



**ALLEYN COURT
PREPARATORY SCHOOL
Including EYFS**

**13 FIRST AID POLICY
& PROCEDURES**

**COMPILED BY: TOBY DUFFIN
VERSION 17 – September 2024**

**REVIEWED BY: TD/LD/DK
DATE FOR REVIEW: September 2025**

Alley Court School

First Aid Policy

This policy outlines the School's responsibility to provide adequate and appropriate first aid to pupils, staff, parents and visitors and the procedures in place to meet that responsibility. The policy is reviewed annually. This is a whole school policy inclusive of EYFS.

AIMS

- To identify the first aid needs of the School in line with the Management of Health and Safety at Work Regulations 1992 and 1999.
- To ensure that first aid provision is available at all times while people are on school premises, and also off the premises whilst on school visits.

OBJECTIVES

- To ensure an appropriate number of suitably trained First Aiders are available on the site.
- To provide relevant training and ensure monitoring of training needs
- To provide sufficient and appropriate resources and facilities
- To inform staff and parents of the School's First Aid arrangements
- To keep accident records and to report to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

The school asks parents for medical information as their child starts at the school, and regularly asks for updates thereafter, so information is correct.

First Aiders

The recommended number of certified first-aiders is one per 100 pupils/staff. Each First Aider must hold a current HSE recognised First Aid certificate or local authority approved Paediatric First Aid certificate. First Aiders are required to update their training every 3 years. For a list of the school's First Aiders please see Appendix A. All members of staff have the option to become an appointed First Aid trained, but no member of staff is obliged to become an appointed First Aider. Emergency response first aid training is also available to all staff via the school on-line training portal.

First Aid Facilities

The school has a First Aid room located near the office, where the majority of treatment is provided. First Aid boxes are available in various locations around the school. For a list of locations please see Appendix B

Alley Court School First Aid Procedures

Treatment of Injuries/Illness

Administering First Aid

First Aiders are not obliged to treat injuries. They should only treat injuries for which they are trained, and they feel comfortable treating.

Minor Injuries

All First Aid treatment should normally be given by a qualified First Aider. If a First Aider is not immediately available, members of staff are advised to use their best judgement about immediate treatment.

During break times, children who are injured will normally be taken to the office. However, an assessment of the injuries and treatment can be carried out in other locations with appropriate equipment. The teacher on duty should not normally take the child to the office, another member of staff, or another child should do this.

If a child becomes ill or is injured during a lesson, the teacher should assess the situation and either summon appropriate First Aid assistance or send the child to the office. Children should be accompanied to the office. Children will be accompanied by a member of staff if they are in the Wilcox building.

If a child is injured or becomes ill on the school field, the teacher should make a decision about appropriate action. The child can be sent to the office (accompanied) or First Aid assistance can be called to the field. All members of staff on the field should have the ability to call for assistance, either through the use of a mobile phone or by using a radio.

If a member of staff is injured or becomes ill, they should inform a First Aider who will assess the situation and take appropriate action.

Plasters

Before applying plasters, First Aiders should try to make sure the child is not allergic to plasters. The School has Medical Protocols in place to provide this information. We have an obligation to treat all wounds and if parental consent is not given, other forms of dressing should be used.

Stings & Insect Bites

Spray relief can be applied to a child by a First Aider if the school has parental consent.

More Serious Injuries

More serious injuries should initially be treated "on site" and the injured person should not be moved until they are assessed by a First Aider. They **MUST** not be moved if a spinal injury is suspected. If an ambulance is required, any member of staff can call for an ambulance using 999 or 112.

If a First Aider is unsure about how to treat an injury, they should call another First Aider for support.

If a child has vomited, the area should be cleaned thoroughly by a responsible adult. The children should remove any clothing that has vomit on. They can change into their PE kit or other suitable clothes.

Head Injury

If a child receives a bump to the head in school, we will attempt to contact parents during the day. If we are unable to contact a parent, we will inform them at the end of the day. If someone other than his or her parent collects a child, then the person collecting the child should be asked to pass on the relevant information.

Medicine

There is no legal obligation upon the school to administer medicine and the school has the right to withdraw this service.

Medication should only be given if a doctor prescribes it and we have a written request to administer the medication from a parent or guardian. For EYFS, another member of staff will also witness the administering of medicine. See appendix C for a parental request to administer medication forms.

Wherever possible, the children should only have sufficient medication on school for one day, but it **MUST** be in the actual medical container containing the child's name and the stated dosage. During the day medication will be kept in the school office unless special circumstances require it to be kept in another location.

For EYFS, Medicines must not usually be administered unless they have been prescribed for a child by a doctor, dentist, nurse or pharmacist (medicines containing aspirin should only be given if prescribed by a doctor).

Medicine (both prescription and non-prescription) must only be administered to a child where written permission for that particular medicine has been obtained from the child's parent and/or

carer. The School will keep a written record each time a medicine is administered to a child and inform the child's parents and/or carers on the same day, or as soon as reasonably practicable.

Alleyn Court Staff must not be under the influence of alcohol or any other substance that may affect their ability to care for children. If staff are taking medication which may affect their ability to care for children, those staff members should seek medical advice. Alleyn Court School must ensure that those staff members only work directly with children if medical advice confirms that the medication is unlikely to impair that staff member's ability to look after children properly. Staff medication on the premises must be securely stored, and out of reach of children, at all times.

Paracetamol

A small supply of children's Calpol is stored in the school. Authorisation to give this medicine should be obtained from parents/guardians as required. Only First Aiders should administer it to pupils, and it should only be given following parental consent (written or verbal).

Before administering it to a child, the First Aider should check to see if the child has taken other medication in the past 4 hours.

A record must be kept of all Paracetamol given to children. If any cause for concern is noticed in the records, a First Aider or the Head Master should be contacted.

Contacting Parents

If a child sustains a level 3 or 4 injury (see Record Keeping & Parental Permission), any injury to the head, or becomes ill during the day, the office staff will attempt to contact the parents.

When possible for Pre-Prep children, the child's class teacher should be informed before parents are contacted as the teacher may have more information about the illness/ incident.

In the case of an injury to an EYFS child and the first aid treatment given, is reported to the parents the same day, or as soon as reasonably practicable.

If a member of staff or other adult is injured or taken ill, the school may need to contact their "appointed person".

In cases of vomiting or diarrhoea, parents are informed that they must keep their child at home for 48 hours after the symptoms of vomiting or diarrhoea have ceased. They must also inform the school of any notifiable disease which their child contracts.

Allergies and Special Medical Needs

A record of children with allergies and special medical needs are kept in the school office, staff room, kitchen, and all class rooms. All staff must make themselves aware of the needs of the children they teach. A list of children with allergies and special medical needs will be given to staff towards the beginning of each school year, or as and when changes occur. If information about such children is given to a class teacher by a parent, the information must be passed to the school office as soon as possible. For EYFS, these records are stored in the child's classroom and dining areas.

Asthma

Those children with Asthma in EYFS and Years 1 & 2, class teachers will be responsible for the child's inhaler which will be stored securely. Children, in years 3 and above, are responsible for their Asthma inhalers and they should be taken with the child when they go around the school. An additional inhaler should be kept in the school office.

The school also carries a supply of Salbutamol Sulphate inhalers that can be used for children with Asthma, when needed. Parental consent for the administering of a school inhaler must be obtained prior to use by completion of the appropriate Parental Consent form (Appendix D).

Allergies

Staff should be aware of which children have any allergies that could lead to a severe allergic reaction.

Notice from parents will need to be taken of any dietary requirement of any particular child and adequate supervision is required to ensure they don't come into contact with food they are allergic to.

Training must be provided to staff as appropriate to deal with specific emergencies.

Sufficient Adrenaline Auto Injectors should be provided by parents based on an assessment of risk by a medical practitioner. Adrenaline Auto Injectors should be located wherever the child is likely to come into contact with the source of their allergy, as they need to be administered quickly.

Each Adrenaline Auto Injector must be clearly named, and parents are responsible for ensuring the Adrenaline Auto Injectors are in date.

The school also carries a supply of Adrenaline Auto Injectors that can be used for children with severe allergic reactions, when needed. Parental consent for the administering of a school Adrenaline Auto Injector must be obtained prior to use, by completion of the appropriate Parental Consent form (Appendix E). The school Adrenaline Auto Injectors are located at various locations throughout the school sites. (Included in Appendix B).

Specific Medical Needs

Some children may have specific medical needs and relevant staff will need specific information about treatment for these children. First Aiders (or other staff if specifically trained) may, on a voluntary basis, administer medication (including applying creams) to these children only if a letter from the parents specifies the exact procedure. Parents must demonstrate or arrange training for any treatment which requires the use of injections (other than Adrenaline Auto Injectors).

School Trips

First aid provision should form part of the risk assessment of all school trips. Where possible, an appointed First Aider will accompany Main School trips. Where this is not possible, staff that have undertaken Emergency Response First Aid training will accompany school trips. First aid kits are taken on all school trips. The above may not be necessary for sports fixtures, as the organisation hosting the event will normally have first aid provision.

EYFS trips MUST include a Paediatric First Aider. This provision must not compromise the coverage back at school where paediatric first aid provision must be present at all times.

If a pupil requiring specific medical needs is to take part in an off-site activity, the school should ensure that any protocol established between the school, the parents and the pupil's GP extends to the differing circumstances of that activity. For example, it may not always be possible to ensure that the adult responsible for administering the medication is on hand during the activity. If it is not possible to ensure adequate risk protection for the pupil concerned, the school must give careful and serious consideration to the pupil being included in the activity.

When the school is undertaking a residential visit, parents should be asked to give their authorisation to the leader of the party to act for their child should the need arise for emergency medical treatment during the course of the visit. If the parent cannot be contacted to give this authorisation, the Head may decide that the resultant risk to that child precludes them from taking part.

Blood and Body Fluid/Substance Spills Management

Wherever possible, the domestic/site team should be contacted to assist in the management of body fluid/substance spills.

Using the following basic principles, the management of spills should be flexible enough to cope with different types of spills, taking into account the following factors:

- The nature (type) of the spill (e.g. sputum, vomit, faeces, urine, blood or laboratory culture)
- The pathogens most likely to be involved in these different types of spills (e.g. stool samples may contain viruses, bacteria or protozoan pathogens whereas sputum may contain Mycobacterium tuberculosis)
- The size of the spill (e.g. spot [few drops], small [<10cm] or large [>10cm])
- The type of surface (e.g. carpet or impervious flooring)
- The location involved i.e. whether the spill occurs in a contained area such as a classroom or in a public area such as a corridor or stairwell.
- Whether there is any likelihood of bare skin contact with the soiled (contaminated) surface
- **Protective barrier gloves must be worn at all times when dealing with Blood and body fluid/Substance spills**

Standard precautions apply, including use of personal protective equipment (PPE) as applicable. Spills should be cleared up before the area is cleaned (adding cleaning liquids to spills increases the size of the spill and should be avoided). The generation of aerosols from spilled material should be avoided. **Wash hands thoroughly after cleaning is completed.**

Children must not return to school for at least 48 hours after a final incidence of vomiting or diarrhoea.

Pandemic/Covid-19

As of 1 April 2022 the school's response to Pandemics/Covid-19 is as follows:

The school asks that any child displaying a high temperature stay at home for 24hrs and return to school once the temperature is within normal parameters. This is the same advice as the school used prior to the C-19 pandemic and we feel that it best protects the interests of the child and their wellbeing.

The school also asks if you choose to test your child for C-19, and they return a positive result, we would ask that you keep them home for 3 days and return them to school once they are feeling better, whichever is the longer.

Attendance at school is mandatory and children should only have time off if they are not well enough to come in.

The school will continue to follow any guidance released by the DfE, and both local and national authorities.

Procedure for Calling An Ambulance

When calling an ambulance, the emergency services will always ask for information on the patient over the phone, whilst the ambulance is on route. With this in mind, it is essential that whoever calls for an ambulance remains with the patient until the emergency services arrive.

- Call an Appointed First-Aider by contacting reception: use internal telephone or radio or send a pupil or member of staff.
- First-aider decides if emergency services should be called. If so, call 999 or 112 immediately.
- Reception must be informed.

Reception:

- Radio the site team to escort ambulance on arrival.
- Inform Head/Heads of school.
- Inform parents.

If the parents are not available, a member of staff will accompany the child in the ambulance.

Transport to Hospital

If an ambulance is not required, but the patient needs to attend A&E, the school office will contact the parent/guardian to collect them and take them to A&E. Should the Parents/Guardians not be immediately available, two members of staff will accompany the patient. Staff will remain with the patient until either the Parent/Guardian arrives, or the patient discharged and brought back to school.

Record Keeping & Parental Permission

Statutory accident records: The school must ensure that readily accessible accident records, written or electronic, are kept for a minimum of Three years. These are currently recorded on

the School MIS for the Main school and in paper format for EYFS, for each child as and when an accident or injury occurs. An accident report form must be completed for all injuries. This should include:

- the date, time of incident
- details of their injury/illness and what first aid was given
- name of the person(s) dealing with the incident.

Accidents and incidents are recorded highlighting the damaged area and using the following grading categories:

1. No visible injury – apply “TLC”
2. Visible injury – not serious, basic medical attention required/administered
3. Further medical attention required – Parent informed
4. Hospital required.

Staff accidents are completed using the School’s information management system and printed. Alternatively, a written report using an accident report form can be used. These are located in the school office. Once either is completed, these are then stored in individual’s staff records.

General medication permission is obtained via enrolment documentation but specific medications such as anti-biotics are covered by a form which parents sign to give permission for each course of medication (Appendix C). This form is retained in reception for Main school, and in the child’s class for EYFS, and are completed each time medication is given, including time, date and signature of staff member administering the medication.

Recording Incidents

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) some accidents must be reported to the HSE. The school must keep a record of any reportable injury, disease or dangerous occurrence. This must include: the date and method of reporting; the date, time and place of the event; personal details of those involved and a brief description of the nature of the event or disease. This record can be combined with other accident records

Accidents the School Need To Report

The following accidents must be reported to HSE if they injure either the school's employees during an activity connected with work, or self-employed people while working on the premises:

- accidents resulting in death or major injury (including as a result of physical violence);
- accidents which prevent the injured person from doing their normal work for more than seven consecutive days (including acts of physical violence).

Major injuries, dangerous occurrences and reportable diseases must be immediately reported to the HSE with all details of fatal and major injuries and dangerous occurrences without delay (e.g. by telephone). This must be followed up within fifteen days with a written report on Form 2508. Other reportable accidents do not need immediate notification, but they must be reported to HSE within ten days on Form 2508.

An accident that happens to pupils or visitors must be reported to the HSE on Form 2508 if:

- the person involved is killed or is taken from the site of the accident to hospital; and the accident arises out of, or in connection, with work.

Like fatal and major injuries to employees or dangerous occurrences, these accidents must be notified to HSE without delay and followed up in writing within ten days on Form 2508.

In HSE's view an accident must be reported if it relates to:

- any school activity, both on, or off, the premises;
- the way a school activity has been organised and managed (e.g. the supervision of a field trip);
- equipment, machinery or substances;
- the design or condition of the premises.

All injuries to staff, or injuries to pupils which result in emergency hospital treatment must be recorded either on the school's management information system, or on an accident report form, in the school office.

Alleyn Court School must notify the Local Authority Designated Officer (LADO) of any serious accident or injury to, or the death of, any child while in their care, and must act on any advice or action that is given.

Appendix A

A list of First Aiders

<u>First Aid At Work Qualified</u>	<u>Date Qual</u>	<u>Exp. Date</u>
Nicholas Chandler (Deputy)	19/01/2023	18/01/2026
Louise Duffin (School office)	12/10/2022	11/10/2025
Toby Duffin (Bursar)	12/10/2022	11/10/2025
Nicoli Fleming (Forest School)	25/01/2023	24/01/2026
Abigail Hawkins (Year 3 Teacher)	15/03/2023	14/03/2026
Mathilda Johnson (Year 2 Teacher)	19/01/2023	18/01/2026
Dominika Kluczynska (School office)	02/12/2022	01/12/2025
Karen Montellier (LSA & Sports Coach)	01/04/2022	31/03/2025
Chloe Smith (Sports Coach)	01/04/2022	31/03/2025

Sports First Aid Qualified

Jerry Lockhart	07/02/2022	06/02/2025
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Paediatric First Aiders – Pre-Prep

Deborah Lewington	17/11/2021	26/11/2024
Claire Bews	24/09/2020	15/09/2026
Louise Bashford	16/05/2024	17/05/2027
Imogen Cranidge	17/11/2021	16/11/2024
Louise Smith	16/05/2024	17/05/2027
Phillipa Kidwell	10/01/2022	14/01/2025
Sarah Harlett	10/01/2022	14/01/2025
Suzy Williams	10/01/2022	14/01/2025
Nicky Reddington	21/01/2023	20/01/2026
Anne Viney	17/09/2023	16/09/2026
Christine Mckay	11/09/2021	10/09/2024
Emily Maynard	16/05/2021	17/05/2024
Jasmin Edwards	01/05/2022	20/05/2025
Lyndsey Mascall	20/01/2024	19/01/2027
Alice Hobson	16/03/2024	15/03/2027

Asthma, Allergy & EpiPen Trained Staff – 4 September 2024

Louise Bashford	Claire Bews	Sarah Boxall	Tracy Cain
Nicholas Chandler	Jessica Chapman	Anne Crabb	Imogen Cranidge
Jane Crooks	Sophie-Anne Davey	Louise Duffin	Toby Duffin
Hannah East	Jasmin Edwards	Nicoli Fleming	Frances French
Alison Frost	Sophie Gabarrot	Tonya Green	Martine Hales
Loretta Halls	Sarah Harlett	Paula Hart	Angela Heather
Katie Irvine	Danielle Jansen	Marnie Jenkins	Mathilda Johnson
Philippa Kidwell	Dom Kluczynska	Graham Larwood	Deborah Lewington
Jerry Lockhart	Diane Loeber	Lyndsey Mascall	Christine McKay
Louise McNamara	Karen Montellier	Jonna Moore	Carlie Morley
Richard Newman	Danielle Nunn	Nicky Reddington	Colleen Rickards

Jackie Roane
Janet Shields
Rachel Smith
Emma Waugh
Sarah Wingrove

Jolyn Rush
Chloe Smith
Nicola Vangalis
Allan Weidner
Andrew Wood

Hannah Sanders
Louise Smith
Lee Velleman
Claire Williams
Anna Woodcock

Dana Sankey
Noel Smith
Anne Viney
Suzanna Williams

Mental Health First Aiders

Tonya Green
Louise Duffin

23/06/2022
30/11/2022

22/06/2025
29/11/2025

Appendix B

Location of first aid kits – Kits are checked and re-stocked each Tuesday.

Wilcox Block Ground Floor - left of main entrance First Floor – Top of stairs outside 2M
Tomlinson Block 1 st Floor – Science Room Ground Floor – Art Room, right of fire exit First Aid Room Main Office (response stock & Medication) + Adrenaline Auto Injector 2 x Large event kits (used on away sporting events) Reception Lobby -AED
Music Block Main Teaching Area
Sports Hall Main Entrance, right side + Emergency Asthma Kit
Pavilion Ground Floor - Main Entrance, right side 1 st Floor - Kitchen.
Maintenance Hut Inside, right side
Forest School 1 box .
Kitchen Main prep area. Including burns kit + Adrenaline Auto Injector
Imperial Block Staff Room + Adrenaline Auto Injector Small kits located by the external door entrance to the Nursery Classes

Appendix C



ALLEYN COURT SCHOOL MEDICAL ADMINISTRATION

Name of Child

Name of Parent/Carer.....

I (the parent/guardian) hereby give permission for the staff at Alley Court School to administer the following medicine or apply the following medical treatment to my child.

Name of Medicine/Medication.....

Dosage..... Timings.....

Length of course of treatment.....

Has this medicine has been prescribed? Yes No

The use of non-prescribed pain killers should not exceed 48 hours.

Parent/Carer signature..... Date.....

CONFIRMATION OF MEDICINE GIVEN

Name of medicine..... Date.....

Dosage Given.....Time Given.....

Staff Signature.....

Name of medicine..... Date.....

Dosage Given.....Time Given.....

Staff Signature.....

Name of medicine..... Date.....

Dosage Given.....Time Given.....

Staff Signature.....

Name of medicine..... Date.....

Dosage Given.....Time Given.....

Staff Signature.....

PARENTAL CONSENT FORM

FOR USE OF EMERGENCY SALBUTAMOL INHALER AT SCHOOL

Child showing symptoms of asthma / having asthma attack

1. I can confirm that my child has been diagnosed with asthma / has been prescribed an inhaler [delete as appropriate].
2. My child has a working, in-date inhaler, clearly labelled with their name, which they will bring with them to school every day.
3. In the event of my child displaying symptoms of asthma, and if their inhaler is not available or is unusable, I consent for my child to receive salbutamol from an emergency inhaler held by the school for such emergencies.

Parent / Guardian Signature: Date:

Name (print)

Child's Name

Class:

Parent / Guardian address and contact details:

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.....
.....

Telephone:

Email:

PARENTAL CONSENT FORM

FOR USE OF ADRENAINE AUTO INJECTOR AT SCHOOL

Child showing symptoms of anaphylaxis

1. I can confirm that my child has been diagnosed as being at risk of anaphylaxis and has been prescribed an adrenaline auto injector.
2. My child has a working, in-date adrenaline auto injector, clearly labelled with their name, which they will bring with them to school every day.
3. In the event of my child displaying symptoms of anaphylaxis, and if their adrenaline auto injector is not available or is unusable, I consent for my child to receive adrenaline from an auto injector held by the school for such emergencies.

Parent / Guardian Signature: Date:

Name (print)

Child's Name

Class:

Parent / Guardian address and contact details:

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.....

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Telephone:

Email: