at Work (FAW) training course or an emergency first aid course, or Paediatric First Aid course, and undergo the relevant refresher training every 3 years.
- There are sufficient trained first aiders to cover day to day and other school activities.
- A first aider (paediatric first aid for EYFS pupils) accompanies pupils on visits out of school.
- First aiders give immediate help to those with common injuries or illnesses and those arising from specific hazards, and where necessary ensure that an ambulance or other professional medical help is called.
- The school also have appointed persons (FAW) in addition to first aiders. Such persons will have received more formal training to take charge when someone becomes ill or is injured.
- Appointed staff undergo yearly training in the administration of adrenaline (Epipens) to treat anaphylactic shock.

Medical room and emergency devices

There is a medical room in the prep school house next to the reception area and in the pre-prep building.

There are two defibrillators in the school premises:

- A defibrillator is located outside the prep's medical room.
- A defibrillator is located in the pre-prep building, opposite Mrs Cook's office in the seating area.
- A set of epi-pens is stored in the medical room in the prep school house, and a second set is in the pre-prep building's medical room.

A full list of the medical room equipment is detailed below:

	wash basin with hot and cold running water
	toilet facilities close by
	drinking water and disposable cups
	Soap, paper towels, disinfecting hand sanitiser and surface wipes
	lockable first aid cabinet/cupboard

	foot operated refuse container
	yellow disposable clinical waste bags
	examination/medical couch
	chair
	telephone or other communication equipment
	accident book for recording incidents attended by a first aider
	Medicines record log
	parent contact details and pupil information accessible by PC/internal network

First Aid Kits

- First aid kits are provided in areas of the school where accidents are considered most likely
- A first aid kit is taken when pupils leave the school on organised trips or participate in sports events. Pupil's EpiPens and Inhalers are also taken in these first aid kits. It is the responsibility of the staff member in charge of first aid on the trip to collect a first aid kit and the pupil/pupil's medications.
- First aid kits are checked regularly and replenished as necessary
- The contents of a first aid kit will be in accordance with the guidance given in the Health and Safety Executive website.
- First Aid kit content is detailed below:

	Individually wrapped sterile plasters in a variety of shapes and sizes
	Medium and large sterile gauze dressings
	2 sterile eye dressings/ finger bandages
	Triangular bandages
	Safety pins
	Disposable gloves
	Scissors
	Foil blanket
	Alcohol free cleansing wipes
	Sticky tape
	Resuscitation face shield
	Accident book and pen
	Distilled water for cleaning wounds
	Eye wash and eye bath
	Cool packs

First Aid Notices

Lists of members of staff who are qualified first aiders or paediatric first aiders are displayed on various noticeboards throughout the school.

Record-keeping and reporting

- **First aid and accident record**
 - Accident reports will be completed by the first aider on the same day or as soon as possible after an incident resulting in an injury.
 - As much detail as possible should be supplied when reporting an accident eg. which finger on which hand.
 - Accident books are in all first aid kits to allow incidents to be recorded as they happen.
 - Accidents are recorded on School Base in the treatment section.
 - Records held in the first aid rooms and accident book will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.
- **Reporting to the HSE**
 - A record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7) must be reported within 2 weeks of the incident.
- **Procedures for pupils with medical conditions/ dietary requirements**
 - A **medical care plan** will be completed at least yearly to provide details on the medical condition.
 - The school medical officer will send a reminder to update medical care plans to the parents of each pupil (as relevant) at the start of each academic school year.
 - The information held by the school will include details of pupils who have medical conditions, and those who need to have access to asthma inhalers, adrenaline auto injectors, 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, in the school's medical room (prep side) or in the pupil's classrooms (pre-prep side)(or as otherwise agreed in writing between the school and parent(s) on a case by case basis).

Medical care plans are documented to allow the school to effectively support pupils with special needs or long-term and complex medical conditions. They provide clarity about what needs to be done, when and by whom. The level of detail within the individual plan depends on the complexity of the child's condition and the degree of support needed. This is important because different children with the same health condition may require very different support.

Medical care plans will include/ consider: -

- the medical condition, its triggers, signs, symptoms, and treatments.
- the pupil's resulting needs, including medication (its side-effects and its storage) and other treatments, dose, time, facilities, equipment, testing, dietary

requirements and environmental issues e.g. crowded corridors, travel time between lessons.

- specific support for the pupil's educational, social, and emotional needs if applicable— for example, how absences will be managed, requirements for extra time to complete exams, use of rest periods or additional support in catching up with lessons, counselling sessions.
- The level of support needed, (some children will be able to take responsibility for their own health needs), including in emergencies. If a child is self-managing their own medication, this should be clearly stated with appropriate arrangements for monitoring.
- written permission from parents for medication to be administered by a member of staff, or self-administered by individual pupils during school hours.
- where confidentiality issues are raised by the parent/pupil, the designated individuals to be entrusted with information about the pupil's condition.
- what to do in an emergency, including whom to contact, and contingency arrangements.
- Plans are filed in the medical room and added onto the pupil's School Base record. These are reviewed annually unless things change in the interim.
- Parents are responsible for informing the school about any changes to their child's condition/care plan

- **School Base**

- In the event of a head injury, a record will be written on School Base in the treatments section. This will then be emailed home with a head bump note.
- In general, all accidents/incidents should be logged on School Base where:
 - the pupil received any treatment (including, for example, ice pack, plaster, cleaning a small cut, resting in the medical room);
 - the pupil had a symptom or complaint, even if mild;
 - the incident could later be questioned (for example a bruise);
 - the School Medical Officer made any assessment or medical decision.
- The following categories of accident/incident should be logged on School Base AND notified to parents:
 - Injuries
 - Illness Symptoms
 - Medication Administration
 - Emergency or concerning events
 - Behavioural or Emotional Health Incidents
 - Environmental or Safety Exposures
 - Pupil leaving school early for health reasons
- Brief interactions between pupils and the School Medical Officer where no care is given and no complaint reported do not need to be logged on School Base or notified to parents.

Procedure for pupils with allergies/ intolerance

- If a pupil has an allergy or intolerance, communications will take place between the School Medical Officer and the child's parents.
- An allergy or intolerance form will be completed by the parents and stored in a folder in the medical room.
- The information on this form will be recorded on School Base for all staff to see, and passed onto the catering department.
- This will be reviewed at least yearly or more often as necessary.

Procedure for accidents/incidents

As and when a **minor accident** occurs the casualty should receive appropriate first aid from the School's Medical Officer, a member of the teaching staff, or a member of the office staff according to their training.

For more **serious accidents** the pupil will be sent to hospital. Initially, attempts will be made to contact the parents, inform them of the situation and assess the feasibility of the parent taking the pupil to hospital. If this is not a feasible option, then the casualty will be driven by a fully trained member of staff, or an ambulance will be called. In this situation the parents must be informed immediately of: -

- the name of the Hospital to which their son/daughter has been taken;
- asked to attend the hospital as a matter of urgency; and
- reassured to minimise parental distress.

In the event of a medical emergency, DO NOT leave the casualty alone, but the First Aider at Work or School Medical Officer must contacted.

When an ambulance is required:

- Dial 999.
- When asked what service is required state clearly "Ambulance".
- When put through to the ambulance control room, state clearly what the emergency is and whether the casualty is breathing.
- Listen to the operator and follow instructions given. Do not hang up unless you are told to do so.
- Give the operator your exact location i.e. the school address, postcode and location on our site e.g. the Pre-Prep Hall, the Oakery.
- Give your telephone number to the operator and keep the phone manned.
- Send someone to the school entrance to wait for the ambulance and to direct the crew to the casualty. Ask someone to locate a high vis jacket for this person so they can be seen.
- Inform the school office and ask someone from the SMT to contact the casualty's parents or staff member's next of kin. *Be cognisant of communication and contain messages in line with the crisis communication policy.*
- If the casualty's condition worsens, call back the emergency services.

- If the decision is made by the ambulance control to send an air ambulance, ensure that the school office informs the maintenance team so an area can be cleared and prepared for a helicopter landing.

Procedure for pupil minor illness

If a teacher feels that a child is not well and requires assessment, the following procedures should be followed.

The School Medical Officer (and in their absence, a FAW) will assess the child and see if they can resolve the problem or whether the child should be sent home. If the child is to be sent home this should be recorded on School Base in the treatment section and the office should be informed.

Should a child become unwell at either break time they should report to one of the teachers on duty or go directly to the School Medical Officer if on the prep side of the school.

If a teacher feels that a child in the Pre-Prep is not well enough to continue working at school, a member of staff will escort them to the Pre-Prep Office. The teacher and first aiders in the Pre-Prep office will decide whether the child is well enough to remain in school or not. The School Medical Officer may be consulted if necessary. The child will remain in the office whilst the parents are contacted and arrangements are made for the child to be taken home.

The School Medical Officer is on duty from 10:00– 16:00 Monday – Friday. At all other times illness will be overseen by the office staff and where necessary an appropriately qualified first aider.

The School Medical Officer holds details regarding infectious diseases and the appropriate exclusion period in each instance.

Medication

All medications on site will be checked regularly to ensure they are in date. Parents will be notified if pupil's long term prescribed medication eg. EpiPens are due to expire so new medication can be brought into school.

- **Non-Prescribed medication**

Only medicines stated on the annual consent form for the "Administration of Non-Prescribed Medication and First Aid" can be given to a pupil by a suitably qualified member of staff and if the consent form has been signed by the parent or guardian.

Having considered the Gillick competency and the age of our pupils, it is not our policy to allow pupils to self-medicate without parental permission.

The member of staff giving the medicine should: -

- Check the identity of the child.
- Check that consent has been gained from parents for the medication to be administered on School Base.
- Ask their age.
- Ask if they have had any of the same medication within the last 24 hours. This should be checked with a call to the parents if there is any doubt. The medicine should be given depending on this answer.
- Always check the label on the medication for dosage instructions and ensure the medication is in date.
- All details of non-prescribed medication given to pupils must be recorded in the record of medication given folder, and in the Treatment section of School Base, along with the details about the child and reasons for giving the medication.
- Parents should be informed of the time medication is given.

- **Prescribed medication**

If a pupil requires prescribed medication, then it must be brought into school by their parent or guardian. The medication must be in its original container as dispensed by a pharmacist and include the prescriber's instructions for administration which must be followed. It should be clearly labelled with the pupil's name. A pupil medication register form should be completed by parents giving information of the specific medication, strength of medicine, dosage to be administered and times to be given.

All medicines are safely and securely stored and kept in a locked cupboard in the relevant medical room or in the relevant medical room's fridge.

Unless administered by the School Medical Officer, two members of staff must be present when the medication is given to the pupil, and it must be recorded in the records of medication given folder and initialled by both members of staff. This is then recorded in the treatment section of School Base.

If an incorrect drug or dose is given to a pupil, or to the wrong pupil, medical help or advice must be sought immediately. This incident must be recorded in the ACCIDENT BOOK, which can be found in the medical room (Prep side). The parents of the pupil must be informed immediately.

Residential Trips

To ensure the safety and welfare of all pupils on a school trip, the leader is required to make a careful risk assessment of all aspects of the trip. In case of residential trips, the group leader will have 'locus standi' permission in place for each pupil. Where at all possible a member of staff who is a fully trained first aider (FAW) will attend and carry a school medical kit, and

oversee medicines and treatments where necessary. Pre-information regarding medication and allergies should be obtained beforehand, along with parent permission slips.

Wellbeing

- The school provides a confidential service via Health Assured, providing staff with free mental health support should it be needed
- The school has two appointed Wellbeing and Mental Health Coordinators who monitor and review staff moral and stress, through surveys and staff council meetings. This is reviewed by SMT.
- Pupil support is also provided by teachers for pastoral care, and the Well Being Team if further support is required.
- Parents, teachers, the pupil (depending on their age) and the Well Being Team work together to assess the pupil's needs and find targeted support, either within school or using external practitioners.

Spillages

Body Fluid Spillage, blood and body fluids (e.g. faeces, vomit, saliva, urine, nasal and eye discharge) may contain viruses or bacteria capable of causing disease. It is therefore vital to protect both yourself and others from the risk of cross infection. To minimise the risk of transmission of infection both staff and pupils should practice good personal hygiene and be aware of the procedure for dealing with body spillages:

- The Maintenance team should be contacted initially so that they can arrange for a member of their team to clean the area appropriately. If the Maintenance team is unavailable, a member of the teaching staff will clean the spillage.
- Gloves must be worn.
- Place disposable absorbent towels over the affected area and allow the spill to absorb. Wipe up the spill using these and then place in a bin (which has a bin liner).
- Put more disposable absorbent towels over the affected area.
- The bin bag that has had the soiled paper towels put in, then needs to be tied up and ideally placed in the yellow bin or double bagged and put in an outside bin.
- Any article of clothing that has got contaminated with the spill should be wiped clean and then put in a plastic bag and tied up for the parents to take home.
- The area then needs to be cordoned off until cleaned.
- If the spillage has been quite extensive then the area may need to be closed off until the area can be cleaned correctly.
- The area must be cleaned with disinfectant following the manufacturer's instructions.

- A ‘Wet Floor Hazard’ sign then needs to be put by the affected area.
- The area should then be ventilated well and left to dry.
- All reusable cleaning up equipment then needs to be appropriately disinfected according to the manufacturer’s instructions.
- Wash hands.
- All yellow bags to be disposed of in yellow bins as the school.
- Any soiled wipes, tissues, plasters, dressings etc. must ideally be disposed of in the clinical waste bin (Yellow bag). If not available, then the glove being used needs to be taken off inside out so that the soiled item is contained within and placed in a bin which is regularly emptied.

Managing Specific Health Incidents

- **Managing an Asthma Attack**

Signs of an asthma attack include:

- Symptoms are getting worse (cough, breathlessness, wheezing or tight chest)
- Reliever inhaler (usually blue) is not helping
- Too breathless to speak, eat or sleep
- Breathing is getting faster and it feels like you cannot catch your breath
- children may also complain of a tummy or chest ache

The symptoms will not necessarily occur suddenly. In fact, they often come on slowly over a few hours or days.

What to do:

If you think someone is having an asthma attack, you should:

1. Sit them up straight – try to keep calm.
2. Give them one puff of their reliever inhaler (usually blue) every 30 to 60 seconds up to 10 puffs.
3. If they feel/ seem worse at any point, or do not feel better after 10 puffs, call 999 for an ambulance.
4. If the ambulance has not arrived after 10 minutes and symptoms are not improving, repeat step 2.
5. If symptoms are no better after repeating step 2, and the ambulance has still not arrived, contact 999 again immediately.

Never be frightened of calling for help in an emergency.

If symptoms improve and you do not need to call 999, call parents to pick their child up, and advise them to get an urgent same-day appointment to see a GP or asthma nurse.

- **Managing a mild/moderate allergic reaction**

Symptoms of an allergic reaction can include:

- A runny nose or sneezing
- Pain or tenderness around your cheeks, eyes, or forehead
- Coughing, wheezing or breathlessness
- Itchy skin or a raised rash (hives)
- Diarrhoea
- Feeling or being sick
- Swollen eyes, lips, mouth, or throat

What to do:

- Administer antihistamines

- **Managing an anaphylactic reaction**

Anaphylaxis usually develops suddenly and gets worse very quickly.

The symptoms include:

- feeling lightheaded or faint
- breathing difficulties – such as fast, shallow breathing
- wheezing

- a fast heartbeat
- clammy skin
- confusion and anxiety
- collapsing or losing consciousness

There may also be other allergy symptoms, including an itchy, raised rash (hives); feeling or being sick; swelling (angioedema) or stomach pain.

What to do:

Anaphylaxis is a medical emergency. It can be very serious if not treated quickly.

If someone has symptoms of anaphylaxis:

1. **USE ADRENALINE AUTO-INJECTOR WITHOUT DELAY** and note the time given. AAs should be given into the muscle in the outer thigh. Specific instructions vary by brand – always follow the instructions on the device
2. **Call 999 for an ambulance immediately (even if they start to feel better)** – mention that you think the person has anaphylaxis.
3. **Remove any trigger if possible** – for example, carefully remove any stinger stuck in the skin.
4. **Lie the person down and raise their legs** – unless they're having breathing difficulties and need to sit up to help them breathe. If they're pregnant, lie them down on their left side.
5. **Give another injection after 5 minutes** if the symptoms do not improve and a second auto-injector is available. Give second injection in the opposite thigh.

Whilst waiting for the ambulance, keep the person where they are. Do not stand them up, or sit them in a chair, even if they are feeling better. This could lower their blood pressure drastically, causing their heart to stop.

- Managing a head injury

When the injury happens the first person at the scene should assess whether the child can be taken to the medical room, or if the School Medical Officer or a first aider should come to them.

For an obvious serious head injury eg. a penetrating injury, a visible fracture to the skull, major bleeding, and/or unconsciousness, CALL AN AMBULANCE IMMEDIATELY.

Do not move them if they are conscious whilst waiting, however, if they are or become unconscious then they must be put in the recovery position.

Control any bleeding with a sterile dressing if possible from the first aid kit.

Reassure the casualty and keep them warm until emergency services arrive. Observe the casualty for changes in status

For a minor head injury with no loss of consciousness or bleeding, the child should be observed and ice should be applied to the area of injury.

Observe for and record any of the following symptoms:

- Headache getting worse
- Increased drowsiness
- Nausea or vomiting
- Unequal pupils.
- Dizziness, or confusion.
- Fluid coming from the ears or nose.
- Blurred vision or slurred speech.
- Unconsciousness or seizure

If any of these symptoms present at the time of injury or throughout the next 48 hours, the parents should be called to collect the child, and advised to seek medical advice from a doctor.

- **Management of Accidental Exposure to Blood**

Accidental exposure to blood and other body fluids can occur by:

- Percutaneous injury e.g. from needles, significant bites that break the skin.
- Exposure to broken skin e.g. abrasions and grazes.
- Exposure of mucous membranes, including the eyes and mouth.

Action To Take

- If broken skin encourage bleeding of the wound by applying pressure – do not suck.
- Wash thoroughly under running water.
- Dry and apply a waterproof dressing.
- If blood and body fluids splash into your mouth – do not swallow.
- Rinse out mouth several times.
- Report the incident to the School Medical Officer and Senior Management.
- If necessary, take further advice from NHS 111.
- An accident form will need to be completed and may need to be reported to RIDDOR.



SEVENOAKS PREPARATORY SCHOOL

Allergy/ Intolerance information record

Our aim is, as always, to ensure that your child remains as safe as possible whilst at school. In this regard, we would like to confirm your child's details to ensure that we care for your child effectively.

Please could you answer the following questions to the best of your knowledge.

Child's Name:

Please circle below whether your child has an:

Allergy

Intolerance

1. Please indicate your child's allergens (tick all that apply):

Celery		Fish		Mustard		Soya	
Cereals containing Gluten		Lupin		Nuts		Sulphates	
Crustaceans		Milk		Peanuts			
Eggs		Molluscs		sesame			

Please state anything not included on this list:

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

2. What physical reactions does your child show when in contact with or consuming these food/substances:

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

3. How long does it take for symptoms to present?

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

5.. What medication should the school administer to your child when the reaction occurs:

.....
.....

6. Please give the name of the allergy clinic/consultant who diagnosed the condition:

.....
.....

7. Has your child ever suffered a full-blown anaphylactic shock, which has resulted in the use of a device such as an EpiPen. If so, please give the dates:

.....

.....

If, in the future, there are any changes to your child's dietary requirements, or management of them, please inform the school nurse immediately.

If you have any queries on the above, please do not hesitate to email the nurse at paola.carli@theprep.org.uk or telephone 01732 764 823 (direct line).

Note: *While we can make arrangements to provide foods in which allergens are not included as an ingredient, we cannot guarantee that traces of nominated food allergens, can remain completely absent from dishes as these foods may be handled and stored in the same areas as nominated allergens. No dish is served as 'allergy free'.*

Parental Responsibilities to manage allergens and intolerance are set out in our caterers School Allergy Management Procedures. These include the following:

- *Inform the school of their child's food allergy/ intolerance prior to the beginning of the school year (or as soon as possible) after diagnosis or symptoms.*
- *Provide a medical note, medical evidence, or written confirmation to identify the food allergy or intolerance if available.*
- *Any changes to pupil's allergy or intolerance information must be communicated to the school in writing as soon as possible.*
- *Specific allergy or intolerance information must be provided and clear (i.e. egg allergy or milk allergy).*
- *All communication must be in writing to the school.*
- *If there is a confirmed allergy/intolerance, then the pupil must not eat from self-serve areas.*
- *Children in years K-4 will be given a lanyard by staff before mealtimes. Children in years 5-8 will be given their lanyard by the staff member on duty.*

Signed: Date:

.....
(Print Name)



SEVENOAKS

PREPARATORY SCHOOL

Medical care plan

Name: _____

Medical condition: _____

Date: _____

Renewal date: _____

Describe the condition and give details of the pupil's individual symptoms:

Daily care requirements:

Describe what constitutes as an emergency (if applicable), and the action to be taken:

Details of medical/hospital care plan (if applicable):

Medication held in medical room for child's use:

When/how is medication to be administered:



Child Medication Consent Form

Child's name	Form:	
Date of Birth		
Name of Medicine		
Reason for medication		
Strength (if applicable)		
Expiry Date		
Dosage to be administered		
Length of medication course		
Times to be given		
Any other instructions (E.g. if medication need to be sent back home or taken with food etc)		
Quantity of medication given to school		

(if applicable)	
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PLEASE NOTE: all medicines must be given to the school in the original packaging and dispensed by the pharmacy, bearing the pharmacy label.

The above information is, to the best of my knowledge, accurate at the time of writing. I give consent to the school staff administering medicine in accordance with the school policy. I will inform the school immediately if there is any change in dosage or frequency of the medication, or if the medication is stopped.

Signed: (parent/guardian):

Date: _____ **Print name:**
