

# **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 (2000; updated February 2014)*
- *Advice on the requirements for first aid provision in schools; National Education Union (Jan 2019)*

### **First Aid Qualifications & Training**

- All members of staff (teachers and teaching assistants) are offered the opportunity to undertake approved first aid training. The course will include approved Paediatric first aid training. The training should be renewed every three years, up to 3 months before the expiry date of their current certificate.

### **Current First Aiders at School**

- A list of current trained 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 Appointed Person.

### **Appointed Person**

The appointed person is someone who:

- Takes charge when someone is injured or becomes ill;
- Ensures that an ambulance or other professional medical help is summoned when appropriate;
- Looks after the first-aid equipment eg restocking the first-aid kits (see below);
- Ensures that there is clear information regarding current trained First Aiders (see above);

Appointed persons are not First Aiders. They should not give first aid treatment for which they have not been trained. However, appointed persons can have emergency first aid training/refresher training, as appropriate. These courses do not require HSE approval.

### **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 off-site kit - Forest School rucksack**
  - **Off-site First Aid kit Infant House** (in Infant House kitchen)
  - **Off-site First Aid kit 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 Appointed Person.
  - The contents of all first aid kits are checked termly and marked on the checklist. This will be carried out by the Appointed Person.

## First Aid/Medical accommodation

- In the first instance minor injuries taking place on the school site should be dealt with by a member of the school staff.
- If necessary, children requiring first aid treatment for their injuries should be taken to 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 (in the 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 and aprons** 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 Lodge**.

## Sickness / Injury whilst at School

- If a child is taken ill/injured whilst at school, the school 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 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 Kindergarten register. An accident report form should be signed by the parent/carer in the case of an injury at school.
- **Main School** - the Class Teacher will decide if the nature of the illness/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 Appointed Person), 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 (AR 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 and adjacent to the first aid kits in the Lodge, School Hall and Infant House. They are also available on Teams.
- The form MUST contain:
  - Name and signature of the person dealing with the accident
  - Counter signature of a First Aider (not required for minor accidents or injuries – see below)
  - 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)
- Completed (and signed) forms should be given to the Appointed Person on the day they are completed.
- AR forms should be scanned and uploaded to the child's individual folder (in "Teams/The Keep")
- The scanned AR form should also be sent to child's parent/carer by email for information.
- Completed AR forms will be kept in a ring binder, these will be filed in year group order.
- At the end of each year AR 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/applying ice pack to bruising).
- If there is any doubt about any accident or injury, a trained First Aider should be consulted (this applies in all cases to bumps to the head as a result of a fall or serious impact/collision).
- If any first aid treatment is required (ie tea tree 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.
- The form should be checked and counter-signed by a trained First Aider where first aid treatment has been administered or where the first aider has been consulted.
- The form should be made available for the parent/carer to sign when collecting their child on the day of the accident.

## 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 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 Appointed Person 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, **two photocopies 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. This can replace the unsigned original and filed.
- 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 AR 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 (2000)*

### **Monitoring and review**

This policy is monitored by the Principal and staff of the school and will be reviewed annually or before if necessary.

**Current review dated: 20/01/2020**

**Effective date: January 2020**

**Next Review date: January 2021**

**Reviewed by: Mark Hunter**