



BABINGTON

HOUSE SCHOOL

**WHOLE SCHOOL FIRST AID POLICY
(INCLUDING EARLY YEARS FOUNDATION STAGE)**

Babington House School

Date of Policy	Review Date	Reviewed By	Approved By
March 2025	March 2026	Zoe Hicks-John (School Nurse)	Full governing Body

RELATED POLICIES

Administration of Medicines Policy (Including EYFS)

Drugs Policy

Eating Disorder Policy

Educational Trips Policy

Food Policy

Bush Craft Policy

Health and Safety Policy (Including EYFS)

Head Injury and Concussion Policy

Pastoral Care Policy

Safeguarding Policy (Including EYFS)

Self-Harm Policy

Sun Protection Policy

RELATED LEGISLATION AND GUIDANCE

FIRST AID IN SCHOOLS

<https://www.gov.uk/government/publications/first-aid-in-schools/first-aid-in-schools-early-years-and-further-education>

RIDDOR

<http://www.hse.gov.uk/riddor/>

GUIDANCE ON INFECTION CONTROL IN SCHOOLS

https://www.publichealth.hscni.net/sites/default/files/Guidance_on_infection_control_in%20schools_poster.pdf

REPORTING NOTIFIABLE DISEASES

<https://www.gov.uk/guidance/notifiable-diseases-and-causative-organisms-how-to-report>**School Health and Safety Key Personnel****Health and Safety Officer****S Best**sbest@babingtonhouse.com**ext:240****Health and Safety Governor****Hayley Aslet-Porter****Safeguarding Governor****Liz Channon****EYFS Governor****Liz Channon****School Nurse****Zoe Hicks-John**

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First Aid Responsibility

First Aid Provision is under the control of the Bursar, the School Nurse keeps a log of qualified first aiders and ensures that they are re-trained every three years. Ensuring children are safe from harm is everybody's responsibility.

Introduction

The health, safety and welfare of the pupils and staff in the care of Babington House is of utmost importance. There are, accordingly, clear procedures laid down by the school to organise the provision of First Aid for the pupils and staff both on and off the school premises. We recognise that by providing suitable first aid facilities, having regard to the nature of our undertaking and the number and location of our staff, we may reduce the immediate impact of any accident.

Babington House School has a Nurse who is on site from 8.00am – 4.00pm during term time. Most staff members have attended First Aid training to ensure pupils, staff and visitors are well cared for. In addition to this, all Early Years Foundation Stage (EYFS) staff and additional employees are certified Paediatric First Aiders. All trained members of staff manage accidents, emergencies and illnesses that occur during the school day in school or on school trips. In addition, several staff also have been trained and updated in the use of defibrillators, EPIPENS and Asthma pumps.

In the EYFS, a full Paediatric First Aid certificate is a requirement for level 2 and level 3 Early Years workers who qualified on or after 30th June 2016 to be included within the pupil to staff ratios.

Our School Nurse is a qualified a Paediatric First Aid (PFA) , First Aid at Work, Outdoor First Aid (including Forest School) trainer.

Care Plans for pupils who require additional medical care, are written by parents following guidance from the child's GP/Consultant, and subsequently disseminated to staff. Additional, specific training may be required to ensure a pupil's medical needs are fully met. Babington House School ensures that relevant professionals are involved in the writing of care plans where necessary.

If a pupil is too unwell to remain in school and has been seen by the School Nurse and/or a first aider, the School Nurse or office will contact the student's parents/carers so they may be taken home, or to inform parents/carers if the student needs to be taken to hospital. Any pupil who requires urgent hospital medical treatment will be taken by ambulance; call 999. In this instance, Parents/carers will be telephoned directly after calling 999. The School Nurse or a member of school staff will stay with the pupil until the parents/carers can attend the hospital.

Further information can be obtained from 'Guidance on First Aid for Schools' issued by the Department for Education which itself offers a list of useful publications and contacts.

The School's Duties:

- To appoint and train suitable members of first aid personnel, maintain a record of that training and review it annually.
- To provide and maintain suitable and sufficient first aid facilities which are accessible at all times.
- To ensure that first aid facilities, equipment and personnel are readily available.
- To provide additional training for first aid personnel as necessary, to take into account any specific hazards.
- To report, record and, where appropriate, investigate all accidents. Parents/carers will be informed accordingly.
- To keep accident records and for the Bursar to report to Health Safety Executive and ISI as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).
- The School Nurse to monitor accident records and escalate to the Bursar where required.
- To ensure medical details (example; allergies, medications) regarding every child are held on the school ISAMS. Copies of internal 'Think of Me' allergy/dietary preferences are kept on the shared drive and hard copies in the school office, kitchen and after school club.
- Children who have serious medical needs will be highlighted to class teachers, key people and other members of staff. Care plans will be written.
- To ensure that a member of staff who has undertaken Paediatric First Aid training must be on site at all times when EYFS children are present.
- To ensure that, during any EYFS outings, there must be at least one person who has a current Paediatric First Aid certificate.
- To deliver Paediatric First Aid courses which are EYFS compliant as described in the EYFS practice guidance and update on a three yearly basis.

- To ensure that any pupil in the EYFS who requires First Aid will be administered by the School Nurse or a Qualified Paediatric First Aider.
- For EYFS children, to only administer medication in line with our Medicines and Conditions policy.
- To ensure that staff know that they must seek medical advice if they are taking medication which may affect their ability to care for children and to ensure that staff medication is securely stored at all times. ([Please See Staff Code of Conduct and Safeguarding Policy](#))
- An overview of all accidents is made by the School Nurse who informs the Health and Safety Officer to highlight any ongoing risks and to ensure that risk assessments are carried out if necessary.

School provision

The school has regard to legislation and good practice and will ensure that:

- adequate training and guidance is available for first aiders.
- a risk assessment is carried out to ascertain the needs of the school and the level of provision required.
- the necessary equipment, and facilities are available as well as the appropriate number of first aiders.
- all staff are made aware of first aid arrangements and that suitable training time is provided for training of new First Aiders and updating those with qualifications every three years.
- Pupils' life-saving medications e.g., asthma pumps/epi-pens/antihistamines/diabetic provisions, are kept in individual labelled bright orange 'medipacs'. Medipacs are taken with pupils wherever they go. EYFS medipacs are held by teachers, pupils from KS1 upwards take their medipacs with them at all times. When in classrooms, medipacs in EYFS are stored in locked First Aid Cabinets, in KS1 and KS2 pupils have their medipacs accessible to them at all times. KS3, 4 & 5 pupils keep their life saving medication on their person at all times. Senior School pupils keep their life saving medication on their person at all times.



Recording and Reporting Incidents or Accidents

The school has regard to legislation and good practice and will ensure that:

- a written record is kept of all accidents or incidents (for both staff, visitors and pupils) both on and off the premises on ISAMS Medical Centre. This is kept, regardless of whether first aid has been given.
- This will be completed giving full details of the accident/incident.
- Parents/carers will be informed on the same day or as soon as is reasonably practical verbally/ via email or telephone for minor injuries e.g., minor graze.
- Parents/carers will be informed immediately by telephone if their child has injured themselves more seriously. (If 999 needs to be telephoned, parents will be called immediately after this).

- Any pupil with a bumped head should be seen by the School Nurse or a Paediatric Qualified First Aider. The Nurse or First Aider will observe the pupil for concussion and apply a 'head bump' wrist band.
- A record is kept of any first aid treatment administered.

Duties of a First Aider

- To respond promptly to calls for assistance.
- To give immediate assistance to those with injuries and illnesses.
- To ensure that the ambulance or professional medical help is summoned as appropriate.
- To record details of accidents or treatments and replace any supplies used.
- To inform parents/carers on the same day or as soon as is reasonably practical.

First Aid - Assessment of Requirements Procedure

1. Assess the number of first aid personnel required considering work patterns, number of employees and specific hazards
2. Determine the level of training required by first aid personnel, e.g. 'First Aiders' or 'Appointed Persons' for low-risk areas
3. The names of the First Aiders are displayed next to every first aid kit. At least one named First Aider will be on site during school hours.
4. Paediatric First Aid training includes instruction in the use of Epi-pens. Inhalers need to be self-administered, unless the age of the child prevents self-administration and a paediatric first aider / School Nurse is required.
5. If a pupil has a medical condition or allergy e.g., asthma, nut allergy then a copy of the care plan parents/carers, is kept on ISAMS. This information is updated regularly or following a change in medical condition.
6. Photographs of children with an allergy or dietary preference are displayed in the School Office, Kitchen and After School Club. A copy is held on the shared drive.
7. Photographs of children with medical needs are clearly seen on pupil's medical care plans.
8. First Aid boxes are audited every term and topped up weekly to ensure they are stocked appropriately for the age of the children.
9. Ensure that in the EYFS there is an appointed person allocated to each First Aid Box.
10. Provide first aid boxes/bags in easily accessible locations with content appropriate to the department, including travel first aid kits for peripatetic workers and trips. First Aid boxes are found in:
 - The School Front office

- Science Labs;
- EYFS area;
- KS1 area;
- KS2 area;
- In the Learning Support Classroom in The Cabin
- In Art/Textiles room;
- Outside the PE office;
- In each School Minibus

11. Display notice informing employees of first aid personnel are by the first aid boxes/bags.
12. Review first aid arrangements annually.
13. All children reporting illness or medical emergency to be directed to the School Nurse or first aider in the first instance.
14. If it is deemed necessary for a child to be transported to hospital via ambulance, a copy of the pupil's emergency contact details, and care plan where available, should be made available to the member of staff accompanying them and the ambulance staff.

First Aid Guidelines for staff

1. If a member of staff or pupil has an accident they should be treated and assessed at the site and if necessary, the School Nurse or a First Aider should be called to the scene. If they are mobile, they should be accompanied to the Nurses Office where the matter will be recorded and appropriate action taken.
2. Staff should ensure they always use gloves when administering first aid.
3. If a pupil is physically sick inside or outside the school building the caretakers should be called to apply a special disinfectant powder and clean the area affected.
4. Details of all accidents are entered onto Medical Centre ISAMS.

Reporting to RIDDOR

The school has a legal duty under RIDDOR to report and record major work-related accidents. This includes dangerous occurrences where something happens that does not result in an injury but could have done. RIDDOR applies to all work activities and some infectious diseases but not all incidents are reportable.

RIDDOR (reporting of Injuries, Diseases and Dangerous Occurrences Regulations)

tel: 0845 300 99 23 Monday – Friday 8.30 – 5pm

The Headmaster/Bursar will take advice when unsure as to whether the accident is reportable. The Incident Contact Centre (ICC) on 0845 300 99 23.

Appendix 1

Guidance on dealing with spillage of body fluids

Spillages of blood, vomit, urine and excreta should be cleaned up promptly. The following general actions must be taken by the person dealing with the spill:

- Clear the immediate area of people. Hazard signs and cordoning may be necessary, according to the circumstances.
- Disposable personal protective equipment (PPE), including gloves (vinyl) or equivalent and a disposable plastic apron must be worn.
- Any cuts or abrasions must be covered with a plaster (or similar covering)
- Any spilt blood or other bodily fluids should be cleaned up, with disposable absorbent paper towels or specialist spill kits. Dispose absorbent towels and vinyl gloves inside the waste bins. These materials should be double bagged.
- Ensure the area is cleansed with a suitable antiseptic solution.

Appendix 2

Notifiable Diseases

<https://www.gov.uk/guidance/notifiable-diseases-and-causative-organisms-how-to-report>

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Phone: [0344 326 2052](tel:03443262052)

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Out of hours for health professionals only: please phone 0344 326 2052