

## **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.

#### **1.0 Aims:** The aims of our first aid policy are to:

- Ensure the health and safety of all staff, pupils and visitors.
- Provide a framework for responding to an incident and recording and reporting the outcomes.
- 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).

#### **1.2 Guidance:** The School has in place procedures for:

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

#### **1.3 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.

### **2.0 Appointed person(s) and first aiders**

The school has a large number of trained paediatric first aiders. They are responsible for:

- Taking charge when someone is injured or becomes ill
- Ensuring there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits

- Ensuring that an ambulance or other professional medical help is summoned when appropriate

First aiders are trained and qualified to carry out the role and are responsible for:

- Acting as first responders to any incidents; they will assess the situation where there is an injured or ill person, and provide immediate and appropriate treatment
- Sending pupils home to recover, where necessary
- Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident (see the template in appendix 3 and 4)

Our school's paediatric first aiders are listed in appendix 1. Their names are also displayed prominently near the first aid boxes around the school.

## **2.1 All Staff**

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in school are
- Completing accident reports (see appendix 3) for all incidents they attend to
- Informing the Welfare Administrator or Headteacher of any specific health conditions or first aid needs for themselves or pupils
- 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 as soon as possible, either in person or telephone, ensuring that the Welfare Administrator knows the precise location of the casualty
- Ensure they have a current medical consent form for every pupil that they take out on a school visit, which indicates any specific conditions or medications of which they should be aware
- All members of staff can treat pupils using basic first aid
- Staff must inform the Welfare Administrator by email if items from the first aid boxes or bags need replenishing
- Disposable gloves must be worn when dealing with bodily fluids
- Sterile wipes or gauze and water may be used to clean grazes
- Anything more serious must be looked at by the Welfare Administrator – this includes all head injuries or severe bleeding
- All incident minor or major needs to be recorded on the relevant incident report form see section (12.0) regarding recording incidents
- The class teacher is responsible for informing any teacher taking their pupils (e.g. music teacher, support staff) of their medical condition

## **2.2 Dietary Requirements**

Allergies are recorded on the pupil's files (information provided by the parents/carers). In addition, a list of pupils dietary requirements, medical conditions and an allergy list is given to the class teacher at the beginning of the year in a green folder which is to be kept under lock and key at all times. The individual care plans are kept in the quiet room in a locked cupboard. The same information is displayed in the kitchen and near the lunch server in the hall, covered

for confidentiality. All pupils with medical conditions that could require medication always carry a **green bag** with them around school this includes their medication and individual care plan. The after-school care team has a list of allergies and medical conditions. When a new pupil is admitted to AHP an updated list will go out to their class and to the kitchen by the Admissions and Marketing Lead.

### **3.0 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 Welfare Administrator/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 the Welfare Administrator or named first aider.
- If the pupil needs to visit the toilet, the Welfare Administrator is on hand and the pupil will use the facility adjacent to the quiet room.
- Parents will be informed **before** any medication is administered to their child to avoid overdosing. A letter or phone call/email with details of the timing is given to the pupil if they are in prep school and to the class teacher for pre-prep.
- Pupils who show signs of infectious illness while at school will be seen by the Welfare Administrator.
- Any pupil with a (specific) infectious disease cannot be allowed back into school, unless clarified by the Welfare Administrator 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.
- If a pupil or member of staff has diarrhea and vomiting, they should remain away from school for 48 hours.

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

### **3.1 In the event of an accident resulting in injury:**

- The closest member of staff present will assess the seriousness of the injury and seek the assistance of a qualified first aider, if appropriate, who will provide the required first aid treatment.
- The Welfare Administrator, if called, will assess the injury and decide if further assistance is needed from a colleague or the emergency services. They will remain on scene until help arrives.
- The first aider will also decide whether the injured person should be moved or placed in a recovery position.
- If the first aider judges that a pupil is too unwell to remain in school, parents will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parents.
- If emergency services are called, the Headteacher or if not available the School Admin team will contact parents immediately.

- The relevant member of staff will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury.

### **3.2 Incidents involving medical attention**

If a pupil needs medical attention after an incident that involved an altercation. The injured pupil/s will be seen to by the trained first aider. First Aid will be administered where necessary. If they need further medical assistance, they may come to the quiet room and be seen by the Welfare Administrator. An incident form must be filled in by the staff member present with details of the pupils involved and where they got hurt. The form must be given to the class teacher or TA to be investigated and followed up with a call to the parent including any monitoring for head injuries.

### **3.3 Notifying parents**

The class teacher or teaching assistant will inform parents of any accident or injury sustained by a pupil after investigating. Parents should also be informed of any first aid treatment given, on the same day, or as soon as reasonably practicable.

### **4.0 Mental Health and Wellbeing**

At Avon House Preparatory school, we aim to promote positive mental health and well-being for our whole school community; pupils, staff, parents and carers, and recognise how important mental health and emotional well-being is to our lives in just the same way as physical health. We recognise that children's mental health is a crucial factor in their overall wellbeing and can affect their learning and achievement.

Our role in school is to ensure that they are able to manage times of change and stress, be resilient, are supported to reach their potential and access help when they need it. We also have a role to ensure that pupils learn about what they can do to maintain positive mental health, what affects their mental health, how they can help reduce the stigma surrounding mental health issues and where they can go if they need help and support.

Our aim is to help develop the protective factors which build resilience to mental health problems and be a school where:

- all pupils are valued
- pupils have a sense of belonging and feel safe
- pupils feel able to talk openly with trusted adults about their problems without feeling any stigma
- positive mental health is promoted and valued
- bullying is not tolerated

### **5.0 Returning to school after an injury (broken bones, severe head injuries etc)**

If a child is returning to school after an injury sustained outside of school and has been admitted to hospital, the discharge letter is required to be emailed to the school office or a copy needs to be handed to the school as soon as possible.

Where a child is known to be having an operation or procedure it is important that this is flagged to the Welfare Administrator so that they can contact parents/carers with regards to any follow up care needed. Where a child suffers an injury that requires a plaster cast a risk assessment must be carried out by the School Risk Assessor and Welfare Administrator. It is the responsibility of all staff to ensure children are NOT dropped off in school and left without this having been done.

The Welfare Administrator will meet with the parent and child to consider if sufficient risk assessment has been taken before the pupil returns to school. A risk assessment will be carried out and then evaluated by the Headteacher, School Risk Assessor and the Welfare Administrator to analyse if we can accommodate the pupil's return. Parents must inform the school **by email** about any particular injury or when a child first develops a condition that may need support, so we can arrange a face-to-face risk assessment meeting to arrange their child's return to school.

#### **6.0 After-School Care** (Split into three groups: F1–F2, Y1-Y2 and Y3-6)

The team has a copy of any medical conditions and dietary requirements which have been passed on by the parents/carers. This confidential information is kept in a file and locked away after school, in line with GDPR.

A qualified first aider will always be present for each group.

#### **7.0 Off-site Visits**

When taking pupils off the school premises, staff will ensure they always have the following:

- A mobile phone
- A portable first aid kit
- Ensure they have a current consent form for every pupil that they take out on a school visit, which indicates any specific conditions or medications of which they should be aware

Risk Assessments will be completed by the lead member of staff prior to any educational visit that necessitates taking pupils off school premises.

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.

A first aid bag is to be collected from the quiet room for any off-site visits. Ensuring all relevant medical/first aid equipment is available and the school mobile phone. The emergency EpiPens and asthma inhaler will be packed to go with the first aider.

When going to the Woodford Wells during breaktime, lunch time or for a walk a member of staff must take a first aid bag, walkie talkie and a mobile phone with them.

All portable first aid bags now include a laminated card with the schools and the Woodford Wells Club address and telephone number to refer to in an emergency. E.g. calling the emergency services.

The majority of staff including teachers, teaching assistants and support staff are pediatric first aid trained. Therefore, there will always be at least one first aider on off-site school visits.

## **8.0 Location for First Aid Boxes**

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 5PH 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.

See appendix 2 for locations of first aid boxes around the school buildings.

These should contain:

- Individually wrapped sterile adhesive dressings (assorted plasters)
- Sterile eye wash
- Sterile eye pad bandages
- Triangular bandage
- Regular and large bandages
- Roll of micropore tape
- Antiseptic wipes
- Packet of gauze pads
- Packet of disposable gloves.
- Scissors

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

## **9.0 Sanitary Accidents and Bodily Fluids**

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

The area where the incident has happened will be told to the site lead or Welfare Administrator who will ensure that everything is cleaned wearing disposable gloves, any bodily fluids on the ground or furniture must be washed away thoroughly with the yellow mop and bucket, the mop head will be disposed of after each use. Staff will wash their hands thoroughly before and after cleaning. No contaminated or used items should be left lying around. The soiled clothing is to be placed in a bag and handed to a parent/guardian at collection. A supply of clean clothing is kept in the quiet room.

## **10.0 Training**

The Welfare Administrator and staff will be given particular training for any child with a condition or relevant medical need in their class e.g. Auto-injectors/ diabetes. A record of those

trained in first aid is kept. During school hours, there will always be at least one person on site who is paediatric first aid trained and always one on school visits. Full Paediatric First Aid trained within the Early Years foundation stage is in place in line with the statutory framework.

### 11.0 Emergency services

A staff member who may be present when an incident below has occurred, may use their personal mobile phone to call 999 or 111 if they are unsure.

Any members of staff, including midday and PE teachers should always take a walkie talkie to the Woodford Well and a mobile phone.

An ambulance (999) will need to be called for any of the following reasons:

- **seizure (fit)**  
shaking or jerking because of a fit, or unconscious (cannot be woken up)
- **broken bones or severe injuries**  
after a serious accident
- **choking**  
on liquids or solids right now
- **difficulty breathing**  
making grunting noises or sucking their stomach in under their ribcage
- **use of EpiPen**  
ask for an ambulance and say 'anaphylaxis' (anna-fill-axis)
- **unable to stay awake**  
cannot keep their eyes open for more than a few seconds
- **blue, grey, pale or blotchy skin, tongue or lips**  
on brown or black skin, grey or blue palms or soles of the feet
- **limp and floppy**  
their head falls to the side, backwards or forwards
- **heavy bleeding**  
spraying, pouring or enough to make a puddle
- **signs of a stroke**  
face dropping on one side, cannot hold both arms up, difficulty speaking
- **sudden rapid swelling**  
of the lips, mouth, throat or tongue
- **sudden confusion**  
agitation, odd behaviour or non-stop crying

A laminated card with the schools and Woodford Wells address, postal code and telephone number will be kept in all first aid boxes and bags. This is to ensure you can give the correct location for the ambulance service.

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.

## **12.0 Record Keeping**

- A minor injury sheet is completed if the injury needs only very minor first aid e.g., a wipe, cold compress, plaster or ice pack for a short time see appendix 4
- For children in Foundation 1 and 2 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
- As much detail as possible should be supplied when reporting an accident.
- 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 will be recorded on google forms and uploaded to ISAMS.

Each class has a pack of blank green accident/incident/injury forms and minor accidents form is 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 Welfare Administrator and the school secretary who corresponds with the parent by email or telephone. A copy is uploaded onto the health document section of the child's record on ISAMS.

Completed minor injuries sheets should be emailed or handed to the Welfare Administrator who keeps first aid, accident and incident records electronically and are summarized 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 Welfare Administrator 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.

## **12.1 Reporting to the Health and Safety Executive**

### **What Must Schools Report Under RIDDOR?**

Under RIDDOR only certain incidents are reportable. A reportable incident must have happened in relation to the workplace and its related activities. For example, asthma that is triggered by a known irritant in the workplace is reportable. However, an asthma attack caused by a cold and unrelated to work isn't reportable.

Requirements surrounding reportable incidents differ between staff and students. RIDDOR defines what constitutes a reportable case in both instances.

### **Reportable Cases Involving Staff**

- Result in death or a specified injury.
- Specified injuries, which are:
  - 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)
  - 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
- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident)
- Where an accident leads to someone being taken to hospital
- Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
  - The collapse or failure of load-bearing parts of lifts and lifting equipment
  - The accidental release of a biological agent likely to cause severe human illness
  - The accidental release or escape of any substance that may cause a serious injury or damage to health
- An electrical short circuit or overload causing a fire or explosion

### **Reportable Cases Involving Students or Visitors**

- The incident occurred as a direct result of a work activity or lack of sufficient safety measures in the workplace.
- The person dies or is taken directly from the scene of the accident to hospital for treatment. Note that examinations and diagnostic tests are not considered treatment in this definition.

Information on how to make a RIDDOR report is available here:

[How to make a RIDDOR report, HSE](http://www.hse.gov.uk/riddor/report.htm)

<http://www.hse.gov.uk/riddor/report.htm>

### **13.0 Evacuation**

In the event of a school evacuation, the Welfare Administrator will collect the Go bag from the quiet room, in an event where the Welfare Administrator is absent a member of the support team will collect the bag. The Go bag contains: an emergency salbutamol inhaler and AAI foil blanket and first response kit.

The Welfare Administrator will normally be responsible for taking out their own blue Hi-Viz jacket and first aid kit to deal with any incident/accident/injury.

## Appendix 1

### Avon House Staff First Aid Training List



## Designated First Aid Staff

Red named staff hold current paediatric first aid certificates.

<p>Ms F Alvi</p> <p>Mr J Babra</p> <p>Mrs V Barrett</p> <p>Miss M Bettany</p> <p>Mr G Biston</p> <p>Mrs A Campbell</p> <p>Mrs J Chambers</p> <p>Miss M Connolly</p> <p>Mr D Crow</p> <p>Miss J Dade</p> <p>Miss M Dentith (EY)</p> <p>Miss M Diedrick</p> <p>Mrs H Dunne</p> <p>Miss A Feeney</p> <p>Mrs A Fergusson</p> <p>Mrs V Gagliano</p> <p>Mrs S Gleadell</p> <p>Ms N Goldman</p> <p>Ms H Grant</p> <p>Mrs N Hooley</p> <p>Mrs P Hussein</p> <p>Miss K Ioakim</p> <p>Mrs P Kalsi</p> <p>Ms T Kelly</p> <p>Miss J Lewis</p> <p>Mrs R Lord</p> <p>Mrs K MacDonald</p> <p>Mr J Manning</p>	<p>Mrs E Mistry</p> <p>Mrs N Monehen</p> <p>Miss A Neal</p> <p>Miss B O'Mara</p> <p>Mr A Phillips</p> <p>Mrs N Ramasamy</p> <p>Mr D Reed</p> <p>Mrs M Robertson (EY)</p> <p>Miss R Saharoy (EY)</p> <p>Mrs M Shirazi</p> <p>Mrs N Strickson</p> <p>Mrs P Tant (EY)</p> <p>Mrs R Telling</p> <p>Mr M Thornley</p> <p>Mrs K Webb</p> <p>Miss L Westmaas</p> <p>Miss F Whitestone</p> <p>Mrs I Yasmeen</p> <p>Miss S Young</p> <p><b>First Aid</b></p> <p>Miss J White</p> <p><b>First Responders</b></p> <p>Miss A Begum</p> <p>Mr J Evans</p> <p>Miss A Heath (EY)</p>
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September 2023

## **First Aid Box Locations**

## **Appendix 2**

### **DANIELS BUILDING**

Library

School office

1<sup>st</sup> floor (outside the music room)

Quiet Room

- School emergency EpiPen and Inhaler
- Evacuation bag (Go bag) first aid kit
- Go bag EpiPen and Inhaler
- School visit bag – large and small

### **FERRARI BUILDING**

Cookery Room

Staff Room

Pre-Prep Lobby

- Wells for Lunchtime (Large Bag)
- Teachers Wells (Small Bag)
- Lunchtime (Small Bag)

Puffins

Kingfishers

Mallards

Flamingoes

### **FELDMAN BUILDING**

Kitchen

Year 5PH

1<sup>st</sup> floor on the wall of the landing

### **SCHOOL HALL**

Hall

Under the stairs

## Appendix 3



### AVON HOUSE PREPARATORY SCHOOL ACCIDENT, INCIDENT & INJURY FORM

*This form should be completed following an accident, incident or injury. One copy of this form should be retained in class and another handed to the school nurse. Please make sure the parent has been contacted in line with policy and that the form has been signed by a parent or carer. (Please complete the form in blue or black ink.)*

Date:	Time:	Staff Signature:
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Pupils name in full:	Class:
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Accident details/description	Location where the accident took place
Injury incurred	Action required
	Recovery/Outcome
Please ensure you give as much detail as possible to assist in the treatment of the pupil	

Bumped Head (circle as appropriate): Yes / No	Parent informed (circle as appropriate): Mother / Father	Comments:
	How parent was informed (circle as appropriate): Phone call / Email / In person	(e.g. Teacher informed, parent given advice to monitor for 24/48 hours, etc).
	Time:	

Parents Signature (if applicable): .....

PLEASE HAND INTO THE CLASS TEACHER EVERY DAY AFTER AT THE END OF LUNCH BREAK.  
INFORM MEMBER OF SCHOOL STAFF OF ACCIDENTS RELATED TO HEAD BUMPS.

CLASS: \_\_\_\_\_

[illegible]



Reviewed June 2019 SP  
Reviewed September 2019 AC  
Reviewed August 2020 AK  
Reviewed August 2021 AK  
Reviewed February 2022 AC  
Reviewed August 2022 AC/AB  
Reviewed February 2023 AB/AC  
Reviewed April 2023 AB  
Reviewed September 2023 AB