



**L A L E H A M L E A**

A Catholic Independent Primary School for boys and girls aged 3 to 11

Head Teacher: Ms K Barry

## **LALEHAM LEA SCHOOL & NURSERY**

### **FIRST AID POLICY**

*This is a whole school policy which applies to all sections of the school, including Early Years Foundation Stage, Out of School Care and Clubs.*

#### **Person responsible for this policy:**

Karen Barry  
Head teacher



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## **Rationale**

Laleham Lea has a clear Health & Safety Policy and actively seeks to minimise risk and create as safe an environment as possible for all who work here. The school acknowledges the importance of providing First Aid for employees, children and visitors within the school.

## **Purpose**

The schools arrangements for carrying out the policy include:-

- A duty of the Governing Body to approve, implement & review the policy.
- Reporting, recording & where appropriate investigating all accidents.
- Recording on all occasions when first aid is administered to employees, pupils & visitors.
- Providing equipment & materials to carry out First Aid treatment.
- Making arrangements to provide training to employees, maintaining a record of that training & reviewing it annually.
- Providing information for staff on the arrangements for First Aid.

## **Guidelines**

School staff are expected to take reasonable action as responsible adults, to deal with injuries, etc. that children sustain until the child can if necessary, receive professional medical treatment.

The school has trained first aiders. They are qualified in "Paediatric First Aid".

|                       |                   |                      |
|-----------------------|-------------------|----------------------|
| Mrs Carly Edwards     | Ms Jill Stanley   | Mrs Lisa Devlin      |
| Mrs Beverley Kuc      | Mrs Claire Uberoi | Mrs Surekha Bartlett |
| Mrs Sam Billings      | Mrs Grace Jackson | Mrs Maeve O'Brien    |
| Ms Rebecca Eversfield | Mrs Ammara Khan   | Mrs Zoe Larkman      |
| Mrs Amy Standish      |                   |                      |

The designated first aid staff receive regular first aid training. First aid & medical treatment are available in the office. Disposable gloves should always be used when dealing with blood and placed in the medical bin.

First Aid boxes are available in the kitchen, EYFS , staffroom..

First aid boxes for school journeys are stored in the KITCHEN.



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Mr Marek Smith is responsible for ensuring that the First Aid kits are correctly stocked and items past their expiry date are safely discarded.

First aid information is available in the kitchen.

Staff on duty have the responsibility of dealing with and recording minor accidents at lunchtime. If a child receives an injury, which causes concern, parents will be informed and where appropriate given the option of coming to school to check the child themselves or leaving the child to recover and return to class.

A note must be made in the accident book, which is kept in the kitchen of all actions taken, in the case of a serious accident. Statements may be required from staff involved. Any child that does go home should be recorded as having done so and the class teacher informed. Accidents to staff must also be reported and a record made at the school office. If an ambulance is required the office should be notified and parents contacted. The Head Teacher must also be informed.

## **Medication**

If a child requires prescribed medicines whilst at school, written permission must be given for the medication to be administered (Appendix 1). The medication must be provided in container with a pharmacy label stating the child's name and the required dose. A pro forma must be completed stating the time the medication was given and the dose signed by the person giving the medication and by another adult witness. The parent/carer is informed at the end of each day that the medicine has been administered as per the written request/permission. For special conditions the same applies for generic medication. All medicines are kept in the kitchen, usually in a designated cupboard, unless the label requires them to be kept in a fridge. 'Little Fishes' do not generally have to administer medication, with the exception of inhalers, as parents/carers tend to keep the little ones at home. Parents are informed on collection of their children at the end of the school day to ensure that they do administer an additional dose not realising that one has already been given. It is the responsibility of the class teacher to ensure children have access to inhalers/medicines on any off-site visits. During PE lessons they must ensure inhalers accompany the child to the venue.

## **Allergies**

Information about children who have an allergy or specific medical condition is published in the staff room and kitchen. All staff are informed of the individuals involved, Class teachers are issued with a list informing of any medical issues concerning children. Epi-pen training is given to all staff on an annual basis (if pupils have Epi-pen prescribed).



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## **Conclusion**

First Aid and minimisation of risk are everyone's responsibility. This policy will promote consistency and ensure clear guidelines and record keeping.

## **Health and Safety**

It is the general policy of the Governors to provide and maintain a healthy and safe environment for staff, pupils and visitors.

## **Statement of Health and Safety Policy and Arrangements**

### Part 1: Statement of policy and intent

- The Governing Body of Laleham Lea School considers that it is important to achieve and maintain a high standard of health and safety on the premises.
- They recognise and accept their corporate responsibility to provide a healthy and safe working environment for all employees and for members of the public using the premises.
- They will take all reasonably practicable action to fulfil this responsibility and will pay particular attention to meeting the requirements of the Health and Safety at Work etc. Act 1974 and all relevant statutory provisions.
- They require employees at all levels to display a positive attitude in pursuing the Governors' objectives in respect of health and safety.
- They require all employees to recognise their responsibilities to take care for the safety of themselves, other staff, pupils, visitors and those who may be affected by the work of the school, and to co-operate fully with the Head Teacher and the Governors in implementing the health and safety policy.
- They require the Head Teacher to make the necessary arrangements to secure compliance with health and safety requirements and to implement and monitor the working of these arrangements, in consultation as appropriate with employees and professionally qualified advisers.
- They require that a written statement of their health and safety policy and arrangements shall be issued to every employee.



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## Part 2: Description of organisation

The Head Teacher is required:

- To note health and safety instructions and advice issued by the Government or other appropriate authorities or organisations and to make this information available to employees and pupils as necessary;
- To be available to any employee to discuss and to seek to resolve health and safety problems not solved at a lower level or through the established arrangements;
- To report to the Governors instances where her executive authority does not allow the elimination or reduction of a hazard, but to take all necessary short-term action to avoid danger pending rectification;
- To ensure that all areas of the school are inspected at least once per term;
- To ensure that a system is established for the reporting, recording and investigation of accidents, and that all reasonable action is taken to prevent recurrences;
- To ensure that visitors, including contractors, are informed of any hazards on site of which they may be unaware, and that consideration is given to the ways in which building, repair or maintenance work may affect pupils and staff;
- To ensure that new employees are informed about safety arrangements, and in particular that they are given a copy of the school's statement and an opportunity to read it before starting work;
- To ensure that there are appropriate arrangements for first-aid;
- To ensure the use of any necessary protective clothing or equipment, and that it is properly maintained and renewed when required;
- To ensure that there are appropriate arrangements for rapid evacuation of the buildings in case of fire or other emergency, and that fire- fighting equipment is available and maintained.



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### Part 3: The School's Arrangements

**Accidents.** All staff and pupils should be aware of the importance of preventing accidents, especially by identifying and dealing with hazards and dangerous situations. Accidents should be reported to the school secretary, who will inform the Head Teacher/person in charge of Health and Safety of any accident causing more than minor injury. The Head Teacher or her representative will enter details in the Accident Report book, asking members of staff for oral or written reports, if necessary, to assist her in compiling her report. Members of staff who witness accidents or to whom accidents are reported should investigate the cause as soon as possible (though attention to any injury should be the first priority) and pass on the resulting information to the Head Teacher who will decide what further investigation, if any, is necessary.

**First Aid.** Injured or sick persons should normally go or be taken to the school office for administration of first aid by the secretary or First-Aider officer on duty, who will if appropriate summon the Head Teacher. If there is any doubt about whether the casualty should be moved they should be left in place (with someone to watch over them) and the secretary (or any member of staff nearer the scene) should be immediately informed. The Head Teacher will normally decide whether an ambulance should be called, but if this would cause delay in what appears to be an extreme emergency any member of the secretarial, teaching or maintenance staff should make the call. Injuries occurring in areas where there are subsidiary first-aid boxes may, if they need immediate treatment or if they are very minor, be treated by members of staff on the spot. Subsidiary first-aid boxes are located in the Staff Room and Nursery, A decision as to whether a sick or injured pupil should be sent home should be made by the Head Teacher. The class teacher of a pupil sent home should always be informed. Serious accidents must be reported to the Health and Safety Executive as soon as possible. A record must be kept (see accident book)

**Fire Precautions.** The fire alarm is given by a continuous ringing of the fire klaxon. Fire escape routes are identified by the green signs. Fire appliances are provided and maintained by the manufacturers. All staff and pupils must familiarise themselves with the fire instruction notices, the escape routes from all rooms they use and the instructions for use of fire appliances. Fire exits must be kept clear. This includes not only designated exits but all routes that may be used in an emergency. The Head Teacher will normally decide whether the fire brigade should be summoned, but if this would cause delay in an obvious emergency any member of the secretarial, teaching or maintenance staff should make the call. There will be regular fire practices (this should be at least three times per year) and the fire alarm system will be tested frequently. The school is subject to regular inspection by the fire officer responsible for this area. Anyone noticing anything wrong with any fire appliance should immediately inform the Bursar, secretary or Head Teacher.

**Hazards.** Anyone noticing anything that appears to be a threat to safety should immediately report it to the Bursar, secretary or Head Teacher.

**Environment.** Anyone noticing any defect in heating, lighting or, ventilation should immediately report it to the Bursar, secretary or Head Teacher.



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**Inspections.** The premises are frequently inspected by the Head Teacher, and Bursar, with particular reference to health and safety. Where appropriate, qualified specialist advisers are called in.

**Information.** Anyone in need of information on health and safety requirements should apply to the Bursar, who will either supply the information or indicate how it may be obtained.

**Travel/Transport.** The school minibus is kept on the school grounds and are regularly service and checked by the Bursar. The school has a 'Minibus policy', which governs its use, outlines rules regarding drivers and safety procedures. When other transport companies are hired checks are made regarding seat belts and staff ratios; coach staff CRBs are also made. When public transport is used staff adhere to the guidelines in the staff handbook regarding supervision ratios of adults to pupils. All journeys are preceded by a written risk assessment, which is kept on file.

Parents are not allowed to park on the school site. They are informed of this regularly. Staff must endeavour to be in their parking space by 8.25am at the latest to ensure the safety of children coming into the school grounds. All staff and Governor meetings have a 'Health & Safety' item on the agenda and everyone in our school community has an arena where they can raise issues of travel/transport security (Governors meetings/Staff meetings/Parent Rep meetings/PSHE lessons).

**Hazardous substances.** Substances that can be dangerous to health or safety (e.g. chemicals or cleaning materials) must be used with care and in accordance with manufacturers' instructions. They must be securely stored out of the reach of children. It is very important to remember that the school contains very young children and so in the use and storage of hazardous substances it is always necessary to err on the side of caution.

**Electrical safety.** Any defect noticed in electrical wiring, fittings or appliances should immediately be reported to the Bursar, secretary or Head Teacher, and the defective item should not be used until the fault has been rectified. Before any electrical appliance is brought into use, the manufacturer's instructions should be checked to ensure that it will be used safely (e.g. that a correct fuse is fitted to the plug). Care must be taken not to overload power circuits. A safety inspection of portable electrical appliances is carried out annually by a qualified electrician.

**Gas safety.** Everyone on the school premises must be aware of the hazards involved in the use of gas. Any defects noticed, including a smell of gas, must be reported immediately to the Bursar, secretary or Head Teacher. If the source of a leak can be identified, the gas supply to the appliance involved must be turned off without delay. Windows and doors must be opened to disperse escaped gas. All gas appliances are inspected and serviced annually by British Gas.

**Infectious diseases.** No one who has been suffering from an infectious or contagious disease necessitating treatment by a doctor or in a hospital is allowed to return to school without a medical certificate. If any pupil who has been suffering, or is believed to have been suffering from such a disease is present in school without a medical certificate, the Head Teacher must be informed immediately.



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### **Health and Safety and the Bursar/SBM**

- The Bursar is responsible for ensuring that all checks to the fire extinguishers, alarm systems, electrical equipment and emergency lighting are made and recorded. Any faults noticed by staff should be reported to the Bursar.
- The Bursar is also responsible for liaison with expert health and safety consultants.
- She is responsible together with the Head Teacher for considering all issues of health and safety and advising the Governors and Trustees.
- A Health and safety Officer is responsible for identifying hazards in the School and reporting issues that are raised by staff. In most cases action will be taken, but where this is not possible a Risk Assessment will be carried out. A decision about what action will be taken following a Risk Assessment will be taken by the Governors following the advice of the Head Teacher. Meeting of the Health and Safety Team will take place termly.
- The Bursar shall ensure that Risk Assessments be reviewed and shall monitor and evaluate this Health and Safety Policy along with all attendant procedures.





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## **Laleham Lea School & EYFS**

### Request Form for School to Administer Medication

The school will not give your child medicine unless you complete and sign this form and the Head teacher has agreed that the school staff can administer the medication.

#### DETAILS OF PUPIL

Surname: \_\_\_\_\_ Forenames: \_\_\_\_\_

Address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ M/F

Class: \_\_\_\_\_

Condition or illness: \_\_\_\_\_

#### MEDICATION

Name/type of Medication \_\_\_\_\_

(as described on the container)

For how long will your child take this medication: \_\_\_\_\_

Date dispensed: \_\_\_\_\_



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## **Full Directions for Use**

Dosage and Method: \_\_\_\_\_

Timing: \_\_\_\_\_

Special Precautions: \_\_\_\_\_

Side Effects: \_\_\_\_\_ Self Administration: \_\_\_\_\_

Procedures to take in an emergency: \_\_\_\_\_

## **CONTACT DETAILS**

Name: \_\_\_\_\_ Daytime Telephone \_\_\_\_\_

Relationship to Pupil: \_\_\_\_\_

Address: \_\_\_\_\_

*I understand that I must deliver the medicine personally to \_\_\_\_\_ and accept that this is a service which the school is not obliged to undertake.*

Signature: (Parent / Carer) \_\_\_\_\_ Signature (staff) \_\_\_\_\_

Date: \_\_\_\_\_