

First Aid Policy (13a)

Last updated: Dec 2021

Review date: Dec 2022

Introduction

This policy is designed to promote the health, safety and welfare of pupils, staff and visitors to this school through the provision of first-aid equipment and trained personnel in accordance to the requirements of The Health and Safety (First Aid or Paediatric) Regulations 1981.

All School staff have emergency first aid at work training. The appointed person for stock ordering and checking First Aid kits termly is the Health and Safety coordinator; Darren Clark.

The Health & Safety Governor is responsible for monitoring the effective implementation of the First Aid Policy.

The aims of the policy

The aim of providing first aid is to save lives and to ensure that minor injuries and illnesses do not escalate into major ones.

The aim of this policy is to ensure that:

- A person is appointed to take charge of first-aid arrangements
- Staff nominated as “appointed first aiders” receive up-to-date training courses, **every three years, and annual online refresher courses in between qualifications.**
- Suitably stocked and marked first-aid containers are available at all appropriate locations throughout the school
- All members of staff are fully informed with regard to the first-aid arrangements
- All staff are aware of hygiene and infection control procedures
- Written accident forms are maintained, reviewed and analysed and RIDDOR is abided by.
- First-aid arrangements are regularly reviewed

Procedure

First aid provision will be available at all times while people are on the school premises and also off the premises while on school visits, **during swimming lessons, sports fixtures and other off site school events.** The school First Aid Policy will be made available for scrutiny by the LA and all recognised teacher and staff unions.

Induction

When joining Hemdean House School and at the beginning of each school year thereafter parents are asked to complete a confidential medical questionnaire for their child. This form enables the parents to give contact details,

any medical history, and information such as allergies, eczema, asthma, hay fever, dental needs, food intolerances, hearing or sight problems or travel sick problems. Parents are also asked to inform the school office if their child is on any regular medication or supplements. They are encouraged to inform the school office if there is any change to the child's health. All staff are made aware of children with specific health issues and are given written instructions on how to manage each individual condition on and off school premises. The First Aider ensures that appropriate inhalers, Epi pens or other medication are given to the member of staff in charge of a school trip.

A personalised care plan is created for any pupil or staff member with particular health needs such as asthma, severe allergic reactions or physical disabilities. The care plan is signed by the child's parents. This is shared with relevant staff so as everyone is aware of how to respond to this person during a medical emergency.

What to do in an accident

In-school procedures

In the event of an accident resulting in injury:

- The closest member of staff present will assess the seriousness of the injury and seek the assistance of a qualified first aider, if appropriate, who will provide the required first aid treatment.
- The first aider, if called, will assess the injury and decide if further assistance is needed from a colleague or the emergency services. They will remain on scene until help arrives.
- The first aider will also decide whether the injured person should be moved or placed in a recovery position.
- If the first aider judges that a pupil is too unwell to remain in school, parents or a representative nominated by the parent will be contacted and asked to collect their child. Upon their arrival, the first aider will update parents and give suggestions of potential next steps. It is for the parents to decide on the next course of action.
- If emergency services are called, the Headteacher or a member of SLT will seek to make contact with the parents immediately or emergency contacts as soon as practically possible.
- The first aider/relevant member of staff will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury

Off-site procedures

When taking pupils off the school premises, staff will ensure they always have the following:

- The nominated mobile phone
- A portable first aid kit
- Emergency or prescription medicines where appropriate
- Information about the specific medical needs of pupils
- Parents' and emergency contact details

Risk assessments will be completed by the trip leader two weeks prior to any educational visit that necessitates taking pupils off school premises. There will always be at least one first aider on school trips and visits.

When to call an ambulance

An ambulance should be called in a life-threatening emergency. Always call 999 if someone is seriously ill or injured, and their life is at risk.

Examples of medical emergencies include (but are not limited to):

- suspected broken bones, when moving a person could cause more damage

- chest pain
- difficulty in breathing
- unconsciousness
- severe loss of blood
- severe burns or scalds
- choking
- fitting or concussion
- drowning
- severe allergic reactions

Risk assessment audit

On behalf of the Governing Body the Site Manager will conduct an annual risk assessment audit of all school buildings and facilities paying particular attention to:

- practical activities involving children aged 4 – 11 years old
- the use of machinery and tools
- storage of hazardous substances
- the use of equipment for sports and physical education

This assessment will be recorded as significant findings and a task list to address issues arising will be compiled, dated and solved accordingly and used as evidence of Due Diligence. A judgment will be made as to how many trained first aiders are required to provide an effective and safe response to accidents and injuries.

A judgment will also be made as to how many fixed and portable first-aid containers should be available and where they are to be located. Specific consideration will be given to staff or pupils who have special health needs or disabilities.

In determining the level of provision, the appointed person and the governing body will consider:

- the provision during lunch times and breaks
- the adequacy of the provision to account for staff absences
- the provision of first aid for off-site activities and School trips
- the provision for practical lessons and activities, e.g. Cookery, IT, [Forest School](#) and physical education

Qualifications and training

All school first-aiders will hold a valid certificate of competence that is valid for three years. [All staff who come into regular contact with our EYFS children are Paediatric First Aid trained.](#)

The School endeavours to ensure training and retesting of competence is arranged before certificates expire.

First-aid materials, equipment and facilities

First-aid containers will be:

- marked with a white cross on a green background
- located by exits and within easy reach of hand washing facilities

- stocked in accordance with HSE recommendations (which are determined by self-assessment within Hemdean House School and based upon what local Staff believe would be reasonable)

Portable first-aid containers will be available for all school trips and for sporting and other activities that take place over 200 metres from school buildings.

Where it is known that staff or pupils engaging in an out of school activity have specific health needs or a disability, the contents of the first-aid container will include the resources to meet these specific needs, e.g. a supply of insulin or an epi-pen.

All staff have a responsibility to notify the Caretaker when they have used first aid supplies, so as stocks can be replenished in a timely manner.

Medical Room

The school medical room is located in the boys changing room. Although this room is used for other purposes, the provision of first aid and medical usage will have absolute priority and must remain tidy at all times. It contains:

- A sink is in easy reach in the boy's toilet (next door) to wash hands. It has hot and cold running water.
- Drinking water is available nearby in the kitchen.
- Hand sanitiser and disinfectant surface wipes.
- A first aid box, accident book/forms, PPE and yellow clinical waste bags are all available from the school office.
- A bed for pupils to sit or lie
- A chair

Information and notices

First aid notices giving the location of first aid containers and the names of members of staff who are certificated first aiders will be prominently displayed in staffroom and other common areas.

The school will make every effort to ensure that first aid notices are clear and easily understood by all Information on the school's first aid provision will be covered during induction pack given to new and temporary staff.

Hygiene and infection control

All staff will:

- Follow basic hygiene procedures
- Be made aware as to how to take precautions to avoid infections, e.g. HIV and AIDS

All staff will have access to single use disposable gloves, aprons and hand washing facilities. Disposable gloves will be worn at all times when dealing with blood or other body fluids or when disposing of dressings or other potentially contaminated equipment. Instructions on the disposal of all used dressings or equipment will be included in the first-aid containers. Bodily fluid disposal kits are available from the school office.

Due to COVID-19 staff dealing with **any** medical issue must wear the PPE provided by the school – face mask, visor, apron and gloves. All used PPE must be disposed in a separate colour coded bag and placed in a designated space for 72 hours before being placed in the waste bin.

Recording accidents and injuries

All accidents and injuries will be recorded in a written form and such records will be kept for a minimum of three years. Accident form are available in paper form in the first aid cupboard in the school office or electronically in the Staff Handbook on the shared drive.

The record of any first-aid treatment given by first aiders and other appointed persons will include:

- the date, time and place of the incident
- the name and class of the injured or ill person
- details of the injury or illness and what first aid was given
- what happened to the pupil or member of staff immediately afterwards (e.g. went home, resumed normal duties, went back to class or went to hospital)
- the name and signature of the first aider or person dealing with the incident
- for any incident of concern, a parent is contacted as soon as possible
- There is an audit of all incidents at the end of each term by the Caretaker and checked by the Headteacher
- All injuries will be assessed on an individual basis by the appointed person on duty. Where the injury is an emergency an ambulance will be called and the Parents will be contacted.
- Where hospital treatment is required but it is not an emergency, the parents will be contacted to take the child to hospital. If it is not possible to contact the parents, the Headteacher or Deputy Headteacher will accompany the child to assist in ambulance. If a staff car is to be used, the Headteacher plus another member of staff will accompany them to hospital.
- Less serious head injuries are monitored as necessary in the office. The parents are informed by telephone and an accident form is filled in. The parents are given a copy and the record is kept of the child's condition. Verbal instructions are given to parents on the signs and symptoms to look out and advised to seek further medical advice from 111 if they are concerned.
- A child with severe head injuries which result in loss of consciousness will be escorted to hospital by ambulance and the parent or guardian informed as soon as possible. All parents' consent to their child being escorted in an ambulance when they join the School.

Serious or significant incidents will be reported to parents by direct contact with the parent or carer following a phone call to them.

All head injuries are reported to the parent or carer by phone following the incident.

An emergency involving outside medical professionals or services is RIDDOR reportable, the Head Teacher or the appointed person will contact a parent or carer using a solicitously mindful approach.

Monitoring temperatures procedure

- When a child is unwell first check their temperature
- If 37.5'c or higher take some clothes off them and/or use a flannel to sponge them down using tepid water, open window or door to reduce the temperature in the room.
- Lay them in the medical room, do not cuddle them as this might raise their temperature further, but remain close by
- Record the child's full name and date of birth on to the temperature and monitoring form. Add the date and time, sign it and ask a colleague to witness the signature

- If high ask the School Office to call the child's parent/carer to collect the child and ask if Paracetamol Suspension can be administered
- Due to COVID-19 any child with a temperature above 37.5 must be collected by a parent/carer as soon as possible and the current government guidelines followed.
- Paracetamol Suspension will only be administered once. Record this on the medicine form.
- On parent's arrival they must sign both the medicine and temperature monitoring form when they collected their child.

This procedure does not apply in an emergency – when you must dial 999 immediately

Normal temperature is between 36.5°- 37.5°

HHS uses a forehead thermometer to monitor children's temperatures. This is also recommended practise during Covid-19 pandemic as physical contact with the child is not necessary.

Reporting accidents to the HSE (Health & Safety Executive)

In conjunction with the HSE Incident reporting in schools guidance, the following types of accidents will be reported to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 2013 (RIDDOR):

- accidents resulting in death or major specified injury (including those that result from physical violence)
- accidents that prevent the injured person from doing their normal work for more than seven consecutive days
- A staff member, member of the public or pupil referred to hospital to medical treatment (not only as a precaution)
- A specified dangerous occurrence, work related diseases or gas incidents.

Exceptions that are not reportable to RIDDOR:

- Do not report road traffic accidents on school mini bus, this is dealt with by the police.
- Accidents that happen on overseas residential trips.

The duty to notify and report such incidents lies with the Headteacher.

Administering medication

Please refer to the separate policy, entitled Administering Medication Policy.

Review of first-aid provision

The Governing Body and the Headteacher or the appointed person will review the first-aid policy and provision at least once every year.

Appendix 1

First-aid qualified staff list

NAME	ROLE	QUALIFICATION	EXPIRY DATE
Mrs Helen Chalmers	Head Teacher	Paediatric First Aid	MAR 2022
Mrs Helen Illingworth	Teacher, Year 4	Paediatric First Aid	MAR 2022
Miss Emma Roberts	Teacher, Year 5 & PSHE Leader	Paediatric First Aid	MAR 2022
Mr Robby Elson	P.E Teacher	Emergency First Aid at Work	SEPT 2023
Mrs Lisa Leigh	Finance Administrator	Paediatric First Aid	MAR 2022
Mrs Lyndsay Dunning	Teaching Assistant	Paediatric First Aid	MAR 2022
Mrs Kelly Robinson	Teaching Assistant	Paediatric First Aid	MAR 2022
Mrs Cathy Hodgson	Teaching Assistant	Paediatric First Aid	MAR 2022
Mrs Carole Earl	Teaching Assistant	Paediatric First Aid	MAR 2022
Mrs Rosie Parker	Drama/Music Teacher	Emergency First Aid	MAR 2022
Mrs Jackie Bulluss	Lunchtime Supervisor	Emergency First Aid	MAR 2022
Mrs Julie Bowlt	Lunchtime Supervisor	Emergency First Aid	MAR 2022

Staff complete first aid training courses every three years. All staff are encouraged to renew their first aid course online, in the years not attending a face to face training course.

Appendix 2

Location of First Aid boxes

1. Office (main office kit & playground/trips kit)
2. Reception/Year 1
3. Head Teacher's Office/Year 2
4. Outside Library
5. Science Lab
6. Drama Studio
7. HEU
8. Forest School Room
9. Mini Buses (x2)

Appendix 3 - Parental agreement to administer medicine at School

CHILD'S INFORMATION	
Child's Name:	
Form Teacher:	Year Group / Class:
Name of medicine:	
Strength:	Expiry date:
Reason for medication:	
Storage requirements:	<i>(Fridge or room temperature)</i>
When to administer medication:	
Dosage:	
Medication duration:	<i>(Days / weeks / other)</i>
PARENT'S CONTACT INFORMATION	
Full Name:	<i>(Miss / Mrs / Ms / Dr / Prof / Other)</i>
Home or Work Tel:	Mobile Tel:
PARENT'S CONTACT INFORMATION	
Full Name:	<i>(Miss / Mrs / Ms / Dr / Prof / Other)</i>
Home or Work Tel:	Mobile Tel:

The supervising or giving of medicine to a child is a parental responsibility, however school staff may be asked to perform this task. School staff cannot be directed to undertake this role, but may do so voluntarily after receiving the appropriate training. Where staff are unwilling/unable to provide medical treatment it is the parent's responsibility to make appropriate alternative arrangements. Parents/carers must understand that school staff are not medically trained. Parents/carers are encouraged to ask a child's doctor to prescribe medication that can be administered outside school hours wherever possible. If staff have any concerns relating to the administration of medicine they should contact parents/carers and are entitled to refuse administration.

School staff will only administer medication prescribed by a doctor. This form should be completed by the parent/carer and be delivered personally together with the medication to the Head Teacher or her nominee. It is the parent/carer's responsibility to provide the medication required. The medication should be in date and clearly marked with its contents, pupil's name, dosage and name of prescribing doctor.

I confirm that the medicine details above has been prescribed by a doctor and that I give my permission for school staff to administer the medicine to my child during the time that he / she is at school. I will inform the school immediately in writing if there is any change in dosage or frequency of the medication or if the medication is stopped. I understand that no responsibility will be accepted by the school for any consequences arising from the administration of the medication or from a dose being missed.

Full Name: *(Miss / Mrs / Ms / Dr / Prof / Other)*

Signed: Date:

Appendix 5

ACCIDENT/INJURY REPORT FORM (FRONT PAGE)

Please complete this form in full. Where possible, Parents/Carers should receive this form on the day of the accident/injury. Parents/Carers are advised to read this form carefully, sign the reverse and return the form to school. Parents/Carers should report any relevant additional information relating to the accident/injury to the school immediately. If your child has had a bump to the head of any description, the school will attempt to contact parents by telephone. If the bump to the head is not considered serious and we are unable to get hold of parents/carers, parents/carers will receive this form only. If a head injury is considered serious, the appropriate first aid action will be taken in line with the school's first aid policy.

PUPIL DETAILS	
Child's Name:	
Class Teacher:	
Date:	
Time of accident:	
ACCIDENT/INJURY DETAILS	
Accident/injury details:	
Where did the accident happen?	
Details of treatment given:	
Treatment given by:	
Signature:	

HEAD INJURIES ONLY – All injuries to the head are treated according to the First Aid Policy		
Your child was attended by the first aider and has shown signs of the following (ticked below)		
HEAD INJURIES ONLY	Tick box	
Dizziness:		
Drowsiness:		
Nausea/sickness		
Headache		
Loss of vision		
Unconsciousness		
Parents/Carers contacted		Time:
Parents/Carers collected child		Time:
Ambulance called		Time:
None of the above		Please continue to monitor your child for 24 hours
Additional details/where necessary:		

ACCIDENT/INJURY REPORT FORM (REVERSE PAGE)

Dear Parents/Carers,

Please sign and return this form to the school office to acknowledge receipt of this report and advise the school if there are is any additional information or actions that we should be aware of.

Thank you.

I acknowledge receipt of this Accident/Injury Report Form	
Date:	
Childs Name:	
Parent/Carer Name:	
Follow up actions taken by Parent/Carer, if applicable:	
Additional information for school to consider, if applicable:	
Signature of Parent/Carer:	
Name of Parent/Carer:	

IMPORTANT

Parents/Carers: Please check your child's injury and seek professional medical attention if you are at all concerned. Please note a copy of this report is retained by the school.

Appendix 6

Temperature Monitoring Form

A normal temperature in children is about 36.4’c, but this can vary slightly. A high temperature or fever is usually considered to be a temperature of 38’c or above.

During the Covid-19 pandemic a high temperature is defined as *‘feeling hot to touch on your chest or back’ (do not need to measure temperature)*. If a high temperature is present, the person needs to be sent home and requested to get a PCR test before returning to school. In addition, the person’s temperature should have returned to the normal range for 48hours before returning to school.

If the person’s temperature is 38’c or higher, the temperature monitoring form must be signed by the parent/carer who collects the pupil from school.

Pupil	Date	Time	Temperature	Checked by	Witnessed by	Parent Signed