

Date: August 2024  
Review date: August 2025  
Responsibility: DR

# Bishop Challoner School



## First Aid Policy



## Bishop Challoner School First Aid Policy

*This policy applies to the whole school including EYFS*

Relevant Acts:            *The Health & Safety (First Aid) Regulations 1981*  
                                  *The Reporting of Injuries, Diseases and Dangerous Occurrences Regs (RIDDOR) 1995*  
                                  *Control of Substances Hazardous to Health (COSHH) Regs 1992*  
                                  *Health and Safety at Work Act 1974*  
                                  *Health and Safety at Work Regs 1992*

This policy should be read in conjunction with:

*Health and Safety Policy*  
*Administering Medication EYFS Policy*

The Health & Safety (First Aid) Regulations 1981 requires the school to make adequate first aid provision. The application of these regulations enables the school to deliver the timely and competent administration of first aid. These regulations include:

- Provision of adequate equipment and facilities enabling first-aid to be rendered to comply with relevant legislation and guidance
- Adequate numbers of staff should be first-aid trained and paediatric first aid trained (certified) and in their temporary absence an 'appointed person' should be available to cover for trained first-aiders. There must be at least one person on the premises who is first aid trained and certified at all times. There must also be at least one paediatric first aid trained member of staff also on site at all times – one designated within the EYFS at all times. On trips this should also be adhered to; within EYFS, a paediatric first aid trained member of staff must always accompany.
- Teachers and staff should be aware of all fully-trained first-aiders and the location of equipment and facilities.

### **Covid 19**

If pupils are exhibiting symptoms for Covid 19 (persistent cough, fever, loss of taste/smell), they need to be isolated in the medical room immediately. If age appropriate, they should be given a mask to wear.

Staff who are dealing with a symptomatic child should wear PPE (face mask, eye protection, disposable gloves and apron).

The medical room (and toilet if used) must be cleaned immediately after the symptomatic child has vacated.

There is no requirement to test. However, in the case of a positive test, the person should isolate for 3 days (5 days if over 18 years old) from the earlier of the date of their test or the date they developed symptoms. If they develop symptoms after their positive test, they should re-start the 3 day (5 days if over 18 years old) isolation period.

### **Other First Aid Guidelines**

All staff should follow the guidelines set out below:

1. Pupils feeling unwell should not be allowed home without an escort and this would usually be the parent/guardian.
2. All injuries will be treated by a trained First Aider (see lists displayed in office, staff room and medical room and at end of this policy) in a timely manner.
3. Medicines must not be given by members of staff to anyone; staff to staff, staff to pupil. The school will only administer medications that are prescribed by a doctor, or appear as part of a protocol; i.e. in the presence of a known allergy. Calpol is not administered to children, unless it is part of a treatment plan as recommended by a doctor for a child with a history of Febrile Convulsion. Should it be necessary for pupils to take prescribed medication, written permission and details of the dosage/ frequency must be supplied by the parent/guardian to the school office (these might include medication for asthma, epilepsy and diabetes). Staff are made aware of pupils with existing medical conditions requiring medication and are advised in the safe management of procedures (through staff briefings and first aid training). Where medication is administered, this is recorded with copies signed by the member of staff who administers (and a witness) held in the Office (EYFS records are kept in the nursery office); parents/carers will be informed the same day if the administered medicine is not part of a regular treatment plan.
4. Injured or sick pupils requiring hospital treatment will be transported by ambulance only if considered essential.
5. Girls requiring hospital treatment will be accompanied by a female member of staff.
6. All injuries must be recorded in the accident book kept in the school office. Parents are informed of any reported accidents or injuries including all head injuries on the same day. In the Pre-Preparatory EYFS setting, accidents are recorded in writing and parents given a copy on the same day. If it is felt necessary, a parent will be telephoned immediately after an accident and asked to collect or given that option.
7. Disposable gloves must be used when dealing with any bodily fluids. These are available from the school office.
8. Ensure that everything is cleared away using gloves; every dressing must be put in a sealed bag for contaminated/used items and sealed tightly.
9. Any blood stains on the ground must be cleaned away thoroughly.
10. No contaminated or used items must be left hanging around.
11. All staff are aware of good hygiene practices when dealing with spillage of bodily fluids.
12. When pupils are physically sick, the 'sick' bucket must be washed and disinfected immediately.
13. Other spillage of bodily fluids must be cleaned immediately, the area must be disinfected and all used tissues disposed of in a sealed bag.
14. In the case of more serious injury where further medical attention is required, an ambulance must be called immediately and parents must be informed immediately. If parents cannot be contacted or attend immediately, then a member of staff will accompany the child in the

ambulance and remain until the parent / guardian arrives.  
15. The First Aid Box should be checked regularly and in an accessible place.

There is no longer a mandatory list of items for a First Aid Kit. This suggested minimum is given with a list of printed items added according to the location and type of injury likely to be evident. These should contain:

- 20 individually wrapped sterile adhesive dressings (assorted plasters)
- 2 sterile eye pad
- 2 triangular bandages
- 2 crepe bandages
- 1 roll of micropore tape
- 4 un-medicated dressing pads with bandage attached
- 1 packet of gauze pads
- Packet of disposable gloves
- 20 Cleansing Wipes

The contents of the First Aid kits will be checked on a regular basis, and re-stocked by the Office Manager each term. If supplies are running low, the Office Manager should be informed and will replenish the kits accordingly. There is a card in each kit which gives a list of all items.

#### **Offsite Activities – Medication**

All pupils with conditions have 2 sets of medication.

One set is in the main reception Office.

Preparatory – the other set is in the Preparatory classroom

Seniors – the other set is carried by the pupil

When pupils attend an offsite activity, *both sets* of medication must be taken within the vicinity of the child

The teacher picking up the medication must sign it out from the office, and sign it back in with the office on return.

For Preparatory pupils, the teacher picking up the medication must sign it out from the relevant Preparatory class teacher, and sign it back in with the class teacher on return. The Preparatory classroom teacher must check the medication when it is signed back in.

The medication will be carried by, and remain the responsibility of, the member of staff who has signed for it.

Medication must never be carried by Preparatory school pupils.

(Preparatory classroom teachers must make all duty staff aware of the location of their classroom set of pupil medication.)

#### **Pupils who need to use a prescribed Epipen auto-injector for anaphylaxis:**

- a) the pupil must carry the pen with them at all times (Preparatory staff must carry the pens of all Preparatory pupils at all times in their charge);
- b) the pupil must know to avoid the food/trigger that causes their reaction;

- c) the pupil must have been shown by a medical professional how to use the pen in the event of a reaction. Children in the Pre-Preparatory School will have an EpiPen or auto-injector administered for them – all staff are trained to do this.
- d) parents to supply a spare pen which will be kept in the school office;
- e) It is the responsibility of the parent to keep the pens in date. In an emergency the defence of necessity overrides the need for consent and therefore, because all first aiders have an overriding duty, at common law, to preserve life and limb, first aiders are required to help a casualty to administer an auto-injector. This means even if they have not received specific training, they can administer an auto-injector to a casualty with anaphylaxis. Although the regulation may appear restrictive, sticking to them will reduce the risk of mishap, and the main aim of First Aid - preserving life and minimising the consequences of injury and illness until medical help is obtained - will be achieved.

**Pupils who need to use a prescribed inhaler for asthma:**

- a) the pupil must carry the inhaler with them at all times (Preparatory staff must carry the inhalers of all Preparatory pupils' at all times in their charge);
- b) the pupil must know to use their inhaler (as advised by medical practitioner)
- c) the pupil must have been shown by a medical professional how to use the inhaler in the event of respiratory distress / an asthma attack.
- d) parents to supply a labelled spare inhaler which will be kept in the school office;
- e) It is the responsibility of the parent to keep the inhalers in date and labelled.
- f) In an emergency the pupil must seek assistance from one of our first aiders. If a non-first aider sees an asthmatic pupil in distress they must call for a first aider immediately.
- g) The first aider will make an assessment, provide appropriate first aid and call an ambulance if required.
- h) In the EYFS children will be supported to administer their inhaler with the use of a spacer device.

**Pupils who need to follow medical advice / take medication with regards to diabetes:**

- a) the pupil must carry the necessary blood testing equipment with them at all times, along with the necessary drink (e.g. Lucozade) and a food bar. Spares are kept in the medical room.
- b) the pupil must know to use their blood testing equipment and how to administer insulin to themselves (as is age-appropriate as advised by medical practitioner)
- c) in the EYFS children will be supported to administer insulin – staff will require training before this is undertaken
- d) insulin is kept locked in the medical room, along with spare strips for blood testing kit, along with a sugar drink and appropriate food bar. Emergency gel is also kept locked in this office.
- e) It is the responsibility of the parent to keep the insulin in date and labelled.
- f) In an emergency the pupil must seek assistance from one of our first aiders. If a non-first aider sees a diabetic pupil in distress they must call for a first aider immediately. If the pupil is suffering from a 'hypo' he/she must remain where he/she is, ask for help, a first aider must be fetched, an assessment will determine what action to take. Symptoms may include lethargy, shaking, losing consciousness, the appearance of 'being drunk', may seem forgetful.
- g) In the event of the pupil suffering from a 'hyper' the pupil may suffer with a headache and generally feel unwell. If a non-first aider sees a diabetic pupil in distress they must call for a first aider immediately. If the pupil is suffering from a 'hyper', the first aider/teacher must call for help immediately from a designated first aider. The pupil will be assessed, parents

contacted and student will be administered with the necessary medication. The first aider will make an assessment, provide appropriate first aid and call an ambulance if required.

- h) On school visits, journeys or trip the 'Diabetes emergency kit' must be taken and the dedicated first aider on the trip must be responsible for carrying it and remaining with the pupil at all times.

#### FIRST AID - HEAD INJURIES

If a pupil suffers an injury to any part of the head then they should be sent to the Office or a trained First Aider called to examine the pupil. If in the opinion of the trained First Aider, the injury is not serious enough to warrant going immediately to hospital then the parents should be told this on collection and advised to consult their hospital or GP for a check-up as a safety precaution in their own time. In the EYFS Pre-Preparatory setting, head injuries are taken very seriously and parents are always notified by telephone and are given the option to collect the child and seek advice. In the event of serious injury the Office First Aider or the First Aider called to attend should:

- i. Telephone parent(s)
- ii. Telephone the Headteacher, Deputy Headteacher or Bursar (to ensure compliance with HSE requirements).
- iii. Send the pupil to hospital (accompanied)
- iv. Complete the school accident report form as soon as possible (within 24 hours at the very latest) available from the School Office. It is important for staff to note that it is a legal requirement (under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)) for all injuries to pupils which result in going directly to hospital by ambulance to be reported promptly to the Health and Safety Executive and also within 10 days on their approved form (RIDDOR – Tel : 0845 300 9923). The Bursar will be responsible for this. Staff must complete the school accident report form for injuries to pupils in their care or injury they have observed.

## TRAINED FIRST AIDERS

There are trained First Aiders available. A full list of First Aiders is displayed in the office, medical room and staff room.  
We always have at least one qualified person on the school site when children are present.

First Aid Training is updated every three years.

TRAINED FIRST AIDERS			Date Expires
MARK WALLACE	HEAD	Emergency First Aid At Work	02.09.25
RANIA SHALABI	ADMIN	Emergency First Aid At Work	02.09.25
STELLA KOUREAS	ADMIN	Emergency First Aid At Work	30.08.27
DAVID ROLLS	ADMIN	Emergency First Aid At Work	30.08.27
LOLLY BELL	ADMIN	Emergency First Aid At Work	02.09.25
LEANNE KEOGH	ADMIN	Emergency First Aid At Work	30.08.27
		<b>Paediatric First Aid</b>	30.08.27
CAROLYN CHAMBERLAIN	ADMIN	Emergency First Aid At Work	29.09.26
		<b>Paediatric First Aid</b>	30.09.26
GUILIA CANE	ADMIN	Emergency First Aid At Work	02.09.25
MANOLA RESTIVO	SENIOR	Emergency First Aid At Work	01.09.25
LAURA JOHNSTONE	SENIOR PE	Emergency First Aid At Work	30.08.27
MATT OLIVER	SENIOR PE	Emergency First Aid At Work	30.08.27
FRANKIE HARRISON	SENIOR PE	Emergency First Aid At Work	02.09.25
JOHN LUBI	SENIOR	Emergency First Aid At Work	29.09.26
		<b>Paediatric First Aid</b>	30.09.26
IVOR BOVELL	SENIOR SCIENCE	Emergency First Aid At Work	02.09.25
RAMA MARPADI	SENIOR SCIENCE	Emergency First Aid At Work	02.09.25
NABILA GHAFOOR	SENIOR SCIENCE	Emergency First Aid At Work	02.09.25
ELLA HARDING	SENIOR SUPPORT	Emergency First Aid At Work	02.09.25
LYNN BLACK	PREPARATORY	Emergency First Aid At Work	02.09.25
		<b>Paediatric First Aid</b>	02.09.25
JANICE BROWN	PREPARATORY	Emergency First Aid At Work	30.08.27
ANTHONY PECK	PREPARATORY	Emergency First Aid At Work	02.09.25
		<b>Paediatric First Aid</b>	02.09.25
HELEN VANDER ELST	PREPARATORY	Emergency First Aid At Work	02.09.25
		<b>Paediatric First Aid</b>	02.09.25
HELEN BATEMAN	PREPARATORY	Emergency First Aid At Work	30.08.27
ZOE WRIGHT	PREPARATORY	Emergency First Aid At Work	30.08.27
ANNE MARIE FLOWER	PREPARATORY	Emergency First Aid At Work	30.08.27
THUSHARIKA GOONERATNE	PREPARATORY	Emergency First Aid At Work	02.09.25
GEORGINA LEONIDAS	PREPARATORY	Emergency First Aid At Work	02.09.25
ALISON SWEET	PREPARATORY	Emergency First Aid At Work	30.08.27
ANNE-MARIE FLOWER	PREPARATORY	Emergency First Aid At Work	30.08.27
OLIVIA BEALE	PREPARATORY	Emergency First Aid At Work	30.08.27
SHARON AFZAL	SUPPORT	Emergency First Aid At Work	30.08.27
DIANE DUPUY	SUPPORT	Emergency First Aid At Work	29.09.26
		<b>Paediatric First Aid</b>	30.09.26
SAM SCICLUNA-CHAPMAN	PRE-PREPARATORY	Emergency First Aid At Work	30.08.27
		<b>Paediatric First Aid</b>	30.08.27
AYMALIA MILTON	PRE-PREPARATORY	Emergency First Aid at Work	30.08.27
		<b>Paediatric First Aid</b>	30.08.27
PETER GIBBS	SITE TEAM	Emergency First Aid At Work	02.09.25
STEPHEN WEEKES	SITE TEAM	Emergency First Aid At Work	30.08.27

## MEDICAL/FIRST AID ROOM

A medical room operates on the first floor next door to the Head of Key Stage 4's Office. Pupils should, in the first instance, go to the school office if staff feel they are unable to remain in lessons. Staff must write a note in the pupil's day book or send an email to the office stating when and why they have sent them to the Office. The same procedure should be followed by duty staff and mid-day supervisors for pupils feeling unwell at break or lunch time. The Office will make a decision as to whether to contact parents to collect their child if they feel that they are not able to return to class; the pupil will wait at reception until parents collect if the Office feel that they are not able to return to class. If the office feel that a pupil may be able to return to class, and the medical room is used, a member of the office team will stand in the corridor outside. Pupils must return to classes after 20 minutes or arrangements must then be made for parents to collect them. Office staff hold the key to the medical room which is kept locked when not in use.

### **When to call an ambulance**

- When a pupil is not breathing or is lifeless
- When a pupil has difficulty breathing
- When a pupil is unconscious
- When a pupil shows a change in mental status i.e. unusual behaviour
- When a pupil has a seizure
- When a pupil has sudden, severe pain
- When a pupil has suffered a major injury,
- When a pupil has a suspected serious head injury
- When a pupil has a suspected spinal or neck injury
- When a pupil has severe burns
- When a pupil has uncontrolled bleeding
- When a pupil has accidentally consumed poison

**If there is any doubt about the medical condition of a pupil, an ambulance must be called.**

### LOCATION OF FIRST AID KITS

6<sup>th</sup> Form Suite - On shelf by main door

Preparatory Department – 1 in Junior block Photocopier Room

PE Department – 2 x Kits available

Science Department

Art Department

Trips- 3 x first Aid Kits – available from Office stored in Medical Room

Main School Office – with Medication in cupboard in office

School Medical Room

Reviewed by: David Rolls

Review Date: August 2024

Date of Next Review: August 2025