



## **First Aid Policy and Guidance Notes (13a)** **(Whole School including EYFS)**

The First Aid procedure at Avon House School is in operation to ensure that every pupil, member of staff and visitors will be well looked after in the event of an accident, no matter how minor or major. They will be tended by a staff member in possession of a valid first aid certificate. The policy is compliant with EYFS.

**Aims:** Our aim is that any pupil who is unwell and needs to be sent home is responsibly monitored and cared for until a parent/carer collects them. In a medical emergency an ambulance is called and first aiders are on site. A member of staff will accompany a pupil to hospital until a parent/carer can attend.

### **Procedure if a pupil reports unwell:**

If a pupil reports unwell and the teacher decides the pupil cannot complete the school day and needs to go home

- A phone call is made by the School Nurse/TA or office staff to ask a parent/carer to collect the pupil as soon as possible.
- Pupils who are unwell are taken to “The Quiet Room” (sick bay) to lie down and are cared for by a TA or named first aider.
- If the pupil needs to visit the toilet the named TA will accompany them.
- Quiet Room records book to be completed.

It is of prime importance that any pupil who is unwell is never left alone without adult supervision.

### **Procedure for infectious illness and welfare**

Pupils who show signs of infectious illness while at school will be seen by Mrs Kane (School Nurse) and in her absence another first aider as noted on the Health & Safety noticeboard will assess.

Any pupil with a (specific) infectious disease cannot be allowed back into school unless clarified by the School Nurse or in her absence another senior member of staff.

Parents are expected to make arrangements to have their children collected at the earliest opportunity and to update their contact details (mobile number) as they change.

Pupils should not be in school until they have been free of infection for 48 hours. Staff should not be in school until they have been free of infection for 24 hours as a minimum.

If a pupil or member of staff has diarrhoea and vomiting they should remain away from school for 48 hours.

During Ramadan Year 6 pupils only may fast but they must take part in the full curriculum including PE and swimming.

Welfare concerns will be dealt with in conjunction with appropriate staff; this is a reciprocal arrangement.

### **The purpose of the Policy is therefore:**

- To provide effective, safe First Aid cover for pupils, staff and visitors.
- To ensure that whenever a pupil is on site we have a member of staff with the relevant first aid qualification present.
- To ensure that all staff and pupils are aware of the system in place.
- To provide awareness of Health & Safety issues within school and on school trips, to prevent where possible, potential dangers or accidents.
- To review the accident and incident books on a half-termly basis. Any learning points are rolled out to further improve staff and pupils wellbeing in the future.

### **Defibrillator**

A defibrillator is kept in the main school office for any member of staff to use. This should only be used on unconscious patients (ie not breathing and without a pulse). The defibrillator is a Heartsine Samaritan PAD Defibrillator which can be used on children aged 1-8 with a paediatric pack.

### **Arrangements for First Aid**

#### **Materials, equipment and facilities**

First aid boxes are situated:

- In every EYFS classroom ( Puffins, Mallards, Kingfishers)
- in the lobby by the Prep playground outside Year 2 Herons classroom
- in the Pre-Prep lobby
- in the school kitchen
- outside Year 5DR and the ICT room (first floor Feldman Building)
- in the lobby at the bottom of Year 4 stairs
- in the school reception area
- in the school library
- outside the music room

All first aid kits and supplies are kept in the Quiet Room.

These should contain:

- 20 individually wrapped sterile adhesive dressings (assorted plasters)
- 1 sterile eye pad
- 1 triangular bandage
- 2 crepe bandages
- 1 roll of micropore tape
- 4 un-medicated dressing pads with bandage attached
- 1 packet of gauze pads
- Packet of disposable gloves
- Scissors
- A list of contents should be kept on the inside door

The contents of the first aid boxes will be checked on a regular basis.

### **The First Aiders on the premises will all carry a First Response Kit**

Ms Heath, Mr Bowers, Mr Evans, Ms Sanyaolu, Miss Donnolly

The above will need to quickly attend an accident or help in an emergency to collect the defibrillator

### **First Aid Administrator**

Mrs A Kane                      Whole school St Johns Ambulance and Paediatric trained

### **Paediatric First Aiders**

A full list of first aiders and the dates of training are attached to this policy as an appendix.

### **First aiders will:**

- Ensure that their qualification and insurance [provided by the school] are always up to date.
- Ensure that first aid cover is available throughout the working hours of the school week, including one paediatric trained member of staff when EYFS are onsite.
- Attend a casualty when requested to do so and treat the casualty to the best of their ability in the safest way possible. This includes wearing gloves where any loss of blood or body fluid is evident, calling for help from other First Aiders or Emergency Services.
- Ensure that their portable first aid kits are adequately stocked and always to hand.
- Insist that **any** casualty who has sustained a significant head injury is seen by professionals at the hospital, either by sending them directly to hospital or by asking parents to pick up a pupil to take them to hospital; ensure that parents are aware of **all** head injuries promptly.
- If a pupil needs to be taken to hospital, a member of staff will always accompany them and will stay with them until a parent arrives. The school tries to ensure that the staff member will be one the pupil knows.
- Keep a record of each pupil attended to, the nature of the injury and any treatment given. The Accident Book must be completed by the appropriate person.
- Ensure that everything is cleared away wearing gloves, and every dressing etc. to be put in a yellow bag for contaminated/used items and sealed tightly before disposing of the bag in a bin. Any bloodstains on the ground must be washed away thoroughly. No contaminated or used items should be left lying around.

### **Using First Aid Equipment**

- All members of staff can treat pupils using basic first aid. Staff must inform the School Nurse by email as items are used
- Disposable gloves must be worn when dealing with bodily fluids.
- Only gauze and water may be used to clean grazes.
- Anything more serious must be looked at by a qualified First Aider – this includes all head injuries or severe bleeding.
- In Foundation 1 and 2 head injuries and anything a qualified first aider assess the need to highlight and inform to the parents/carer.
- Minor injuries in Foundation 1 are recorded on the class minor injuries sheet and written in the communication booklet.
- With minor injuries in Foundation 2 staff will verbally inform parents at the end of the day.
- All injuries/accidents /incidents in Years 1-6 will no longer be recorded.

- Accidents in Years 1–6 such as head injuries, fractures, illness will be reported and completed on a green accident/incident/injury form.

Where pupils are travelling out of school a portable first aid kit must be carried. This needs to be checked by a first aider before being taken and should include:

- antiseptic wipes
- one disposable bandage (not less than the 7.5cm wide)
- two triangular bandages
- one packet of 24 assorted adhesive dressings
- large sterile unmedicated dressings (not less than 15cm x 20cm)
- assorted safety pins
- one pair of rustless blunt-ended scissors
- disposable gloves

Allergies are recorded on the pupil files (information provided by the parents/carers). In addition, a photo list of pupils with allergies is in every classroom on a hoop card index kept under lock and key. The individual care plans are kept in a green medical folder, under lock and key. The class teacher is responsible for informing any teacher taking their pupils (eg music teacher, support staff) of their medical condition. The same information is displayed in the staff room, kitchen and near the lunch server in the hall, covered for confidentiality. The after school care team has a list of allergies and medication required.

#### **Teachers and Teaching Assistants will:**

- Be aware of specific medical details of individual pupils
- Never move a casualty until they have been assessed by a qualified First Aider unless the casualty is in immediate danger.
- Send for help to the office as soon as possible either by a person or telephone, ensuring that the messenger knows the precise location of the casualty. Where possible, confirmation that the message has been received must be obtained. Staff should avoid using a personal phone and use a school mobile phone if offsite. This will highlight to emergency service we are a school.
- Send a pupil who feels generally ‘unwell’ to their respective class teachers.
- Ensure they have a current medical consent form for every pupil that they take out on a school trip which indicates any specific conditions or medications of which they should be aware.

#### **Office staff will:**

- Call for a qualified First Aider, unless they are one themselves, to treat any injured pupil and if necessary call an ambulance or contact relatives.
- Send pupils who simply do not feel well to their respective class teachers/Welfare Officer
- **NOT** administer paracetamol or other medications

#### **Sanitary Accidents**

Any bodily fluids will be cleaned up by using the granules which are kept in the Quiet Room. There are red comfort bags in every Pre-Prep classroom (these contain wipes, gloves and aprons and the Intimate Care Policy). In the case of a pupil wetting themselves, the attendant staff member will wear a pair of gloves to assist in the changing and washing of the pupil. The soiled



clothing is to be placed in a yellow bag double bagged, left outside and sent home at the end of the school day. A supply of clean clothing is kept in the Pre-Prep. Please see EYFS Policy regarding sanitary provision in the EYFS.

### **After-School Care** (Feldman building split two groups: F1–Y1 and Y2-6)

The after-school care team has a first aid kit in each room. The team has a copy of any ailments, conditions and treatments which have been passed on by the parents to the school. This confidential medical information is kept in a locked cupboard on a ring index where the toys are kept.

### **Record Keeping**

Each class has a pack of blank accident/incident/injury forms and list of minor accidents (foundation 1 & 2 only) kept in the green medical folder in a locked drawer in the classroom. Once an accident/injury has been assessed a form is completed and if a phone call to the parent is required this is added to the accident form. It is then emailed to the School Nurse and the school secretary who sends it to the parent by email. A copy is filed by the School Nurse in the medical folder on the T drive.

Completed minor injuries sheets will be collected monthly (only for year 1&2) and should be emailed or handed to the School Nurse who keeps first aid, accident and incident records. Parents are notified of head bumps by telephone on the same day or, if they cannot be contacted, at the end of the school day. Any discussion with a parent /carer is always recorded on these forms.

The school nurse will monitor those children who have more bumps than expected. All records are locked away in the Quiet Room securely.

### **Evacuation**

In the event of a school evacuation, the office staff will collect the evacuation bag from the hook in the school office. The evacuation bag contains: salbutamol inhaler and AAI with permission slips, daily register, foil blanket, first response kit and yellow hi-viz jackets.

The School Nurse will normally be responsible for taking out her own blue hi-viz jacket and first aid kit to deal with any incident/accident/injury. In addition, other staff with relevant qualifications carry first response kits.

### **Reportable Injuries**

All injuries and incidents under the *Reporting of Injuries Disease and Dangerous Occurrences (RIDDOR)* can be reported online or Mon-Fri 08.30-1700. Out of hours HSE duty officer 0151 922 9235.

Please use the attached flow charts for reference (Handsam GM19 August 2019)



The execution of this policy will be monitored by both the H&S team and the Senior Leadership Team.

Reviewed June 2019 SP  
Reviewed September 2019 AC  
Reviewed August 2020 AK  
Reviewed August 2021 AK

**Appendix I**

**Avon House Staff First Aid Training List**

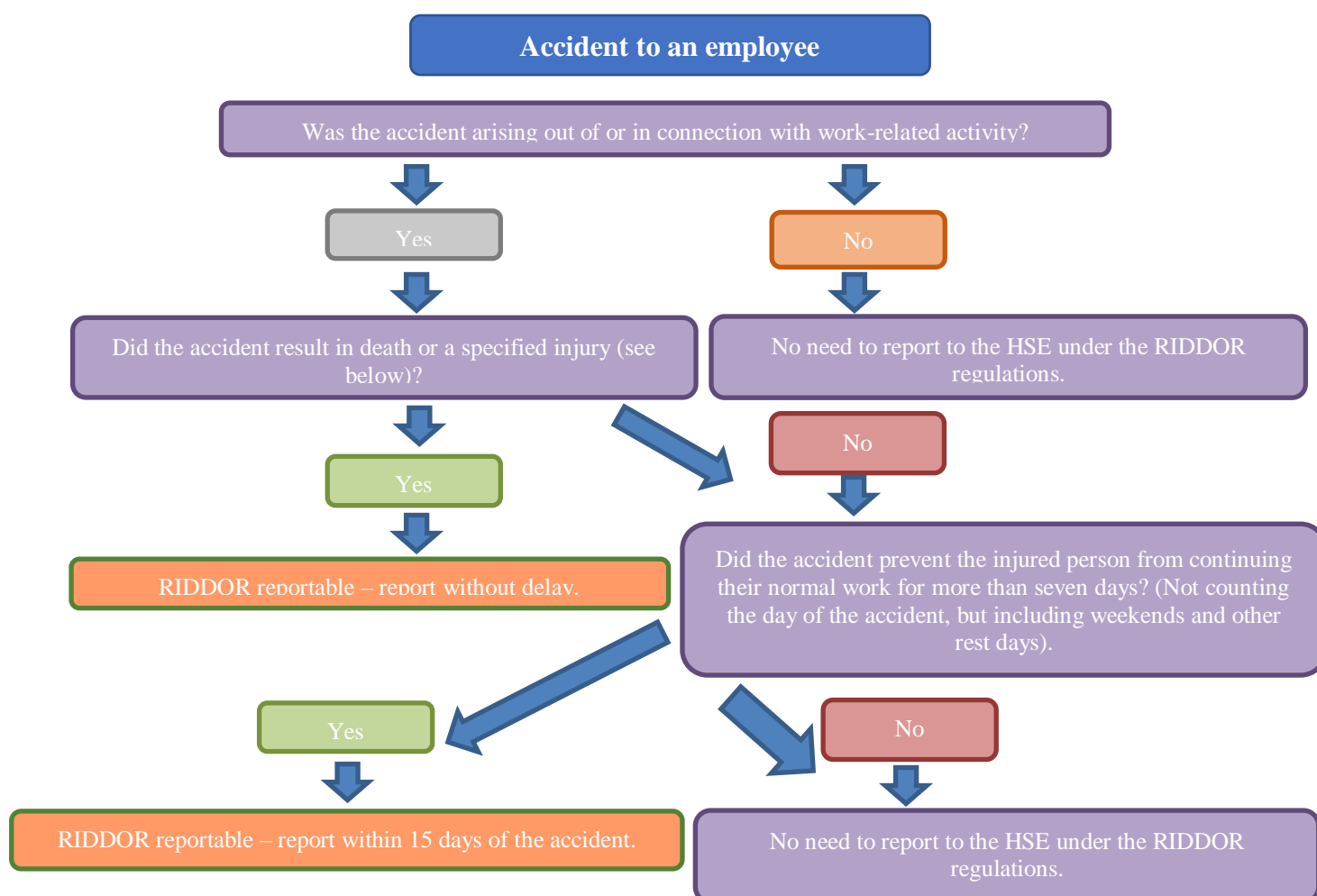
<b>Paediatric First Aid 2 day course</b>		
<b>Employee</b>	<b>Completed</b>	<b>Update</b>
Aaron Bowers	23.04.2019	April 2022
Ayla Heath	19.04.2021	April 2024
Adrienne Kane	19.04.2021	April 2024
Pam Tant	19.04.2021	April 2024
Camilla Steel	19.04.2021	April 2024
Jade Donnelly	23.04.2019	April 2022
Emma Wratten	19.04.2021	April 2024
Gavin Biston	19.04.2021	April 2024
David Reed	23.04.2021	April 2024
Amanda Campbell	19.04.2021	April 2024
Jacqui Dade	19.04.2021	April 2024
Emma Aksoy	23.04.2019	April 2022
Maria O'Donnell	19.01.2021	January 2024
Gabriella Erratt	26.03.2021	March 2024
Rebecca Telling	05.06.2021	June 2024
Junko Cadete	23.04.2021	April 2024
Jaswinder Babra	11.01.2021	January 2024
Lucy Varah	11.01.2020	January 2023
Gabriella Sanyaolu	24.08.2021	August 2024
Sarah Young	24.08.2021	August 2024
Francesca Whitestone	24.08.2020	August 2023
Emma Rooks	24.08.2020	August 2023
Nutan Ramasamy	19.04.2021	April 2024
Lauren Westmaas	19.04.2021	April 2024
Nicola Monehen	25.08.2021	August 2024
Jerry Evans	15.10.2021	October 2024
Kay MacDonald	24.08.2020	August 2023
Jessica Grainger	24.08.2020	August 2023
Safia Rahman	19.04.2021	April 2024
Sue Gleadell	11.06.2021	June 2024
Lauren Westmaas	24.08.2021	August 2024
Maria Barry	19.04.2021	April 2024
Jo Chambers	19.04.2021	April 2024
Michelle Connolly	19.04.2021	April 2024
Jacqui Dade	19.04.2021	April 2024
Angela Feeney	19.04.2021	April 2024
Natasha Hooley	19.04.2021	April 2024
Emma Mistry	19.04.2021	April 2024
Lee Pudaruth	19.04.2021	April 2024

## Appendix II

### RIDDOR Accident Reporting

All reportable work-related injuries and incidents under the *Reporting of Injuries, Disease and Dangerous Occurrences Regulations 2013 (RIDDOR)* can be reported online or by telephone for reporting fatal and specified injuries only (0845 300 9923: Monday to Friday 08.30-17.00). Out of hours, if the incident involves a fatality or multiple casualties, you can contact the HSE duty officer on 0151 922 9235.

The following two flow charts describe what accidents are and aren't RIDDOR reportable in relation to employees and pupils or visitors. However, it is important to remember that certain occupational disease and dangerous occurrences must also be reported.



#### Reportable specified injuries:

- Fractures, other than to fingers, thumbs and toes;
- Amputations;
- Any injury likely to lead to permanent loss of sight or reduction in sight;
- Any crush injury to the head or torso causing damage to the brain or internal organs;
- Serious burns (including scalding), which cover more than 10% of the body, or cause significant damages to the eyes, respiratory system or other vital organs;
- Any scalping requiring hospital treatment;
- Any loss of consciousness caused by head injury or asphyxia;
- Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours.



