

# Heathfield House School

## First Aid Policy

### Introduction

First Aid is care given to an injured person before professional medical care is available. All members of staff are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of pupils in their care. Parents are aware that they should not send their child(ren) into school if they are infectious in order to prevent spread of infection. This policy is implemented across the entire school including EYFS.

### Aims and objectives

As a school our aim

- is to promote health and safety awareness in children and adults, in order to prevent first aid being necessary and to encourage every child and adult to take responsibility for themselves.
- is to ensure all staff, pupils and parents are aware of the procedures used when a person has an accident. It also details what would happen if a visitor had an accident on site.

### First Aid Provision

- The Headteacher and Proprietor are responsible for ensuring that there are an adequate number of qualified first aiders on site and on educational visits.
- First aid kits are always brought on any educational visits
- First aid kits will be checked on a half termly basis and staff are encouraged to inform the Headteacher if they have used anything from a first aid kit so that new supplies can be ordered.
- All staff are trained to administer an epi-pen and inhalers (currently there are no diabetics or epileptics in the school – suitable training would be put in place if this situation changed)

### First Aid Boxes

First Aid boxes are located on the main school site:

- By the glass doors that open up onto the playground
- By the side grey door on to the playground
- In the Medical Room
- In the dining room
- By staff room

First Aid boxes are located on the 26 Oxford Road North site

- Back door near kitchen
- Double doors in lower ground floor

- By down stairs toilets
- In the first floor classroom

Within each First aid kit there should be gloves, sterile dressings, nappy sacks, triangular bandage, sterile eye bandage, cleansing wipe (only to be used if no water available). No medication/tablets are kept in first aid boxes.

## **Procedures**

### **In main school site**

If a child complains of illness they should be sent to Caroline Goodsmen/Pauline Williamson/Rachel Sowerby or Camilla Edwards on the Early Years Site. This person will then take appropriate action. The child's temperature may be taken at this point if felt necessary (temperature taken from the arm pit). If the child has a temperature parents should be contacted so that we can administer Calpol, ensuring that the administering medication policy is followed. Once Calpol is administered the child must be collected from school. If the child does not have a temperature but appears too ill to be in school, parents will be contacted to collect the child and a member of staff will stay with the child until they are collected.

If the situation is life threatening, then an ambulance should be called (dial 999) at the earliest opportunity without waiting for the appointed person to arrive on the scene. A member of staff would remain with the child until a parent arrives.

### **Only first aiders should deal with pupils that are ill or have had an accident.**

Disposal gloves should be used if any bodily fluids are involved.

Anything with bodily fluids on should be put in a nappy sack, and if blood (double bagged), this should be disposed of in the sanitary bins again in a nappy sack.

If a pupil sustains a serious injury they should not be moved and someone should be sent to get either Caroline Goodsmen or Pauline Williamson or Rachel Sowerby or an ambulance should be called if assessed by a first aider to be appropriate.

### **At 26 Oxford Road Site:**

If a child complains of illness they should be sent to the allocated person and brought to the staff room/medical room. This person will then take appropriate action. If the situation is life threatening then an ambulance should be called at the earliest opportunity without waiting for the appointed person to arrive on the scene.

## **Reporting accidents**

Accident forms should be completed for all head injuries and moderate to serious blood injuries and significant falls. This form should be signed by Caroline Goodsmen, Pauline Williamson, Rachel Sowerby or Camilla Edwards and then signed by the parent when the child is collected.

The school will notify local child protection agencies of any serious accident or injury to, or the death of, any child while in our care, and will act on any advice from those agencies.

### **Off site / Educational visits**

- When 'Off –site' there will always be at least one qualified first aider
- They must always bring a first aid pack, a mobile phone and emergency contact details
- Staff must ensure that epi-pens or inhalers are brought if necessary
- On educational visits staff must ensure that they follow the guidelines set out in the Educational Visits Policy and that they complete all the necessary documentation, including a risk assessment

### **Action at an Emergency** (to be undertaken by a trained First Aider)

DR ABC – Danger, Response, Airways, Breathing, Circulation

### **Accident Reporting**

- If staff have an accident at work this should be reported immediately to either Pauline Williamson/ Caroline Goodsmann/Rachel Sowerby or Camilla Edwards. There is a form that needs to be completed as soon as possible. These forms are then stored in the school office.
- Children often have minor accidents in school, minor grazes to knees and elbows and the such like are not recorded, but more significant accidents will be recorded. All head injuries, no matter how minor are always recorded on an accident form which is signed by the first aider completing the form, Caroline Goodsmann or Pauline Williamson or allocated member of staff and the parent/carer of the child. These forms are on the Shared area in a folder called 'Forms'
- If this is not signed by the parent/carer when the child is collected then a member of staff must ring home to inform the parent of the accident on the day it occurred.
- Parents/carers must be informed on the day their child has an accident and an accident form is completed

### **Administration of medicines**

- Please refer to the Administering Medication Policy

### **Contamination/Hygiene**

- All staff should wear gloves when dealing with any bodily fluids (blood, vomit, urine etc). All items used should be put into nappy sacks. Double wrapped.

### **Head Lice**

- When the school is made aware that children have head lice a general letter parentmail is sent to parents to check their child's head and if they have head lice to treat accordingly

At the start of each academic year a meeting is held with all staff to discuss first aid procedures adopted within the school. It covers how to fill out accident forms through to where first aid kits are kept. Within Heathfield House School many members of staff are first aid trained. The name of the member of staff, their qualification and the date it expires can be found in the shared area t:medical/first aid/staff with first aid. Staff are required to attend a refresher course every three years. When an incident happens one of the first aiders will assess if a first aid box is required then they will send a person to collect this.

Caroline Goodsman, Pauline Williamson, Rachel Sowerby and Camilla Edwards are first aid trained but are also the Appointed People within the school. As such they ensure that an ambulance or other professional medical help is summoned when appropriate and checks and restocks the first aid containers on a half termly basis and checks the medicine cabinet.

The class teacher is informed if there is a significant accident otherwise the form is put by the exit where the child leaves. If a form has been completed this should be signed by the parent on the day of the accident. If the form is not signed on the day a member of staff must ring the parents to explain about the accident. The member of staff then makes a note on the accident form that they have called. The forms are then stored in the accident folder in the school's office and analysed half termly by a member of staff to review the nature and frequency of the accidents that have occurred.

For pupils with particular medical conditions (for example, asthma, epilepsy, diabetes etc) consent to administer medication forms are completed prior to the child entering school. This states clearly the dose and action to be taken. Within school we hold two of each medication required – e.g. two epi pens, two inhalers for each child. Whenever these children go off site a medical bag is brought and the appropriate medication moved from the medicine cabinet into the bag. All staff have appropriate epi pen training at the start of the academic year. Two epi pens should be brought off site, and one inhaler.

If RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) needs to be contacted either Pauline Williamson or Caroline Goodsman will contact them on 0845 300 99 23.

This policy should be used in conjunction with the School's COVID-19 Risk Assessment

**Within Heathfield House School we do not put plasters on children.**

Reviewed 26<sup>th</sup> November 2020 by Caroline Goodsman