



ST. ANTHONY'S SCHOOL
FOR BOYS

EYFS First Aid Policy for Reception (EYFS)

Policy reviewed by SA

Review date: June 2017

Submission: June 2017

Policy actioned from: September 2017 – August 2018

Next review date: June 2018

Reviewer's Signature: SA

Head Teacher's Signature: PK

Circulation: This policy has been adopted by the governors, is addressed to all members of staff and volunteers, is available to parents on request. It applies wherever staff or volunteers are working with pupils.

Please note: 'School' refers to St. Anthony's School for Boys; 'parents' refers to parents, guardians and carers.

EYFS First Aid Policy for Reception (EYFS)

First Aid provision is under the control of the Bursar. The Bursar keeps a log of qualified first aiders and ensures they are re-trained every three years.

A member of staff who has undertaken paediatric first aid training must be on site at all times when Reception children are present. There must be at least one person on outings who has a current paediatric first aid certificate. See Appendix A for a list of qualified first aiders.

Administration of first aid and first aid boxes are under the control of the qualified Paediatric First Aiders. First aid notices are displayed naming the qualified first aiders.

Administration of Medicines

Parents of Reception pupils requiring medication should hand their medicine to the Reception class teacher or classroom assistant for it to be administered by one of the paediatric first aiders. **Medicines should be stored strictly in accordance with product instructions and in the original container in which dispensed. They should include prescriber's instructions for administration.**

In all cases, a letter is required from the child's parents requesting that the School administers the medicine and giving the following details:

- Name of the child
- Form
- Name of the medicine
- Dose
- Method of administration
- Any side effects
- Expiry date

There is also a form available on the school's website for parents to complete this information.

School staff are not able to administer any medication unless this procedure is adhered to.

Pupils should be given a note at the end of the school day detailing any medication that has been administered. A record should also be made in the medical record book of any medication that is administered to pupils. This should be done by the member of staff who administered the medication. For further details please refer to the Medicines Policy in the Policies and Procedures Handbook. **The member of**

staff administering the medication should refer any concerns or queries to a member of the Senior Leadership Team.

Records and Accident Reporting

The following items are controlled by the School Secretaries:

- (1) The Accident Book – filled in for any injury requiring treatment
- (2) Pupil's Medicines – kept in the school office or in the fridge in the staff room
- (3) Medicines Book – detailing what has been given to whom, for the record

Where an accident is required to be reported under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995, this will be carried out by the Bursar with assistance from the School's Health and Safety Consultant if required (HSE telephone number – 0845 3009923). Guidance from the Health and Safety Executive Education Sheet Number 1 'Reporting School Accidents' will be sought when such a situation arises.

First Aid Boxes

There is a first aid box for Reception children located in the Elephants classroom. It is checked at the beginning of the first and second half of every term by the paediatric first aiders and replenished as required. First aid boxes are also available for off-site trips.

Special Medical Needs

A record of Children with Medical Conditions is maintained by the Bursar. Individual emergency medical treatment plans are available in the staff rooms. The emergency medication is kept in the staff room in the Junior House and a duplicate set is kept in the pupil's classroom. A memo is sent to all staff in September each year detailing the medical needs of pupils. All emergency medical kits must accompany the children whenever they leave the school premises.

Treatment

In case of illness, accident or injury, the following procedure should be followed:

- (1) First aid should be rendered, but only as far as knowledge permits. Any member of staff supervising a pupil involved in an accident, injury or feeling unwell should call one of the paediatric first aiders. A record of all first aid treatment should be sent home. Details should also be noted in the Accident Book by the first aider administering the treatment.
- (2) No child should be left unattended in any area of the school where there is no supervisory adult
- (3) If the condition is serious, the Junior House Secretary will immediately contact the parents and a decision over collection or further medical treatment will be made
- (4) All emergency cases are referred to the Royal Free Hospital. Designated members of staff are covered by a school insurance policy to use private vehicles for this purpose
- (5) In a serious medical incident, where an ambulance is felt necessary, a responsible adult should accompany a child to hospital and the parents informed as soon as practicable. On no account should provision of urgently needed medical treatment be delayed pending the arrival at school of parents, etc.

Please see the school's policy for Accident, Injury or Illness contained in the staff handbook for further details.

Body Fluids

School staff are aware of the potential hazards when dealing with body fluids. A procedure has therefore been devised covering the potential hazards from these sources with a view to minimizing any risk to others. The premises manager has access to body fluid spillage kits and appropriate personal protective equipment designed to deal with body fluid spills.

Waste Disposal

Hazardous waste bins are available in the sick room of both Houses. A sharps bin is available in both Houses for the disposal of all needle sharps.

Staff Medication

Staff must not keep any personal medication in their classroom at any time. This is particularly important in EYFS. Further details are available in the Staff Handbook.

APPENDIX A



ST. ANTHONY'S SCHOOL FOR BOYS

St Anthony's School

Qualified First Aiders

Three day qualified first aiders

Junior House

Maggie McCann
Sadie Reid
Kathryn Worth

Senior House

Anthony Christoforou
Ginny Williams
Jonathan Dunne
Paul Saliba

Paediatric first aiders

Maggie McCann
Sadie Reid
Kathryn Worth
Joanna Reddie
Kate Leslie
Rose Mur Moreno



ST. ANTHONY'S SCHOOL
HAMPSTEAD

One day Emergency First Aiders

Junior House

Rebecca Addison
Sarah Anderson
Liz Collman
Sophie Haines
Katalin Hirt
Dana Hoskin
Paul Keyte
Sandra Kirby
Wasi Ladimeji
Mimi Mortazavi
Rosa Mur
Jo Reddie
Louise Scott
Vanessa Woodward

Senior House

Catherine Arslan
Fabienne Beaubrun
Paul Cheetham
Claire Curtis
Oliver Evelyn-Rahr
Pooja Gaglani
Rachel Gallimore
Toby Hall
Fred Pragnell
Sophie Pratt
Rosalind Rowe
Niyazi Unugur
Rachel Wooster

September 2017