

First Aid Policy

Berkhamsted Prep and Pre-Prep

Berkhamsted Senior Schools & Sixth

Heatherton

Berkhamsted Day Nursery Ltd.

Berkhamsted School Enterprises Ltd.

Revision and Terminology: Please refer to the School's Policies Policy.

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Scope of this policy

I Policy Statement

- 1.1 This is the First Aid Policy of Berkhamsted Schools Group (the **Group**) including Berkhamsted Day Nursery (the **Nursery**), referred to in this policy as the **Schools**.
- 1.2 The Schools ensure that practical arrangements are made at the point of need as follows:
 - 1.2.1 On all campuses and sites there are a sufficient number of trained personnel, together with equipment and information available to ensure that someone competent in basic first aid techniques can rapidly attend an incident during normal working hours. Members of staff should assess any incident or injury within their capabilities.
 - 1.2.2 A fully qualified first aider is always available in term time, during the school day¹, on each School campus to attend an incident. That may be a School Nurse or another trained first aider.
 - 1.2.3 Appropriate first aid arrangements are made for staff and pupils engaged in fieldwork.
 - 1.2.4 Appropriate first aid arrangements are made for staff and pupils on trips.
 - 1.2.5 Ensuring at least one responsible adult is on the relevant school site when children are expected to be present. This may include staff based at the Sports Centres on the Kings and Castle Campuses.
 - 1.2.6 Ensuring that there are sufficient appropriately stocked first aid boxes available for use at each School campus.
 - 1.2.7 Ensuring that for Wraparound Care (which runs at Berkhamsted Prep, Berkhamsted Pre-Prep and Heatherton before and after the school day during term time) a fully and appropriately qualified first aider (i.e., a first aider holding a Paediatric First Aid certificate where required) is always available.

2 Responsibilities under the Policy

- 2.1 Individuals are responsible for:
 - 2.1.1 Reporting accidents, injuries or near misses.
- 2.2 All Heads of Department and Heads of Houses, Trip Leaders, CCF and DoE are responsible for:
 - 2.2.1 Ensuring first aid needs within their areas of operation are assessed and addressed.
 - 2.2.2 Ensuring appropriate first aid cover is available for field work and trips.
- 2.3 The Health & Safety Officer, the Head of Facilities and Property, and the Health and Safety Representatives, are responsible for:

¹ The school day varies between sites as follows: Berkhamsted Senior Schools & Sixth 0820-1630; Berkhamsted Prep 0820-1540; Heatherton Prep 0820-1540; Heatherton Pre-Prep 0820-1520; Berkhamsted Pre-Prep 0840-1520; Berkhamsted Day Nursery 0730-1830.

- 2.3.1 Ensuring that first aid requirements are met and addressed within their individual scope of operations.
- 2.4 The Senior Nurse or a School Nurse, in conjunction with the Health & Safety Officer, is responsible for:
 - 2.4.1 Organising provision, and replenishment of first aid equipment, due to expiry and/or use after accidents, as advised by the relevant First Aider in any designated area. Regular (usually termly) checks of First Aid equipment must be conducted.
 - 2.4.2 Ensuring there is a First Aid Kit provided to every Trip Leader when they depart from Berkhamsted. For Pre-Prep the staff leading trips will organise the First Aid provisions in liaison with the Teaching Assistant for Pupil Welfare.
 - 2.4.3 Ensuring information on obtaining first aid is made available and is updated.
 - 2.4.4 Maintaining an accident record within the Group.
 - 2.4.5 Informing parents/guardians of accidents to their children which require a hospital or doctor's visit, head injury, or any condition which needs to be monitored (except for in the EYFS settings - see 6 below).
 - 2.4.6 Reporting accidents, injuries and near misses to HSE under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, 1995).
 - 2.4.7 Maintaining a register of qualified first aiders.
 - 2.4.8 Providing an on-going first aid training programme for staff. (First aid training is renewed at least every three years. Nursing staff are engaged on a rolling training programme).
 - 2.4.9 Informing the Chief People Officer of any first aid training undertaken.
- 2.5 First aiders are responsible for:
 - 2.5.1 Responding promptly to calls for assistance.
 - 2.5.2 Providing support within their competence.
 - 2.5.3 Summoning further help, if necessary.
 - 2.5.4 Reporting details to the Nursing staff (or Health & Safety Officer during School holidays) of treatment provided.

3 Arrangements for Pupils with Particular Medical Conditions

- 3.1 The Medical Information Form is sent to all new parents via which they are requested to notify the Schools of their children's particular medical conditions. For pupils with conditions such as epilepsy and diabetes, regular contact is maintained between appropriate School staff and parents. Care plans are sent to parents for completion to register their children with asthma, anaphylaxis and other illnesses where deemed appropriate.
- 3.2 Parents must update the School Nurse with any change in a child's medical condition or treatment during the year.

- 3.3 With the exception of those in the EYFS (up to and including Reception) pupils, where prescribed, are responsible for carrying their own Epipens and parents must provide a spare to be kept in an appropriate place. These are kept clearly labelled with the pupil's name and instructions for use. Two Epipens are required for pupils taking part in School trips. If a Consultant confirms that a child does not need to carry an Epipen, then a child may discontinue carrying an Epipen. Epipens (or alternative Adrenaline Auto Injector (AAI) devices) can be administered by non-healthcare professionals such as family members, teachers and first-aid responders in an emergency.
- 3.4 The kitchen staff are given a list, (by the School nurses or Teaching Assistant for Pupil Welfare at Pre-Prep), of all children with food allergies at the start of the new academic year (together with photographs for those not in Senior School) and updated as things change. The parents must inform the Head of House, School Nurse or Teaching Assistant for Pupil Welfare where there are any changes during the school year.
- 3.5 Medical conditions are recorded on the School's management information system (ISAMS). Non-confidential conditions relevant to the potential need for First Aid care are accessible by all staff. New staff in each School are informed of where to find this information as part of their mandatory induction training. Staff must check written consent has been granted on ISAMS before administering medicines. Training for any specific medical conditions is given to relevant staff by the School nurses or external specialists where appropriate. Staff must seek permission from a parent or guardian to administer non-prescription medicine and record this conversation in writing by emailing the nursing team. If parents cannot be contacted then an assessment of Gillick competence is undertaken and medicine may be administered.
- 3.6 Those taking pupils on visits must check iSAMS information and make the necessary arrangements to avoid relevant allergens.

4 Hygiene Procedures for Dealing with the Spillage of Bodily Fluids

- 4.1 All bodily fluids are to be cleaned up using a recognized emergency spillage compound (granules). Upon the discovery of such spillages, the School Housekeeping staff (if available) should be notified. Staff dealing with spillages should wear appropriate personal protective equipment such as gloves. Materials used for cleaning should not be reusable (i.e. paper towels rather than mops) and disposed of with clinical waste. Soiled clothing should never be rinsed but bagged to go home.

5 Summoning an Ambulance

- 5.1 The decision to call an emergency vehicle is made at the discretion of the first aider in charge. However, if there is any doubt about the safety of the injured party, 999 should be called immediately by the first staff member on the scene. The first aider in charge (or alternative staff member) must ensure that any child taken in an ambulance is accompanied by a member of staff (academic or support) or, if present, next of kin/parent. The First Aider will liaise with the School nurse or in his/her absence the relevant Head, Deputy Head or Head of House, one of whom will inform the relevant next of kin / parent.

6 Early Years Foundation Stage

- 6.1 All EYFS staff are first aid trained as part of their induction to the School, in addition to this newly qualified early years staff (with a full and relevant level 2 or level 3 childcare qualification) will have either full paediatric (PFA) or an emergency PFA certificate before they can be included in adult: child ratios in the early years setting. At least one person with a paediatric first aid certificate will be on the premises during School/Nursery hours and another on any trip. Certification requirements are for a minimum of 12 hours training.
- 6.2 All accidents, injuries and first aid treatment given must be recorded and parents informed on the same day or as soon as is reasonably practicable.
- 6.3 The Schools must notify local child protection agencies, as appropriate, of any serious accident or injury to, or the death of, any child whilst in their care and act on any advice given.
- 6.4 The Nursery must also notify Ofsted of any serious accident, illness or injury to, or death of, any child whilst in their care, and of the action taken in respect of it. Notification must be made as soon as is reasonably practicable, but in any event within 14 days of the incident occurring.
- 6.5 For children in Early Years, the School Nurse, Teaching Assistant for Pupil Welfare, or First Aid Coordinator, as applicable, will discuss with parents the procedures in place for dealing with infectious diseases.
- 6.6 For children in Early Years written permission must be obtained from parents for individual medicines to be administered. Where non-prescription medicine is administered to a child, parents must be informed the same day or as soon as reasonably practicable.

7 Monitoring

- 7.1 This policy will be monitored by the Schools' Health & Safety Committee, chaired by the Chief Operating Officer. A list of first aiders is available to staff on the Hub.