



**DULWICH PREP LONDON**

Values & Academic Excellence since 1885

## **FIRST AID POLICY**

*This is a whole school policy which applies to all sections of the School, including Early Years*



**Persons responsible for this policy:**

School Nurse

Designated Safeguarding Lead

**This policy was reviewed in:**

May 2023

## **FIRST AID POLICY**

This First Aid policy gives an overview of the first aid provision at Dulwich Prep London. First aid arrangements are continually monitored by the School Nurse.

### **1. EARLY YEARS**

The first line of provision is given through trained paediatric First Aiders. First Aid kits are available in Early Years and there is a medical room where pupils can be treated. Should there be an incident, accident or illness which requires more than straight forward first aid, the Medical Centre is contacted for advice or the School Nurse is called to attend. If first aid is given to a pupil it must be documented by the member of staff who gave the first aid on either a paper accident form or on the School's computerised system.

Further information is available in the Early Years procedure documents.

### **2. PRE-PREP**

The first line of provision is given through trained First Aiders. First Aid kits are available in Pre-Prep. Should there be an incident, accident or illness which requires more than straight forward first aid then the pupil is taken to the Medical Centre by a member of staff or the School Nurse is called to attend. If first aid is given to a pupil it must be documented by the member of staff who gave the first aid on either a paper accident form or the incident reported to the School Nurse who will document it in the medical module of the School's computerised system.

### **3. LOWER SCHOOL, MIDDLE SCHOOL AND UPPER SCHOOL**

The School Nurse or a trained First Aider will be the first line of provision for all pupils from Years 3 to 8. In the case of illness or accident, pupils are sent or escorted to the Medical Centre for assessment. Parents are informed by the School Nurse, or the First Aider on duty, of any injury more severe than small abrasions and bumps. If first aid is given to a pupil it must either be documented by the member of staff who gave the first aid on a paper accident form or reported to the School Nurse who will document it in the medical module of the School's computerised system.

### **4. WHOLE SCHOOL**

In the event of the Medical Centre being unmanned during the day, First Aiders in each section will provide immediate assistance. A list of First Aiders is available in locations around the School and on PIMS. First Aiders are required to update their training every 3 years and where possible, annual refresher training to maintain basic skills will be undertaken in line with the government guidance; this is monitored by the School Nurse. If first aid is given to a pupil it must either be documented by the member of staff who gave the first aid on a paper accident form or reported to the School Nurse who will document it in the medical module of the School's computerised system.

Parents receive a handbook appropriate to the section of the School that their child is joining. The handbook includes details of first aid and medical provision at the School.

When pupils are unwell in Pre-Prep, Lower, Middle and Upper School they may spend time in the Medical Centre where the School Nurse or a qualified First Aider will assess them. In Early Years the child may be taken to the Medical Room to be assessed by a qualified paediatric First Aider. Where pupils are well enough, they return to class. Should the School Nurse or qualified First Aider decide the child requires medication or needs to go home, parents are telephoned to discuss the situation and agree the course of action.

Parents are asked to keep their child at home if they are ill or infectious and to telephone or email ([absences@dulwichpreplondon.org](mailto:absences@dulwichpreplondon.org)) the School to inform the School of their absence. Vomiting and diarrhoea is particularly contagious in a school community and the School follows Public Health England's guidelines of recommending that pupils are kept off school for 48 hours from the last episode of vomiting or diarrhoea.

'Guidance on Infection Control in Schools' taken from the Department of Health provides us with guidance about managing a range of common and important childhood infections in school.

In the event of a pupil needing hospital treatment for an injury, or being too unwell to continue with the school day, their parents will be contacted and arrangements made for them to go home or to hospital. The School Office will be notified on the Alleyn Park site.

Appropriate staff in different sections of the School are notified of relevant information about specific pupils with allergies or other serious medical conditions.

Note: all additional procedures can be found in the Medical Centre within the 'Standard Operating Procedure' document.

## **5. HEAD INJURIES**

School First Aiders can give immediate first aid and where necessary decide whether a pupil needs to be seen by the School Nurse if available, or taken to hospital. Any pupil who has sustained a more serious head injury is carefully monitored in the Medical Centre/Medical Room (EY) for a period of time appropriate to their injury. A Head Injury Advice leaflet is given and/or sent via email to parents/carers following assessment of the pupil.

See Head Injury Procedure as part of the Standard Operating Procedure for the Medical Centre.

## **6. MEDICINES**

A supply of homely remedies such as Calpol is kept securely in the Medical Centre and given where appropriate, by a School Nurse, or First Aider who is specifically trained to administer medication. A limited supply of homely remedies is kept in Early Years and can be administered by qualified First Aiders who have undertaken training to administer medication. Parental written consent is sought. Pupils' own prescribed medication can be brought into school and kept in the Alleyn Park Medical Centre, Pre-Prep or Early Years in an appropriate safe area where pupils cannot access it. Prescribed

medication can be given to pupils in Early Years and Pre-Prep by qualified First Aiders who have undertaken training to administer medication.

See Medications Procedure as part of the Standard Operating Procedure for the Medical Centre.

## **7. PUPILS WITH EXISTING MEDICAL CONDITIONS**

Some pupils have specific medical conditions/needs and where appropriate this is shared with relevant staff. Individualised care plans are drawn up in consultation with parents and pupils for those with specific health needs. Staff who are due to take pupils with medical conditions on educational or sporting visits discuss, in consultation with parents/carers, the pupil's needs with the School Nurse well in advance of the school trip, as set out in the Educational Visits Policy. On some occasions it is appropriate to have a meeting with the staff member, the parents, pupil and the Nurse prior to the trip.

### ***Asthma:***

Pupils with asthma in Years 5 – 8 should carry their own inhalers with them. All inhalers of younger pupils are kept in the classrooms. Lists of pupils with asthma are produced annually or if/as they change and are available to staff as appropriate.

Pupils in Years 3 – 8 should carry their inhalers with them to games lessons and school trips in a designated inhaler bag.

Pupils in Early Years- Pre-Prep inhalers are kept in the classroom.

An emergency inhaler is available for pupils whose parents have given consent for its use.

See Asthma Procedure as part of the Standard Operating Procedure for the Medical Centre.

### ***Anaphylaxis:***

Individually labelled yellow bags containing auto-injectors and/or antihistamines for those who have severe allergic reactions are kept in an appropriate place in each section of the School. Lists of pupils who require an auto-injector, together with their photograph are available to staff as appropriate. These lists are updated annually or if/as they change. Staff are trained annually by the School Nurse in the administration of auto-injectors. Staff ensure that the relevant auto-injectors are taken with them on all school trips or visits for any pupil who has a severe allergy.

A 'spare' auto-injector is available for pupils whose parents have given consent for its use.

See Anaphylaxis Procedure as part of the Standard Operating Procedure for the Medical Centre.

## **8. HEALTH EDUCATION**

Health Education is an ongoing process. The School Nurse is available to work with the Life Skills (PSHCE) co-ordinator to ensure that pupils receive a balanced programme of Health Education.

## **9. SPILLAGES OF BODY FLUIDS**

Blood and body fluids have a potential to expose staff and pupils to blood borne and other pathogens therefore those delivering first aid must be cautious at all times when dealing with blood and body fluids. First Aiders wear appropriate personal protective equipment (**PPE**) when treating wounds or disposing of body fluids. Body fluids spillages should be dealt with as soon as possible with ventilation of the area. Anyone not involved with the cleaning of the spillage should be kept away from the area and PPE should be worn when dealing with the spillage.

## **10. RECORDING ILLNESS AND INJURIES**

All visits to the Early Years Medical Room and Medical Centre, injuries and accidents are recorded. They are recorded either on a paper accident form, or within the medical module on the computerised system. Any homely remedy medication that is given is recorded in the 'Medication Book' either in Early Years or the Medical Centre on the Alleyn Park site. Prescribed medication is recorded on appropriate documentation in Early Years, Pre-Prep and the Medical Centre. Any first aid administered by a First Aider should be recorded in the accident books available in each Section.

## **11. REPORTING TO THE HEALTH AND SAFETY EXECUTIVE**

In accordance with RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013), the School will report the following to the Health and Safety Executive (0845 300 9923):

- Deaths;
- Major injuries;
- Over-seven-day injuries (as of April 2012; records are kept of over-three-day injuries)\*;
- Accidents causing injury to pupils, members of the public or other people not at work; and
- Specified dangerous occurrences ('near misses'), where something happened which did not result in an injury, but could have done.

*(\*Over-seven-day incapacitation of a worker: Accidents must be reported where they result in an employee or self-employed person being away from work, or unable to perform their normal work duties, for more than seven consecutive days as the result of their injury. This seven day period does not include the day of the accident, but does include weekends and rest days. The report must be made within 15 days of the accident.*

*Over-three-day incapacitation: Accidents must be recorded, but not reported where they result in a worker being incapacitated for more than three consecutive days. If you are an employer, who must keep an accident book under the Social Security (Claims and Payments) Regulations 1979, that record will be enough. In accordance with RIDDOR advice this would hold true for pupils too.)*

## **12. FIRST AID KITS**

First Aid kits are situated around the School. Each kit has an accountable person assigned to ensure it is restocked regularly. First Aid kits can also be obtained from the Medical Centre.

### **13. CALLING AN AMBULANCE**

In most cases, where an ambulance is needed on the Alleyn Park site during the school day, the call would be made by a School Nurse or qualified First Aider. On the Early Years site an ambulance would be called, in most cases, by a qualified First Aider.

If a School Nurse or qualified First Aider is not available, an ambulance would be called by the School Office or by individual members of staff, preferably from a landline telephone. During Games sessions at the school fields, at least one person must carry a school mobile telephone at all times to enable an ambulance to be called. If first aid is given to a pupil, it must be documented by the member of staff who gave the first aid either on a paper accident form or within the medical module of the School's computerised system.

If in doubt about whether or not an ambulance is required, staff are advised to call one as the well-being of the pupils is paramount.

### **14. Automated External Defibrillation (AED)**

#### **AEDs at Dulwich Prep London**

Dulwich Prep London has procured two Zoll AED Plus defibrillators. The AEDs are in locations that are immediately accessible both during and after school hours. One is located in "The Street" and the second outside the service entrance to the Early Years building, each with a log for regular checks. Where the use of the AED is required, individuals will follow the step-by-step instructions displayed on the device. A general awareness briefing session to promote the use of AEDs will be provided to staff on an annual basis, and usually during the first INSET session of the academic year.