



ST. ANTHONY'S SCHOOL
FOR BOYS

First Aid Policy for all Pupils Including Reception (EYFS)

Policy reviewed by AC

Review date: May 2024

Submission: May 2024

Policy actioned from: September 2023 – August 2024

Next review date: September 2024

Reviewer's Signature: AC

Head Teacher's Signature: RPB

Circulation: This policy has been adopted by the governors, is addressed to all members of staff and volunteers, is available to parents on request. It applies wherever staff or volunteers are working with pupils.

Please note: 'School' refers to St. Anthony's School for Boys; 'parents' refers to parents, guardians and carers.

First Aid Policy for all pupils including Reception (EYFS)

First Aid provision is under the control of the Health and Safety Officer. Health and Safety Officer keeps a log of qualified first aiders and ensure they are re-trained every three years.

Administration of first aid and first aid boxes is under the control of the qualified First Aiders – see Appendix A.

First aid notices are displayed in the Junior and Senior houses naming the qualified first aiders.

A number of school staff have also undertaken a one-day emergency first aid for children training course. This is repeated every three years.

A member of staff who has undertaken first aid training must be on each school site when children are present. For EYFS, a member of staff who has undertaken paediatric first aid training must be on site at all times when children are present. There must be at least one person on outings who has a current paediatric first aid certificate.

Administration of Medicines

Parents of pupils requiring medication should hand their medicine to the School Secretary/ Senior House Receptionist for it to be administered as appropriate. **Medicines should be stored strictly in accordance with product instructions and in the original container in which dispensed. They should include prescriber's instructions for administration.**

In all cases, a letter is required from the child's parents requesting that the School administers the medicine and giving the following details.

- Full name of the child
- Form
- Name of the medicine
- Dose
- Method of administration
- Any side effects
- Expiry date

There is also a form available on the school's website for parents to complete.

School staff are not able to administer any medication unless this procedure is adhered to.

Pupils should be given a note at the end of the school day detailing any medication that has been administered. A record should also be made in the medical log of any medication that is administered to pupils. This should be done by the member of staff who administered the medication. Older children may be able to carry and administer their own medication if appropriate, for example an asthma inhaler. Each individual case should be discussed with SLT. For further details please refer to the Medicines Policy in the Policies and Procedures Handbook. **The member of staff administering the medication should refer any concerns or queries to a member of the Senior Leadership Team.**

Records and Accident Reporting

The following items are controlled by the School Secretary:

- (1) The Accident log – filled in for any injury requiring treatment, except for superficial bumps, bruises and cuts.

Exceptions – When a boy is injured at Games, the member of staff in charge of the session must deal with the injury report themselves. Please DO NOT call or delegate injury reports to Juliette or Emma to as the full information may not be communicated correctly. They should then be emailed to jonathan, Catherine and Juliette.

The following items are controlled by the First Aid Officer:

- (1) Pupil's Medicines – kept in the school office or in the staff room area
- (2) Medicines log – detailing what has been given to whom, for the record

Where an accident is required to be reported under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013, this will be carried out by SLT with assistance from the School's Health and Safety Consultant if required (HSE telephone number – 0845 3009923). Guidance from the Health and Safety Executive Education Sheet Number 1 'Reporting School Accidents' will be sought when such a situation arises.

First Aid Bags

First aid bags are sited in staffrooms in both houses and there are signs indicating where these are located. There is also one bag kept in one of the classrooms for each Year Group. They are checked in an ongoing practice throughout the year by the First Aid Officer and Junior House TAs and replenished as required. Staff are encouraged to replace supplies on the same day that they are used and update the record sheet that is kept in each First Aid Bag to monitor when checks have been made. First aid bags are also available for sports staff to take to games and for staff to take on off-site trips.

Special Medical Needs

A record of Children with Medical Conditions is maintained by SLT. Individual emergency medical treatment plans are available in the pupils' medical kits. The emergency medication is kept in the staff room in the Junior House and the PA's office in the Senior House. A memo is sent to all staff in September each year detailing the medical needs of pupils. All emergency medical kits must accompany the children whenever they leave the school premises. Please see the School's Medicines Policy for further guidance.

Emergency Asthma and Anaphylaxis Medication

The school holds a supply of emergency reliever inhalers and Epipens, which are able to be used when a pupil's normal medication is unavailable. This only applies to pupils who have been prescribed medication for the treatment of asthma or anaphylaxis and the following conditions must be adhered to:

Pupils must also be supplied with their own prescribed medication to be held at school;

The emergency medication may be used in the event of a pupil's personal medication being unavailable;

The emergency medication may only be used if the parents provide written consent and a register of such children will be maintained;

A record of the use of the emergency medication will be kept and the parents of any pupil using the emergency medication will be notified;

The School secretary will be responsible for ensuring that the medication is stored and disposed of correctly and is in date;

School staff will be trained in the administration of the emergency medication.

Treatment

In case of illness, accident or injury, the following procedure should be followed:

- (1) First aid should be rendered, but only as far as knowledge permits. Any member of staff supervising any person involved in an accident, injury or feeling unwell should make an initial decision, using the judgement of a prudent parent, as to whether any first aid is required. Superficial bumps, bruises and cuts do not need to be referred to a first aider, nor do details of these need to be sent home with pupils but a record of all other types of first aid treatment should be sent home. Details should also be noted in the Accident log by the School Secretary once a medical note has been sent home.
- (2) If circumstances dictate it, a trained first aider should be summoned

- (3) No child should be left unattended in any area of the school where there is no supervisory adult
- (4) If the condition is serious enough, the School Secretary will immediately contact the parents and a decision over collection or further medical treatment will be made
- (5) All emergency cases are referred to the Royal Free Hospital. Designated members of staff are covered by a school insurance policy to use private vehicles for this purpose
- (6) In a serious medical incident, where an ambulance is felt necessary, a responsible adult should accompany a child to hospital and the parents informed as soon as practicable. On no account should provision of urgently needed medical treatment be delayed pending the arrival at school of parents, etc.
- (7) Near miss accidents – discussed in Healthy and Safety meetings to avoid repetition.
- (8) Accidents – reported to RIDDOR
- (9) Head Injuries – refer to the school’s Head injuries Risk Assessment
- (10) Burns – All burns (including sun burns, friction burn) should be referred to hospital if the injured person is under 16.
- (11) Cuts - All cuts should be followed up by asking parents if their child has had a recent tetanus injection (this should also be mentioned on the injury report sent to parents).

Advice on When to Call an Ambulance

Before you call for an ambulance, you need to assess the casualty. To do this, follow the steps of the [Primary Survey](#) (airway, breathing, circulation) to see if they have any life-threatening or other serious conditions.

If the area isn’t safe for you to assess the casualty, then call an ambulance straight away.

If someone’s condition is life-threatening or very serious, then call 999 or 112 for medical help

Please see the school’s policy for Accident, Injury or Illness contained in the staff handbook for further details.

Defibrillators

Located in Senior House and Junior House staffrooms.

Checked each term by First Aid Officer and recorded in Defibrillator folder kept with premises manager.

Body Fluids

School staff are aware of the potential hazards when dealing with body fluids. A procedure has therefore been devised covering the potential hazards from these sources with a view to minimizing any risk to others. The premises manager has access to body fluid spillage kits and appropriate personal protective equipment designed to deal with body fluid spills.

Action should include:

- Disposable gloves/protecting clothing/disinfectant etc
- Blood spills or vomit – wiped and disposed
- Excrement flushed
- Staff are responsible for cleaning up after children

Waste Disposal

Hazardous waste bins are available in the sick room of both Houses. A sharps bin is available in both Houses for the disposal of all needle sharps.

Staff Medication

Staff must not keep any personal medication in their classroom at any time. This is particularly important in EYFS. Further details are available in the Staff Handbook.

Staff First Aiders

Junior House

Jonathan Dunne

Sophie Sheaf

Juliette Castang

Senior House

Anthony Christoforou

Ally Walters

Emma Hollender

Josh Henry

Micky Banert-Lucas

Paediatric First Aiders

Rebecca Addison

Anthony Christoforou

Loraine Nunez

Maria Andres Marcos

Juliette Castang

Richard McMillan

One day Emergency First Aiders

Junior House

Mimi Mortazavi

Sophie Sheaf

Bethan Locker

Rebecca Addison

Charlie Dybell

Maria Andres Marcos

Stephen Collier

Senior House

Jeremy Chong

Nada Mufti

Matthew Evered

Natalie Speranska

Claire Curtis

Paul Hughes

Natalie Sykes