



SHREWSBURY HOUSE
PRE-PREPARATORY SCHOOL

First Aid Policy

First Aid Policy

This policy is applicable to all pupils, including those in the Early Years Foundation Stage. It should be read in conjunction with the Early Years Foundation Stage Policy.

Shrewsbury House Pre-Preparatory School is an inclusive community that aims to support and welcome pupils with both permanent and temporary medical conditions.

Shrewsbury House Pre-Preparatory School aims to provide any pupils with medical conditions with the same opportunities as others at school.

We aim to support a pupil to:

- remain healthy
- stay safe
- enjoy and achieve
- make a positive contribution

Through training and on-going communication, Shrewsbury House Pre-Preparatory School ensures that all staff members understand their duty of care to children and young people and what to do in the event of an emergency. There is at least one person with a current paediatric first aid certificate on the premises at all times when children are present.

Staff members understand that certain medical conditions are serious and can potentially be life threatening, particularly if poorly managed or misunderstood. The School Office publishes and updates regularly a 'Medical Alert' List to ensure that all staff members are aware of any particular arrangements that may be required for individual pupils. Children with allergies are issued with a photo card detailing their relevant information which they show to the Catering Staff at mealtimes. Our aim is to support pupils in the management of their own allergies e.g. 'gluten free'/dairy free.

All staff members understand the common medical conditions that affect children and, when relevant are made aware by the School Office of any additional background advice from NHS Direct. When it is considered relevant, particularly if it is felt that the NHS advice would be of benefit to vulnerable groups, this advice is also circulated to parents via SchoolBase.

Accidents & Emergencies

These are dealt with immediately if a member of staff feels that urgent medical attention is required. Parents/guardians are informed on the same day or as soon as practically possible, including details of any first aid treatment given.

Staff members will call for an ambulance if they have any concerns whatsoever relating to a pupil with a potentially serious injury, illness or any other serious medical condition (e.g. when an adrenaline pen is administered, if a pupil is unconscious or is experiencing an unexplained loss of consciousness - even if temporary, or exhibiting symptoms of concussion, an allergic reaction or a serious asthma attack).

Our nearest major Accident & Emergency Department is Kingston Hospital, telephone no: 020 8546 7711.

All staff members are trained in and understand the School's general emergency procedures and their duty of care to pupils in the event of an emergency. This includes:

- How to contact emergency services and what information to give
- Who to contact within the school i.e. the Head, or if he/she is unavailable the most senior available member of the Senior Leadership Team (SLT)
- The contacting of parents/guardians

If a pupil needs to be taken to hospital by ambulance in an emergency, a familiar member of staff will accompany them and will stay with them until a parent/guardian arrives. The member of staff will provide appropriate support and comfort to the child. The School adheres to RIDDOR, the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 reporting specified incidents, accidents and ill health (if applicable). Records of RIDDOR reporting are retained by the Head for pupils, employees and visitors.

If a pupil experiences an accident that does not require hospital treatment, parents/guardians will be advised and, if appropriate, arrangements will be made to collect them directly from the school.

Minor first aid eg cuts and grazes will be dealt with by staff in the child's class where possible using the first aid equipment stored in the red first aid bags. PPE for staff will be available in the red first aid bags. Waste containing bodily fluids will be disposed of in the hazardous waste bin in the medical room. Office staff should be informed via telephone call or email so that the incident can be recorded on the school medical database and parents can be informed. Red first aid bags will need to be taken out to play and lunch break to avoid staff and children coming in to the building unnecessarily.

Record Keeping

When a pupil joins Shrewsbury House Pre-Preparatory School, parents are asked to fill in an Individual Healthcare Plan and return it to the School. These forms are updated regularly when new information is supplied by email or in writing.

It is vital that parents inform the school of any on-going medication being taken by pupils

Parents are regularly reminded to update their child's records, informing the School of any medical emergency treatment, any changes to symptoms and/or medication/treatment changes. These records are retained on the School Database and filed in the School Office.

Each time a child requires any first aid care, an accurate record of this is completed by the staff member who has treated the injury. Details of the pupil, date/time, injury and treatment given are recorded on the School Medical Database by the nominated First Aider. If staff have any concerns regarding the frequency of visits, or a pattern of visits is identified that causes concern, staff will alert the pupil's Teacher and if relevant, the Head. If the staff have any concerns in relation to potential safeguarding issues, they will immediately alert the Designated Safeguarding Lead (DSL), Mrs Kirsty Davies-Duddy, the Deputy Head or in her absence, the Deputy Designated Safeguarding Lead (DDSL), Mr Jon Akhurst, the Head.

The School keeps an up to date record of staff members who have been trained in Paediatric First Aid and Emergency First Aid.

Arrangements are made for adrenaline pens and inhalers (individually labelled), to be stored in the Class Medical Bags. These arrangements are recorded and updated on the 'Medical Alerts' information, which is

circulated to all staff members by the School Office. Every classroom had a red file which contains the medical information needed for the class.

Staff members are aware through training that they are obliged to report all accidents or injuries, including any accidents that occur 'off-site' to the nominated First Aider who will record the details on the Medical Database. If an accident or injury occurs on a school trip the venue should be notified immediately and the incident recorded on the Medical Database by the nominated First Aider.

Pupil Sickness Policy

If a pupil feels unwell during the school day, he/she will:

- Tell the adults in their class or if at playtime, those on duty.
- Alternatively, a Teacher/Teaching Assistant may notice that a pupil seems unwell. This includes displaying symptoms of Covid-19.
- The Teacher will assess them and in consultation with the Head via telephone call will decide whether or not they should go home.
- The Teacher or the School Office will contact parents/guardians to come and collect their child who will be waiting in the Medical Room with a member of available staff.
- If it is not possible to make contact with a parent/guardian for whatever reason, the emergency contact supplied by the parent will be contacted to collect the pupil concerned.
- The child and adult will remain in the medical room with the door closed and the window open. When the parent arrives to collect the child, they will be taken to the front door for dismissal. The medical room and any areas where the child has been will be cleaned.
- All other relevant teaching staff will be informed if a child needs to leave the School before the end of the normal school day.
- **No medication** will be administered by school staff without a parent's written permission.
- Pupils are requested to stay at home for a minimum of 48 hours since the last episode of vomiting or from the last episode of vomiting and diarrhoea.

Toileting & Intimate Care

Should a situation arise where a pupil requires any kind of intimate care, due to an injury or an infection or in an emergency situation, this will be provided by the two members of staff in the child's 'group'. PPE is available for staff members to wear. Should an emergency arise off the main school site, two adults would provide any care required.

Contagious diseases & illnesses

Parents/guardians are asked not to send their child to school without consulting the School first if their child is displaying any symptoms of a contagious disease. From time to time and when relevant, a reminder of NHS advice relating to contagious diseases is sent out to parents by email.

Parents/guardians are asked not to send their child to school if their child is displaying any symptoms of Covid-19 and not to return until a negative test result has been obtained.

In the case of leakage or spillage of bodily fluids, rigorous hygiene procedures are followed, including wearing protective gloves/aprons/eye shields and face masks.

Hygiene

The School strives to provide a high standard of hygiene in its day-to-day work with adults and children.

- Hand wash basins and toilets are kept clean, regularly checked and not used as a source of drinking water.
- Regular and effective hand washing with soap and water is encouraged among both staff and children as one of the most effective ways of controlling the spread of germs.
- Children are regularly reminded to wash their hands: on arrival at school, after using the toilet, after dealing with waste/ spillages, playing with animals, before and after playtimes, before eating or handling food, before leaving school at the end of the day.
- Warm water and an anti-bacterial liquid soap are available to wash hands and children are encouraged to rub their hands vigorously together to ensure that both sides are thoroughly cleaned and rinsed under warm, running water for at least 20 seconds.
- Hands are then thoroughly dried with a disposable paper towel. Bins are provided for the paper towels. Bins are emptied regularly throughout the day.
- If coughing or sneezing, children are encouraged to cover their mouths with their elbows using the 'catch it, bin it, kill it' guidance.
- The School ensures that the first aid equipment is kept clean, replenished and replaced as necessary. First aid bags for each 'group' will be stored in classrooms / sports hall. PPE equipment for staff will be stored in the red first aid bags.

Preventative Measures

Every 'group' in school will have at least 1 staff member trained in paediatric first aid.

Sun Safety

In order for all pupils to safely enjoy the sun we follow the guidance below:

- Pupils will be regularly reminded of the importance of sun protection and will be encouraged to wear sun hats, play in the shade and drink lots of water.
- Children are advised to wear hats which must remain in school for the duration of the year.
- Parents will apply sunblock to their child before school. Parents are advised to apply 'all day' sun protection to their children in the morning before school. If sun cream is sent into school it will be stored away from children and staff will supervise the child applying it.

Education

- Pupils will be regularly reminded of the importance of sun protection
- Parents will be informed of their role in protecting their children through the Parent Handbook and via SchoolBase
- Children are advised to wear hats and sun block when outside

Protection

- Classroom windows are fitted with shades where appropriate
- The playground has many shaded spots e.g. the canopy and the tree area; and there are the benches around the edge of the playground which is shaded by the building at various times during the day
- The Nursery playground has a permanent shaded area and a shaded sandpit
- The Reception outdoor environment is mostly covered

Outdoor activities/visits and PE lessons

- Pupils are encouraged to wear legionnaire style school hats or other wide brimmed hats when outside and when going to the Sports field for PE/Forest School
- Staff are encouraged to lead by example and wear hats and sun block when working outside
- When waiting to go into the swimming pool pupils are taught to wear their towel around their shoulders to avoid any unnecessary exposure to the sun
- Pupils may wear long sleeved swimming tops in hot weather
- When at the field pupils are given water to drink in shaded areas
- When possible shaded areas will be used for teaching zones at the field

Administration of Emergency Medication

All pupils at the School with medical conditions have convenient access to their emergency medication e.g. adrenaline pens and inhalers, which will be administered by staff in the child's 'group'. These will be stored in the red first aid bags in the child's 'group'.

Staff Members are required to sign out and sign in any adrenaline pens, inhalers or other medication they are taking with a pupil to the School field, on an outing or to a match/other event.

Administration of Medication, (Both Prescribed and Other)

The importance of medication being taken as prescribed or required and the importance of storing medication safely is well understood. All medication is handed into the School Office by the parent when they arrive at school and this medication is then stored as appropriate by the Nominated First Aider.

All medication, whether prescribed or 'over the counter' medication, is provided by parents for their children. The following advice is provided to parents when their child joins Shrewsbury House Pre Preparatory School to ensure there are no misunderstandings in relation to the administration of prescribed or other medication:

- If a parent requests that the School arranges for someone in the School to oversee the administration of medicine, the School will, providing it is reasonable to do so. It is not reasonable to do so if particular expertise is required which no-one on the staff possesses. However, wherever appropriate members of staff may be trained to fulfil this requirement.
- The medicine, must be brought to school in the original packaging, by the parent or an adult authorised to do so by the parent or guardian and delivered personally to the School Office. Parents are required to complete a 'Parental Permission for Administering Medicines' form, when delivering the medication, which includes details of last dosage, amount to be administered and any other special instructions
- Medicines must be clearly labelled with contents, the owner's name and dosage. They will be kept in a secure cupboard by the First Aider or, if refrigeration is required, in a locked fridge in the School Office.
- A record is kept of all administration of medicine. It includes: confirmation of the date medication is administered; the time it is administered; dosage; as well as two staff signatures when each dose is given. The parent is asked to acknowledge this at the end of the school day when collecting their child.

Safe storage

Three times a year (at the beginning of each term) the First Aider checks the expiry dates on all medication stored in the School, including the medication kept in the class medical bags. This medication is supplied and stored, in its original containers. All medications are labelled with the pupil's name; the name of the medication, expiry date and the prescriber's instructions for administration. The boxes that contain inhalers

and adrenaline pens have a photograph of the child, the child's name, the name of the medication, dosage and emergency contact details.

It is the parent's responsibility to ensure new and in-date medication comes into the School Office on the first day of each term.

First Aid Materials & Equipment

First Aid kits are kept in the Classrooms, Medical Room, the Nursery, the Swimming Pool, the School Office and the Pavilion. These are checked by the staff member responsible for that area and if required, items for restocking are supplied by the First Aider. The Group Leader is responsible for taking the medication of their class/year group and a properly stocked First Aid kit on all school outings/events.

Eye-wash supplies are available in the Medical Room, two staff members are needed to administer this.

There is a wheelchair available for use when required in an emergency.

First Aid Training

Training for staff is offered frequently within the School, and the aim is to ensure that as many teachers and other staff members as possible, including administration staff and the facilities staff are trained in Emergency First Aid. Central training records are maintained to ensure that all staff members who are listed have been trained in emergency first aid procedures within the last three years. When necessary, training is provided for the administration of any medication which requires medical or technical knowledge.

Staff Qualified in First Aid

First Aid Training Records – Updated May 2022	
Staff Member - SHPPS	Expiry Date
Teaching Staff - Paediatric	
Kirsty Davies-Duddy	12/12/2022
Louise Forbes	12/12/2022
Sarah Maclean	12/12/2022
Marie-Estelle Wilson***	01/09/2023
Alex Crook	02/09/2023
Rebecca Webb – Cover	06/07/2024
Teaching Staff – 1 day training First Aid at Work	
Juliette Birt	28/03/2025
Sarah Burger	28/03/2025
Paul Cornish	28/03/2025
Teaching Staff – Asthma Toolkit & Paediatric Asthma Care Bundle Training (via Webinar)	
Kirsty Davies-Duddy***	01/03/2023
Teaching Assistants - Paediatric	
Arvinder Jandu	12/12/2022

Christina Marcou	12/12/2022
Sam Rice	12/12/2022
Teaching Assistants – 1 day training First Aid at Work	
Kirsty Leveritt	28/03/2025
Keyworker Staff - Paediatric	
Hollie Jones***	3/7/2023
Wraparound Care Staff - Paediatric	
Sarah Matthews***	4/11/2024
Administration Staff - Paediatric	
Jules Akhurst	12/12/2022
Claire Webb	06/07/2024
Facilities Support Staff - 1 day training First Aid at Work	
Steven Bullenthorpe	01/09/2023
Sports Staff - Paediatric	
Grant Woolger*** (PE and Sport)	25/5/2024
Sport Staff	
Jane Ljubuncic*** (Swim)	03/07/2023
Nick Gidley***(Swim)	15/12/2023
Jennifer Rosenfeld***(Swim)	19/01/2024
** Denotes trained in higher level first aid	
*** Denotes training from externally arranged (but recognised) source	

Responsibilities - May 2022

- Senior Leadership Team:
 - Head – Mr Jon Akhurst
 - Deputy Head – Mrs Kirsty Davies-Duddy
- Designated Safeguarding Lead (DSL) – Mrs Kirsty Davies-Duddy
- Deputy Designated Safeguarding Lead (DDSL) – Mr Jon Akhurst
- Learning Enrichment – Mrs Alex Crook
- Nominated First Aider - Mrs Claire Webb
- Catering Manager – As appointed by Harrison

This policy was approved by the Board of Governors.

This policy is reviewed annually by the Head and Director of Communications and Compliance.

This policy was updated in May 2022.