



First Aid Policy including EYFS

Rationale

Edgbaston High School aims to provide a level of First Aid cover and expertise that ensures a swift and competent response to any accident or illness suffered by pupils or members of staff, while they are in school or engaged in a school activity out of school, or by visitors to the school.

First Aid is the immediate treatment necessary for the purpose of preserving life and minimising the consequences of injury or illness until expert medical assistance can be obtained. First Aid also includes the initial treatment of minor injuries, which will not need treatment by a medical practitioner.

The school seeks to meet the obligations under the Health & Safety at Work Act 1974, the Management of Health & Safety at Work Regulations 1999, the Health & Safety (First Aid) Regulations 1981, HSE Approved Code of Practice & Guidance L74-First Aid at Work, and The Early Years Foundation Stage Statutory Framework 2021

Linked Policies:

Medication

Asthma

Use of Sharps

Educational Visits

Food allergy awareness

Objectives

- To ensure that First Aid provision is available at all times both within school and when pupils are on school trips.
- To ensure that procedures for the administration of First Aid are known by all staff.
- To ensure that First Aiders are appropriately trained.
- To ensure that the School provides sufficient and appropriate First Aid resources.
- To ensure that a clear procedure is in place for the recording and reporting of all accidents and First Aid given.

Success criteria

The policy may be deemed successful if:

- Appropriate First Aid is given in an emergency in line with staff training.
- Training given is in line with appropriate regulations.
- Staff and parents are informed of the school's First Aid arrangements
- Any incident is recorded, reported and reviewed effectively.

Methodology

1. Implementation

Staff Training and awareness

It is the school policy to provide First Aid training for staff so that they have accredited first aid qualifications. These are updated as and when required (see appendix 1 for current members of staff with First Aid qualifications). There must be at least one staff member with an up to date first aid qualification on site when children are present and one Paediatric first aid trained member of staff when EYFS children are present. No untrained member of staff should administer First Aid except for minor cuts and bruises.

Whole School medical training is provided via online learning packages and in-house face to face learning with the medical team. This covers asthma, allergies/anaphylaxis, diabetes, epilepsy and basic life support skills, including awareness of the location of emergency medication within the school premises. This is compulsory for all teaching staff and available on an annual basis (see appendix 1 for latest training dates). The Medical team are available for individual training of staff throughout the academic year if required. Allergy and asthma treatment flow charts are displayed in every tutor room as a reminder of what to do in an emergency.

Pupils' medical information is collected when they start at Edgbaston High School and each September following their admission. It is the parents' responsibility to update the school of any changes in their daughter's health needs. This information is entered into the MIS (iSAMS) so that teaching staff can see which pupils in their class have health conditions. The pupils have a red flag by their name on the register. By clicking on a red flag the staff member can see the details of that condition. Staff are also made aware of pupils who may be at increased risk of accidents or ill-health at the start of the academic year and kept up to date throughout the year of any significant changes. If a pupil has a condition which places her in the 'high risk' category of incurring injury or requiring medical treatment, a risk assessment will be written and shared with staff.

Information about pupils' food allergies is passed on to relevant staff in the classroom and in the catering department. Allergy Alert Plans are put together for all girls who have an allergy or intolerance to food stuffs. The plans contain the child's photo, allergy information, parent's contact details and details of any medication to be given in accordance with recommendations from the British Society of Allergy and Clinical Immunology. A complete set of the Allergy Action Plans is kept in the catering manager's office. Copies are also kept in the relevant medical room and staff room, depending on which part of the school the girl is in. In Westbourne and Prep a copy of the alert plan is also kept in their classroom with their emergency medication if they have need for this in school.

EYFS staff supervise pupils at lunch in the Dining Room. Nursery pupils also have a set place at the dining table to enable the correct lunch to be given. Staff are reminded to make a particular note of any children in their class who have an allergy or intolerance.

Treatment

Pupils, staff and visitors across the school site who require first aid will be treated by a first aider or School Nurse depending on the nature of their injury and where they are located in the school. The closest first aider will give initial first aid and call upon a School Nurse if they need further assistance.

Parental permission is gained on admission and each following September for first aiders/School Nurse to administer first aid to pupils and for emergency treatment to be given in the rare case that parents cannot be contacted before treatment is given.

Pupils with minor cuts and bruises are treated by first aiders according to their training and return to class as soon as possible. If the injury is complicated or the pupil is feeling unwell or needs to rest before returning to class a School Nurse will see the pupil. If necessary the Nurse will attend to the pupil at the pupil's location, otherwise the pupil will go to the Senior School or Prep School Medical room.

Senior School

The Senior School Nurse is based in the Senior School medical room. This is available for Senior school pupils from 9:30am to 2:30pm. There are multiple first aid boxes throughout Senior School to enable first aid to be given at the point of need.

Prep School

The Prep School Nurse is based in the Prep Medical Room between 9:30am and 2:30pm every school day. It is open for first aiders to access when the Prep School Nurse is unavailable. First aid is administered in 1C classroom at break times by first aider/School Nurse on duty.

In both the Senior and prep medical rooms there is appropriate storage for medications, including spare emergency medication for use in an emergency. Medicines will be administered if necessary according to the medication policy.

Westbourne

Westbourne has a first aid room; this is kept locked at all times when not in use so that children cannot gain access. The School Nurses are also available to be called to Westbourne when necessary. The supply of first aid materials is the responsibility of the Prep School Nurse. The lockable medicines cupboard is in this room. A separate fridge is sited in Westbourne Staffroom for the storage of children's medicine and ice packs. Medicine kept in the fridge is kept in a box labelled 'Medication.' In Westbourne, parents will be called before any medication is given unless consent has already been gained or it is an emergency.

After treatment, pupils may return to class or be supervised by the first aider/School Nurse until she is well enough to re-join her class. Parents of pupils in Prep and Westbourne will be informed at the end of the day if any first aid/treatment has been needed. This will be done with a pink first aid slip/head injury letter or minor injury letter as appropriate.

If a pupil is unable to remain in school parents will be contacted to collect her.

Parental Contact

Parents are contacted directly to either inform parents of an incident of a serious nature or to arrange for the pupil to be collected to either go home or to be taken for further medical advice. This is usually done by the School Nurse, but other staff can do this if needed.

If a pupil is sent home due to having diarrhoea or vomiting parents will be asked to keep the pupil out of school for 48 hours after the last episode of either diarrhoea or vomiting.

When treating pupils due regard is made to Fraser Guidance and Gillick competency when assessing a child's maturity, this may mean that it is not appropriate to inform parents.

Contacting parents in the event of an emergency

Should it be necessary for the next of kin to be informed of an emergency at school, on an away sports match, or an off-site visit, the following procedure should be followed:

- Contact the relevant senior member of staff such as the Headmistress or Deputy Headmistresses **before** a call to parents or guardians is made.
- The senior member of staff will decide who will make the call and at what stage the call should be made.
- All relevant details must be made prior to making the call.
 - Time
 - Place
 - Nature of accident/incident
 - Others involved
 - Action taken

Document the information as soon as possible to ensure accuracy.

Next of kin should be contacted when a situation is well under control. These are often distressing calls and are made worse by vague or incomplete information.

Staff directly involved with the incident/accident should not be advised to make these calls.

If there is any delay in contacting parents, in an emergency, the pupil will be taken to hospital accompanied by a member of staff and the parents contacted as soon as possible. The pupil's medical information should be taken to hospital with them so that relevant medical information can be provided.

Recording and Reporting

All first aid given to pupils or staff in school or on a trip outside of school is recorded on the school MIS - iSAMS Medical Centre, this is done by the person who administered the first aid. If a pupil or staff member sustains an injury that either requires medical treatment outside of school or is due to an issue with a work activity or poor maintenance of facilities, then the incident is recorded on the Evolve accident book online in addition to the iSAMS medical centre.

If a visitor to the school requires first aid or has an accident of any sort this is recorded on the Evolve accident book online.

The information from both iSAMS medical centre and the Evolve accident book is presented at the Health and Safety Committee each half term by the Director of Co-Curriculum and the Prep School Nurse. Patterns of accidents are examined, and appropriate action taken. These are included in the annual Health and Safety report to the Governing Body.

Only in limited circumstances will an incident need notifying to the Health and Safety Executive under the Reporting of Injuries, Disease and Dangerous Occurrences Regulations 2013 (RIDDOR). More details of these circumstances can be found online at: www.hse.gov.uk/pubns/edis1.pdf.

First Aid Equipment

The contents of First Aid boxes follow H.S.E. (Health and Safety Executive) guidelines. First Aid bags are provided for Sports fixtures, Duke of Edinburgh Expeditions and day and residential visits. Contents are discussed and agreed with the designated First Aider and School Nurse in accordance with the girls that are attending the trip.

Locations of first aid and emergency equipment is detailed in Appendix 2

Trips out of School, Duke of Edinburgh and Sports Fixtures

Staff taking pupils out of school should be fully aware of procedures for medical treatment. The School Nurse will provide this information and any extra or refresher training relating to individual pupils. Parents will have been asked in advance for permission to allow staff to make decisions for medical treatment for their daughter if they are not contactable when an emergency arises. Medical Details for each pupil must always be taken on the trip. The recommended First Aid Box contents should always be taken on a visit for pupils out of school, and a qualified First Aider must be present on the trip, unless the venue provides cover in this respect. In Prep and Westbourne a member of staff with current paediatric first aid training should always accompany school trips.

2. Monitoring

All accidents, first aid given, medication given and ill health or significant incidents will be recorded as above. These will be checked by the Health and Safety Officer and Facilities Manager as well as being reviewed termly by the Safety Committee ensuring that any action required to prevent further incidents will be implemented.

Statutory accident records must be kept for:

- Adults, date of incident plus seven years
- Child, until child becomes 25 years old

Reporting all incidents can assist the school in identifying accident trends and areas for improvement in the control of health & safety risks. They can also assist in assessing First Aid needs and be helpful for insurance and investigative purposes.

Evaluation

The Health and Safety Officer will evaluate the First Aid provision with the School Nurses and the Safety Committee.

Review

This policy will be reviewed annually by the Health and Safety Officer and Medical Team, or at more frequent intervals if there are relevant legislative changes, and/or the evaluation of the policy highlights the need for a review.

Approved by the Medical Team: *M. Lyons C. Wilson*

Signed by Headmistress: *C. Macaro*

Approved by Governing Body: Approved by
The Governing Body 31/10/22

Date: 3/11/22

Review date: October 2023

Appendix 1

Whole school attendance and completion.

Asthma, Epilepsy and Diabetes online module training September Term 2022

Anaphylaxis (Adrenaline Auto-injector) and CPR live training September 2022

Updated: October 2022

Members of Staff Holding First Aid at Work Certificates

Name	Form room/usual location	Expiry date
Ms M Aznar Lopez	Languages/D of E	08 June 2024
Mrs G Parsons	PE/Ski trip	October 2023
Mrs L. Batchelor	Senior Teacher Office	October 2023
Mrs S Griffiths	D of E Office	08 June 2024
Mr N Hall	Catering	October 2023
Mrs A Coley	F&N, D&T Labs	October 2023
Miss C Roye	PE	October 2023
Mrs Z Ehiogu	Sixth Form Centre	08 June 2024
Mr W Hayes	Facilities Office	October 2023
Mrs J Lambert	Maths Room	08 June 2024
Miss S Vann	PE Office	08 June 2024
Mr K Robson	Music Dept	08 June 2024
Mrs R Norman	Maths Area	08 June 2024
Miss N Jones Owen	Transition Office	08 June 2024
Mrs K Egan	Geography Area	08 June 2024
Mrs S Hewison	PE Areas	08 June 2024
Mr N Southall	Music Dept	08 June 2024
Mrs C Harris	F&N Area	February 2023

QUALIFIED FIRST AIDERS IN PREP – Oct 2022

Name	Form room/usual location	Expiry date
Mrs H Heyes	Medical Room/Hub	March 2024
Mrs A Aston	Office	March 2024
Mrs C Hennous	3J Language Room	December 2024
Mrs L Humble	3K (Thurs, Fri)	June 2024
Mrs S Sawyers	PE Office/Playground/Field/Pool	June 2024
Mrs G Villiers-Cundy	5D	June 2024
Miss C Robinson	Office	December 2024
Mrs L Hobbs	1B	December 2024
Mrs C Eveleigh	Science Room	June 2025
Mrs A Dawes	Downstairs Support Room	June 2025
Mrs M Poade	5F	June 2025
Miss B Brown	4M	June 2025
Mrs M Jhangee	Y2 (Thurs, Fri)	June 2025
Mrs M Florance	Prep	March 2024
Mrs E Roberts	2R	March 2024

ASC		
Mrs L Osborne	ASC/Kitchen	March 2024
Mrs C McDermott	ASC/Dining Room	March 2024
BSC		
Mrs C Harris	BSC	January 2023

QUALIFIED FIRST AIDERS IN WESTBOURNE – Oct 2022

Name	Form room/usual location	Expiry date
Mrs E Cornelius	R4 Mon, Tues, Wed	June 2024
Mrs H Robinson	Westbourne	December 2024
Miss C Stokes	R5	June 2024
Miss E Clinton	R4 / ASC	March 2024
Mrs J Redden	Westbourne	March 2024
Mrs J Goodman	K1	March 2024
Mrs M Hart	ASC	June 2025
Mrs V Masih Rai	R4	June 2025
Mrs E Bagg	Nursery	November 2022
Mrs P Bassral	K1	June 2024

Appendix 2

Location of First Aid Kit

First Aid Boxes

Senior School

*Reception

*Octagon Link

Octagon

* Physics room P1 S5 (including eye wash)

*Physics room P2S S14 (including eye wash)

*Physics room P3 S12 (including eye wash)

*Biology 1 T8 (including eye wash)

*Biology 2 T10 (including eye wash)

*C1 room T19 (including eye wash)

*C3 room T24 (including eye wash)

Sixth form common room

Textiles room S23

Food and nutrition lab

Ceramics room LG1

*Swimming pool (pool side)

*Swimming pool office

* The fitness suite

Library

Music School (staff room)

Gym Hall G37

Graphics S1

Medical room

Admin Kitchen

Main Kitchen

Prep

Medical room

Year 3/4 corridor

*Science lab (including eye wash)

Classroom 1C

*Evacuation bag (by Prep playground door)

P.E. Bag

Westbourne

*First Aid room

Evacuation bag

Reception corridor

Nursery

Other

Pavillion

*3 School Buses

Swimming pool office

*includes scissors

Spare Inhaler Kits

Senior School Medical Room
Senior School Reception desk
Kitchen
Prep School Medical Room
Westbourne Evacuation bag
Swimming Pool Office
Holiday Club First Aid bag
Whole School Evacuation bag (by Prep playground doors)
Pavilion

Spare Adrenaline Auto-injectors

Main Kitchen (Whole School emergency spare)
Senior School Medical Room (Pupil's own)
Prep Medical Room (Pupil's own)
Westbourne Evacuation Bag (Pupil's own)

Defibrillators

Octagon link
Pavilion