



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.

Objectives: This policy aims:

- To identify effective systems for ensuring the provision of adequate and appropriate first aid equipment, facilities and personnel at Avon House both on and off-site.
- To identify the first aid needs in line with the Health & Safety (First Aid) at Work Regulations 1981.
- To ensure that first aid provision is available at all times whilst pupils are on site or during off-site visits.
- To ensure that there are an appropriate number of suitably trained first aiders on site and maintain a training log.
- To provide awareness and training to staff, pupils and visitors on First Aid arrangements.
- To keep records as appropriate and report accidents to the Health and Safety Executive in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR, 2013).

Guidance: The School has in place procedures for:

- Carrying out first aid risk assessment.
- Training staff in first aid and refresher training prior to expiration dates (every three years).
- First aid equipment/supplies and stock management.

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” (Medical room) 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.



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 the School Nurse.

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 diarrhea 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 (i.e. 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 Classroom (F09) and the ICT room (first floor Feldman Building).
- in the lobby at the bottom of hall 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:

- Individually wrapped sterile adhesive dressings (assorted plasters).
- Sterile eye pad.
- Triangular bandage.
- Crepe bandages.
- Roll of micropore tape.
- Un-medicated dressing pads with bandage attached.
- Packet of gauze pads.
- Packet of disposable gloves.
- Scissors.

A list of contents is kept on the lid of boxes or on a laminated sheet in medical bags and will be checked on a regular basis.

First Aid Administrator

School Nurse

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

Ms Heath, Mr Bowers, Mr Evans, Ms Sanyaolu, Miss Donnelly.

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

Paediatric First Aiders

A full list of first aiders is attached to this policy as an appendix.

First aiders will:

- Ensure that their qualification is 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 and 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.
- 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.

Staff will be given particular training for any child with a condition in their class e.g. Auto-injectors. A record of those trained is kept. During school hours, there will be always be at least one person on site with paediatric first aid training and always on outings. This will be the full Paediatric First Aid training within the Early Years foundation stage statutory framework. Parents will be informed the same day or as soon as reasonably practicable if their child is given any medication (with details of the timing given to avoid overdosing).

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 any notifiable accident will be reported to the parent/carer, recorded on a green accident/incident form and uploaded to ISAMS.
- Minor injuries in Foundation 1 are recorded on the class minor injuries sheet and written in the communication booklet.
- All minor injuries in Foundation 2 will be verbally communicated to parents at the end of the day where practicable or by telephone after school.
- Accidents in Years 1 to 6 such as head injuries, fractures, illness will be reported and completed on a green accident/incident/injury form, and uploaded to ISAMS.

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.
- Disposable bandage (not less than the 7.5cm wide).
- Triangular bandages.
- Packet of 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's files (information provided by the parents/carers). In addition, a photo list of pupils with medical needs is hung on a hook in every classroom and kept under lock and key at night. 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 (e.g. 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. All pupils with medical issues that could require medication carry a green bag with them around school. 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 in person or telephone, ensuring that the school nurse or first aider 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.
- **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 medical conditions and treatments which have been passed on by the parents/carers to the school. This confidential information is kept in a file and locked away after school.

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 uploaded onto the health document section of the child's record on ISAMS.

Completed minor injuries sheets for Pre-Prep should be emailed or handed to the School Nurse who keeps first aid, accident and incident records monthly. 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. All head bump forms are uploaded onto the health document section of the child's record on ISAMS.

The school nurse will monitor those children who have more bumps than expected. Where possible records are stored on ISAMS, physical documents are locked away in the Quiet Room securely.

Evacuation

In the event of a school evacuation, the office staff will collect the Go bag from the hook in the school office. The Go 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
Reviewed February 2022 AC

Appendix I

Avon House Staff First Aid Training List

*Denotes first aid responders

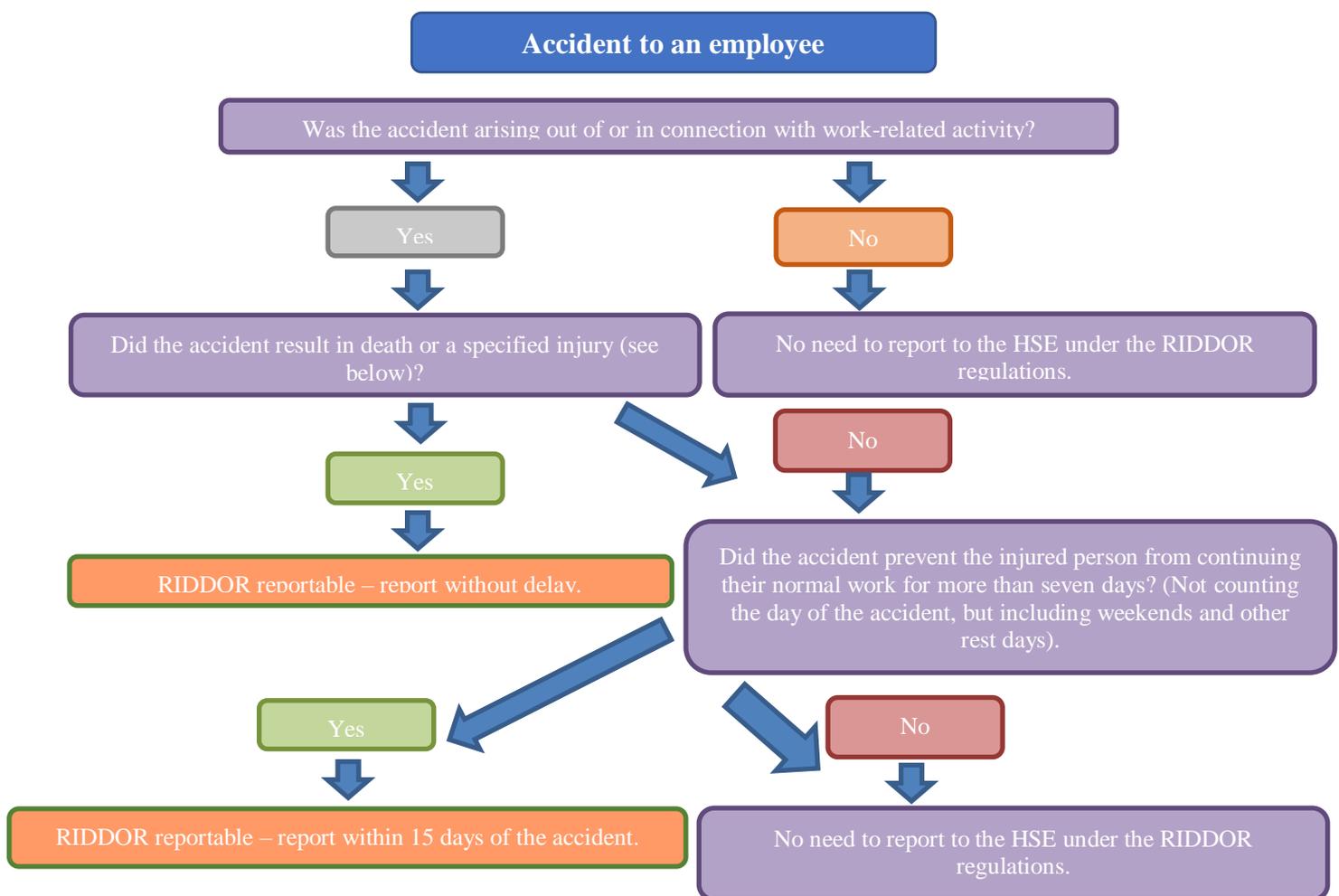
| PAEDIATRIC FIRST AID | FIRST AID |
|-----------------------------|------------------|
| Mrs E Aksoy | Mrs J Branco |
| Ms S Arora | Mr J Manning |
| Mr J Babra | Miss L Varah |
| Mrs M Barry | |
| Mr G Biston | |
| * Mr A Bowers | |
| Mrs J Cadete | |
| Mrs A Campbell | |
| Mrs J Chambers | |
| Miss M Connolly | |
| Miss J Dade | |
| * Miss J Donnelly (EY) | |
| Mrs H Dunne | |
| *Mr J Evans | |
| Miss A Feeney | |
| Mrs A Fergusson | |
| Mrs S Gleadell | |
| Mrs J Grainger (EY) | |
| Miss S Greenin | |
| * Ms A Heath (EY) | |
| Mrs N Hooley | |
| Mrs K MacDonald | |
| Miss A McDonagh | |
| Mrs E Mistry | |
| Mrs N Monehen | |
| Miss M O'Donnell | |
| Mr L Pudaruth | |
| Mrs N Ramasamy | |
| Mr D Reed | |
| Miss O Rugeley | |
| * Miss G Sanyaolu (EY) | |
| Mrs T Stedman | |
| Mrs N Strickson | |
| Mrs P Tant (EY) | |
| Mrs R Telling | |
| Miss L Westmaas (EY) | |
| Miss F Whitestone | |
| Miss S Young (EY) | |

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.

