First Aid Policy



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Statement of intent

Watergate Primary School is committed to providing emergency first aid provision in order to deal with accidents and incident affecting employees, children and visitors. The agreement within this policy is based on the results of a suitable and sufficient risk assessment carried out by the school in regards all staff, pupils and visitors.

Watergate Primary School will take every reasonable precaution to ensure the safety and wellbeing of all staff, pupils and visitors to the school.

Details of such precautions are noted in the following policies:

- **Health and Safety Policy**
- **Accident / Incident Reporting Policy**
- **Behaviour Policy**
- **Safeguarding Policy**
- **Medications Policy**
- **Educational Visits and School Trips Policy**

This policy aims to:

- Ensure that the school has adequate, safe, and effective first aid provision for every pupil, member of staff and visitor to be well looked after in the event of any illness, accident or injury, no matter how major or minor.
- Ensure that staff and visitors are aware of the procedures to follow in the event of any illness, accident, or injury.
- Promote effective infection control.

Nothing in this policy will affect the ability of any person to contact the emergency services in the event of a medical emergency. For the avoidance of doubt, staff should dial 999 in the event of a medical emergency before implementing the terms of this policy and make clear arrangements for liaison with ambulance services on the school site.

The Headteacher (or in her absence the Deputy Headteacher) has overall responsibility for ensuring that the school has adequate and appropriate first aid equipment, facilities, and personnel, and for ensuring that the correct first aid procedures are followed.

The Premises Manager will ensure that contractors have their own first aid arrangements in place prior to any works commencing.

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Aims & Objectives

Watergate School is committed to caring for, and protecting, the health, safety and welfare of its pupils, staff and visitors.

All staff (including agency and temporary staff) must read and be aware of this policy, know who to contact in the event of any illness, accident, or injury, and ensure this policy is followed in relation to the administration of first aid.

We will do our very best to ensure we always adhere to the following standards:

- To make practical arrangements for the provision of First Aid on our premises, during off-site sport and on school visits.
- To ensure that trained First Aid staff renew, update or extend their HSE approved qualifications at least every three years.
- To have sufficient First Aiders on site at any one time, including paediatric first aiders whenever EYFS pupils are present. Such people will be able to responsibly deliver or organise emergency treatment.
- Where possible - to ensure that a trained first aider accompanies every off-site visit and activity. In visits involving EYFS pupils, such a person will have a current paediatric first aid qualification.
- To record accidents and illnesses appropriately, reporting to parents, Local Authority and the Health & Safety Executive under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (2013). **(See Appendix 3)**
- Where requested to provide information to parents and carers about the arrangements for giving first aid.
- To retain all accident records for the required timescales and make reports as necessary.
- To provide accessible first aid kits at various locations on and around the school site, along with a portable kit for trips, excursions, on minibuses and sport.
- To record and make arrangements for pupils and staff with specific medical conditions.
- To deal with the disposal of bodily fluids and other medical waste, accordingly, providing facilities for the hygienic and safe practice of first aid.
- To contact the medical emergency services if they are needed, this would be undertaken by the first aider in attendance. The first aider will instruct another member of staff to inform the next of kin immediately in such a situation.
- To communicate clearly to staff and visitors where they can find medical assistance if a person is ill, or an accident has occurred.
- To communicate clearly in writing and by telephone to parents/carers if a child has sustained an injury or a bump to the head at school, however minor, and to communicate every instance of accident or first aid for pupils in EYFS.

Objectives

To appoint the appropriate number of suitably trained staff as First Aiders to meet the needs of the school.

- To provide relevant training and ensure monitoring of training needs.
- To provide sufficient and appropriate resources and facilities.
- To ensure that all staff work within approved policy and procedures in relation to child protection and safeguarding when providing First Aid to pupils.

Legislation and Guidance
This policy is based on the Statutory Framework for the Early Years Foundation Stage, advice from the Department for Education on first aid in schools and health and safety in schools, and the following legislation:

- Statutory Framework for the Early Years Foundation Stage,
- Department for Education on First Aid in Schools which state that employers must provide adequate and appropriate equipment and facilities to enable first aid to be administered to employees, and qualified first aid personnel.
- The Management of Health and Safety at Work Regulations 1999, which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training.
- The Reporting of injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, which state that some accidents must be reported to the Health and Safety Executive (HSE) and set out the timeframe for this and how long records of such accidents must be kept.
- The Education (Independent School Standards) Regulations 2014, which require that suitable space is provided to cater for the medical and therapy needs of pupils.

ARRANGEMENTS

Roles and Responsibilities

Trained First Aiders

- Provide appropriate care for pupils, staff or visitors who are ill or sustain an injury.
- Record all accidents in the first aid book located in the school office.
- A copy of the first aid slip will be given to a member of the class team, who will ensure it is placed in their book bag.
- Any accidents / incidents deemed of a more serious nature (that are required to be reported to the Local Authority) will have an accident form completed.
  The accident form will be completed by the first aider who attended and passed to the Headteacher for investigation.
  Dependant on the level of seriousness, the accident form is passed to the School Business Manager to enter onto the Lewisham Online Accident Reporting System and the HSE (If the accident / incident meets the RIDDOR requirements).
- In the event of any injury to the head, however minor, a head bump letter, completed by the first aider is sent home to parents/guardians, a copy placed in the pupil's bag and a call is made to the parents. (if unable to get through, a message should be left, and a time of the message noted on the form)
- In the event of any accident or administration of first aid involving a pupil in EYFS, ensure that a copy of the first aid slip is sent home to parents/guardians and a copy placed in the pupil's file or where **no** injury is sustained - their contact book updated.
- Make arrangements for the parents/guardians to collect children and take them home if they are deemed too unwell to continue the school day.
- Inform the Headteacher (or Deputy in their absence) of any serious incidents where first aid has been administered or emergency services called.

- First Aiders should check first aid boxes frequently and restock as soon as possible after use. Items should be discarded safely after the expiry date has passed. – rota

Headteacher

- Ensure that all staff (including temporary and agency) are familiar with the school's first aid and medical procedures at induction. **(See Appendix 4)**
- Ensure that all staff are familiar with measures to provide appropriate care for pupils with particular medical needs (e.g. Diabetic needs, Epi-pens, inhalers).
- Ensure that a list is maintained and available to staff of all pupils with particular medical needs and appropriate measures needed to care for them.
- Ensure that correct provision is made for pupils with special medical requirements both in school and on off-site visits.

Educational Visits Co-Ordinator

- Before undertaking any off-site events, the teacher organising the trip or event will assess the level of first aid provision required by undertaking a suitable and sufficient risk assessment of the trip and pupils attending.
- The Class Teacher will request from external facilities a copy of their risk assessment to ensure appropriate first aid provision is available. This will be noted on the visits risk assessment.
- This will be reviewed by the EVC before the event takes place.

Premises Manager

- Ensure that the school has an adequate number of appropriately trained First Aiders.
- Co-ordinate First Aiders and arrange for training to be renewed as necessary.
- Organise a staff rota to ensure first aid kits are replenished and periodically undertake spot checks.

School Business Manager

- Ensure any accidents or incidents that fall into the RIDDOR regulations are reported (in time) to the HSE.
- Ensure that all accidents / incidents (where required) are reported to the London Borough of Lewisham- Online Accident / Incident System
- Collate and review accident / incident reports to identify any trends or patterns and report to the Governors.

School Office Staff

- If an emergency alarm is activated from any classroom / area or assistance is called for over the walkie / talkie, school office staff will contact the location by phone. A member of SLT will respond immediately and make their way to the area.
- If emergency medications are required, they will be brought to them by school office staff. If they require first aid assistance, the school office will post a message over the tannoy for first aiders to attend.

Events Leader

- The person in charge of the event will undertake a risk assessment prior to the event and will consider what first aid provision is required. This will be signed off by the Headteacher.

Contractors

- Contractors to communicate to the Premises / School Business Manager what their first aid arrangements will be when working on the school site. Information should be provided prior to any works commencing. This includes long term contractors e.g. kitchen and cleaners.

PROCEDURES

Accident / Incident / Illness

Any member of staff witnessing an accident, injury or illness should call for assistance using either using the panic alarm or the walkie/talkie. (see list at end of this policy). The school office should be contacted if the location of a trained first aider is uncertain, and a call will be put out over the tannoy.

Any pupil, visitor or member of staff sustaining an injury whilst at school should be seen by a first aider who will provide immediate first aid and summon additional help as needed. The injured person should not be left unattended.

Less serious injury or illness:

Make sure the patient is in a safe place.
The First Aider will assess the situation again and make a decision as to:

- whether further medical advice needs to be sought.
- first aid can be given safely in school.
- no first aid is needed at this point.

This decision will be recorded in the first aid book in all instances.
Where a decision is made to not administer first aid, the condition of the patient should be checked after an appropriate time period, and this should be noted on the First Aid form.

Emergency

Serious injury, unconscious person (that is breathing or not breathing
Assess the patient's condition and call **999** for an ambulance.

- Send/ call for a school first aider who will assess the situation and take charge of first aid administration.
    - If unconscious but breathing - place the casualty into the recovery position.
    - If unconscious but not breathing – CPR will need to commence immediately.

DO NOT MOVE AN UNCONSCIOUS PATIENT UNLESS THEY ARE IN IMMENENT DANGER

- Moving any patients is only advisable if the person doing the moving has sufficient knowledge and skill to make the move without making the injury worse.
- Where a child is involved a member of the school staff will call the child's parents or carer as soon as possible after the incident. If they cannot be reached the school will make any decisions but will always err on the side of caution.
- In this situation a member of the office staff will continue to try to contact the parent/carer whilst first aid / emergency care is being given.

School staff to monitor any children who may have witnessed the accident or its aftermath and who may be worried, or traumatized, in spite of not being directly

involved. They will be taken away from the accident scene and comforted. Younger or more vulnerable children may need parental support to be called immediately.

Staff Member Illness

Staff should inform the Headteacher if they have any health issues, so we can consider our first aid needs and if additional provisions need to be considered including additional training or equipment.

If a staff member feels unwell, they should inform a member of their class staff or a member of SLT. A first aider will be contacted to attend if required and an additional adult will be called to support any children

Pupil Illness

Any pupil who is unwell will never be left unsupervised,
If a pupil becomes unwell, a parent/carer should be contacted as soon as possible by the school office or a member of SLT/class teacher.

Anyone pupil not well enough to be in school should be collected as soon as possible by a parent/carer.

Head Bumps

Consideration must be given to the pupils at Watergate School who may be non-verbal or unable to communicate any pain or discomfort due to the nature of their individual needs. Staff need to be extra vigilant when dealing with head injuries.
Any bump to the head, no matter how minor it might seem, must be treated as serious.
All bumped heads must be treated if appropriate with an ice pack / cold compress for at least 10 minutes (or as long as the PUPIL will tolerate it), whilst the pupil's well-being is monitored.

A child who is displaying signs of nausea or looks unsteady after a head bump, should be referred for medical assessment – with their parent if they can be contacted immediately or by calling for an ambulance.

In all cases their parent or carer will be called. When contact has been made with the parent / carer, they should be advised of the nature of the bump and given the opportunity to come into collect the child.

Staff **must not** state that the child 'seems fine' and should leave it to the parent to decide if they wish to come in to school to see their child.

A first aid form must always be completed in addition to a "Head Bump" letter. **(See Appendix 2)**
If the pupil returns to class, all members of the team should be made aware by the first aider.

Contacting the Emergency Services

An ambulance should be called for any condition listed above or for any injury that requires emergency treatment. Any pupil taken to hospital by ambulance must be accompanied by a member of staff until a parent arrives. All cases of a pupil becoming unconsciousness (not including a faint) or following the administration of an Epi-pen, must be taken to hospital.

Contacting Parents / Carers

Parents should be informed by telephone as soon as possible after an emergency or following a **serious/significant** injury including:

- Head injury (a head bump advice sheet should be given to any pupil who sustains a head injury).
- Suspected sprain or fracture
- Following a fall from height
- Dental injury
- Anaphylaxis & following the administration of an Epi-pen.
- Epileptic seizure (if detailed on EHCP)
- Severe episode of diabetes related illness
- Severe asthma attack
- Difficulty breathing
- Bleeding injury (uncontrolled)
- Loss of consciousness
- If the pupil is generally unwell

If non-emergency transportation is required, an authorised taxi service or the school minibus will be used if parents are delayed. A member of staff will accompany the pupil until a parent arrives. Parents can be informed of smaller incidents at the end of the school day by the class teacher.

In EYFS, ALL incidents (even where no first aid has been administered) must be communicated to the parents in their contact book.

Holiday and Out of Hours

Some of the premises' staff have received first aid training but all have access to a radio and a phone to call for assistance if required.
Lone working policy in place.

First Aid Staff Lists

The current list of First Aid at Work and Paediatric First Aid appointed persons can be found on posters around the school premises at both Watergate Bellingham and Ladywell Sites. The lists will be updated regularly by the Premises Manager and school office.
(See Appendix 1)

First Aid Equipment & Materials

All first aiders are responsible for stocking/ checking and replenishing the first aid materials in the first aid kits. This is monitored by Premises Manager.
First aiders are asked to notify the appointed person (on the rota) when supplies have been used in order that they can be restocked.
The first aid boxes contain:

- A first aid guidance card
- At least 35 adhesive hypo allergenic plasters (including blue plasters for cookery)
- 2 triangular bandages (slings)
- Cleaning / antiseptic wipes
- Adhesive tape
- 1 pair shears / scissors
- I burn dressing.
- 2 finger dressings.
- 1 eye wash
- 2 sterile eye pads
- 2 medium sized unmedicated dressings
- 2 large sized unmedicated dressings
- 6 pairs of disposable gloves
- 1 conforming bandage
- 1 mouth shield for resuscitation.
- Yellow clinical waste bag
- I foil blanket.

First Aid for School Trips and Offsite Journeys

The trip organiser must ensure that at least one adult accompanying the trip has an appropriate first aid qualification (paediatric certificate for trips involving EYFS pupils) and undertake a risk assessment to ensure an appropriate level of first aid cover, with reference to the educational visits policy, which includes further guidance.

The first aid kits are taken in the Trip Bag along with any medication. The kit should be checked and if necessary replenished by staff named on the rota.

Minibus

A fully stocked first aid kit will be present on the minibus during any trips. The trip leader will ensure it is fully stocked prior to starting off on the journey.

Any offsite accidents/injuries must be reported to the school office and to parents and documented in the first aid book in accordance with this policy.

If any accidents occur offsite at a venue, the trip leader will obtain a copy of the venues accident report and pass it to the school office on return.

RIDDOR guidelines for reporting accidents must be adhered – if the accident occurred at a venue and it is RIDDOR reportable, they will be responsible for completing it.

For any major accident or injury offsite, the Headteacher must be informed immediately, and the appropriate health & safety procedure followed.

ACCIDENT REPORTING

See Appendix 3

Accident Reporting

- An accident form / First Aid slip will be completed by the First Aider as soon as possible after an incident resulting in an injury/incident.
- As much details as possible should be supplied when reporting an accident.
- Accident forms are available from the school office.
- Records held in the first aid and accident book will be retained by the school for a minimum of 3 years for adults and 3 years after the pupil leaves education.

Reporting to the HSE

The school Office will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 Legislation). It is the responsibility of the School Business Manager to report these to the Health & Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident. If a staff member is off sick for more than 10 working days (due to any accident at work) this will need to be reported with 15 days.

The Lewisham Online Accident / Incident Reporting System will be updated by the School Business Manager with the RIDDOR reference number.

Reporting to Parents

In the event of a serious incident or injury to a pupil, at least one of the pupil's parents/carers must be informed as soon as practicable.

Parents must be informed by telephone by a member of the class team or SLT and in writing of any injury to the head, minor or major, and be given guidance on action to take if symptoms develop.

In the event of serious injury or an incident requiring emergency medical treatment, a member of school staff will telephone the pupil's parents as soon as possible.

A list of emergency contact details is kept at the school office.

INFECTION CONTROL

Dealing With Body Fluids

In order to maintain protection from disease, all body fluids should be considered infected. To prevent contact with body fluids the following guidelines should be followed.

- All staff must wear disposable gloves when dealing with bodily fluids.
- Wash hands thoroughly with soap and warm water after the incident.
- Keep any abrasions covered with a plaster.
- Ensure all spills of the following body fluids are cleaned up immediately.

Bodily fluids include:

- Blood, Faeces, Nasal and eye discharges, Saliva, Vomit

Disposable towels should be used to soak up the excess, and then the area should be treated with a disinfectant solution.

Never use a mop for cleaning up blood and body fluid spillages.

All contaminated material should be disposed of in a yellow clinical waste bag in every class and designated areas around the school. Bags are collected daily by Premises / Cleaning staff and placed in the dedicated bins in the bin enclosure.

PPE is available to all staff to ensure they are protected against infections – masks / gloves / aprons.

MONITORING & REVIEW

This policy is reviewed annually by the Headteacher in conjunction with the Governing Body; any changes made to this policy will be communicated to all members of staff.

All members of staff are required to familiarise themselves with this policy as part of their induction programme.
