

Bhaktivedanta Manor School



FIRST AID POLICY

Version	Date	Author/Role	Ratified by	Review Date
1	May 2017	Wendy Harrison (Guru Carana)	Full GB	2019
2	Jan 2019	Ms Shelpa Patel: Interim Head	F&P	Jan 2020

First Aid Policy

Policy statement

We are able to take action to apply first aid treatment in the event of an accident involving a child or adult. At least one adult with a current first aid certificate is on the premises, or on an outing, at any one time. Newly qualified staff who achieved an early years qualification at level 2 or 3 on or after 30 June 2016 will also have a paediatric first aid certificate in order to be counted in the adult: child ratios. The first aid qualification includes first aid training for infants and young children. We have evidence of due diligence when choosing first aid training and ensure that it is relevant to adults caring for young children.

Legal framework

- Health and Safety (First Aid) Regulations (1981)
- Statutory Framework for EYFS (2017)

Procedures

First Aid Trained Staff

- Information about who has completed first aid training and the location of the first aid box is provided to all staff and volunteers. A list of staff and volunteers who have current PFA certificates is displayed in various places around the school. Our first aiders are Wendy Harrison(Guru Carana), Sara Dainton (Saraswati), Gita Sanghani and Victoria Viviaini (Rajavidya).

First Aid Boxes & Kits

- The first aid boxes are easily accessible to adults at all times and are kept out of the reach of children. There is one in every classroom and also one in the prasadam hall. A first aid kit is also taken on school excursions and is kept in the medical room.
- There are named persons (Anna Hallett and Victoria Viviani) in the setting who are responsible for checking and replenishing the first aid box contents. They also check the Educational Visits First Aid Bags and also the Minibus First Aid Kit. First Aid kits are checked every half term to ensure items are in date. A record of checks is kept in each box. (see appendix for checklist) and centrally. A stock of first aid kit replenishments are stored in the medical room
- Our first aid kits contain the following items
 - X1 Guidance card as recommended by HSE
 - x2 pairs of disposable gloves
 - x6 sterile cleaning wipes
 - x1 Resuscitation device
 - x1 plastic finger applicator
 - x1 Microporous tape
 - x5 Sterile low adherent dressing pads
 - x1 tubular gauze
 - x1 first aid scissors
 - X1 Composite pack containing 20 assorted (individually-wrapped) plasters
 - x2 Eye pad dressings
 - X4 Individually wrapped triangular bandages (ideally sterile)
 - X6 Safety pins (assorted sizes)
 - Individually wrapped sterile unmedicated wound dressings:
 - Medium (12cms by 12cms) x 6
 - Large (18cms by 18cms) x 2

In addition, the following equipment is kept in the medical room:

- A children's forehead 'strip' thermometer.
- A supply of ice packs
- Eye Solution
- X1 bandage

Managing Injuries & Accidents

- In the case of minor injury or accidents, first aid treatment is given by a qualified first aider
- In the event of minor injuries or accidents, we normally inform parents when they collect their child, unless the child is unduly upset or we have concerns about the injury. In which case we will contact the child's parents for clarification of what they would like to do, i.e. whether they wish to collect the child and/or take them to their own GP.

All injuries involving children's heads (particularly for the youngest children) are also reported to parents immediately, with the option for them to collect the child and get checked out at the GP/hospital.

- An ambulance is called for children requiring emergency treatment. We contact parents immediately and inform them of what has happened and where their child has been taken.
- Parents sign a consent form at registration/admission to the school, allowing a member of staff to take their child to the nearest Accident and Emergency unit to be examined, treated or admitted as necessary on the understanding that they have been informed and are on their way to the hospital.

Recording and Reporting Accidents & Injuries

- Accidents and injuries are recorded in our accident record book and, where applicable, notified to the Health and Safety Executive and/or local child protection agencies in line with our Recording and Reporting of Accident and Incidents Policy.
- The children's accident book is located between the Reception and Yrs 1 & 2 classrooms in the KS1/EYFS Building and also in the main school block between the KS2 classes.
- Details recorded include:
 - Date time and place of incident
 - Name of injured person,
 - person recording incident
 - details of the incident
 - Details of injury
 - what treatment was given
 - Name and signature of the person giving treatment
 - Details of Parent Notification (where a copy is kept with the parents' signature collected at child's pick up time)
- The adult accident book is located in the medical room.
- Medication is only administered in line with our Administering Medicines Policy

Further guidance

- First Aid at Work: Your questions answered (HSE Revised 2015)
- Basic Advice on First Aid at Work (HSE Revised 2012)
- Guidance on First Aid for Schools (DfE Revised 2014)



FIRST AID BOX ITEMS CHECKLIST

Checked by:

Date of check:

List of items that should be contained within each box	Rama Class	Jagannatha Class	Baladeva Class	Vrindavan Class	Prasadam Hall
Leaflet giving general advice on first aid					
x2 pairs of disposable gloves					
x6 sterile cleaning wipes					
X1 resuscitation device					
X1 plastic finger applicator					
X1 microporous tape					
X5 sterile low adherent dressing pads					
X1 tubular gauze					
X1 first aid scissors					
X1 Composite pack containing 20 assorted (individually-wrapped) plasters					
x2 Eye pad dressings					

List of items that should be contained within each box	Rama Class	Jagannatha Class	Baladeva Class	Vrindavan Class	Prasadam Hall
X1 Composite pack containing 20 assorted (individually-wrapped) plasters					
x2 Eye pad dressings					
X4 Individually wrapped triangular bandages (ideally sterile)					
X6 Safety pins (assorted sizes)					
Individually wrapped sterile unmedicated wound dressings - <i>Medium (12cms by 12cms) x 6</i> - <i>Large (18cms by 18cm)</i>					
EXTRA ITEMS in Medical room only)					
Eye solution					
Ice Packs					
1 bandage (large/medium)					
A children's forehead 'strip' thermometer.					



EDUCATIONAL VISITS FIRST AID BAG CHECKLIST

Checked by:

Date of check:

List of items that should be contained within each bag	Bag 1	Bag 2	Bag 3	Bag 4
Leaflet giving general advice on first aid				
Six individually wrapped sterile adhesive dressings				
One large sterile unmedicated wound dressing approximately 18cm x 18cm				
Two triangular bandages				
Two safety pins				
Individually wrapped moist cleansing wipes				
One pair of disposable gloves				
EXTRA ITEMS				
Ice pack				
Small dressing				



MINIBUS FIRST AID BAG CHECKLIST

Checked by:

Date of check:

List of items that should be contained within each bag	Minibus
Leaflet giving general advice on first aid	
Ten antiseptic wipes, foil packaged	
One conforming disposable bandage (not less than 7.5 cms wide)	
Two triangular bandages	
One packet of 24 assorted adhesive dressings	
Three large sterile unmedicated ambulance dressings (not less than 15 cm x 20 cm)	
Two sterile eye pads, with attachments	
Twelve assorted safety pins	
One pair of rustless blunt-ended scissors	
EXTRA ITEMS	

