

# PRENTON PREPARATORY SCHOOL

## HEALTH AND SAFETY POLICY

### First Aid

The school practices a timely and competent administration of first aid and the effective implementation of the first aid policy. This policy applies to all areas of the school; EYFS, KS1 and KS2.

The principal first aider is Miss Curry alongside Mr Chris Ousey as first aid at work trained and site manager, their advice is sought when any concern is raised other members of staff are also first aid qualified with additional first aiders on site. There is always at least one qualified first aider on site.

#### **Procedure for Minor Injuries:**

**Cuts and Grazes** - wound cleaned, sterile dressing applied if necessary.

**Bumps** - cold compress applied. With a head injury check for signs of concussion and follow all appropriate protocols- see below.

**Sickness** - if a child is sick in school, the mess is cleared up according to school policy (outlined in Bodily Fluids Policy) but parents are advised of the sickness and asked to collect the child from school.

#### **Procedure for Significant Injuries :**

**Sprains, Fracture, Eye Injuries, Concussion etc** - parents are immediately contacted to accompany children to hospital. In emergency the school will call an ambulance and accompany the child making provision to meet the parent or carer there, this decision will be made by the Headteacher/ C Ousey or in their absence the first aider dealing with the injury.

If in any doubt as to the severity of an injury or any subsequent symptoms an ambulance should be called.

#### **Reporting incidents:**

Whenever first aid is carried out a note is sent home to parents (see forms PP1, PP2 and PP3 in the Health & safety policy) and an accident report is filled out which is then kept in a file in the school secretary's office. In the case of more serious injuries the parent is contacted immediately by telephone and given details. All notifications to parents should be made on the same day or as soon as is reasonably practicable.

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR), place a legal duty on the school to report work-related deaths, major injuries or over-three-day injuries, work related diseases, and dangerous occurrences. As such school are committed to reporting appropriately to the Health and Safety Executive (HSE) and local child protection and safeguarding agencies. The Headteacher has responsibility to make such references. School are also committed to acting on any advice given by these agencies.

School will provide details of any serious accident, illness or serious injury to, or death of a child whilst in our care to ISI along with details of the action taken in respect of it. Notification will be made as soon as is reasonably practicable but always within 14 days of the incident occurring.

#### **First Aid Box Provision :**

School has six first aid boxes, two for use in school, two which are taken into the playground, one for sporting activities and one for use on the mini-bus. One small first aid bag is provided for school trips.

1. School First Aid Boxes are stored in a cupboard in secretary's office and in the Medical Room

2. The Mini-bus First Aid Box is stored in the driver's door.

All boxes are marked with a white cross on a green background.

3. Small bag stocked with basic kit available for school trips. Bag stored with main first aid box in secretary's office.
4. The sports first aid kit is kept in the Secretary's office and carried by Mrs. Taylor the P.E co-ordinator and Mr. Huskisson who also teaches P.E (both qualified first aiders) to all necessary activities

**First Aid Box Checking :**

First Aid boxes are checked regularly by Miss H. Curry (and Mrs. C. Taylor for the Sports first aid Kit) and items are replaced when necessary.

**Defibrillator:**

The school defibrillator is kept in the main school office on the wall mounted bracket, the additional defibrillator is available for trips where required or deemed appropriate.

**Medicines:**

School holds a number of medicines in the secretary's office. These can be prescription based or non-prescription provided by parents. Parents must complete an administration of medicine permission form on any day a medicine is to be administered. Miss Curry, School Secretary, is trained to administer medicines. For controlled medicines an additional form, prescription and letter from the pediatrician is required. There are currently three members of staff who are controlled medicines trained.

Staff must seek medical advice if they are taking medication which may affect their ability to care for children, and any staff medication must be securely stored at all times.

Staff must ensure that any personal medication is not taken into any areas that children have access to and not into the EYFS setting at all.

Last reviewed:	Autumn 2024
Date of next review:	Autumn 2025
Member of staff responsible for review	A.Brough

