



First Aid Policy for the whole School including EYFS

Policy revised by	CJA
Last Review	April 2023
SLT Review Period	Annually
Next SLT Review Due	April 2024
Governor Review Period	Triennial
Governing Committee	Pastoral Care and Welfare
Last Governor Review	November 2021
Next Governor Review Due	March 2024

Contents

Staff qualifications.....	3
Practical arrangements at point of need	3
Reporting an Accident/Summoning Help.....	4
Accidents/Injuries	4
Reporting accidents.....	5
Bumps to the head.....	6
Concussion.....	6
Over the Counter Medication.....	7
Informing parents	7
Vomiting/Soiling Procedure for Staff Vomiting.....	8
Vomiting Policy – Dining Room:	8
Soiling	9
Disposal of body fluids.....	10
Appendix 1 - List of current First Aiders	11
Appendix 2 - Location of First Aid Supplies and Equipment	11

Staff qualifications

School Nurses

At Beechwood Park School, the School Nurses (also referred to as Matrons) are registered Nurses (Nursing and Midwifery Council – NMC) and also have a qualification in ‘First Aid at Work’ and ‘Paediatric First Aid’, renewed every 3 years; at least one is present during surgery opening times (7:30am – 6pm) during term-time. Outside these hours whilst boarding children are on site, first aid will be provided by the designated first aider (which is usually a member of the boarding team). A list displaying which staff are on duty is displayed in surgery and in the Boarders' Common Room (BCR).

Teaching and Non-Teaching Staff

A staff member from each department has either a Paediatric First Aid or Emergency First Aid at Work qualification (*see separate document ‘First Aiders Staff Qualifications’*). Matron arranges for staff to attend courses when required. Notices are on display around the School building (by first aid kits) informing staff of who the first aiders are in each department.

EYFS requirements: the School provides at least one paediatric first aider for each School site and one for outings where children in EYFS are concerned. In accordance with DfE guidelines, all newly qualified EYFS staff must undertake training in Paediatric First Aid.

There will be at least one Paediatric First Aid qualified member of staff in each of the two EYFS buildings when pupils are present during term time, and on EYFS trips outside School.

Practical arrangements at point of need

Matron is responsible for all record-keeping of First Aid and for providing a fully-stocked First Aid box at designated areas. Matron checks the boxes each term and restocks them when necessary.

On the main School site, a medical room (Surgery) is available for medical treatment, with bathroom facilities provided across the [hall](#).

Due to its rural location, Beechwood Park has two defibrillators. One is inside the main building, centrally located by the Annexe dining room, and the other is outside the Sports Hall in a coded box. (The code is registered with the East of England Ambulance Service.) Matron will perform termly checks on this equipment and record this on the checklist which is stored with the equipment.

Those members of staff who are trained to respond to a cardiac emergency are named on a display beside the AED, although it is accessible to all, and Matron demonstrates how to use it annually.

There are two generic *junior* adrenaline autoinjectors and two generic adrenaline autoinjectors (e.g. EpiPens) for use in an emergency, stored in surgery (in the Emergency Medication Box). The Matron on duty will administer the adrenaline autoinjector in the event of an anaphylactic reaction, on recognition of the signs, symptoms and history. In the absence of Matron, any member of staff is able to follow the instructions on the side of the injector and administer the drug. A further set of generic and *junior* adrenaline autoinjectors are taken to the forest school area when children are at Forest School sessions. This is due to the distance from surgery.

Generic inhalers are kept in surgery (in the Emergency Medication Box) and in 4 first aid kits around the sports pitches, sports hall and one at the pool in case of a severe asthma attack. Matron provides updates for all teachers and members of the Sports Department to administer ventolin. An inhaler, spacer and piriton is provided on each of the school vehicles in case of an emergency to or from school. Matron provides updates for the escorts and drivers in what to

do in the event of an asthma attack or anaphylaxis.

Reporting an Accident/Summoning Help

Pupils report accidents to a teacher or a member of staff on duty who will then refer to Matron in Surgery. Matron will assess the situation, administer First Aid and seek professional help as necessary, including contacting emergency services, parents and the School Medical Officer. Matron or the First Aider administering the first aid will often decide whether or not to call an ambulance. However, any member of staff can call for an ambulance without Matron being present.

If a pupil or member of staff has an accident at School or work, Matron will complete the accident form and inform HM and the Bursar. Where necessary, the Bursar will report to the accident to RIDDOR. (*Reporting of injuries, Diseases a Dangerous Occurrences Regulations, 1995*) under which Schools are required to report to the Health & Safety Executive (www.hse.gov.uk/riddor/index.htm).

The Head and Health and Safety Officer (Bursar) would report the following, as stipulated in the HSE regulatory requirements:

- Deaths;
- Major injuries;
- An accident causing injuries to pupils, members of the public or other people not at work requiring hospital treatment;
- A specified dangerous occurrence, where something happened which did not result in an injury, but could have done.

Matron or the Catering Manager will notify Ofsted (cie@ofsted.gov.uk) of any food poisoning affecting two or more pupils on the premises. Notification will be made as soon as is reasonably practicable, but in any event within 14 days of the incident occurring. The School recognises that failure to comply with this requirement is an offence.

Accidents/Injuries

In any medical emergency, the injured pupil is either taken to the surgery or, if the first person on scene deems that it is inadvisable to move them, Matron will go to the scene of the accident and assess the situation. In either case, the member of staff on duty will contact surgery via radio, or the member of staff will dispatch a child to surgery to take the Matron to the injured child.

If Matron deems that the accident is serious, or the pupil's condition deteriorates, a member of staff will call immediately for an ambulance and a member of staff will accompany the pupil to hospital. At the same time, Matron will endeavour to contact the parents and inform them which hospital their child has been taken to. Any member of staff can decide to call for an ambulance without Matron being present.

If a hospital visit is required but there is no immediate emergency, Matron will contact the parents and ask them to take their child to hospital, as this is likely to be less distressing for the child. Should parents not be available, a senior member of staff will take the child to Luton & Dunstable Hospital. A second member of staff will drive them to hospital.

If a child requires emergency dental or optical treatment, Matron will contact the parents ask them to take their child to either their own dentist or hospital (as applicable), as this is likely to be less distressing for the child. Should parents not be available, a senior member of staff will take the child to Luton & Dunstable Hospital. A second member of staff will drive them to hospital.

The School's Medical Officers (SMO) are available to give advice on medical conditions, symptoms or injuries and if required would visit the pupil for a consultation.

Reporting accidents

In addition to the usual methods of reporting minor accidents and injuries (on iSAMS and in the daybook), Matron records all accidents of staff and pupils which require hospitalisation or external medical treatment in the *Accident Book* which is kept in surgery; a copy is given to the Health and Safety Officer (Bursar) who decides if necessary to report it to the Health & Safety Executive (HSE) following the RIDDOR guidelines (<http://www.hse.gov.uk/riddor>). Matron gives a second copy to the Head for their information. Matron files a copy in the pupil's paper file and the original is kept in the Accident File in Surgery.

If a visiting child requires treatment, for example during a sporting fixture, Matron will record this on a visiting pupil treatment form (found at the front of the filing cabinet). If it is a major injury which requires hospitalisation or external medical treatment, Matron will complete an accident form as per the above procedure.

Matron will endeavour to contact the medical department of the visiting pupil's School at the earliest opportunity and give a verbal handover.

Minor scrapes and grazes

If the child falls or has a minor injury, he/she may come to Surgery for treatment. Matron will record the child's name and injury and treatment given in the daybook, as well as on iSAMS.

In EYFS, it is likely that the staff will treat the Reception pupils who have minor scrapes or grazes within the Junior Department or Woodlands (including After School Care, which takes place in Woodlands). If this is the case, the first aider writes the same details in an accident book, and Matron will collect book periodically. The teacher on duty will send a copy of the note home via the book bag. If the child has injured his or herself more seriously, or has a bump to the head, he/she will come to surgery with the teacher. Matron will then make a record of it and inform the parents.

Bumps to the head

If a child bumps his/her head, he/she should come to surgery accompanied by another child, or in the case of a Reception child, by a member of staff. Matron will apply an ice pack for a minimum of 10 minutes, and observe for signs of concussion.

In Woodlands (and After School Care), the child is treated and monitored either by his/her key person, or by the After School Care leader. The same procedure is followed, i.e.:

- the member of staff monitors and treats the child
- the member of staff completes an accident note
- the member of staff writes a wrist band
- the member of staff makes a phone call to parents
- the member of staff informs parents of the injury at collection.

Concussion

The symptoms of concussion are:

- Headache
- Dizziness
- Nausea
- Loss of balance
- Confusion, such as being unaware of your surroundings
- Feeling stunned or dazed
- Disturbances with vision, such as double vision or seeing "stars" or flashing lights
- Difficulties with memory of events surrounding original injury.

Should a pupil complain of these symptoms, Matron will contact their parents and arrange for them to go to hospital. Should the parents be unavailable, Matron will make the decision to either call an ambulance or arrange for a member of staff to take the child to hospital. If the child is driven to hospital, a second member of staff should accompany the child in case the child's condition deteriorates. Matron will call an ambulance immediately if:

- The headache becomes more severe
- Balance deteriorates
- The child becomes increasingly tired or drowsy
- The nausea worsens, or the child vomits.

Prescribed and Over the Counter Medication/Homely Remedies

See also BPS Parents Medical Handbook

All medication brought from home must be labelled as follows:

- the child's name
- class/ form

Parents should bring in the medication in its original packaging with the name of the medication and dosage information clearly legible.

All prescribed medication from home must be:

- in its original packaging
- with the name of the child it was prescribed to
- the pharmacist's details
- the name and required dose of the medication
- the date it was prescribed

Where possible, the child's parent/guardian will bring medication into school to explain the reason for the administration of the medication with Matron. The Matron will record these details in the Medication File. The parent signs their consent for the administration of the medication at the beginning of the course. (In Woodlands Nursery, the parents complete and sign an Administering Medication Form.) If the child is brought to School by someone other than their parent, or arrives on the bus, the parent or guardian will send the medication with a covering letter detailing:

- the reason for the medication
- child's name and class/form
- the dose

The parent/guardian must sign and date the letter. The parent/guardian should also contact surgery to inform Matron that the medication is coming into School with the child so that Matron can intercept it.

Sending medication home

If medication needs to go home at the end of the day, the pupil may come to surgery and collect it at the end of their School day. For EYFS children (Woodlands - Year 2), a member of staff or the child's parent should come to collect it for them.

Informing parents

Reporting the injury and/or treatment to parents will happen as follows:

EYFS			
Action	Bump to the Head	Minor Scrape or graze	Administer Calpol etc.
Send note to inform parents?	<i>Yes, and electronic Message (eNote)</i>	<i>Yes</i>	<i>Yes</i>
Wristband?	<i>Yes</i>	<i>No</i>	<i>Yes</i>
Phone call?	<i>Yes, always</i>	<i>Only if injury is Significant</i>	<i>Yes, always. Phone first to request permission.</i>
1st – 2nd Form			

Action	Bump to the Head	Minor Scrape or graze	Administer Calpol etc.
Send note to inform parents?	<i>Yes, and electronic message</i>	<i>Only if injury is Significant (or face, eyes, teeth, genital area)</i>	<i>Yes</i>
Wristband?	<i>Yes</i>	<i>No</i>	<i>Yes</i>
Phone call?	<i>Only if injury is significant</i>	<i>Only if injury is significant</i>	<i>Yes, but written permission is adequate if parents are uncontactable.</i>
3rd – Top Form			
Action	Bump to the Head	Minor Scrape or graze	Administer Calpol etc.
Send note to inform parents?	<i>Yes, and electronic message</i>	<i>Only if injury is Significant (or face, eyes, teeth, genital area)</i>	<i>Yes</i>
Wristband?	<i>Yes, 3rd Form only</i>	<i>No</i>	<i>Yes, 3rd Form only</i>
Phone call?	<i>Only if bump is significant</i>	<i>Only if injury is significant</i>	<i>No</i>

Vomiting/Soiling - Procedure for Staff:

If a child should vomit in the classroom, or public area, the member of staff should do the following:

- See that the child is looked after first. Disposable gloves are in all First Aid boxes and spills kits.
- Arrange for the child to be escorted to Surgery.
- Locate the nearest body fluids disposal kit (see below) to be sprinkled over the vomit.
- Contact the Housekeeping Department via radio (see Front Desk or Matron).
- Matron will contact the parents and ask for the child to be collected, and inform the Form Teacher.
- Matron will restock the kit used.

Vomiting Policy – Dining Room:

Catering staff are not able to help clean up the vomit. The member of staff present must take control of the situation and sends the child to Surgery and the other pupils nearby are cleared from the area, and that the vomit is dealt with quickly and efficiently.

If a child should vomit in the dining room, you should do the following:

- See that the child is looked after first. Send them to Surgery.
- Locate the nearest body fluids disposal kit (either in the main dining room by the bay window nearest the hatch or in the annex dining room under the clearing table).
- Sprinkle the granules over the sick and leave for 60 seconds to harden.
- Throw everything away in a bin bag – tray, cutlery, plates, cups, nothing is salvageable.
- Contact the Housekeeping Department via radio (see Front Desk or Matron) who will

come and wash down the area and dispose of the bin bag in the outside bins.

- Advise all pupils and staff who were at the table to wash hands well.
- Matron will contact the parents and inform the class teacher or tutor.
- Matron will restock the kit used.

Soiling

In the case of a child soiling themselves, the teacher or classroom assistant should bring the child to Matron and should stay to assist whilst the child is washed, or bathed if necessary. The housekeeper will arrange for clothes to be washed, or the child can take them home. Matron will contact parents and arrange for the child to go home if necessary.

It is likely that most pupils will be capable of washing and changing themselves. However, if not, Matron will check the child's Medical Questionnaire for consent to help their child. If permission has been withheld, parents should be contacted; if unsuccessful, Matron will act as necessary to ensure the comfort and hygiene of the child. Matron will keep notes of action taken in the child's electronic treatment notes and inform parent afterwards, either via a treatment note or phone call.

Intimate Care

Should Matron need to examine a child, in relation to soiling or First Aid, all staff will consider two factors when dealing with this situation:

- Respect the privacy of the child;
- Be aware of the vulnerability of the member of staff assisting the child.

In the Woodlands Nursery, when the practitioner assists a child who is wet or requires a nappy change, a member of staff will take the pupil to the changing area in the pupils' toilets, which is visible from the classroom, and a second member of staff will stand at the door whilst the practitioner changes the nappy or cleans the pupil. The second member of staff will also direct pupils requiring the toilet to cubicles close to the entrance.

In the Junior Department, if the child is wet, two members of staff assist the child. However, in the case of soiling, a member of Staff takes the child to Surgery. The adult stays to assist the child supported by matron as the second adult present.

In the Middle and Senior Departments a member of staff accompanies a pupil to surgery and Matron provides clothes, flannels and towels so that they can clean and change themselves.

When dealing with the incident, the practitioner must:

- be accompanied by another member of staff (e.g., the Housekeeper or Teaching Assistant)
- leave doors slightly ajar, but closed enough to give the child as much privacy as possible
- arrange for other pupils to use an alternative cloakroom if possible
- wear disposable gloves
- ask the child to remove their soiled garments if they are old enough,
- use wipes, or a flannel to wash the child, avoiding any intimate contact – as far as possible, try to get the child to do that itself
- use a towel to dry the child, again avoiding any intimate contact
- place clothes, towel and flannel in a plastic bag and take them to the Housekeeping Department for washing, or send home.

- make notes of action taken, either in the record book (Woodlands/Junior Dept), or in the child's electronic treatment notes (Surgery). Matron / the Head of Woodlands will inform parents afterwards, either via a treatment note or a phone call.

If the situation happens frequently with a particular child, it would be appropriate for Matron/the Head of Woodlands to discuss toilet training techniques with the parents or carers so that routines are the same at School and at home. They may also need to suggest that parents take their child out of School for a few days to re-establish regularity. Matron may also suggest a GP referral to look for other causes.

Matron may need to examine a child if they have an injury or pain. Matron does so with discretion and with the following considerations:

- Matron must explain what she is going to do, and why (for example, have a look at their back, or their chest, and ask if they are happy to lift up their shirt etc)
- Matron will ask the child if that's ok with them
- Matron will ask the child to remove the clothing if necessary
- Matron will use the screen or close the door if appropriate or put a 'please knock' sign on the door
- Matron will be as quick as possible, but thorough
- Matron will ask the child to re-dress as soon as possible
- Matron will record treatment and examination, and where necessary relay that to parents or carers.

Disposal of body fluids

Disposable gloves are always used when cleaning up spills of body fluids, and members of staff must wash their hands afterwards. Any spills of blood, urine or vomit are wiped up and disposed of using a Body Fluids Disposal kit, and then disposed of in the clinical waste bin in Surgery. Cleaners will clean the floors and other affected surfaces. Fabrics contaminated with body fluids are thoroughly washed by the housekeeper, or sent home if appropriate. All surfaces are cleaned daily with an appropriate cleaner.

Arrangements for pupils and staff with infectious diseases, asthma, epilepsy, anaphylaxis and diabetes; refer to Medical Handbook. In the case of Covid-19 the School adheres to the following guidance: <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak>. Additionally, please refer to the BPS Covid-19 Risk Assessment.

Appendix 1 - First Aiders:

(this is a list of the [current first aiders at Beechwood Park School](#) - for internal use only)

Appendix 2 - Location of First Aid Kits and Equipment:

AEDs

1 - Annex Dining Room (internal) - unlocked

2 - Sports Hall Wall (external) - access via key code C159X

(they both have a CPR mask, Tuffcut scissors, a safety razor and wipes/tissues as part of the pack)

Catastrophic Bleed Kits

1 - Surgery

- 2 - Maintenance Yard
- 3 - Maintenance Vehicle ('Mule')
- 4- Maintenance Vehicle (Tractor)

Emergency Medication

Adrenaline Auto Injectors (AAIs)

- 1- Emergency Medication Box in Surgery (x2 junior & x2 standard dose)
- 2- Forest School Emergency Box

Emergency Inhalers (with a spacer)

- 1- Emergency Medication Box in Surgery
- 2- Forest School Emergency Box
- 3- Swimming Pool
- 4- Sports Dept Garage in Sports Hall
- 5- Sports Dept Back Field Pavillion
- 6- Sports Dept Front Field (*Paddock*) Pavillion
- 7- X6 packs for use on the school minibuses (with piriton)

First Aid Boxes (around the school site)

- 1 - Catering (containing blue food safe plasters)
- 2 - Bursary (No.11) Office
- 3 - Art Room
- 4 - Pottery Cellar
- 5 - Music Dept
- 6 - DT Department
- 7 - Maintenance Rest Room
- 8- Maintenance Boiler Room
- 9 - Junior Department
- 10 - Sports Hall (Garage)
- 11 - Woodlands Nursery
- 12 - Forest School
- 13 - Middle School (Year 4 Corridor)
- 14 - Middle School (Year 3 Corridor - upstairs)
- 15 - Middle School Main Corridor
- 16 - Science Lab (1)
- 17- Science Lab (2)
- 18 - Swimming Pool
- 19 - Cricket Shed
- 20 - Sports Dept Back Field Pavillion
- 21 - Sports Dept Front Field (*Paddock*) Pavillion
- 22 - Main Staff Room (Cupboard under Pigeonholes)

Mobile First Aid Kits

- Mobile First Aid Kits held by playground assistants (x2 kits)
- x3 Large First Aid Kits in Surgery for the School Nurses to use around school, home fixtures
- x5 Large Red First Aid Bags for away sports fixtures
- x8 Mini First Aid Kits for away trips
- x5 First Aid Kits for Maintenance Vehicles
- x6 First Aid Kits for Minibuses (see note above regarding inhalers and Piriton)

Eye Wash Stations

- 1 - DT Room
- 2 - Science Lab (1)
- 3 - Science Lab (2)
- 4 - Pottery Cellar
- 5 - Kitchen

Spills Kits

- 1 - Annex Dining Room
- 2- Main Dining Room
- 3- Middle Department (Year 3 Area - upstairs)
- 4 - Music Department
- 5- Junior Department
- 6 - Woodlands Nursery
- 7 - Surgery Cupboard (for use in Boarding)
- 8 - Surgery Store Cupboard (supplies for away trips)

Emergency Medication Box/ Anaphylaxis Kit

Kept on the wall in surgery for quick access. This box contains:

- Adrenaline Auto Injectors (AAIs) (x2 junior & x2 standard dose)
- Piriton Liquid
- Inhaler and Spacer
- CPR Face Shield