

FIRST AID AND MEDICAL POLICY

(including sickness or injury during the school day)

Introduction

First Aid can save lives and prevent minor injuries becoming major ones.

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 First Aid policy of the school has been drawn up with reference to:

- *Guidance on First Aid for Schools DfEE publications (2001)*
- *Department for Education Guidance: First Aid (2012)*

Qualifications & Training

- All First Aiders must complete an approved training course and hold a valid certificate of competence, which must be renewed through refresher training up to 3 months before the expiry date of their certificate.
- All members of staff (teachers and teaching assistants) are offered the opportunity to undertake approved first aid training. Course fees will be covered by the school.
- All teaching assistants are required to undertake an approved first aid course as soon after their appointment as possible and to renew the training every three years. The course should include approved Paediatric first aid training.

Current First Aiders at School

- A current list of first aiders is posted in the Lodge, the Hall, the Infant House main entrance, the STEAM Room and each classroom.
- The list will be reviewed and updated regularly by the School administrator.

Main duties of a First Aider or other responsible adult

- Give immediate help to casualties with injuries or illnesses;
- When necessary ensure that an ambulance or other professional medical help is called;
- To calm and reassure the patient.

First Aid Materials

- First Aid kits are located: **Infant House - Utility Area (ground floor near office)**

School Hall – Kitchen wall (white ‘medical ‘cupboard)

The Lodge (staff room) – inside staff entrance

Forest School First Aid kit (pouch) - kept in the Forest School rucksack;

**Off-site First Aid kits (pouch) - Infant House (in Adult toilet)
Keilhau (in the Disabled Toilet)**

Minibus First Aid kit is kept on the School minibus

- Staff are responsible to report immediately any shortages or heavy use of the contents in order that these can be replenished immediately. This should be reported to the school administrator.
- The contents of all first aid kits will be checked termly and marked on the checklist. This will be carried out by the school administrator.

First Aid/Medical accommodation

See below - **Sickness / Injury at School** for procedure to follow regarding contacting parents/carers or the need to seek further medical assistance.

- In the first instance minor injuries taking place on the school site should be dealt with in the **office area of Infant House** or the **Learning Support Room (Lodge)** where there is access to the **first aid box, water, seating and other staff** to assist.
- When a parent/carer has been contacted in accordance **Sickness / Injury at School** (see below), the sick/injured child should wait in their classroom, where they can be kept comfortable and supervised by a member of staff.
- If the nature of the accident or injury requires more privacy or if the sick or injured child requires quietness or to lie down (or is considered infectious) then they should be taken to the **Learning Support Room (Lodge)** which is the **designated medical room**. In this instance a member of staff must remain with the child at all times. A bucket/portable first aid kit should be made available if necessary. **A bucket, disposable cardboard containers, gloves, aprons and single-use ice-packs** are available in the **cupboard under the sink in the Lodge** and in the **cupboard under the sink in the Infant House**.
- **Blankets, pillows, etc** are stored in a plastic container in the **outside toilet nearest the Lodge**.

Sickness / Injury whilst at School

- If a child is taken ill/injured whilst at school we will contact the parent/carer and ask for the child to be collected **according to the following procedure:**
- **Kindergarten** – the Kindergarten teacher will decide if the nature of the illness/injury (on the advice of a first aider in the case of injury) requires the child to be collected before the end of their session at kindergarten. The Kindergarten teacher or teaching assistant should ask the School office to contact the parent/carer by telephone and once the child has been collected, record the early departure in the notes section of the register. An accident report form should be signed by the parent/carer in the case of an injury at school.
- **Main School** - the Principal (or in their absence the designated member of staff in charge), will decide if the nature of the illness/injury (on the advice of a first-aider in the case of injury) requires the child to be collected before the end of the school day. The teacher or teaching assistant should ask the School office to contact the parent/carer by telephone and prior to the child being collected/leaving the premises, ask the parent to record the early departure on the 'Late Arrivals or Early Departure' register in the School Office. An accident report form should be signed by the parent/carer in the case of an injury at school.
- **In all instances** if it considered advisable for an **ambulance** to be called, this will be the decision of the Principal (or in their absence the designated member of staff in charge), except in the case of life-threatening or other serious emergency.

Hygiene Infection Control

- All staff should take precautions to avoid infection and must follow basic hygiene procedures
- Staff have access to single-use disposable gloves, single-use disposable aprons and hand washing facilities
- **Disposable gloves should be worn when dealing with blood or other body fluids** and disposing of dressings or equipment.

Reporting Accidents and Record Keeping

- An Accident Report Form must be kept to record accidents and First Aid treatment that is given at school. Accident Report forms are available from the school office.
- The form MUST contain:
 - Name and signature of the person dealing with the accident
 - Counter signature of a First Aider (if the person dealing with the accident is not a first aider)
 - The signature of the parent or carer should be obtained when the child is collected (for further details see the each of the *Procedures* that follow)
- In Kindergarten, the person completing the accident report form should also put a 'star' in the 'collected' column of the register to remind the person signing children out that there is an accident report waiting to be signed.
- Completed (and signed) forms should be given to the school administrator as soon as possible. These will be kept in a ring binder, these will be filed in year group order.
- At the end of each year accident report forms will be archived by year group. These can be stored with the *medication forms* for that year group. Each year group archive will be kept until children in that year group have reached the age of 21.

Procedure to follow in the event of a minor accident or injury

- Minor accidents or injuries can be dealt with by the teacher or teaching assistant responsible for the child, (i.e. small grazes, bumps, etc), provided that no first aid treatment is administered (other than checking grazes are clean).
- If there is any doubt about any accident or injury, a trained Staff First Aider should be consulted (this applies in all cases to bumps to the head).
- If any first aid treatment is required (ie sting cream, arnica, etc) this should be given by, or under the direction of, a trained First Aider.
- An accident report form should be completed by the member of staff dealing with the accident or injury. If this person is not a trained First Aider the form should be checked and counter-signed by a trained First Aider.
- The form should be made available for the parent/carer to sign when collecting their child.

Procedure to follow in the event of an accident of a more serious nature

In the event of an accident or emergency of a more serious nature the following procedure should be adhered to:

- The teacher in charge or on duty should remain with the children and injured party at all times and attempt to establish calm and order.
- The injured child should be brought back to **the Lodge** or **the Infant House**, escorted by a member of staff.
- If in doubt, the member of staff should not attempt to move an injured child but wait until help arrives.
- A trained Staff first aider should be sent for immediately. Where there is a sole member of staff in charge of the children, this could be facilitated through sending two children to get further assistance.
- Where the injury is of a serious nature **requiring further medical assistance**, the Principal or the designated member of staff in charge of the school should be informed immediately as to the

nature and seriousness of the incident. Any decision regarding calling for an ambulance, informing parents, etc., should be taken in accordance with our **Health and Safety Policy: Sickness and Injury at School**.

- An accident report form should be completed and made available for the parent/carer to sign when collecting their child.

Procedure to follow if an injured child is collected by someone other than the child's parent/carer.

- If a child, who has an 'accident-report form' to be signed, is collected by someone other than their own parent/carer, the person collecting the child should be asked to sign the accident report form and **be given a photocopy** to pass on to the child's parent/carer.
- If the child is going home on the minibus, **the form** and a **photocopy of the form**, must be given to the minibus driver. At the drop-off point, the driver should get one copy of the form signed by the person collecting. The duplicate should be given to the person collecting (if this is not the parent then they should be asked to pass this on to the parent. The driver should return the signed form to the office.
- The teacher should assess whether as a further safeguard (ie bang to the head) a follow-up call to the parent/carer should also be made. In this instance, a record should be made on the accident report form.

Accident of a very serious nature

- Accident of a very serious nature should be reported to the HSE/Ofsted as required in the statutory requirements.
- Accident and ill health at work will be reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) following the guidance given in *Reporting Accident and Incidents at Work – a brief guide HSE (2012)* and guidance relating particularly to schools in *Guidance on First Aid for Schools sections 65-73 DfEE publications (2001)*

Monitoring and review

This policy is monitored by the Principals and staff of the school and will be reviewed in line with the school's Policy review cycle.