



# BIRKENHEAD SCHOOL

## First Aid Policy

### Introduction

This policy outlines the School's responsibility to provide adequate and appropriate first aid to pupils, staff, parents and visitors and the procedures that are in place to meet that responsibility. This policy is reviewed annually by the Governing Body.

### Aims

- To identify the first aid needs of the School in line with The Health & Safety (First Aid) Regulations of 1981
- To ensure that first aid provision is available at all times while people are on school premises, and also off the premises whilst on school visits.

### Objectives

- To undertake a risk assessment of first aid needs necessary to ensure that adequate provision is available.
- To appoint the appropriate number of suitably trained people as First Aiders to meet the needs of the School.
- To provide relevant training and ensure monitoring of training needs.
- To provide sufficient and appropriate resources and facilities.
- To inform staff and parents of the School's First Aid arrangements.
- To keep a written record each time a medicine is administered to a child, and inform the child's parents and/or carers on the same day, or as soon as reasonably practicable.
- To keep accident records and to report to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995. These will be reviewed each term by the Health and Safety Committee. Trends will be identified and any remedial action taken.

### Responsibilities

The responsibility for health and safety, which includes First Aid, rests with the Governing Body. The Headmaster is responsible for putting the policy in place, including informing staff and parents. It is

the responsibility of the Headmaster to ensure good First Aid practice is being carried out within the School and at events and activities organised by the School.

All staff, and those parents with responsibility for children in School, should be aware of available First Aid personnel, facilities and the location of First Aid boxes and information. The School Nurse will oversee first aid facilities and training within Birkenhead School.

### **Provision**

- First Aid provision should be available at all times, including out of school trips, during school sports and all other times when the school facilities are in use.
- At least one person who has a current paediatric first aid [PFA] certificate must be on the premises and available at all times when children are present and must accompany children on outings.
- First Aid equipment will be provided in all school buildings, school mini-buses, school playing fields and is also taken on educational visits.
- First Aiders must have attended a recognised First Aid Course approved by the Health and Safety Executive (HSE) and attend refresher courses in line with the HSE advice. They will be reliable, have good communication skills, an ability to cope with stress and able to absorb new knowledge.
- The HSE states that First Aid does not include the administration of medicines, although there is no legal bar to doing so. Those who dispense medicines will follow the School's guidance and procedures on administering medicines to children in school.
- A list of staff with appropriate First Aid qualifications is available in the staff handbook.
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- The contents of the First Aid Cabinets/Kits are checked at least every half term and maintained by the School Nurse. Used items will be replaced, as will those beyond their usable date.

### **Accidents and Incidents**

If possible, staff are to treat minor injuries themselves, using equipment from the First Aid box. All the First Aid boxes contain equipment which is **totally safe** and can be used with confidence.

It is recommended that any child sustaining a head injury which results in loss of consciousness must not be moved, unless he or she is at risk of further danger. Immediate hospital treatment may be required. Parents will be informed by telephone if hospital treatment is thought necessary.

Minor head injuries, such as bumps or grazes, can be treated by applying a cold compress or ice pack.

**All head injuries should be examined by the School Nurse or a nominated First Aider. The child should be observed for any vomiting, headaches, visual disturbance or drowsiness. Hospital treatment may be required if the above signs and symptoms are present.**

If any accident/incident is perceived to require attention, then one of the following courses is recommended:

1. Send the pupil, accompanied, to the Medical Centre.
2. Member of staff to bring the pupil to the Medical Centre.
3. Telephone Medical Centre (631) or School Nurse on mobile number 07733012438 requesting her to come over to the accident/incident giving the precise location.

4. Send another pupil to the Medical Centre to request assistance. This pupil will then accompany the Medical Centre staff to the site of the incident.

**If there is a major medical incident, then staff will have to take the initiative to telephone for an ambulance themselves. Do not delay.**

Dial 999 or 9999 if from an internal phone and ask for an ambulance.

Be ready with the following information.

- Your telephone number.
- Address of School, Senior, Prep, Pre Prep or Nursery
- Exact location in School setting.
- Name and age of child with a brief description of symptoms.
- Inform ambulance control of the best entrance as below.

**Senior School: Beresford Road (black gate leading directly onto School field) entrance**

**Prep School: Shrewsbury Road**

**Pre Prep and Little School: Kingsmead Road South**

**Nursery: Corner of Shrewsbury Road and Beresford Road**

The following procedures should then be followed:

1. Telephone the School Office/Nursery with details.
2. The School Office/Nursery staff will send an adult to meet the ambulance at the agreed access, open any gates and escort the ambulance to the actual site.
3. The School Office/Nursery staff will inform the School Nurse or First Aider who will immediately attend the scene.
4. The School Office/Nursery staff will contact the parents and a member of the Senior Management Team will be informed.
5. The School Office/Nursery staff will print the child's details and give them to the adult who will accompany the child to hospital.

If an ambulance has been called, there will not usually be enough time for parents to get to School before the ambulance; they should therefore go straight to Wirral University Teaching Hospital (formerly known as Arrowe Park Hospital).

An adult must accompany the child to hospital.

### **Duty to Report**

A written report should be entered into the H.S.E. Accident Book on ANY (non-minor) accident for which a pupil has been sent to the Medical Centre or to hospital. Reports should be written in as much detail as possible by the member of staff witnessing the accident or by the member of staff first on the scene. This should take place within 24 hours and be signed with the full name of the member of staff. The form should then be forwarded to the School Nurse as soon as possible. Any

accidents/incidents which need to be reported to the HSE under RIDDOR regulations will be duly reported as soon as practically possible.

**H.S.E. Accident Books will be located in the following areas:**

**Medical Centre**

**The Cottage (Prep School Secretary)**

**The Lodge (Senior School Secretary)**

**Nursery**

All minor injuries/illnesses/incidents are recorded in the medical centre. All children who attend our early year's settings will have a report sent home on the same day of any accidents/incidents.

EYFS 3.52 Our Early Years provision must notify Ofsted of any serious accident, illness or injury to, or death of, any child while in their care, and of the action taken. Notification must be made as soon as is reasonably practicable, but in any event within 14 days of the incident occurring. A registered provider, who, without reasonable excuse, fails to comply with this requirement, commits an offence. Local child protection agencies must be notified of any serious accident or injury to, or the death of, any child while in their care, and must act on any advice from those agencies.

**Medical Centre**

The Medical Centre will be open during the day at times advertised **(0830 – 1600 hrs)** extension **631**. The School Nurse however may be called out anywhere on campus. She can always be contacted on her mobile number **07733012438**. In an emergency contact the ambulance first, and then contact the staff. If an incident occurs out of hours, then staff should contact a first aider.

**Pupils with known medical conditions**

Parents are asked if there are any known medical conditions before their child starts at Birkenhead School. Nurse Deb is responsible for ensuring that relevant members of staff are informed, and are aware of any particular requirements and that these are recorded in schoolbase.

Pupils with a serious medical condition will have an IHP (individual Health Care plan) which they may already have or will be written up with the help of the parents and Nurse Deb this is reviewed on an annual basis. This is the same for EYFS.

Parents' will be asked to complete the Medical Booklet as soon as possible before the admission to the school, giving information on where they can be contacted in an emergency.

**Pupil Records**

Birkenhead School is an inclusive school that aims to support and welcome pupils with medical conditions, providing them with the same opportunities as others in school. Information on all the children's medical conditions and their treatments are available on Schoolbase. Health Care Plans are also available if appropriate. A register is kept of all medical conditions and known allergies and is kept up to date by the School Nurse.

**Staff Medication**

Staff should bring their own medication in to School. This must be securely stored, preferably in a lockable cupboard. Pupils should not be able to access this medication. Staff medication does not need to be stored with the medication for pupils.

**Giving medicines at school.**

Medicines should only be administered at school when it would be detrimental to a child's health or school attendance not to do so. Nurse Deb is responsible for any child under the age of 16 years of

age to administer a course of medication that has been prescribed to pupils as long as a request to administer medicine form has been filled in by parents. The school will only accept prescribed medicines if these are in-date, labelled, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage.

Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens should be always readily available to children and not locked away. This is particularly important to consider when outside of school premises, e.g. on school trips

### **Pain-relieving drugs**

Paracetamol may be administered by Nurse Deb and first aiders with signed parental permission in each pupil's medical booklet, each issue being recorded in the medical notes electronically via schoolbase. Telephone verbal consent can also be obtained. For the EYFS verbal consent is obtained by parents at the time paracetamol is required via phone call or email, if it is not possible to get consent paracetamol will not be administered.

### **Storage of medication**

Medicines will always be stored securely and appropriately in accordance with individual product instructions, save where individual pupils have been given responsibility for keeping such equipment with them. All medicines will be stored in the original contained in which they were dispensed, together with the prescriber's instructions for administration, and properly labelled, showing the name of the patient, the date of prescription and the date of expiry of the medicine.

All medicines will be returned to the parent for safe disposal when they are no longer required or have expired. Parents will advise the school when a child has a chronic medical condition or severe allergy so that an IHP can be implemented and staff can be trained to deal with any emergency in an appropriate way. Examples of this include epilepsy, diabetes and anaphylaxis.

### **First Aiders - Staff training and support**

If Nurse Deb is absent, first aiders are able to see pupils or visitors who become injured or unwell.

Paracetamol can be given by a first aider with parent's/carers consent on the day either by email or phone call, this will then be recorded, with the child's name, D.O.B and form also including the dose given and the time given and signed by the member of staff who gave the paracetamol. Paracetamol will be given accordingly to the pupil's age and the guidelines stated on the bottle/box. Pupils who require prescribed emergency medication can only be given by staff that has had relevant training or from staff who feel competent to deliver appropriately, ideally a first aider.

### **Infection Control**

Basic hygiene procedures must be followed by all staff. Single-use disposable gloves must be worn when treatment involves blood or body fluids. Correct disposal of dressings or equipment must be followed.

### **Cleaning blood and body fluid spills**

All spillages of blood, faeces, saliva, vomit, nasal and eye discharges should be cleaned up immediately, wearing PPE. Clean spillages using a product which combines detergent and disinfectant (and ensure it is effective against both bacteria and viruses). Always follow the manufacturer's instructions. Use disposable paper towels or cloths to clean up blood and body fluid spills, and dispose of after use. A spillage kit should be available for bodily fluids like blood, vomit and urine.

### **Other Relevant Documents**

- Medical Centre Booklet
- Birkenhead School Guidance and procedures for the administration of medicines to children in school and early year's settings.
- Medical Conditions at School Policy

All staff are required to read this information at the start of a year, particularly noting information on the pupils that they teach.

### **First Aid Qualified Staff**

All school staff are able to undertake first aid training if they would like to. All first aiders must have completed a training course, and must hold a valid certificate of competence to show this. The school keeps a register of all trained first aiders, what training they have received and when this is valid until. Staff are encouraged to renew their first aid training when it is no longer valid. At all times, at least 1 staff member will have a current paediatric first aid (PFA) certificate which meets the requirements set out in the Early Years Foundation Stage statutory framework and is updated at least every 3 years.

				<b>Date of Training</b>	<b>Expiry Date</b>
<b>PAEDIATRIC FIRST AID</b>	Early Years (N)	Sharon	Alexander	14/04/2021	13/04/2024
	Early Years (N)	Jenny	Billington	06/09/2019	05/09/2022
	Early Years (N)	Ganessa	Birks (on Maternity Leave)	24/01/2020	23/01/2023
	Early Years (N)	Brittany	Clark	26/01/2021	25/01/2024
	Early Years (N)	Georgia	Dobson	31/08/2021	30/08/2024
	Early Years (N)	Claire	Douglas-Fleet (on maternity leave)	31/03/2017	01/04/2020
	Early Years (N)	Fay	Dowler	13/04/2021	12/04/2024
	Early Years (N)	Joanne	Formston	31/08/2021	30/08/2024
	Early Years (N)	Leila	Frodsham	11/05/2021	10/05/2024
	Early Years (N)	Louise	Fury	31/08/2021	20/08/2024
	Early Years (N)	Jane	Gardner	12/05/2021	11/05/2024
	Early Years (N)	Emma	Gosling	31/08/2021	30/08/2024
	Early Years (N)	Sheena	Gregory	12/03/2019	11/03/2022
	Early Years (N)	Julie	Guy	31/08/2021	20/08/2024
	Early Years (N)	Natasha	Johns	24/01/2020	23/01/2023
	Early Years (N)	Shakira	Love	13/04/2021	12/04/2024
	Early Years (N)	Leanne	Lovell	31/08/2021	30/08/2024
	Early Years	Samantha	Mason	31/08/2021	30/08/2024
	Early Years (N)	Ariana	Murphy	31/08/2021	30/08/2024
	Early Years (N)	Samantha	Parkinson	31/08/2021	30/08/2024
	Early Years (N)	Sophie	Price	31/08/2021	30/08/2024
	Early Years (N)	Tina	Ross	09/05/2019	08/05/2022
	Early Years (N)	Sarah	Rowley	17/11/2021	16/11/2024
	Early Years (N)	Samantha	Tempest	13/07/2021	12/07/2024
	Early Years (N)	Elizabeth	Webster	14/02/2020	13/02/2023
	Early Years (N)	Michele	Williamson	31/08/2021	30/08/2024
	Early Years (N)	Natasha	Williams	31/08/2021	30/08/2024
	Early Years(PP)	Georgia	Birks	31/08/2021	30/08/2024
	Early Years(PP)	Susan	Buckley	12/05/2021	11/05/2024
	Early Years(PP)	Angela	Pratt	14/04/2021	13/04/2024
	Early Years(PP)	Alison	Singer	31/08/2021	30/08/2024
	Early Years(PP)	Sally	Lavelle	09/05/2019	08/05/2022
	Little School	Tom	Smith	23/04/2019	22/04/2022
	Teaching Assistant	Lynne	Dooley	30/01/2019	29/01/2022
	Teaching Assistant	Louise	Osborne	30/01/2019	29/01/2022
	Teaching Assistant	Paula	Price	09/06/2021	08/06/2024

	Fun Club	Karen	Bradley	11/02/2019	10/02/2022
	Fun Club	Marilyn	Roderick	13/01/2022	12/01/2025
<b>FIRST AID SPORT</b>	Seniors	Duncan	Hendry	12/03/2019	11/03/2022
	Prep	Miles	Pillow	31/01/2019	30/01/2022
<b>EMERGENCY FIRST AID</b>					
One day – three years	Prep	Tom	Brand	23/04/2019	22/04/2022
	Prep	Liz	Clarke	23/04/2019	22/04/2022
	Prep	Nick	Corran	23/04/2019	22/04/2022
	Prep	Bernadette	Coyne	23/04/2019	22/04/2022
	Prep	Anna	Delaney	23/04/2019	22/04/2022
	Prep	Harry	FitzHerbert	23/04/2019	22/04/2022
	Prep	Joanne	FitzHerbert	23/04/2019	22/04/2022
	Prep	Richard	Halpin	23/04/2019	22/04/2022
	Prep	Steph	Harris	23/04/2019	22/04/2022
	Prep	Liz	Hilton	23/04/2019	22/04/2022
	Prep	Sue	Keating	23/04/2019	22/04/2022
	Prep	Sue	Mills	23/04/2019	22/04/2022
	Prep	Abi	Phythian	23/04/2019	22/04/2022
	Prep	Claire	Pye	23/04/2019	22/04/2022
	Prep	Anna	Rushton	23/04/2019	22/04/2022
	Prep	Mike	Ryan	23/04/2019	22/04/2022
	Prep	Hayley	Sewell	23/04/2019	22/04/2022
	Prep	Mike	Stockdale	23/04/2019	22/04/2022
	Prep	Emma	Thuraisingham	23/04/2019	22/04/2022
	Seniors	Philip	Armstrong	23/04/2019	22/04/2022
	Seniors	Helen	Ballantyne	23/04/2019	22/04/2022
	Seniors	Duncan	Bell	23/04/2019	22/04/2022
	Seniors	Mark	Bell	23/04/2019	22/04/2022
	Seniors	Simon	Blank	23/04/2019	22/04/2022
	Seniors	Lisa	Cormack	23/04/2019	22/04/2022
	Seniors	Antonia	Crawford	23/04/2019	22/04/2022
	Seniors	Neal	Dean	23/04/2019	22/04/2022
	Seniors	Kate	Eassie	23/04/2019	22/04/2022
	Seniors	Lisa	Fountain	23/04/2019	22/04/2022
	Seniors	Liz	Grey	23/04/2019	22/04/2022
	Seniors	Graham	Hill	10/03/2019	09/03/2022
	Seniors	Tim	Higginbottom	23/04/2019	22/04/2022
	Seniors	Marion	Holgate	23/04/2019	22/04/2022
	Seniors	Ellie	Hope	23/04/2019	22/04/2022



	Seniors	Stephen	Hope	23/04/2019	22/04/2022
	Seniors	Pete	Lindberg	23/04/2019	22/04/2022
	Seniors	Matthew	Maher	23/04/2019	22/04/2022
	Seniors	Ginny	Margerison	23/04/2019	22/04/2022
	Seniors	Reuben	Matthew	23/04/2019	22/04/2022
	Seniors	Chris	McKie	23/04/2019	22/04/2022
	Seniors	Graham	Murdoch	23/04/2019	22/04/2022
	Seniors	Kate	Musgrove	23/04/2019	22/04/2022
	Seniors	Lisa	Oxley	23/04/2019	22/04/2022
	Seniors	Kirsten	Pankhurst	23/04/2019	22/04/2022
	Seniors	Steve	Parry	23/04/2019	22/04/2022
	Seniors	Philip	Robinson	23/04/2019	22/04/2022
	Seniors	Rupert	Rule	23/04/2019	22/04/2022
	Seniors	Louise	Smeaton	23/04/2019	22/04/2022
	Seniors	Sharon	Tharme	23/04/2019	22/04/2022
	Seniors	Mike	Turner	23/04/2019	22/04/2022
	Seniors	Vikki	Vicars	23/04/2019	22/04/2022
	Seniors	Paul	Vicars	23/04/2019	22/04/2022
	Seniors	Teresa	Washington	23/04/2019	22/04/2022
	Seniors	Paul	Webster	23/04/2019	22/04/2022
	Seniors	Tom	Whitworth	23/04/2019	22/04/2022
	Chaplain	Mark R	Turner	23/04/2019	22/04/2022
	Teaching Support	Nigel	Walker	23/04/2019	22/04/2022
	Librarian/Careers/HoY	Elizabeth	Reeve	23/04/2019	22/04/2022
	Support	Chris	Boden	23/04/2019	22/04/2022
	Support	Bev	Farlam	23/04/2019	22/04/2022
	Support	Jenny	Hughes	23/04/2019	22/04/2022
	Support	Jasmine	O'Connell	23/04/2019	22/04/2022
	Support	Cheryl	Wallace	23/04/2019	22/04/2022

The School will aim to train all teachers in Basic Emergency First Aid, Early Years practitioners in Paediatric First Aid, a number of Sports staff in Sports First Aid and at least a couple of Estates staff members in “First Aid at Work”.

**Kirsten Pankhurst 25<sup>th</sup> January 2022. To be reviewed September 2022**