



# HOMEFIELD PREPARATORY SCHOOL

## First Aid Policy

2025

This policy also applies to the EYFS

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# First Aid Policy

Homefield Preparatory School is an independent preparatory school for boys, which provides a broad and balanced curriculum within a small, caring and nurturing environment for its pupils.

## **General Guidelines**

This policy outlines the procedures that are to be adopted when anybody experiences an accident, injury, near miss or dangerous occurrence either on school premises or during the course of school activities, such as off-site sports activities or school trips. It covers reporting and recording procedures for all school staff, pupils, parents and visitors.

For the purposes of this policy:

- an accident is defined as an unplanned event that causes injury to persons, damage to property of a combination of both
- a near miss is defined as an unplanned event that does not cause injury or damage but could do so.

Homefield Preparatory School has a duty to protect the health and safety of its staff, boys and visitors to the premises, including the responsibility to ensure that the school has a Health and Safety Policy. The Health and Safety (First Aid) Regulations 1981 require schools to provide adequate and appropriate equipment, facilities and qualified first aid personnel. These arrangements for first aid are based on a risk assessment of the school.

All accidents should be reported, recorded and reviewed. Unless the school is informed of incidents, it will be unable to identify problems and take remedial action.

The Head is responsible for implementing this policy and for developing procedures. Parents and carers are made aware of the school's arrangements for first aid on their child's entry to the school. The policy is available to all parents and carers on the school's website. The Head reviews the school's first aid needs at least annually to ensure that provision is appropriate. This Policy should be read in conjunction with the school's Health and Safety Policy. The Head is also responsible for ensuring that staff are trained in the correct level of First Aid and in the administration of medicines.

## **Providing Information**

All staff are informed of the first aid arrangements and relevant information during their staff induction programme. This contains the following information:

- a) location of relevant equipment;
- b) first aiders/appointed persons;

- c) procedures for monitoring and reviewing the school's first aid requirements;
- d) accident management, emergency response and incident reporting

### **First Aid Provision Factors**

Considerations for first aid provision include:

- a) the size of the school,
- b) any particular features of the location of the school;
- c) any specific hazards or risks on the site;
- d) any staff/students with special health needs or disabilities;
- e) whether accident statistics provide any information about specific areas and/or times of greater than average risk;
- f) the number of first aid personnel required.

It is important that teachers of practical subjects, including PE, Science and Design and Technology, pay regard to assessing additional risks specific to the laboratory or workshop, such as sports equipment, laboratory apparatus and reagents, and mechanical machinery such as drills and saws. Risks at playtimes are also considered, particularly in cold weather when ice or snow may present additional hazards.

### **Accident/Incident Management**

In any potentially dangerous accident or unforeseen event the key priority must be people's safety and welfare.

Incidents and accidents should be managed in an appropriate manner to contain and eliminate any danger and minimise risk. Immediate first aid or emergency medical treatment should be sought where there are injuries. In all cases appropriate first-aid should be delivered if needed. Pupils who are injured should be accompanied to the medical room. Pupils with potentially serious head injuries should be sent to hospital for assessment. If a danger or risk of further injury exists staff or managers attending the incident should ensure that people are removed to a place of safety. Appropriate assistance should be called. Incidents should be escalated to the senior leadership team or Head as appropriate to their perceived severity.

### **First Aiders**

First aiders complete training approved by the Health and Safety Executive (HSE) which is provided by approved trainers. The main duties of a first aider are:

- a) To give immediate assistance to casualties with common injuries or illnesses and those arising from specific hazards within the school;
- b) Ensure that an ambulance or other professional help is called when necessary.

## Appointed Persons

All members of staff can act as an appointed person. An appointed person is not a first aider but someone who:

- a) Takes charge when someone is injured or becomes ill until a suitably qualified person is available;
- b) Ensures that an ambulance or other professional medical help is summoned when appropriate.

There is an available list of current first aiders in the school office, the first aid room and in the staff room, as well in the Staff Handbook.

The Health and Safety Executive (HSE) has issued guidance on numbers of first aid personnel in a workplace based on employee numbers. This is referred to in the DfE publication *Guidance on First Aid for Schools: A Good Practice Guide*. The DfE recommends that for the purpose of assessing first aid personnel numbers, that pupil numbers as well as employee numbers are taken into account. The minimum requirement is that an appointed person must take charge of the first aid arrangements until a qualified first aider can attend.

## Qualified First Aid Staff

There will always be at least one qualified first aider on site when pupils are present. This will normally be the Welfare Assistant who is the principle first aider. All EYD staff hold a paediatric first aid qualification. Additionally, a number of staff will be trained and so hold 'Emergency First Aid at Work' qualifications. All qualified first aiders undertake regular training to maintain their accreditation.

At least one person who has a current paediatric first aid (PFA) certificate must be on the premises and available at all times when EYFS children are present and must accompany those children on outings. The certificate must be for a full course consistent with the criteria set out in Annex A of the Statutory Framework for the Early Years Foundation Stage<sup>1</sup>, 1st September 2021. Childminders, and any assistant who might be in sole charge of the children for any period of time, must hold a full current PFA certificate. All newly qualified entrants to the Early Years workforce who have completed a level 2 and/or level 3 qualification on or after 30th June 2016, must also have either a full PFA or an emergency PFA certificate within three months of starting work in order to be included in the required staff: child ratios at level 2 or level 3 in an Early Years setting. The School should

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<sup>1</sup> The **full PFA** course should last for a minimum of 12 hours (excluding breaks) and cover the elements listed in paragraph 6 of Annex A in addition to the areas set out in paragraph 5 of Annex A (the emergency PFA training elements outlined in paragraph 5 should be delivered face to face)).

display (or make available to parents) staff PFA certificates or a list of staff who have a current PFA certificate.

## **Medication Administration**

Homefield Preparatory School recognises that a number of children, because of their medical condition, may require medication whilst at school.

Staff at Homefield Preparatory School, have no obligation to administer or to have involvement with medicines for children. Wherever possible, responsibilities must remain with the parents and medical practitioners.

For each pupil with long term or complex medication needs, the school will ensure that an Individual Health Care Plan (IHCP) is drawn up with the parents, in conjunction with input from the pupil's healthcare professional. The following should also be considered when drawing up the plan;

- c) The medical condition, signs, symptoms and treatments.
- d) The child's resulting needs, including medication.
- e) The level of support needed. If a child is self-managing their medication, this should be clearly stated with appropriate arrangements for monitoring.
- f) Arrangements for written permission from parents and the Head for medication to be administered by a member of staff or self-administered by the pupil during school hours.
- g) Arrangements for school trips or other school activities.
- h) What to do in an emergency, including who to contact, and contingency arrangements.

The IHCP, once agreed by the Head and parents, would then be circulated amongst relevant staff and stored on SIMS / MediTracker.

Any medicines that are required to be administered at school are to be prescribed by a doctor or pharmacist. Only members of staff that have been designated by the Head, and have been trained, are to administer the prescribed medication.

Where pupils suffer regularly from acute pain, such as migraine, parents should obtain appropriate proscribed medication for their child's specific use. All medication must be clearly labelled with the child's name.

**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 in school, to the school office and **not** put in their son's school bag;
- Medicines will only be accepted when clearly labelled with the child's name in a secure and labelled container as originally dispensed by the pharmacist;
- The school will not accept items of medication in unlabelled containers not meeting the above requirement;
- Parents will be asked to complete and sign a form specifying preparations, storage arrangements, dosage and circumstance under which it should be given together with information regarding dosages and other medications already administered that day. Medication will not be administered without completion of the required form;
- Medication will be stored securely out of reach of children;
- The member of staff administering the medication should sign the 'Medication Administration Book' to specify the medication given, at what time and what dosage;
- For boys who are in the EYD, a form will be sent home to confirm the medication has been given as asked.

Parents are, therefore, strongly discouraged from sending children to school with non-prescribed medication. Non prescribed medication will not be administered by school staff unless there is a very good reason given and a consent form is completed and signed.

The child should be absent from school for a period of 24 hours from the first antibiotic dose given. Parents should keep their children at home if acutely unwell or infectious.

**Any child who suffers from vomiting or diarrhoea must be absent from school from 48 hours after the last occurrence in order to minimise the risk of the infection being passed to other pupils and to staff.**

### **Storage of Medication**

A locked refrigerator is sited in the first aid room for storage of medication requiring such a facility. All other medication is stored in one of two safes in a bolted cupboard, inhalers and spacers are kept in year group tubs within the bolted cupboard in the medical room.

### **After School Clubs**

Parents must ensure that the staff running the club are aware of their son's medical condition. Staff are informed of where medication and healthcare plans are kept in school, but parents must be responsible for ensuring staff are aware of the condition their son has because club lists change frequently.

## **Administering First Aid**

No member of staff should administer first aid unless he or she has received proper training.

For their own protection and the protection of the patient, staff who administer first aid should take the following precautions:

- a) Hands should be washed before and after administering first aid. Disposable gloves should be worn. The patient's blood or other body fluids should be washed off with soap and water if the first aider comes into contact with them. Clean cold tap water should be used to wash mouths, eyes or broken skin. Exposed cuts and abrasions should be covered with a waterproof dressing;
- b) Disposable plastic gloves must be worn when first aiders are mopping up blood or body fluids;
- c) Paper towels should be used for mopping up and soiled towels should be disposed of in the clinical waste bin in the medical room and then disposed of appropriately. Clothing may be cleaned in a washing machine using the hot cycle;
- d) Surfaces should be wiped down with a solution of a suitable disinfectant.

## **First Aid Containers**

First aid bags are located in the first aid room, Games Department, the Science Laboratory, Art Room, EYD, Catering Department and in the school minibuses.

## **First Aid Designated Area**

In the event of a pupil being unwell, there is a room which is designated as a "first aid room" where they can rest pending further appropriate action being taken. This room has a hand wash basin a medical bed for pupils to lie down, if necessary, and is in close proximity to a WC.

## **Reporting Procedures**

As part of the incident management process all accidents and near misses experienced by a member of school staff or to a temporary agency worker should be reported to their line manager or to a senior member of staff and recorded. In the case of a pupil, parent or visitor, accidents should be reported to any member of staff present. They should provide the necessary assistance and escalate the incident as required.

School staff have a duty to ensure that all accidents and near misses are reported as soon as is practicable, however minor. Reporting should be completed after any assistance or first-aid has been delivered and once the safety of people involved in any incident has been ensured.

Any incident which constitutes a serious incident or an emergency must be reported to the senior person in charge of the site immediately. This will usually be the Head or their appointed deputy.

Injuries which occur while carrying out work duties off site, such as sporting activities and on school trips, must be reported and recorded in the same way.

If an injury renders an employee unable to make an accident report, a colleague, witness or someone who is able to enter an account of the incident should make the entry for them. The victim's account of the incident must be entered as soon as possible after the event.

Line managers must ensure that all school staff, including temporary staff, are aware of accident reporting procedures.

Where an accident results in absence from work, line managers, and the senior leadership team must be informed. Employees who are absent as a result of an accident at work must keep the school informed of their progress, up to and including a return to normal duties.

Teachers and other school staff who witness an accident should carry out the reporting after any assistance or first-aid has been delivered and once the safety of people involved in any incident has been ensured.

Injuries to contractors that occur on the school site should be recorded. Contractors should also notify their own employer where applicable.

## **Record Keeping**

A record is kept of any first aid treatment given by first aiders and appointed persons. Parents and carers will also be notified of any incidents involving the administration of first aid if a pupil needs to be taken to a clinic for treatment in the case of an emergency. They will also be informed of any other significant incidents, such as a head injury. Following a more significant injury, a copy of the first aid report will be emailed to parents for full parental awareness.

All pupil treatment will be recorded in the school's MediTracker administration system. In the EYD all incidents and treatment are recorded in the school's first aid / accident books.

In the EYD, the original copy of the first aid report is signed by a parent/carer on collection of the pupil, on the same day as the incident occurred and a copy of the report is sent home. The member of staff handing over the pupil must be aware of all the facts of the accident/incident. Any head injury, however minor, instigates a phone call home, often just for information and awareness.

Serious accidents must be brought to the attention of the Head or other authorised person, who will decide on further action including the completion of a RIDDOR 'Injury or Dangerous Occurrence Report'. Copies of the Health and Safety Executive Form 2508 are kept in the Bursar's Office for the reporting of major injuries.

The person completing the accident record or report will be responsible for investigating the causes of the accident and, if necessary, making recommendations to prevent recurrence.

### **Review and Investigation**

All accidents and incidents that occur in school will be investigated to ascertain the exact circumstances and the root causes. Lessons should be learnt and recommendations from accident investigations included in future safety procedures, risk assessments and standard operating procedures as appropriate. All investigations will be conducted in collaboration with staff health and safety representatives.

Accident records will be reviewed regularly by the Head, the senior leadership team and by school governors, in conjunction with staff health and safety representatives, to ascertain the nature of incidents that have occurred in the school and whether there are any trends, patterns or identifiable outstanding risks. This review will be in addition to an individual investigation of the circumstances surrounding particular incidents.

### **First Aid on School Visits**

When pupils are on approved school trips, first aid arrangements are detailed in the risk assessment. The school ensures that on EYD trips and visits there is at least one member of staff with paediatric first aid qualifications. All EYD staff are paediatric trained and a number of staff will be in attendance with pupils on any school visit. A designated member of staff should have a suitably equipped first aid box. The member of staff should use a mobile 'phone to summon further medical attention if required.

If first aid is administered, the appropriate record must be completed on return to school by the appointed person or member of staff responsible for first aid on the trip.

### **Daily School Minibus**

Boys who use the daily school minibus service and who have a prescribed requirement for an EpiPen must have their own devices available on all journeys to and from school. Inhalers and anti-histamine are available to pupils during the bus run, should they be needed, however it is not possible to make EpiPens available. Should a pupil require an EpiPen for a bus journey, it is to be sent in with him in the morning. This is a parental requirement for the use of the service. Once he arrives at school, he is to hand it in to the medical room. It will be stored in the medical room during the day and the pupil must collect it from the medical room at the end of the day before getting on the bus. This will be in addition to the EpiPen the school holds for use for an individual pupil. If a parent does not feel there is a requirement for their son to have the device with them for the bus journey, they are to record this on the consent form. One can still be held at the school, as

necessary. The bus drivers will be responsible for any medication during the journey and will administer as required. The medication will be collected from the first aid room prior to the journey and returned to the first aid room at the end of the journey. Medication required for the bus journey is not to be kept by the pupil or in his school bag, throughout the day.

## **First Aid Protocol**

### **Emergency Situations**

First aiders are trained to recognise and respond appropriately to the emergency needs of children with chronic medical conditions the most common being asthma, diabetes, epilepsy and severe allergic reaction.

- a) Pupils with asthma need to have immediate access to their reliever inhalers when they need them. Spare inhalers must be provided by parents and will be kept in a bolted cupboard in the first aid room. Sports teachers always collect relevant inhalers before each sports lesson so the inhalers will be to hand if needed. All inhalers should be clearly marked with the pupil's name. It is the parent's responsibility to ensure that inhalers are updated once the expiry date has been reached. In addition, the school holds emergency inhaler equipment.
- b) Pupils with diabetes should be able to manage their own medication. This should be discussed with the pupil and parent as part of the pupil's induction into school.
- c) For pupils with epilepsy, concerns about safety should be discussed with the pupil and parents as part of the pupil's induction into school.
- d) Anaphylaxis. The parents and pupil will discuss allergies as part of the pupil's induction into school. At the start of each school day, pupils at risk of anaphylaxis in the Upper School (Years 3 – 8) should collect their individually named bumbag containing their pre-loaded injection devices from the first aid room to ensure medication is available for immediate emergency use. Should the parents of the Upper School pupils not wish to have their sons carrying them around in person all day, they must confirm this in writing to the Welfare Assistant and a record will be kept on their file. Lower School (Years 1 and 2) EpiPens will be kept in the first aid room. These pens should be in a container provided by the parents, as dispensed by the pharmacist, labelled with their child's name. It is the parent's responsibility to ensure that epipen devices are updated once the expiry date has been reached. During break and lunchtimes, the bumbags can be left with the playground supervising staff for safe-keeping. Sports department staff will assume responsibility for the epipen medication during sport/PE lessons and sports fixtures. Upper School pupils are to return their bumbag to the first aid room at the end of the school day. Epipen medication for Early Years children is stored in their classroom. If the school has to administer this medication, an ambulance must always be called and the pupil's parents notified.

## Accidents

In the event of an accident, the first member of staff trained in first aid to reach the scene will, as far as he/she is able, assess the injuries sustained by the casualty.

## Procedure

- a) When a pupil requires routine first aid and where possible or appropriate, first aid should be administered at the site of the injury e.g. during break times or during games lessons to stop any bleeding. If it is considered inappropriate to give first aid in situ, then arrangements will be made for the pupil to be taken to the first aid room.
- b) Any casualty with a minor injury AND who is judged capable of moving without risk of harm or further injury to the pupil will be accompanied by a member of staff or another appropriate pupil, to the first aid room and the duty first aider will be summoned. Pupils are not to be left unattended in the first aid room. If there is any suggestion of head injury, drowsiness or onset of shock, or if the pupil is known to suffer from a condition such as anaphylaxis, **the pupil must not be left unattended at any time.**
- c) **Casualties with suspected back or neck injuries must not be moved unless ambulance personnel are present. For the casualty's safety and insurance reasons, they must NOT be moved on the instructions of ANY bystander.**
- d) Once the first aider arrives at the scene or first aid room, they will then assume responsibility for the resulting care of the pupil.
- e) If it is considered necessary parents will be notified. If necessary, arrangements will be made with the pupil's parents so that the child may be taken to their GP, an NHS "walk in" centre or A&E department as appropriate. The incident and action taken will be recorded in the accident book in the first aid room.
- f) In the case of a more serious emergency, an ambulance will be called. A person should be detailed to receive the ambulance at the nearest point of entry to the School (Western Road) and to direct the ambulance staff to the casualty.
- g) **CHILD PROTECTION and SAFEGUARDING:** If any concerns are raised that have Safeguarding implications (e.g. unexplained marks or scars), whilst a person is being treated for first aid, the first aider must inform the Designated Safeguarding Lead who will then take appropriate action.