

First Aid Policy

Goodwyn School



1 Introduction

- 1.1 All staff, both teaching and non-teaching, are responsible for dealing with incidents requiring first aid.
- 1.2 During lesson time first aid is administered by the class teacher and teaching assistant. If an accident occurs in the playground and first aid is required, then the person on duty who has the responsibility for first aid will attend to the child. At lunchtimes first aid is administered by the midday supervisor.
- 1.3 If there is any concern about the first aid which should be administered then the qualified first aiders must be consulted.

2 First Aiders

There are several first aiders in the school, some of whom hold first aid at work qualifications and some a paediatric first aid qualification. An up-to-date list of First Aiders can be found in the office and on the staff room notice board and in the medical room.

3 First Aid Boxes

3.1 The first aid boxes are located:

1. Front Office
2. Side Entrance/Exit door
3. Playground during playtimes
4. Welfare Room
5. Kitchen

3.2 Contents – as per HSE guidelines a minimum of

- | | |
|---------------------------------|---|
| ▪ bandages: 4 triangular | ▪ sterile eye pads |
| ▪ plasters, assorted (20) | ▪ safety pins |
| ▪ moist cleansing wipes | ▪ disposable gloves |
| ▪ leaflet giving general advice | ▪ 6 medium and 2 large individually wrapped sterile dressings |

3.3 Travelling First Aid Boxes

Before undertaking off-site activities, it should be assessed as to what level of First Aid provision is needed. HSE recommend that, where there is no special risk, a minimum stock of first aid items for travelling are:

- 6 individually wrapped plasters
- 2 triangular bandages
- leaflet giving general advice
- 1 large individually wrapped sterile dressing
- disposable gloves
- moist cleansing wipes
- 2 safety pins

Staff taking children on outings, to games, swimming or any activities outside school must ensure they are equipped with the necessary medication and First Aid Bag. Children who are on the concerns list for allergies and have the medication kept in school must **always** have their medication close at hand.

First Aid Bags, Eppi Pens and Asthma Inhalers **MUST** be signed out **and** signed back in when returned. All medication must be accounted for. The book can be found in the Medical Room.

3.4 First Aid Supplies

Extra specialised equipment for first aid, including eye baths, is kept in the medical room.

3.5 Person responsible for Supplies

First Aiders are responsible for checking the contents of the first aid boxes on a regular basis and for placing orders to replenish stock. All staff are responsible for notifying the nurse/welfare officer if the supplies in any of the first aid boxes are running low.

3.6 Courses

First aid courses are advertised in the course file in the staff room, and all staff are welcome to attend.

4 Infection Control

Always wear disposable gloves and apron when treating any accidents/incidents which involve body fluids. Body fluids spills kits are available from the sickness bags in the medical room. Any waste (wipes, pads, paper towels etc.) should be placed into a yellow bag then into the yellow first aid bin in ladies cloakroom to be legally disposed of. Any soiled clothes should be placed in a plastic bag and fastened securely ready to send home. Hands must always be washed with soap and water before and after administering first aid and after contact with body fluids.

5 Accidents

Only qualified first aiders should administer medicines of any kind.

5.1 Accidents fall into four categories:

- Fatal
- Major injury
- To employees resulting in more than seven days consecutive absence
- Other accidents

5.2 Other accidents. These are the accidents which more commonly occur in school.

Procedure to follow:

The First Aid Box and Record/RDDOR (Reporting of Injuries Diseases and Dangerous Occurrences Regulations 2013) Book should be taken out each break by the designated member on first duty on the day.

- All accidents must be reported and the assistance must be called if it is of a more serious nature.
- The Accident Book can be found in each First Aid Box/Bags and located in the office.
- The form must be handed to the office for recording on Pass.
- If a child has a bump on the head a letter is sent home and/or parent/guardian is contacted. A letter should be sent home if a child has a bump to the head and the child should be given a 'bump on the head' sticker so that all staff can be aware. Any child with a bad head injury is sent home so that they can be observed for concussion
- If the accident is of a very serious nature an ambulance must be called immediately and the parents contacted as soon as possible. A member of staff should accompany the child in the ambulance if the parents have not been able to get to school in time.
- If a child is taken ill then the parents must be contacted as soon as possible in order that they may collect their child from school. All children sent home must be recorded in the "*Illness Register*" which is located in the office.
- In all cases of accident and illness the child's wellbeing is the primary concern and therefore it is better to be over cautious when making judgements and deciding on what action to take.

5.3 Major Injuries – these include:

- Fracture of the skull, spine or pelvis
- Fracture of any bone in the arm other than a bone in the wrist or hand
- Fracture of any bone in the leg other than a bone in the ankle or foot
- Amputation of a hand or foot
- The loss of sight in an eye
- Any other injury which results in the person injured being admitted to hospital as an inpatient for more than 24 hours, unless that person is detained only for observation

It might be that the extent of the injury may not be apparent at the time of the accident or immediately afterwards, or the injured person may not immediately be admitted to hospital. Once the injuries are confirmed, or the person has spent more than 24 hours in hospital, then the accident must be reported as a major injury.

6 Recording Accidents

- All pupil accidents must be recorded in the Pupil Accident Book. Accident books are kept in the office and playground first aid box, and an accident book for travelling first aid kits is kept with the first aid kit signing out book in the medical room. All details need to be filled in as soon as possible, including any treatment given and whether parents have been informed. The First Aid Box and Record/RDDOR (Reporting of Injuries Diseases and Dangerous Occurrences Regulations 2013) Book should be taken out each break by the designated member on first duty on the day.
- Accidents involving staff or visitors should be similarly recorded in the Accident Book located in the office. Wherever possible, the accident book should be completed by the adult injured.
- If a child has received a minor bump on the head an entry should be made in the "Accident Book" and a standard "Bump on the Head" note sent home with the child. If the head injury is anything more than minor the parents must be contacted as soon as possible and advice given to take their child to casualty as a precaution.
- It is the responsibility of the adult who has witnessed the accident or first dealt with it to record the incident in the Accident Book.
- All accidents that happen in the school or while on duty for Goodwyn School must be reported to the Principal/Bursar/Office for recording on the system.

7 Reporting School Accidents

- 7.1 Certain accidents arising out of or in connection with work are reportable to the Health and Safety Executive under the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR, updated 04/2012). The following gives practical advice to schools on compliance with this duty. It is not a complete statement of the duty. Reports will be made of deaths, major injuries, over 3 day injuries – where an employee is away from work or unable to perform their normal work duties for more than 3 consecutive days, injuries to visitors to school and work related diseases. Where something happens that does not result in an injury but could have done this must be reported to the Health and Safety Officer (Bursar).

These accidents, depending on the severity, will need to be reported to the Health and Safety Executive under RIDDOR within 10 days of the incident.

This can be done by:

0845 300 9923 (Incident Contact Centre - fatal and major injuries only)

Online – Health and Safety Executive RIDDOR www.hse.gov.uk

- 7.2 Fatal and major injuries to pupils on school premises during school hours must be reported in the same way as those to employees. However, injuries during play activities in playgrounds arising from collisions, slips and falls are not reportable unless they are attributable to:

- The condition of the premises (for example potholes, ice, damaged or worn steps etc.
- Plant or equipment on the school premises

- The lack of proper supervision

Fatal and major injuries to school pupils occurring on school sponsored or controlled activities off the school site (such as field trips, sporting events or holidays in the UK) must be reported if the accident arose out of or in connection with these activities.

- The class teacher must be aware of all accidents involving a child in their care.
- Once a child's illness has been diagnosed and it is of a more serious nature, it is imperative that the school is informed and the Health and Safety Officer (Bursar) is made aware of this.

8 Allergies/Long Term Illness

A record is kept in the Office and in the medical room of any long term illness, for example asthma, or allergy (if notified by parents). Details on any child whose health might give cause for concern are also kept in the medical room.

Details of allergies are kept in the Staff room and in the Kitchen.

9 Administration of Medicines during School Hours

- 9.1 From time to time, parents request that the school should dispense medicines which need to be administered at regular intervals to children.

These requests fall into two categories:

- Children who require emergency medication on a long term basis because of the chronic nature of their illness (for example asthma or epilepsy)
- Children who are suffering from casual ailments (coughs, colds etc.)

- 9.2 For casual ailments it is often possible for doses of medication to be given outside school hours. The school is not required to administer medicines for casual ailments. Generally, staff will not administer medication to children for casual ailments.

- 9.3 If it is unavoidable that a child has to take medicine in school for a treatment to be effective, then medicine will be administered by the bursar or qualified first aider. Occasionally another member of staff who has received appropriate training will administer medication. Please note that teachers are not required to dispense medicines as part of their contracts and any involvement would be purely on a voluntary basis.

- 9.4 For the school to agree to assist in administering medication:
- Medicines can be administered in school with the written consent of the parent.
 - The standard pink form must be completed and signed by the parent giving the name of the medicine and the reason for the medicine, dosage and frequency.
 - The medicine must be a prescribed medicine and the medicine must have the pharmacy/doctor's label on the bottle.
 - Unmarked medicines cannot be administered and medicines brought in by the parent that is not a prescribed medicine cannot be administered.
 - The children on medication are given their medicine by the person in

charge and an entry is made in the medicines' log.

- Staff must request medicines from the bursar so that the type of medication and dose can be recorded.

9.5 Where long term needs for emergency medication exist, the school will require specific guidance on the nature of the likely emergency and how to cope with it while awaiting paramedical assistance. Training in the use of Epipen and inhalers should be given and is available annually to all staff.

- Inhalers are kept safely in a designated place in the medical room and are available throughout the school day. Inhalers are kept in a labelled box with the child's name and photo for identification. Each box should have a copy of the child's medical requirements. Staff should have access to them whenever they may be needed. See below for the recording.
- Epipens are kept safely in a designated place in the medical room and are available throughout the school day. Epipens are kept in a labelled box with the child's name and photo for identification. Each box should have a copy of the child's medical requirements. Staff should have access to them whenever they may be needed. See below for recording.
- Piriton is kept in school for children who have a diagnosed allergy. For children who suffer from an allergic reaction will often have the Piriton (or similar) medicine in their box with their Epipen. See below for recording.

9.6 Detailed written instructions should be sent to the school and the parent/guardian should liaise with the nurse. If the emergency is likely to be of a serious nature, emergency contact numbers must be given where an adult is available at all times.

10 Health and Well-being of Pupils

At interview the Principal carries out a health assessment on every child, this takes form as a written questionnaire to the parents. As a part of that assessment teachers may be advised about a child if there is a medical issue which may affect performance in class. A confidential medical form is completed by the parents and filed in the medical room.

- If you have a concern about the health of a child you should bring it to the attention of the school Principal and class teacher.
- The kitchen is alerted to all children with allergies, the children are highlighted and their dietary needs noted. A list is kept with photo identity as an added preventive measure.
- If a case of head lice is reported an entry should be made in the log in the medical room and the standard head lice note sent home with each child in the class.

11 Emergency Procedures

A copy of procedures should be posted in the staff room; classrooms and other service areas and include the following information:

- Guidance for calling an ambulance
- Name(s) of key staff with responsibility for emergencies

12 Disposal of Medicines

School staff should not dispose of medicines. Parents should collect medicines held at school at the end of the school year. Parents are responsible for disposal of date expired medicines.

Written by:	SMT
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Appendix 1

Information when calling an ambulance

Dial 999 and ask for ambulance.

Have ready:

- Casualty's name, age, gender and medical history (if known)
- Details of accident – what happened and when
- School address, postcode and phone number

Goodwyn School
Hammers Lane
London
NW7 4DB

Tel: 020 8959 3756

The ambulance service will take you through several questions, so stay on the line until they tell you otherwise. If possible, send someone out to meet the ambulance.

Key staff with responsibility for emergencies

Responsible persons:

Struan Robertson (Principal)
Glynis Hobden (Bursar)
Senior management team

After an accident, first aiders will be the first line of advice and support.