



WEST HILL PARK

First Aid – including EYFS	
Internal reference	Medical Policy 15 (MP15)
ISI reference code (where applicable)	P3 ISI 3a WS
Author/Lead	Head of Healthcare
Review by Head of Healthcare	22nd January 2024
Reviewed by Senior Leadership Team	
Review by Governors	
Frequency of review	Annual
Publication	School Shared Drive/School Policies/Medical Policies
Circulation	All staff Website

First Aid including EYFS (MP15, HSG 1a, P3 ISI 13a, WS)

The aim of this policy and other associated policies is to enable staff to carry out essential first aid in a timely and competent manner.

This policy should be read in conjunction with all other policies contained within the School's medical policies document.

A register of staff who hold an HSE recognised first aid certificate is held in the staff room, in the Medical Room and on the Google Shared drive under 'Medical Information', 'Staff First Aid and Lifeguard Qualifications'. This includes all staff who hold paediatric first aid for the Early Years Setting. All first Aid qualifications will be renewed as required as part of a 3 year rolling training programme.

There will always be a qualified first aider on site when pupils are present. A qualified first aiders will accompany all trips away from the school site. If the trip is overnight then 2 qualified first aiders will accompany the trip, both of the first aid trained staff must have successfully completed an Administration of Medication in Schools Course.

In the Early Years setting all trips away from the site will be accompanied by at least one paediatric qualified first aider.

Separate policies are held within the school medical policy book for particular medical conditions and for dealing with body fluid and spillages. (See policies MP 6-25)

If a First Aider is in any doubt as to their ability to deal with a situation they should call for the attendance of the on Duty Member of Staff for the Medical Room or call an ambulance.

Guide the ambulance to West hill Park School, St. Margaret's Lane Titchfield, PO14 4BS.

If possible a responsible person should be sent to the front of the school to meet the ambulance. At this point the Headmaster or his Deputy should be informed.

First Aid boxes are kept in the following places:

1 in Art Block	1 in each Minibus
1 in After School Club	1 in the Music School
1 in the Cricket Pavilion	6 in Outdoor Education
1 in EYFS	1 in each Science lab
1 in the Grounds Maintenance Building	1 in the Sports Hall
1 in the Housekeeping Store	1 in the Swimming Pool
1 in the Kitchen	1 in the Workshop
13 in the Medical Room	

Eye Wash boxes are kept in the following places:

1 in the Acid Room	1 in the Kitchen
1 in Art Block	1 in Laundry
1 in the Chlorine room	1 in the Medical Room (under sink)
1 in the Cricket Pavilion	1 in each Science lab
1 in EYFS	1 in the Sports Hall
1 in the Grounds Maintenance Building	1 in the Swimming Pool
1 in the Housekeeping Store	1 in the Workshop

Body Fluid Spillage Kits are kept in the following places:

1 in EYFS	1 in the Medical Room
1 in the Swimming Pool	1 in the Sports Hall
1 in each Minibus	

Cat Haem. Kits are kept in the following places

1 in the Grounds Building	1 in the Medical Room
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Burns Kits are kept in the following places:

1 in the Outdoor Education	2 in the Medical Room
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AED (adult & paed pads) are kept in the following places:

1 in the Reception	1 On the Outside of the Sports Hall
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These are checked, restocked and sealed with a pull tab at the beginning of each term and this is recorded, dated and signed (match first aid kits are checked after each match). If kits need replenishing during this period it is the responsibility of the person using the contents to inform the on duty Medical Room Staff member.

Away from school

A first aid kit will be supplied by the Medical Room for all trips, camps etc. These will be supplied according to the information on the risk assessment form and can be collected on the day of departure from the surgery. A larger expedition kit is available for overnight trips.

Accident Records

All incidents/accidents will be recorded on the daily in the record book in the Medical Room, information should contain;

1. Date and time of incident
2. Injured person's name
3. Nature of incident
4. Treatment
5. Medication required and dose
6. If all details have been recorded onto PASS
7. Have relevant details been communicated to parent/ guardian if appropriate
8. Signature or initials of who carried out treatment
9. Early Years parents will be asked to sign the accident book at collection time
10. If the required the details should also be recorded onto CPOMS

If in any doubt whatsoever, do not attempt to move the child until professionally advised to do so. (Assessment of a danger to the casualty may preempt a move to a safe place.)

Asthma inhalers

According to current guidelines the school holds a generic stock of Ventolin Inhalers & disposable spacers for pupils who have a diagnosis of asthma. Parents should supply a spare inhaler prescribed to the individual child and this will be held in a labelled cupboard alongside a copy of the IHCP in the medical room. Pupils in years 6-8 may hold their own inhalers and administer as required without supervision, in agreement with parents.

Diabetics

Emergency equipment should it be required will be kept in the Medical Room. All other equipment will be kept with the pupil.

Epipens

Prescribed Epipens are stored in the Medical Room, in a labelled unlocked cupboard with a copy of the pupils IHCP.

There are two Epipens in surgery in case of a child/Adult requiring a second Epipen delivery in an emergency situation. They are available in two different doses for junior & senior pupils. These are only to be made available for children & staff who have been diagnosed with anaphylaxis

Nuts

The school maintains a nut free policy within the school to assist children who have this potential life threatening allergy.

Several measures must be enforced by staff, parents, children & visitors.

1. Day children are not to bring food into school, including birthday & party food.
2. Boarders Tuck should be checked on a regular basis by the senior matron.
3. Catering staff will stringently check all ingredients of food delivered to West Hill Park for any nut products & return if necessary
4. If staff need food for special occasions this should be ordered from the kitchen.
5. Staff must be extra vigilant on school excursions where pupils may buy confectionery containing nut products.
6. Reminders to parents regarding school policy will be included with the headmasters beginning of term letter.
7. Efforts will be made to prevent products containing nuts entering the school during visitors' events such as weddings and charity functions but this is ultimately the responsibility of the organisers.

RIDDOR

Where required, the Head of Healthcare or appropriate person will report incidents to the Health and Safety Executive as required by RIDDOR

Stretcher

A stretcher chair is available at all times outside the laundry cupboard next to the Medical Room

