



FIRST AID POLICY AND PROCEDURES

PERSONS RESPONSIBLE

1. Most staff members are trained in First Aid and should normally be able to deal with a minor injury.
2. Where the injury is more severe, Matron should be consulted for a second opinion and to help with administration of First Aid. In an instance where Matron is not available, one of the First Aid Officers, who have attended a longer First Aid Course, can be consulted. Currently, these people are:
 - Natalie Fox (NF)
 - Luke Currie (LC)
3. The following members of staff have current Paediatric First Aid Certificates: Dawn Smith (Day Matron), Aarti Jackson (Day Matron), Jackie Bunce (Office Manager) Silvia Norris (EYFS), Ghizal Hussain (EYFS), Michelle Oastler (Facilities Assistant).
4. Where a member of staff is not trained because they missed the training course or have joined the School since the course, a nearby member of staff who is trained should help.

FIRST AID BOXES

5. First Aid Boxes are located at:
 - a. Art Room
 - b. Science Lab
 - c. Drax Sports Field
 - d. Both Reception Classes
 - e. Exits to Junior and Senior Playgrounds
 - f. Staff Work Room
 - g. School Hall (behind the door)
 - h. 1 on each minibus
 - A list of the contents that a box should contain is to be displayed inside each box
 - Spare supplies for replenishing boxes are provided by Matron.
 - Matron is to check the boxes at least half termly to ensure that they are complete
 - The First Aid kits to be used on outings are held in by Matron. They must be signed in and out so that the person responsible for them is always known and so they can be found easily when needed.

RECORDING ACCIDENTS AND INJURIES TO CHILDREN

6. Accident Forms are held by Matron. Plasters can be administered for a graze or minor cuts without completing an accident form but, for anything more than a small shallow cut, an accident form must be completed.
7. Use of accident forms:
 - The person who administered First Aid (**and**, if different, the teacher who witnessed the accident) is responsible for completing the accident form (with advice as necessary from Matron)
 - It must be signed (by both members of staff if applicable) and a copy made
 - The original is to be given to the parent(s) for their signature
 - The copy is to be given to Matron
 - The slip signed by the parent is to be stapled to the copy of the form and then filed by Matron.
8. If a child has a head or face injury, a Head Injury form must be stapled to the accident form and a Head Bump sticker put on the child's clothes so that members of staff are aware that they need to keep an eye on the child. In the event of a bump to the head without sign of injury, members of staff should err on the side of caution.



COLD PACKS

9. Disposable Cold packs are held by Matron with spares in the 1st Aid Room. Freezer Cold packs are kept in the freezer. Please ensure freezer packs are returned to the freezer once use is finished.

MEDECINES

10. Medicines should be given to children **only** when permission has been given by a parent or guardian of the child. These may be medicines sent in by the parent **or** if a parent requires, we hold stocks of Calpol in the School. Again, the parent should **always** be contacted first?

- Medicines are to be kept in the 1st Aid room or by Matron.
- All cases where medicines have been given to a child should be recorded on the sheet located where the medicines are kept. Details of permission given by parents are to be held in the child's file in the School Office or, where urgent medicines (such as Epi-pens) may be needed at short notice, the child's name and photo should be displayed in the area where the medicine is kept.

STAFF TAKING MEDICATION

11. Staff must seek medical advice if they are taking medication which may affect their ability to care for children. Any staff medication brought into the School must be securely stored at all times.

DEALING WITH MORE SERIOUS INCIDENTS

12. For the more serious accidents (other than minor cuts and abrasions) the pupil may need to be sent to hospital. Medical advice and common sense state that it is better for the patient to be waiting at a hospital, rather than at School, especially if complications develop, e.g. concussion. Initially attempts will be made to contact the parents, inform them of the situation and assess the feasibility of the parent taking the pupil to hospital.

13. Calling an Ambulance. If parents cannot take the pupil to hospital an ambulance will be called. A member of staff is to accompany the child to the hospital and is to stay with him until the parent(s) arrive. Parents should be:

- a. Given the name of the hospital to which their son has been taken;
- b. Asked to attend the hospital as a matter of urgency;
- c. Reassured to prevent parental distress and another possible accident as they travel to the hospital.

14. **Pupils must be sent to hospital immediately by ambulance in cases of:**

- a. Any head injuries and wounds needing stitches;
- b. All suspected fractures;
- c. If there has been any amount of unconsciousness even for a few seconds.

15. Whilst awaiting the ambulance, a note should be made of 'contact names and telephone numbers' and this should be given to the ambulance crew on their arrival at the School. The Hospital should be telephoned and told of the problem and any available 'contact names and telephone numbers' - this is best done by the ambulance crew. The Hospital will then take responsibility for contacting parents and may use the Police if deemed necessary.

16. **Blood and Body Fluid Spills Procedure:**

- a. The immediate area should be cleared of all people, and the Site Manager contacted.
- b. If necessary the casualty should be escorted if safe, to the 1st Aid room.
- c. Anybody handling the casualty should wear protective clothing, i.e. gloves and apron.
- d. During accidents and injuries, disposable gloves should be worn and can be found in all first aid kits.
- e. All bleeding wounds should be covered with a sterile dressing found in each first aid kit.
- f. Any surface upon which a body fluid has spilled should be cleaned, disinfected and dried thoroughly.



17. Further guidance on hygiene control in schools, and on steps to be taken in addressing a range of medical conditions and communicable diseases, can be found on the HPA website at www.hpa.org.uk

REPORTING WORK RELATED ACCIDENTS

18. In addition to completing accident forms for anything more than a shallow cut (see Paragraph 7), Under 1995 (RIDDOR), Reporting of Injuries, Diseases and Dangerous Occurrence Regulations we are also required to report certain work related incidents affecting employees or members of the public.

RECORD KEEPING

19. We must keep a record of any reportable injury, disease or dangerous occurrence. This must include:

- a. The date and method of reporting the incident
- b. The date, time and place of the event
- c. Personal details of those involved and
- d. A brief description of the nature of the event or disease.

20. These details are, within 24 hours of the incident, to be recorded in the Accident Book (held by the Day Matron) and reported to the Bursar (who is responsible for coordinating reports to the National Incident Contact Centre).

21. **The following incidents must be reported immediately by telephone to the National Incident Contact Centre:**

- a. A death or major injury, such as fracture of a bone (other than to the thumbs, fingers or toes),
- b. A dangerous occurrence (e.g. the collapse of a lift or a hoist) resulting from a work activity,
- c. An injury to an employee resulting in admission to hospital for more than 24 hours,
- d. An accident connected with work where a member of the public (including pupils) is killed or taken to hospital for treatment (for other than minor injuries such as thumbs, fingers or toes).

22. **The following incidents must be reported to the National Incident Contact Centre within ten days:**

- a. An accident resulting in a member of staff being off work or unable to do their normal work for more than 3 days
- b. A case of a specified occupational disease certified by a doctor.

23. Such accidents or incidents need to be reported by telephone or online to:

National Incident Contact Centre
Caerphilly Business Park
Caerphilly
CF83 3GG

Telephone: 0845 300 9923
Fax: 0845 300 9924
Email: riddor@natbrit.com

Or on-line (on the Health and Safety Executive website)

Note - All incidents that are reported by phone or email must be followed up by a completed F2508 form (accident/dangerous occurrence) or F2508A form (incidence of disease). Download these forms at: HSE Forms- Incident Reporting (Health and Safety Executive website)

See also

- RIDDOR Explained
- RIDDOR (Health and Safety Executive website) Comprehensive guidance to the regulations



EYFS FIRST AID POLICY

24. First Aid for pupils in our Reception Classes is to be overseen by paediatric trained first aiders during School time and on School trips. Staff trained in this area has been named earlier in this policy.

25. Parents are to be informed of every accident or incident to their child in the EYFS and the first aid or medication that has been given. Parents of pupils in the EYFS give us permission to administer inhalers or epi-pens as an emergency procedure without first making contact with them. However, in the case of all other medication, written parental permission is to be sought prior to administering medication. Verbal permission may be accepted in cases where parents are unable to give written permission and the first aider and parent are in agreement that to delay the medication would be to the detriment of the health or comfort of the child.

POLICY ON ADMINISTRATION OF MEDICINES FOR EYFS PUPILS

26. Medication is given to pupils when required, under the written consent given by the parents. Parents must fill out the administration of medicines form detailing dosage and timing. This form is kept in the School Office. All medicines are kept securely in the Medical Cupboard or fridge. Pupils are not allowed to carry tablets or medicines on their person or in their school bag. If a pupil needs to take a prescribed medication during the school-day the following directions apply:

- a. The medication must be clearly labelled and in its original container, as dispensed by the pharmacist.
- b. The medication must include instructions for administration.
- c. The medication must be accompanied by a copy of the form kept in the School Office and in the medical room (see above).
- d. The member of staff who administers the medicine should be trained in drug administration and is to record the date and time at which the medicine is administered. The Reception team and Matron take responsibility for Reception pupils.

INHALERS

27. Inhalers are to be clearly labelled with the name of the pupil and are to be kept in the designated medical post in the Reception classrooms. Inhalers are to be available for the pupils at all times.

EPI-PENS AND ANTI-HISTAMINES

28. All EYFS staff are to be trained in Epi-pen and inhaler administration on an annual basis. Epi-pens and/or anti-histamines prescribed for pupils with allergies are kept in the designated medical post in the Reception classrooms and are available for the pupils at all times. At such times when the children go to another classroom or off site, inhalers and Epi-pens are to be taken with the child and are the responsibility of the key worker. Each pupil has a clearly labelled emergency box containing full instructions on when and how to administer the medicines.

29. Parents are responsible for replacing medication so that it is in date.

STAFF TRAINING

30. Whole staff training in First Aid is to be provided every three years.

31. Whole staff training is to be provided on an annual basis for the use of Epi-pens.

32. A register of pupils with special medical needs is on the Teacher shared drive and information about children with severe medical needs or allergies is circulated to all teachers.