



# First aid policy

Brighton & Hove Montessori School

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Brighton & Hove Montessori Ltd, 67 Stanford Avenue, Brighton, BN1 6FB, 01273 702485

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Company registered in England & Wales no. 4865322 The Montessori Schools Foundation, Charity No. 1106446

Registered offices: 67 Stanford Avenue, Brighton, BN1 6FB

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## 1. 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 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

## 2. 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](#), guidance from the Health and Safety Executive (HSE) on [incident reporting 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
- [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 children.

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### 3. Roles and responsibilities

In line with the Early Years Foundation Stage provision, at least 1 person who has a current paediatric first aid (PFA) certificate is on the premises at all times. At Brighton & Hove Montessori School all teaching staff are trained in paediatric first aid.

#### 3.1 The Head of School

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

- Ensuring that an appropriate number of first aiders 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
- 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 children
- Reporting specified incidents to the HSE when necessary (see section 6)

#### 3.2 Lead Teachers

Lead Teachers 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
- 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 report on the same day as, or as soon as is reasonably practicable after, an incident (see the template in appendix 2)

#### 3.3 Staff

School staff are responsible for:

- Ensuring they follow first aid procedures
- Completing accident reports (see appendix 2) for all incidents they attend to
- Informing the Head of School of any specific health conditions or first aid needs

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### 3.4 Parents/Carers

- 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
- Inform the school of any specific health conditions or first aid needs

### 3.5 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

## 4. First aid procedures

### 4.1 In-school procedures

In the event of an accident resulting in injury:

- As all staff are trained in paediatric first aid, the closest member of staff present will assess the seriousness of the injury and provide the required first aid treatment. They will 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 attending staff member will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury

### 4.2 Off-site procedures

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

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

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- Parents' contact details

Risk assessments will be completed by the Lead Teacher prior to any educational visit that necessitates taking children 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.

## 5. First aid equipment

A typical first aid kit in our school will include the following:

- Assorted plasters
- 1 pair of scissors
- 3 pairs of disposable gloves and apron
- 2 individually wrapped triangular bandages (preferably sterile)
- Life aid resuscitator
- 1 roll of tape
- 1 thermometer
- Safety pins
- Moist wipes
- 2 sterile eye dressings
- Foil survival blanket
- Instant cold pack/compresses in freezer
- Individually wrapped sterile dressings

No medication is kept in first aid kits.

First aid kits are stored in:

- The Office
- The Children's House
- The Elementary Class

### 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

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4. Give the exact location in the setting: Brighton & Hove Montessori School is on the corner Stanford Avenue and Cleveland Road
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.

## Dealing with bodily 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.

- 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

## 6. Record-keeping and reporting

Please see Health and Safety Policy

## 7. Training

All school teaching staff undertake first aid training. The PFA certificate will be renewed every 3 years.

## 8. Monitoring arrangements

This policy will be reviewed annually by office staff.

At every review, the policy will be approved by the School Manager

## 9. Links with other policies

This first aid policy is linked to the:

- Child Protection and Safeguarding Policy
- Health and safety policy
- Risk assessment policy
- Administering Medicines policy
- Going Out Policy

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