



# Notting Hill Preparatory School

## 1.7 Policy for First Aid (EYFS & KS1-3)

Reviewer responsible:	<b>Bursar</b>	Date of last review:	<b>10/16</b>
Reviewed by:	<b>CA</b>	Date of next review:	<b>10/17</b>

## FIRST AID POLICY

### Introduction

This policy outlines the School's responsibility to provide adequate and appropriate First Aid to pupils, staff, parents and visitors, and the procedures in place to meet that responsibility. The policy is reviewed annually.

### Aims

- To identify the first aid needs of the School in line with the Health and Safety at Work Act 1974 and regulations made under that Act and non-statutory advice set out in Health and Safety Advice on Legal Duties and Powers (2014)
- To ensure that first aid provision is available at all times while people are on school premises, and also off the premises whilst on school visits.

### Objectives

- To appoint the appropriate number of suitably trained people as First Aiders and Appointed Persons 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 inform staff and parents of the School's First Aid arrangements
- To keep accident records and to report to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

### Personnel

**The Headmistress and the Bursar** are responsible for the health and safety of the staff and anyone else on the premises. This includes teachers, non-teaching staff, pupils and visitors (including contractors). They must ensure that a risk assessment of the School is undertaken and that the appointments, training and resources for First Aid arrangements are appropriate and in place.

They must ensure that the insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employ.

**The Bursar** is responsible for putting the policy into practice and for developing detailed procedures. She must ensure that the policy and information on the School's arrangements for First Aid are made available to parents.

**Teachers** and other staff are expected to do all they can to secure the welfare of the pupils.

**First Aiders** must have completed and keep updated a training course approved by the HSE.

**The Senior First Aid Officers (SFAO)** are the School Secretary in OB and the School Secretary in JCB. This is a voluntary post. He/she will:

- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school.
- Take charge when someone is injured or becomes ill
- Look after the first aid equipment, eg restocking the first aid boxes
- Ensure that an ambulance or other professional medical help is summoned when appropriate.

In selecting the First Aiders and Senior First Aiders the Headmistress considers the person's:

- Reliability and communication skills
- Aptitude and ability to absorb new knowledge and learn new skills
- Ability to cope with stressful and physically demanding emergency procedures

- Normal duties – Senior First Aider must be able to leave to go immediately to an emergency.

**Paediatric First Aider** In accordance with EYFS requirements all EYFS staff are fully trained Paediatric First Aiders. Training is updated every three years.

**Appointed Persons** can cover for temporary and exceptional absences of trained First Aiders. All NHP Appointed Persons have taken a one-day Emergency first aid course (although this is not a requirement to be an appointed person).

#### **Number of first-aid personnel required**

The Headmistress and Bursar have considered the findings of the risk assessment in deciding on the number of first-aid personnel required at any time or venue. The School is a low risk environment, but the needs of specific times, places and activities have been considered in deciding on their provision.

In particular consideration has been given for:

- Playgrounds
- Off-site PE
- School trips
- Science labs
- DT/Art rooms
- Adequate provision in case of absence, including trips
- Out-of-hours provision e.g. clubs, events

Arrangements must be made to ensure that the required level of cover of both First Aiders and Appointed Persons is available on each site at all times when people are on school premises.

#### **First Aiders**

The Headmistress and Bursar have decided to appoint 1 First Aider per 50 pupils/staff which equates to at least seven First Aiders in total. See appendix 2 for the list of First Aiders.

#### **Appointed person**

All teaching staff and playground assistants act as Appointed Persons once they have received appropriate first aid training. See appendix 2 for a list of Appointed Persons.

#### **Qualifications and Training**

- First Aiders will hold a valid certificate of competence, issued by an organisation approved by the HSE.
- Paediatric First Aiders will hold a valid certificate of competence, issued by an organisation approved by the HSE.
- Appointed persons will undertake one-day emergency first-aid training.
- Specialist training in first-aid is arranged in three-year cycles.

**It is imperative that only First Aiders or Appointed Persons treat an injured child or person, other than for the application of plasters and antiseptic wipes. All staff are informed during their staff induction that they should refer to a first aider when first aid is required.**

**See Appendix 2 for the names of First Aiders and Appointed Persons**

#### **Practical Arrangements and Procedures**

##### **Risk assessment**

The Bursar reviews the risk assessments annually. Recommendations on measures needed to prevent or control identified risks are discussed with the Headmistress and the necessary action taken.

##### **Re-assessment of First-Aid provision**

As part of the School's annual monitoring and evaluation cycle

- the Head of Administration:

- reviews the School's first-aid needs following any changes to staff, building/site, activities, off-site facilities, etc
  - monitors the number of trained First Aiders, alerts them to the need for refresher courses and organises their training sessions
  - monitors the emergency first-aid training received by other staff and organises appropriate training
- the SFAOs
    - check the contents of the first-aid boxes throughout the school half-termly.

### Emergency procedures

In the event of a serious injury within the school premises the SFAO (OB or JCB) or one of the First Aiders will be called. There are telephones in all classrooms. The SFAO/First Aider will decide if the emergency services need to be called and will dial 999. **If a child or adult is unconscious the emergency services should be called immediately.**

If a minor injury (e.g. requiring plasters and wipes) occurs in the school playgrounds, the playground assistants may assess the injury and perform basic first aid using the first aid kits that they carry with them. They will then note the injury and treatment in the record book (kept with their first aid kit) which will then be handed back to the SFAO (in either the JCB or OB) at the end of the duty, for their reference. If the playground assistant determines that the injury is more significant, one of the members of staff on duty will go to the School Office (JCB or OB) to ask for assistance from the SFAO/First Aider. Alternatively, if the child is well enough, he/she may go to the SFAO accompanied by another child or member of staff. Any head injury will be treated by the SFAO, as opposed to the playground assistants. In the event of a serious injury, the member of staff should phone 999 and then ring the School number and ask for one of the School Secretaries (SFAO) or Head of Administration (x204). One member of staff must stay with the casualty at all times. Detailed First Aid procedures for the playgrounds are provided in the policy **Guidance for Playground Supervision**.

If a serious injury occurs at sport, the First Aider (sports teacher) will assess the situation, call the emergency services if necessary and then inform the school. The SFAO will then contact parents (see Providing Information below).

### Providing information

To Staff: the Head of Administration will ensure that staff are informed about the School's first-aid arrangements as part of their induction programme. Updated information will be given out at a whole-school staff meeting.

#### To Parents:

- If a child sustains a minor head injury (bump) the parent will be informed by telephone, email or text, and the child will be given a red wrist-band to wear to indicate a head injury has occurred.
- Where a child sustains a minor injury that requires treatment by a doctor or hospital, the parent will be telephoned and asked to collect the child. If the parent is unable to collect the child a First Aider will accompany the child to the Minor Injury Unit at St Charles Hospital or St Mary's Hospital.
- In the event of a serious injury the emergency services will be called immediately by dialling 999 and the parents will also be contacted by telephone by a member of staff who is not dealing with the emergency arrangements.

### Reporting accidents

Statutory requirements: under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) some accidents must be reported to the HSE. The SFAO keeps a record of any **reportable** injury, disease or dangerous occurrence. This includes:

- the date and method of reporting
- the date, time and place of the event
- personal details of those involved and a brief description of the nature of the event or disease

**See Appendix 1 for details about RIDDOR** and type of injury which needs to be reported.

### Record keeping

- The Headmistress ensures that readily accessible written accident records are kept in the **Accident Record Book** for a minimum of three years. An **Accident Record Book** is kept on each site.
- In the **Accident Record Book** information is recorded any significant first-aid treatment given by First Aiders or Appointed Persons. This must include:
  - the date, time and place of incident
  - the name (and class) of the injured or ill person
  - details of their injury/illness and what first aid was given
  - what happened to the person immediately afterwards
  - name and signature of the First Aider or person dealing with the incident.
- Records of any incident reported to the HSE are also stored at the back of the **Accident Record Book**.

### Monitoring

Accident records can be used to help the Headmistress and Health and Safety Officers identify trends and areas for improvement. They also could help to identify training or other needs and may be useful for insurance or investigative purposes.

A regular review and analysis of accident records is held.

### Provision

#### First-aid materials, equipment and facilities

First-aid supplies are kept at the reception desk in each building.

The OB and JCB Halls, the Isaac Newton playground, the woodland playground, Science Lab and Art room have a large first-aid box containing: assorted plasters, sterile gauze swab, triangular bandage, medical tape, eye/wound solution, alcohol-free wipes, sterile burn dressing, adhesive wound dressings, disposable gloves, safety pins, instant ice-pack, absorbent sick bag, wound dressings and clothes scissors.

Each classroom has a small first-aid box containing: assorted plasters, sterile gauze swab, triangular bandage, medical tape, eye/wound solution, alcohol-free wipes, adhesive wound dressings, disposable gloves, safety pins, instant ice-pack, wound dressings and clothes scissors.

Each playground assistant carries a portable first aid kit containing: assorted plasters, alcohol-free wipes, and disposable gloves.

- Each school bus carries a first-aid box (provided by bus company)
- First aid boxes accompany PE teachers off-site
- First aid boxes are kept near to hand washing facilities
- Spare stock and additional specialised equipment are also kept in the school office.

Responsibility for checking and restocking the first-aid boxes:

- The SFAOs check the boxes every half-term in JCB and OB and place orders to replenish stock. All staff are responsible for notifying the relevant SFAO if they notice that contents of any of them are running low.
- On trips, the Teacher in charge of the trip
- For off-site PE, the Director of Sport
- For Isaac Newton playground, the SFAO JCB

For those children who require medical equipment such as epi-pens for allergies, or inhalers and/or ventilators for asthma, this equipment should be provided by parents, along with written instruction about how and when they should be administered. The child should carry them in a named orange bag which is kept with them in the classroom and is taken to sports lessons, music lessons (off site), lunch and school trips. The School Secretaries in the JCB and the OB will keep a spare of the epi-pen or inhaler and/or ventilator in a secure medical cupboard in the reception area of their respective buildings.

For children in Reception-Year 3, the spare will be kept in the OB. For children from Years 4-8 the spare will be kept in the JCB.

**Accommodation**

The designated area for medical treatment and care of children during school hours is the office next to the kitchen in OB close to the Head of Administration's desk, and in the small room opposite the Secretary's desk JCB. Both areas contain a washbasin and are within easy distance of a lavatory. As the School Secretaries are also the SFAOs, all the necessary first aid equipment is to hand in both buildings.

**Hygiene/Infection control**

- Basic hygiene procedures must be followed by staff.
- Where appropriate, single-use disposable gloves should be worn when treatment involves blood and other body fluids, and a disposable apron should be available and may also be worn.
- Care must be taken when disposing of dressings or equipment.
- A clean-up bag containing gloves, apron, wipes and disposal bag is available in every classroom.

**A summary of basic first aid procedures is given on the following pages.**

## BASIC FIRST AID PROCEDURES

All staff in the school deal with minor incidents requiring first aid. The qualified First Aiders are listed in **Appendix 2**.

If a minor accident occurs during the school day the child is sent to the SFAO accompanied by another child or an adult as appropriate. If a major accident occurs where the child or member of staff is unconscious or cannot be moved, the emergency services should be called immediately and then the First Aider called to the scene. All classrooms have phone contact with outside lines. Detailed procedures for playground accidents are set out in the policy **Guidance for Playground Supervision**.

### Treatments

**It is imperative that only First Aiders or Appointed Persons treat an injured child or person. All staff are informed during their staff induction that they should refer to a first aider when first aid is required.**

**Where appropriate, when dealing with blood or other body fluids, plastic gloves should be worn and a disposable apron should be available and may also be worn.** A 'clean-up' bag containing gloves, apron, wipes and disposal bag is available in every classroom.

**Cuts/scratches** The wound must be cleaned and plasters may be applied, if necessary, after ascertaining the child is not allergic to these.

**Bleeding** As above; if profuse, apply direct pressure and raise the wound before sending for a First Aider.

**Head Bumps** Cold compress/ice pack. Run hands over scalp to find bleeding, swelling or any area that feels soft or indented. Handle head and neck very gently. Parents are advised by telephone, or where minor, by email or text. A message will be left if the School Secretary has been unable to speak to them directly about the injury.

**Falling** Children do fall over at school from time to time and they react in different ways. It is advisable to watch the situation carefully and assess it. If the child is unable to get up and is in obvious distress, call a First Aider who will assess the situation and take appropriate action. If the child is unable to stand unaided, **do not lift them** – this could cause other injuries.

**Unconsciousness** Call the emergency services without delay and request assistance from the SFAO.

**Breathing Difficulties** Ask the child to stand or sit quietly. Ask if they use an inhaler. If they do, check if they have it with them and ensure they use it. If the child does not use an inhaler, a First Aider must be summoned.

**Epilepsy/Fainting** If a child is falling, try to support him/her or ease the fall, loosen clothing around the head/neck and call a First Aider. In the case of an epileptic fit, try to cushion their head but do not restrain their movements, do not place anything in their mouth and call a First Aider. Once they have stopped fitting, place them in the recovery position.

**Haemophilia** This condition affects the clotting of the blood and can cause haemophiliacs to bleed more freely than other people do. If a known haemophiliac is having a 'bleed', call an ambulance to take them to Hospital.

**Diabetes** Diabetics can display either lethargic or more active characteristics than usual. If a diabetic has high or low blood sugar, contact his/her class teacher and/or a First Aider.

**Anaphylaxis** The result of a severe, generalised, allergic reaction. The child could experience severe difficulties with breathing. If a known anaphylactic has an attack, the trained First Aid staff must administer the child's adrenaline (epi-pen) and call for an ambulance. Common allergies are:

- ◆ food, e.g. eggs, fish, nuts, especially peanuts
- ◆ insect stings
- ◆ immunisations or antibiotics

### **Safety/HIV Protection**

Disposable gloves and a plastic apron must always be worn when treating any accidents/incidents that involve body fluids. Make sure any waste (wipes, pads, paper towels) is placed in a disposable bag and fastened securely. Any children's clothes must be placed in a plastic bag and fastened ready to take home. A 'clean-up' bag containing gloves, apron, wipes and disposal bag is available in every classroom.

### **Allergies/Long-term Illness**

A Medical Register is on display in each classroom. This records any child's allergy to any form of medication, food products or insect stings (if notified by the parent); any long-term illness, for example asthma, diabetes, epilepsy; and details on any child whose health might give cause for concern. All staff are made aware of the Register as part of their induction. A copy of the register is stored on the shared drive of the computer system.

### **Use of sunscreen**

Skin cancer is one of the most common cancers in the UK and the number of cases is rising at an alarming rate. The majority of these cases can be prevented by protecting the skin from the sun.

- Parents are recommended to buy school summer hats as provided by Perry, the school outfitters, and to apply sunscreen or supply it for their children during the summer months.
- Teachers must make children aware of the need to wear sun hats
- If parents wish staff to apply sunscreen they must send a written request for them to do so.
- It should be applied before playtime and sports lessons.
- Another member of staff should be present when a teacher is applying sunscreen. Older children should apply it themselves.
- The front playground is in the shade for most of the day and offers a safe environment to play without risk of sunburn until the sun moves around the building.
- The rear playground will be monitored during the summer months to ensure there is adequate shade.
- The Isaac Newton playground has very little shade and it is essential that playground staff monitor the potential for sunburn and ask the School Secretary/Administrator to remind parents to supply sunscreen (or apply it before coming to school) and provide their children with school sunhats (supplied by Perry, the school's outfitters).

Arrangements for pupils with particular medical conditions who require regular medication, including epi-pens and inhalers, are covered in the 'Administration of Medication during School Hours' section of the **Health and Safety Policy**.



## Further Information

### Useful Documents and Resources

#### **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR):**

This document provides information on the duties of employers to report certain serious workplace accidents, occupational diseases and specified dangerous occurrences (near misses).

The reporting of injuries, diseases and dangerous occurrences should be submitted online directly to RIDDOR. The relevant forms can be found at [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor)

For fatal or specified injuries only, telephone (local rate) 0845 300 9923;

**HSE Information Sheet No.1 (Revision 3) 2013** [www.hse.gov.uk/pubns/edis1.htm](http://www.hse.gov.uk/pubns/edis1.htm) **Guidance for Employers**

Association for Science Education – [www.ase.org.uk](http://www.ase.org.uk).

## Appendix 1: Reporting School Accidents

The School follows the guidelines set out by HSE (Health and Safety Executive) – Incident reporting in schools (accidents, diseases and dangerous occurrences) – Guidance for employers (2013). These are summarised below:

Most incidents that happen in schools or on school trips do not need to be reported. Only in limited circumstances will an incident need notifying to the Health and Safety Executive (HSE) under RIDDOR.

The duty to notify and report rests with the 'responsible person'. For incidents involving pupils and school staff, this is normally the main employer at the school. Incidents involving contractors working on school premises are normally reportable by their employers.

All incidents can be reported online and there is a telephone service for reporting fatal and specified injuries only.

Records must be kept of any reportable death, specified injury, disease or dangerous occurrence that requires reporting under RIDDOR. They should be logged in an accident book and kept for at least three years after the incident.

### 1. Injuries and ill health to people at work

Under RIDDOR, the responsible person must report the following work-related accidents, including those caused by physical violence, and diseases:

- Accidents which result in death or a specified injury must be reported without delay. Specified injuries include: fractures (other than fingers, thumbs and toes); any injury likely to lead to permanent loss or reduction of sight; any crush injury to the head or torso; serious burns; 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 head-induced illness or requires resuscitation or admittance to hospital for more than 24 hours.
- Accidents which prevent the injured person from continuing their normal work for more than seven days must be reported within 15 days of the accident.
- Some acts of non-consensual physical violence which result in death, a specified injury or a person being incapacitated for over seven days. For example a teacher sustaining a specified injury due to a pupil, colleague or member of public assaulting them on school premises.
- Occupational diseases when there is a written diagnosis from a doctor that it is linked to occupational exposure. This could include tendonitis, severe cramp of the hand or forearm and occupational dermatitis e.g. from work involving strong acids or alkalis, including domestic bleach.

Work related stress and stress-related illnesses are not reportable under RIDDOR. Stress related conditions usually result from a prolonged period of pressure, often from many factors, not just one distinct event.

### 2. Incidents to pupils and other people who are not at work

Injuries to pupils or visitors who are involved in an accident at school or on an activity organised by the school are only reportable to RIDDOR if the accident results in:

- The death of the person, and arose out of or in connection with a work activity;
- An injury that arose out of or in connection with a work activity **and** the person is taken directly from the scene of the accident to hospital for treatment.

The list of specified injuries and diseases in Section 1 above only apply to employees. If a pupil injured in an incident remains at school, is taken home or is simply absent from school for a number of days, the incident is not reportable.

### **How do I decide whether an accident to a pupil ‘arises out of or in connection with work’?**

The responsible person at the school should consider whether the incident was caused by:

- A failure in the way a work activity was organised (e.g. inadequate supervision of a field trip)
- The way equipment or substances were used (e.g. scientific experiments)
- The condition of the premises (e.g. poorly maintained floors).

An example of a reportable incident would be if a pupil was taken to hospital after breaking an arm during an ICT class following a fall over a trailing cable. If a pupil was taken to hospital due a medical condition, such as an asthma attack, this would not be reportable as it did not result from a work activity.

Many common incidents that cause injuries to pupils at school tend not be reportable under RIDDOR as they do not arise directly from the way the school undertakes a work activity. **Remember you only need to consider reporting where an accident results directly in a pupil’s death or they are taken directly from the scene of the accident to hospital for treatment. There is no need to report incidents where people are taken to hospital purely as a precaution, when no injury is apparent.**

### **What about accidents to pupils during sports activities?**

Not all sports injuries to pupils are reportable under RIDDOR. The essential test is whether the accident was caused by the condition, design or maintenance of the premises or equipment or because of inadequate supervision of the activity. If the injury arises from normal rough and tumble of a game this is not reportable.

Examples of reportable incidents would include: where the condition of premises or sports equipment was a factor in the incident or there was inadequate supervision to prevent an incident or failings in the organisation and management of an event.

### **What about accidents to pupils in the playground?**

Most playground accidents due to collisions, slips and falls are not normally reportable. They are only reportable where the injury results in a pupil either being killed or taken directly to hospital for treatment. Either is only reportable if they were caused by an accident that happened from or in connection with a work activity such as the condition of the premises or play equipment being poorly maintained or where particular risks were identified but no action was taken to provide suitable supervision.

Physical violence between pupils is a school discipline matter and is not reportable under RIDDOR.

### **Other Scenarios**

Injuries to pupils while travelling on a school bus – If another vehicle hits the school bus while pupils are getting on or off and pupils are injured and taken to hospital, this is normally reportable under RIDDOR. However, you do not need to report deaths and injuries resulting from a road traffic accident involving a school vehicle travelling on a public highway.

Incidents involving pupils on overseas trips – RIDDOR only applies to activities taking place in Great Britain.

## **3. Dangerous Occurrences**

These are specified near-miss events, and are reportable under RIDDOR. These include:

- The collapse or failure of load-bearing parts of lifts
- An electrical short circuit or overload causing a fire or explosion
- The accidental release of any substance that may cause a serious injury or damage to health

The full information sheet is available at [www.hse.gov.uk/pubns/edis1.htm](http://www.hse.gov.uk/pubns/edis1.htm)

Reference should also be made to the **School's policies for Educational Visits and Guidance for Playground Supervision**