Dunannie First Aid Statement INCLUDING EYFS

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Review body (individual or group)	The Head of Dunannie
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Tick which category this document refers to:

ISI requirement to be made available	
ISI requirement to be on website	✓
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Dunannie First Aid Policy

The governing legislation for First Aid in the work place is the Health and Safety (First Aid) regulations 1981 and their approved codes of practice (ACoP) which is revised periodically to ensure high standards are maintained in order to administer First Aid in a timely and competent manner. Bedales Schools also adhere to the Independent Schools Inspectorate (ISI) regulations; the National Minimum Standards for Boarding Schools (NMS) and the Statutory Framework for the Early Years Foundation Stage (EYFS).

This policy is also applicable for EYFS. At all times there is a Paediatric First Aider on site and on all class visits. First Aid training will be updated every three years.

Appointed Person

Sophie Martin (School Secretary) is the Appointed Person at Dunannie.

The Head teacher has overall responsibility for first aid within Dunannie, supported by the Appointed Person with guidance from the First Aiders within school, alongside the Paediatric First Aiders.

Trained Staff - First Aid at Work

We have One Qualified First Aider (First Aid at work):

Surname	First Name	Qualification	Expiry	Department
Swallow	Jo	Emergency First Aid At Work	21/10/22	Dunannie

Kirsty Batchelor is our matron who is qualified in First Aid at work and paediatric First Aid. The matron and the two qualified First Aid at Work first aiders are responsible for administering first aid, in accordance with their training, to those that become injured or fall ill whilst at work or on the premises. They will also be responsible for supporting the Appointed Person with first aid kit inspections (checking and replenishing contents of first aid kits within the school, where appropriate).

Emergency First Aid Trained Staff

Kirst Batchelor Matron for Dunannie and Dunhurst

Paediatric First Aid Trained Staff

Surname	First Name	Qualification	Expiry	Department
Bell	Camilla	Blended Paediatric	13/04/21	Dunannie
Boulton	Ros	Blended Paediatric	13/04/21	Dunannie
Butler	Dorota	Blended Paediatric	13/04/21	Dunannie
Classan	Catherine	Blended Paediatric	13/04/21	Dunannie
Goldmann	Kate	Blended Paediatric	13/04/21	Dunannie - TA
Grinter	Gemma	Blended Paediatric	13/04/21	Dunannie
Johnson	Belinda	Blended Paediatric	13/04/21	Dunannie - TA
Kingsley-Pallant	Jo	Blended Paediatric	13/04/21	Dunannie
Knowles	Georgina	Blended Paediatric	13/04/21	Dunannie - TA
MacMillan	Bridget	Blended Paediatric	13/04/21	Dunannie
Martin	Sophie	Blended Paediatric	13/04/21	Dunannie
May	Bryony	Blended Paediatric	13/04/21	Dunannie
Roberson	Karen	Blended Paediatric	13/04/21	Dunannie
Rose	Sharon	Blended Paediatric	13/04/21	Dunannie
Swallow	Jo	Blended Paediatric	13/04/21	Dunannie - TA

Equipment Organisation

There are three main first aid kits one situated in the adult bathroom, one in the school office and one in the Nursery. Each class has access to its own small first aid kit (that can also be taken on trips). There is an additional first aid kit in the school office for use during morning and Orchard play.

The minimum contents of these first aid kits are:

Main School First Aid Kits and Nursery First Aid Kit:

- Plasters (including hypoallergenic)
- Gauze swabs
- Scissors
- Micropore tape
- Triangular bandages (4 minimum, individually wrapped)
- Roller bandage

- Steripods
- Eye pads (2 minimum)
- Instant ice pack
- Resuscitator/face shield
- Safety pins (6 minimum)
- Sick bags
- Burn dressing
- Antiseptic wipes - Individually wrapped sterile adhesive dressings (assorted sizes) (20 minimum)
- Individually wrapped sterile unmedicated wound dressings (minimum 6)
- First Aid book (in adult bathroom)
- Disposable Gloves
- Medical Notes – in First Aid Kit Box
- Emergency asthma kit kept on top of Main First Aid kit (in adult bathroom)
- Biohazard Disposal Kit (in adult bathroom)
- (NB – ice packs are kept in fridge in staffroom)
- Calpol (kept in the medical fridge in the staff room)
- Piriton (kept in the medical fridge in the staff room)

Trip First Aid Kits:

- First Aid Leaflet and School Accident Forms
- Resuscitator/face shield
- Foil blanket
- Individually wrapped sterile adhesive dressings (6)
- Sterile unmedicated wound dressing (6)
- Triangular bandages (1)
- Safety pins (2)
- Scissors
- Micropore tape
- Individually wrapped moist cleansing wipes
- Disposable gloves (2 pairs)

- Instant ice pack (2)
- Sick bag (2)

It is the responsibility of the Appointed Person (in consultation with the Qualified First Aiders) to check the contents of the First Aid kits at least every term and record that the check has been completed. The contents will be replenished as required and the expiry dates will be checked. New items will be ordered.

Defibrillator: the nearest defibrillator to Dunannie is kept in Dunhurst Reception area. All Dunannie staff have received training in its use.

Emergency Asthma kit: is kept on top of the Main Dunannie First Aid kit in adult bathroom (available for use with children already diagnosed with asthma).

First Aid Sequence of Events

In the event of an accident/illness, the First aider/Appointed person takes charge of the first aid administration/emergency treatment, commensurate with their training. Following their assessment of the injured/unwell person, they are to administer appropriate first aid and make a judgement as to whether there is a requirement to call an ambulance. (If staff are on their own, they should always try to summon help by any means available eg call out, send an older child to the office).

In the event of a serious injury or illness, an ambulance should be called without delay even if there is some uncertainty as to the nature of the problem. The Matron/Bedales Medical Centre/School doctor can always be consulted after this if needed, but this should not delay the call in an emergency.

The person calling the ambulance should give the location of the school, age of child, what has happened, whether child is breathing and/or conscious. Another member of staff should be sent to the school entrance to direct the ambulance to the required location. Bedales should be informed that an ambulance has been called for Dunannie (in case it arrives at Bedales).

The Head teacher or most senior member of staff on the premises at the time must be informed as soon as possible. Staff should stay with the child at all times except if they have to leave the child to summon help first.
Parents should be informed at the earliest opportunity. A member of staff known to the child should accompany the child in the ambulance, if the parents are not present.

Where injury is not serious enough to warrant an ambulance (and parents cannot be contacted or arrive at school quickly) then the child will be taken to the minor injuries clinic at Petersfield Hospital (open 8am – 6pm). They will travel in a staff car, accompanied by the driver and one other member of staff. Parents will be advised to meet the child there (where appropriate).

An accident form must be filled out as soon as possible with all the relevant details. A copy is sent to the Health and Safety Manager monthly.

Notification of Parents/Carers

In the event of accident or illness, parents will be contacted by telephone using all the numbers available. If direct contact is not made, then a message will be left. If a message is left, we will continue to try to make contact at regular intervals. In the interim, we will ensure that a member of staff remains with the child until the parent arrives.

Pupils with Special Medical Needs

Some pupils may have medical conditions that, if not properly managed, could limit their access to education. Such pupils may have for instance, epilepsy, asthma, diabetes, severe allergies which may result in anaphylactic shock. Dunannie has individual procedures for any children with asthma, diabetes and anaphylaxis. Individual procedures are agreed with parents.

First Aid on School Trips

In the event of illness or accident the school trip 'Emergency Procedure' should be followed.
If a child has a minor accident or becomes ill, the teacher in charge is responsible for making contact with the child's parent's emergency contact number to discuss whether the child needs to be collected (if appropriate) or needs medical assistance (the teacher in charge can contact the school to advise the office of what is happening and/or ask for assistance in

contacting a child's parent or guardian). If contact cannot be made, a member of staff will take him/her to the local hospital in a staff car where available (with member of staff driving and another adult accompanying to care for the child). An ambulance should be called where appropriate and a staff member should accompany the child to hospital and stay until parents arrive.

The teacher in charge (and additional staff/parents) should stay with the remaining children to continue the visit when appropriate (and if adult : child ratios can be maintained) or return to school.

In the event of a serious accident resulting in the death or injury of one or more of the pupils and staff, the Group Leader's first priority would be to summon the emergency services, and to arrange for medical attention for the injured. Contact should be made with the Head teacher and school at the earliest opportunity.

On a trip:

Staff carry mobile phones and First Aid kits. Class Parent contact lists and lists of any medical needs are taken on trips. Accident or injury is reported back at school.

Hygiene Procedures

Gloves are worn when treating any injury. In the case of a spillage of bodily fluids (such as vomit), the cleaning team can be contacted to clean the area. If this is not possible, staff can access the locked cleaning cupboard to use appropriate cleaning materials. There are biohazard kits in the adult bathroom.

Record Keeping

We keep an Accident Form for both staff, children and visitors. It includes details of the names of the child(ren)/member of staff/visitor, time, date, location of the injury and nature of the accident. It also includes details of the circumstances, any witnesses and whether these are adults or children, what subsequent action was taken and by whom (an accident form for a child is to be signed by the person collecting the child) A copy of this is kept in school and is sent to the Health and Safety Manager so that any appropriate action can be taken. It is a statutory

requirement to report serious accidents to the Health and Safety Executive (RIDDOR) including those resulting in death or major injury and those which prevent the injured from doing their normal work for more than 7 days. These records are confidential and are kept in a locked cupboard. Parents may request a copy of this form.

If medicine or treatment for any condition (such as inhaler for asthma) is administered then parents complete an administration of medicines form which is signed by staff administering treatment and then signed by person collecting the child at the end of the day. Before administration of any treatment, staff must check that parent has not withheld consent for the particular treatment.

We hold permission from all parents which includes the following information:

Child's name
Date of birth
Parents' names
Emergency contact details
Details of past and present medical conditions
Allergies
Consent to use of certain non-prescribed medication.
Consent signature of a parent to allow staff to make decisions regarding the child's welfare if the parents cannot be contacted.

Medicines at School

Please see the 'Administration of Medicines Policy'

Reviewed: Victoria Homewood January 2020

Next review date: January 2021

Signed _____