

Policy name: First Aid and Medical Emergency

Date: October 2019

Reviewed on: Feb 2021, Oct 2021, May 2022

Review due: May 2023

Responsible person: Daisy Cockburn

Related documents

This first aid policy is linked to the:

- Health and safety policy
- Risk assessment policy
- Going Out Policy and Procedure

Aims

The aims of our first aid policy are to:

- Ensure the health and safety of all staff, children and visitors
- Ensure that staff and governors (once established) are aware of their responsibilities with regards to health and safety
- Provide a framework for responding to an incident and recording and reporting the outcomes

Legislation and guidance

This policy is based on the [Statutory Framework for the Early Years Foundation Stage](#), advice from the Department for Education on [first aid in schools](#) and [health and safety in schools](#) and the following legislation:

- [The Health and Safety \(First-Aid\) Regulations 1981](#), which state that employers must provide adequate and appropriate equipment and facilities to enable first aid to be administered to employees, and qualified first aid personnel
- [The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees
- [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training

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- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive (HSE), and set out the timeframe for this and how long records of such accidents must be kept
- [Social Security \(Claims and Payments\) Regulations 1979](#), which set out rules on the retention of accident records
- [The Education \(Independent School Standards\) Regulations 2014](#), which require that suitable space is provided to cater for the medical and therapy needs of pupils

Roles and responsibilities

Appointed persons and first aiders

The school's appointed person(s) are the Lead Teachers and office staff. They are trained in paediatric first aid and are responsible for:

- Taking charge when someone is injured or becomes ill
- Ensuring there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits
- Ensuring that an ambulance or other professional medical help is summoned when appropriate

First aiders, are trained and qualified to carry out the role and are responsible for:

- Acting as first responders to any incidents; they will assess the situation where there is an injured or ill person, and provide immediate and appropriate treatment
- Sending children home to recover, where necessary
- Filling in an accident form on the same day, or as soon as is reasonably practicable, after an incident (see the template in appendix 2)

Our school's first aiders are listed in appendix 1. Their names will also be displayed in each area of the school.

The Headteacher has ultimate responsibility for health and safety matters in the school, but delegates operational matters and day-to-day tasks to staff members.

The Headteacher is responsible for the implementation of this policy, including:

- Ensuring that an appropriate number of trained first aid personnel are present in the school at all times
- Ensuring that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role
- Ensuring all staff are aware of first aid procedures

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- Ensuring appropriate risk assessments are completed and appropriate measures are put in place
- Undertaking, or ensuring that lead teachers undertake risk assessments, as appropriate, and that appropriate measures are put in place
- Ensuring that adequate space is available for catering to the medical needs of pupils
- Reporting specified incidents to the HSE when necessary.

Staff

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders are
- Completing accident reports (see appendix 2) for all incidents they attend to where a first aider is not called
- Informing the Headteacher of any specific health conditions or first aid needs
- Report any concerns they have on the medical welfare of any child
- Inform the appointed person of all incidents where first aid has been administered

Parents/Carers

Parents/carers will:

- be aware of and comply with this policy
- inform the school of their child's medical history or current needs that may be a cause for concern via admission and medical forms
- complete the necessary paper-work before the school administers any medication to a child

Children

- must report all accidents
- listen carefully to all instructions given by the teacher
- ask for further help if they do not understand
- treat others, their work and equipment with respect
- comply with other relevant policies, procedures, expectations and guidance necessary to ensure respect for and care of self, others and the environment.

In school procedures

In the event of an accident resulting in injury:

- The closest member of staff present will assess the seriousness of the injury and seek the assistance of a qualified first aider, if appropriate, who will provide the required first aid treatment

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- The first aider, if called, will assess the injury and decide if further assistance is needed from a colleague or the emergency services. They will remain on the scene until help arrives
- The first aider will also decide whether the injured person should be moved or placed in a recovery position
- If the first aider judges that a child is too unwell to remain in school, parents will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parents
- If emergency services are called, office staff will contact parents immediately
- The first aider/relevant member of staff will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury
- There will be at least 1 person who has a current paediatric first aid (PFA) certificate on the premises at all times.

Off site procedures

When taking children off the school premises, staff will ensure they always have the following:

- A school mobile phone
- A portable first aid kit including, at minimum:

The following are based on the HSE's recommendation for a minimum travelling first aid kit – adapt the list to reflect your school's first aid needs assessment and arrangements.

- A leaflet giving general advice on first aid
- 6 individually wrapped sterile adhesive dressings
- 1 large sterile unmedicated dressing
- 2 triangular bandages – individually wrapped and preferably sterile
- 2 safety pins
- Individually wrapped moist cleansing wipes
- 2 pairs of disposable gloves
- Information about the specific medical needs of pupils
- Parents' contact details

When transporting pupils using a minibus or other large vehicle, the school will make sure the vehicle is equipped with a clearly marked first aid box containing, at minimum:

- 10 antiseptic wipes, foil packed
- 1 conforming disposable bandage (not less than 7.5cm wide)
- 2 triangular bandages
- 1 packet of 24 assorted adhesive dressings
- 3 large sterile unmedicated ambulance dressings (not less than 15cm x 20 cm)
- 2 sterile eye pads, with attachments
- 12 assorted safety pins

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- 1 pair of rustproof blunt-ended scissors

Risk assessments will be completed by the lead teacher prior to any educational visit that necessitates taking pupils off school premises.

There will always be at least 1 first aider with a current paediatric first aid (PFA) certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

Medical care plans are kept up to date and are available at all times to school personnel who may need them in an emergency and clearly indicate whether a pupil needs emergency medication such as asthma inhalers or epi pens.

Staff who supervise the taking of medication are up to date with the medical care plans for those pupils with specific medical needs or emergency medication.

First aid equipment

A typical first aid kit in our school will include the following (based on the HSE's recommendation for a minimum first aid kit):

- A leaflet giving general advice on first aid
- 20 individually wrapped sterile adhesive dressings (assorted sizes)
- 2 sterile eye pads
- 2 individually wrapped triangular bandages (preferably sterile)
- 6 safety pins
- 6 medium-sized individually wrapped sterile unmedicated wound dressings
- 2 large sterile individually wrapped unmedicated wound dressings
- 3 pairs of disposable gloves

No medication is kept in first aid kits.

First aid kits are stored in:

- The Office
- The Elementary main classroom
- The Children's house kitchen

Record keeping and reporting

Accident and incident log

- An accident form will be completed by the member of staff to witness and/or provide first aid on the same day or as soon as possible after an incident resulting in an injury

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- As much detail as possible should be supplied when reporting an accident, including all of the information included in the accident form at appendix 2
- A copy of the accident form will also be added to the child's educational record by the lead teacher
- Records held in the accident/incident log will be retained by the school for a minimum of 25 years, in accordance with guidance from our insurers.

Reporting to the HSE

Office staff will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The Headteacher will report these to the HSE as soon as is reasonably practicable and in any event within 10 days of the incident.

Reportable injuries, diseases or dangerous occurrences include:

- Death
- Specified injuries, which are:
 - Fractures, other than to fingers, thumbs and toes
 - Amputations
 - Any injury likely to lead to permanent loss of sight or reduction in sight
 - Any crush injury to the head or torso causing damage to the brain or internal organs
 - Serious burns (including scalding)
 - Any scalding requiring hospital treatment
 - Any loss of consciousness caused by head injury or asphyxia
 - Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
 - Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident)
 - Where an accident leads to someone being taken to hospital

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- Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
 - The collapse or failure of load-bearing parts of lifts and lifting equipment
 - The accidental release of a biological agent likely to cause severe human illness
 - The accidental release or escape of any substance that may cause a serious injury or damage to health
 - An electrical short circuit or overload causing a fire or explosion

Information on how to make a RIDDOR report is available here:

[How to make a RIDDOR report, HSE](#)

Notifying parents

The lead teacher will inform parents of any accident or injury sustained by a child, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

Reporting to Ofsted and child protection agencies

The Headteacher will notify Ofsted of any serious accident, illness or injury to, or death of, a child while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

The DSL will also notify relevant child protection agencies of any serious accident or injury to, or the death of, a pupil while in the school's care.

Defibrillator

The nearest defibrillator is located at the Cleveland Arms Pub on Cleveland Road. Anyone accessing this defibrillator will need to phone the emergency services to receive the access code.

Contacting the Emergency Services

Any child taken to hospital by ambulance must be accompanied by a member of staff until a parent arrives. All cases of a child becoming unconscious (not including a faint) or following the administration of an Epi-pen, must be taken to hospital.

Dial 999, ask for ambulance and be ready with the following information:

1. The schools telephone number: 01273 702485
2. The School's location: Brighton & Hove Montessori School. 67 Stanford Avenue. Brighton.
3. State that the postcode is: BN1 6FB
4. Give the exact location in the setting: Brighton & Hove Montessori School is on the corner Stanford Avenue and Cleveland Road

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5. Give your name
6. Give the name of the child and a brief description of the child's symptoms
7. Inform Ambulance Control of the best entrance and state that the crew will be met and taken to the injured party.

It is important to speak clearly and slowly and be ready to repeat information if asked and be prepared to answer if the patient is breathing prior to giving any other details.

Children with medical conditions

A list is available in the Office and Children's House and Elementary kitchens of all pupils who have a serious allergy or medical condition. If staff become aware of any condition not on these lists please inform the appointed person.

Administering Medicine/Treatment

Only medicines prescribed for a child by their doctor can be administered.

- Medicines are to be stored in their original containers, clearly labelled and inaccessible to children.
- The parent/carer will need to provide written permission and clear instructions to administer any medication on the Permission to Administer Medicine/Treatment form
- The member of staff is to set an alarm clock for the time medication is to be given.
- Staff must check any labels on medicine particularly the out of date information.
- Staff to record the time medicine is administered on the appropriate form. The parent is to countersign the form when collecting their child that day.

In some cases, such as for the treatment of period pains arrangements can be made as necessary for pupils to be given Calpol.

The office and adjoining shower room is maintained as an area for medical treatment.

Storing medicines

Children's medicines are labelled with the child's name and the required dose. These are to be kept in the class grab bags that are stored in:

Elementary locked cupboard in main classroom

Children's House: On high hook on back of main door out of reach of children.

Dealing with body fluids

In order to maintain protection from disease, all body fluids should be considered infected. To prevent contact with body fluids the following guidelines should be followed.

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- When dealing with any body fluids wear disposable gloves.
- Wash hands thoroughly with soap and warm water after the incident.
- Keep any abrasions covered with a plaster.
- Spills of the following body fluids must be cleaned up immediately.

Bodily fluids include:

- Blood, Faeces, Nasal and eye discharges, Saliva, Vomit

Disposable towels should be used to soak up the excess, and then the area should be treated with a disinfectant solution. Never use a mop for cleaning up blood and body fluid spillages. All contaminated material should be disposed of in a bin bag and placed straight in the waste bin by the blue gate. Avoid getting any body fluids in your eyes, nose, mouth or on any open sores. If a splash occurs, wash the area well with soap and water or irrigate with copious amounts of sterile solutions in first aid supplies.

Training

All first aiders must have completed a training course, and must hold a valid certificate of competence to show this. The school will keep a register of all trained first aiders, what training they have received and when this is valid until (see appendix 3).

The school will arrange for first aiders to retrain before their first aid certificates expire. In cases where a certificate expires, the school will arrange for staff to retake the full first aid course before being reinstated as a first aider.

At all times, at least 1 staff member will have a current paediatric first aid (PFA) certificate which meets the requirements set out in the Early Years Foundation Stage statutory framework. The PFA certificate will be renewed every 3 years.

Monitoring arrangements

This policy will be reviewed annually, as recommended by the DfE.

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Appendix 1: Details of First Aid Practitioners

Appointed Person	Role
Daisy Cockburn	Headteacher
Ben Pearse	Elementary Teacher
Gerry Oliver	Office Manager, DSL
Philippa Goddard	Administrator
Trained First Aiders	
Zaneta McAllister	Children's House Teacher (in training)
Philippa Goddard	Administrator
Will Turner	Elementary 1:1 support
Marina Arch	Children's House 1:1 support
Emma Liu	Elementary Teaching Assistant

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