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# First Aid Policy (to include EYFS)

Collingwood School

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## 1.1 Introduction

This policy outlines Collingwood School's responsibility to provide adequate and appropriate First Aid to pupils, staff, parents and visitors and the procedures in place to meet that responsibility. First aid is administered in a timely and competent manner by the effective implementation of this policy. The policy will be reviewed regularly.

## 1.2 Aims

- To identify the first aid needs of the School in line with the Management of Health and Safety at Work Regulations 1992
- To ensure that first aid provision is available at all times while people are on school premises and also off the premises whilst on school visits.

## 1.3 Objectives

- To appoint the appropriate and suitably trained member(s) of staff as an Appointed Persons and First Aiders to meet the needs of the Schools
- To provide relevant training and ensure monitoring of training needs
- To provide sufficient and appropriate resources and facilities
- To inform staff and parents of the School's First Aid arrangements
- To keep accident records and to report to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

## 1.4 Personnel

- The Governors and Head teacher are responsible for the health and safety of their employees and anyone else on the premises. This includes teachers, non-teaching staff, pupils and visitors (including contractors).
- The School must ensure that a risk assessment of the school is undertaken and that the appointments, training and resources for First Aid arrangements are appropriate and in place.
- The School should ensure that the insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employment.
- The Head teacher is responsible for putting the policy into practice and for developing detailed procedures.
- The Head teacher should ensure that the policy and information on the School's arrangements for First Aid are made available to staff.
- Teachers and other staff are expected to do all they can to secure the welfare of the pupils
- Staff are able to:
  - Give immediate help to casualties with common minor injuries or illnesses that have arisen from specific hazards at school.
  - When necessary, ensure that an ambulance or other professional medical help is called when away from school or on the playing fields.



- The majority of teaching and support staff have paediatric First Aid training.

### **1.5 The Appointed Person**

The Appointed Person is the appropriate member of staff assigned prime responsibility for administering First Aid in school. In selecting the Appointed Person, the Head teacher should consider the person's:

- Reliability and communication skills
- Aptitude and ability to absorb new knowledge and learn new skills
- Ability to cope with stressful and physically demanding emergency procedures
- The member of staff's normal duties - a First Aider must be able to leave immediately to attend an emergency.

The Appointed Person for First Aid in school is Mrs Tracey Goff, the Head teacher's PA. She will:

- Deal with day to day First Aid issues along with the school secretary
- Take charge when someone is injured or becomes ill
- Look after the First Aid equipment, for example replenishing the First Aid boxes
- Ensure that an ambulance or other professional medical help is summoned when appropriate.

### **1.6 Appointed Persons – EYFS**

The Appointed persons for EYFS are Mrs Tracey Goff and Mr Michael Poupart. Both are trained in Pediatric First Aid.

### **1.7 Procedures**

Recommendations on measures needed to prevent or control identified risks are forwarded to the Head teacher and Governors, and those recommendations are acted upon. Reviews are carried out regularly.

### **1.8 Re-assessment of First Aid Provision**

As part of the Schools' annual monitoring and evaluation cycle:

- The Head teacher and Bursar will review the Schools' First Aid needs following any changes to staff, building/site, activities, off-site facilities, etc.
- The Bursar monitors the number of trained First Aiders, alerts them to the need for refresher courses and organises their training sessions
- The Bursar also monitors the emergency First Aid training received by staff and organises appropriate training
- The Appointed Person shall monitor the contents of the First Aid boxes monthly or as needed. Each first aid box will be updated with the date of the last check.
- The Head teacher will ensure that staff are informed about the Schools' First Aid arrangements
- The Bursar will provide information on First Aid for new staff as part of their induction programme. She will give all staff information on the location of equipment, facilities and First Aid personnel.
- First aid boxes are located in the following areas: office (including x2 off site kits), Aftercare/ Music Hut, DT classroom, Kitchen and Playground.





### **1.9 Provision**

Schools, in general are low risk environments, but the Head teacher will consider the needs of specific times, places and activities in deciding on First Aid provision. In particular should consider:

- Sporting events
- Off-site games
- School trips
- Science experiments
- Design Technology / Art room
- Out-of-hours provision, for example, clubs, events
- Arrangements should be made to ensure that there is an adequate level of cover of First Aiders at all times when people are on school premises.

### **1.10 First Aid Materials, Medication, Equipment and Facilities**

(See HSE guidelines on recommended and mandatory contents).

- The Head teacher must ensure that there are appropriate numbers of First Aid boxes situated in high risk areas within the school
- All First Aid boxes must be marked with a white cross on a green background
- Each school bus must carry a First Aid bag
- First aid boxes must be carried by the Games and PE teachers when off-site
- Spare stock should be kept in school.

Responsibility for checking and replenishing the First Aid boxes:

- In school, rests with the Appointed Person
- For off-site Games, with the Head of Games and PE, Mr David Sitch.
- Medication for children must be kept centrally in the School Office in a locked cupboard, out of reach of children. A Medical Consent form must be completed by both parent/carer and staff before medicine can be administered. A record must be kept when medication has been administered and logged on Scholar Pack.
- Parents must inform office staff if medication needs to be stored in a fridge. Medication can be stored in the fridge in the kitchen and will be returned to the children at the end of the school day.
- Children who require Epi Pens must provide the school with two. One will be stored in the child's classroom out of reach but in clear sight (teachers will be advised of the location). The other will be stored in the school office **on top** of the lockable medicine cupboard.
- Medication for Staff must be kept in a separate medicine box centrally in the School Office in a locked cupboard and out of reach of children.

### **1.11 Accommodation**

The School has provided a suitable room, the Office, for medical treatment and care of children during school hours. This is not a dedicated area but there is a sink in the office along with a foldaway medical bed if deemed necessary. It is also in close proximity to a lavatory. For extra privacy a screen will be set up at the discretion of the first aider.

### **1.12 Hygiene/Infection control**

Basic hygiene procedures must be followed by staff.

Single-use disposable gloves must be worn when treatment involves blood or other bodily fluids.



Care should be taken when disposing of dressings or equipment.

### **1.13 Health and Safety Executive (HSE)**

Statutory requirements: under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) some accidents must be reported to the Health and Safety Executive (HSE)

The School must keep a record of any reportable injury, disease or dangerous occurrence. This must include: the date and method of reporting; the date, time and place of the event; personal details of those involved and a brief description of the nature of the event or disease.

The following accidents must be reported to the HSE

(a) Those involving employees or self-employed people working on the premises:

Accidents resulting in death or major injury (including as a result of physical violence)

Accidents which prevent the injured person from doing their normal work for more than three days

For definitions, see HSC/E guidance on RIDDOR1995, and information on Reporting School Accidents (Annex A)

(b) Those involving pupils and visitors:

Accidents resulting in the person being killed, or being taken from the site of the accident to hospital by ambulance or other means of transport

If the accident relates in connection to any school activity, both on or off the premises

The way the school activity has been organised and managed

Equipment, machinery or substances

The design or condition of the premises

As per the circumstances outlined above in section b, the HSE must be notified of fatal and major injuries and dangerous occurrences without delay. The Head teacher is responsible for ensuring this happens, but may delegate that authority to another senior member of staff if he or she is absent from school at the time. The initial telephone call must be followed up in writing on Form 2508 within ten days.

### **1.14 Record Keeping**

Statutory accident records: The Head teacher must ensure that readily accessible accident records, written or electronic, are kept for a minimum of three years. (see DSS The Accident Book BI 510).

### **1.15 Recording Accidents/ First Aid**

- The school must ensure that a record is kept of any first aid treatment given by First Aiders or Appointed Person(s). All accidents and first aid treatment given is recorded on the pupil record on Scholar Pack (MIS) This should include:
- The date and time of the incident
- The name (and class) of the injured or ill person
- Location
- Details of their injury/illness and what First Aid was given
- The name of the First Aider(s) or person(s) dealing with the incident.



- Parents will receive an email at the end of the school day if their child has received first aid for a **minor** incident (i.e. graze to the knee)

The School must have in place procedures for ensuring that parents are informed of significant incidents. Parents **MUST** be informed:

- In the case of a child being killed or taken directly to hospital
- In the event of a serious incident that does not require hospital treatment
- If the injury is not serious but the child is distressed
- If the child receives an injury from the neck upwards/ a bump to the head. This will be done by email to parents providing information about the incident. Parents will be given the option to take their child to get checked further by a medical professional if deemed appropriate. Children will also take home a 'bumped head' letter and be provided with a bumped head wristband to wear, stating the time and date the injury occurred to alert staff and parents/carers.
- If a child receives first aid whilst at school for a minor incident, parents will receive by the end of that day or when practicable an email notification.
- If the child has a significant mark on his or her body when leaving school
- The school will inform parents of EYFS children of any accident or injury sustained by the child on the same day or as soon as reasonably practical and any first aid treatment given.

Accident records can be used to help the Head teacher and Bursar identify trends and areas for improvement and a report will be pulled from Scholar Pack (MIS) half termly to enable this. They also could help to identify training or other needs and may be useful for insurance or investigative purposes.

### **1.16 Accident Procedure**

If a child or adult has an accident, staff must:

- Access the injury.
- Reassure the child/adult - sit them down if appropriate.
- Give first aid as appropriate.
- Teachers should make an assessment as to whether the accident requires further treatment or assessment. This is a judgment that staff must make based upon their experience and training. Where there is evidence of blood then the child should **ALWAYS** be sent for further examination to the office. When in doubt, staff should always send children to the Office for further examination
- Mrs Goff and Mrs Butler are normally the first point of call where accidents are concerned.
- Whoever deals with the accident should ensure that they fill out the ancillary report on Scholar Pack with as much details as possible.
- Parents will be contacted if their child sustains an injury, regardless of how minor, if it causes distress to their child.
- At the end of each school day, parents will be notified via email if their child has received any first aid for minor incidents.
- If the child has bumped their head the Office will inform the relevant parent by email and follow this up with a standard 'bumped head' slip which will be given to the child to take home. Children are also given a bumped head wristband stating the time and date the injury occurred to alert staff and parents/ carers.



- Where appropriate the Office will notify child's teacher of accident.
- If injury is more serious the Office Staff will make the decision to call an ambulance. In the event of a child needing hospital treatment and being taken directly to the hospital from school by ambulance, the HSE are to be informed.

#### **1.17 Accident Procedure During Break Time**

- During break-times staff must complete an accident slip which are located in the First Aid box in the playground recording all of the details of the accident. The slip is to be taken to the office as soon as feasibly possible to be recorded on Scholar Pack to record any incidents that they do not feel warrant being referred to the Office. Any injury from the neck upwards MUST be referred to the office.
- Staff should record any incidents that do not require first Aid treatment.
- The Office Staff will update Scholar Pack on a daily basis.

#### **1.17 Accident Procedure whilst Off-Site (inc Games)**

- A first aid bag must be signed out of the office by a member of staff prior to the children being taken off site.
- Any individual medication must be signed out from the school office and taken off site with the child (kept in the medical bag). This includes inhalers, epi-pens and other medication as appropriate. Medication should be signed back into the office as soon as the child returns to school.
- During school trips or whilst off-site at Games, staff must complete an accident slip which are located in the First Aid bags. The slip is to be taken to the office as soon as feasibly possible to be recorded on Scholar Pack.
- Staff should record any incidents even if they do not require first Aid treatment.
- The Office Staff will update Scholar Pack on a daily basis.
- All other procedures detailed above will apply whilst children are off-site.

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