



First aid

Policy statement

This policy is to ensure that Watchorn Christian School is able to take action to apply first aid treatment in the event of an accident involving a child or adult. At least one adult with a current first aid certificate is in every class, or on an outing, at any one time. The first aid qualification includes first aid training for infants and young children. We aim to ensure that first aid training is local authority approved and is relevant to adults caring for young children.

The aims of First Aid are to:

- Preserve life
- Prevent illness or injury from becoming worse
- Relieve pain, if possible
- Promote recovery
- Protect the unconscious.

The provision of prompt and appropriate first aid can reduce the severity of an injury or illness; and in extreme cases, could mean the difference between life and death.

Every workplace has a legal responsibility for ensuring adequate first aid provision

Responsibilities

The Headteacher is responsible for the implementation of this policy, including:

- Ensuring that an appropriate number of trained first aid personnel are present in the school at all times
- Ensuring that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role
- Ensuring all staff are aware of first aid procedures
- Ensuring appropriate risk assessments are completed and appropriate measures are put in place
- Undertaking, or ensuring that managers undertake, risk assessments, as appropriate, and that appropriate measures are put in place
- Ensuring that adequate space is available for catering to the medical needs of pupils
- Reporting specified incidents to the HSE when necessary
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School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in school are
- Completing accident reports for all incidents they attend to where a first aider is not called
- Informing the Headteacher or their manager of any specific health conditions or first aid needs

Training

- First aiders must complete a training course approved by the Health and Safety Executive (HSE).
- Refresher training is given every three years.
- We currently have 5 staff members with Pediatric First Aid.

First Aid in school Procedures

All children who feel unwell or who have had an accident outside should, if possible, be brought to the Main nursery entrance; where it is unsafe to move the child, a message should be sent to classroom for assistance.

On assessing each situation, the First Aider must decide if it is within their training and take action based on this judgment i.e. Ring NHS direct or emergency services.

For minor injuries, these will be assessed and dealt with by the first aider and a note home issued e.g 'bump note' and then passed on to parents at the end of the day, together with a verbal explanation by a member of staff.

If there is even the slightest concern that the injury may be more serious, parents will be contacted immediately.

If a child requires emergency treatment and an ambulance is called, we contact parents immediately and inform them of what has happened and where their child has been taken.

Parents sign a consent form at registration allowing a member of staff to take their child to the nearest Accident and Emergency unit to be examined, treated or admitted as necessary on the understanding that they have been informed and are on their way to the hospital.

Recording of incidents:

Staff should report any accident or incident as soon as possible after it has occurred and fill in the accident report book.

Reports must contain:

- The date, time and place of the event;
- Details of those involved;
- A brief description of the accident and any first aid treatment given;
- All records are communicated with parents on collection of the child and parents sign to say they have been told. If a child has had a more significant injury the staff member may ring the child's parents to inform them.
- If a child has had a bump to the head, a bump head letter is given to parents on collection, containing information about bumps to the head.
- The first aid book is kept in the window downstairs on entry to the school.

Guidelines for Pupils with Asthma

Most pupils with asthma will take charge of and use their inhaler from an early age and it is good practice to allow pupils to carry their inhalers with them at all times, particularly during PE lessons and at lunch time. If a pupil is too young or immature to take responsibility for the inhaler, staff should ensure that the inhaler is kept in a safe but readily accessible place and is clearly marked with the pupil's name.

Pupils with asthma must have immediate access to their inhalers when they need them.

It would be helpful for parents to provide the school with a spare inhaler for use in case the original inhaler is left at home or runs out.

Personal Medicines

Legally schools are not compelled to administer medication to children because of the risks involved and possible legal consequences. However, it is the school policy, wherever possible, to assist children and parents by administering prescribed medicines in school time only with the written signed consent of the parent/carer with clear guidance on dosage and time and in a named pharmacy prescribed container, **IF** the teacher concerned is prepared to do so.

Procedure:

1. Parents must ensure that all medicines are clearly marked, with the child's name, dosage and times that the medicine needs to be administered.
2. Parents must hand the medicine directly to the teacher.
3. The child must be well enough to be at school, as it remains school policy that the best place for children when they are ill is at home.
4. Consent forms and Records are to be put in place.

Reporting Staff Accidents

The Head teacher should be notified immediately if, a member of staff becomes ill or has an accident at work.

Any accident regarding a member of staff should be recorded in the staff accident book.

The administrator must report all serious accidents to the HSE as required by RIDDOR.

In an emergency, the Head teacher has details of employees and their emergency contact numbers. Please inform the Head teacher of any changes to your emergency contact details.

Reporting serious incidents:

- Ofsted is notified as soon as possible, but at least within 14 days, of any instances which involve:
 - food poisoning affecting two or more children looked after on our premises;
 - a serious accident or injury to, or serious illness of, a child in our care and the action we take in response; and
 - the death of a child in our care.
- Local child protection agencies are informed of any serious accident or injury to a child, or the death of any child, while in our care and we act on any advice given by those agencies.
- Any food poisoning affecting two or more children or adults on our premises is reported to the local Environmental Health Department.
- We meet our legal requirements in respect of the safety of our employees and the public by complying with RIDDOR. We report to the Health and Safety Executive (HSE):
 - Any work-related accident leading to an injury to a member of the public (child or adult), for which they are taken directly to hospital for treatment.

- Any work-related accident leading to a specified injury to one of our employees. Specified injuries include injuries such as fractured bones, the loss of consciousness due to a head injury, serious burns or amputations.
- Any work-related accident leading to an injury to one of our employees which results in them being unable to work for seven consecutive days. All work-related injuries that lead to one of our employees being incapacitated for three or more days are recorded in our accident book.
- When one of our employees suffers from a reportable occupational disease or illness as specified by the HSE.
- Any death, of a child or adult, that occurs in connection with a work-related accident.
- Any dangerous occurrences. This may be an event that causes injury or fatalities or an event that does not cause an accident, but could have done; such as a gas leak.
- Any dangerous occurrence is recorded in our incident book (see below).

References

- a) Education Regulations (Independent School Standards) (England) 2010 (SI 2010/1997) Regulation 3
- b) DfEE Guidance on First Aid for Schools
- c) Health and Safety (First Aid) Regulations 1981

The current qualified First Aiders are:

Mrs. Carol Pearson
 Mrs Shani Ozenbrook
 Mrs Kathryn Holmes
 Miss Paige Wistow
 Mrs Chantelle Price

APPENDIX A

General Hygiene Procedure - see also the school Intimate Care Policy

Hand washing (with soap and water)

Always wash and dry your hands

- Before touching food
- After using the toilet
- After taking a child to the toilet
- Before and after giving First Aid

Gloves

Always use disposable gloves if:

- You have an uncovered cut or sore on your hand
- You have eczema
- You are using bleach or other chemicals
- You are cleaning up blood, faeces or urine

Cuts, grazes and scratches

Take care to cover your cuts and grazes with a waterproof dressing until a scab forms.

If a child gets a cut, scratch or bite etc. that breaks the skin:

- wash the cut with warm water or an antiseptic wipe
- dry it
- cover it with a waterproof plaster

Cleaning up – Always use gloves

Wrap any bloodstained dressings in polythene bags and dispose of them in a bin with a liner and cover and take away from the children.

Other bodily fluids should be disposed of in the same way.

When cleaning up hard surfaces (work tops, tables, floors etc.):

- cover spillage with paper towels, wash area with household bleach (1 part bleach to 9 parts water). If bleach is not available wash with very hot, soapy water.
- pour the bleach gently over spillage - if possible leave for 30 minutes.
- wipe up with disposable towels. Put in a lined, lidded bin.
- if cleaning up carpets or other material surfaces use hot soapy water instead of bleach

The first aid kit

Our first aid kit is accessible at all times and contains the following items:

- Triangular bandages x 4.
- Sterile dressings:
 - Small x 3.
 - Medium x 3.
 - Large x 3.
- Composite pack containing 20 assorted (individually-wrapped) plasters x 1.
- Sterile eye pads (with bandage or attachment) e.g. No 16 dressing x 2.
- Container of 6 safety pins x 1.
- Guidance card as recommended by HSE x 1.

In addition, the following equipment is kept near to the first aid box:

- 2 pairs of disposable plastic (PVC or vinyl) gloves.
- 1 plastic disposable apron.
- A children's forehead 'strip' thermometer.
- A supply of ice is kept in the freezer.

- The first aid box is easily accessible to adults and is kept out of the reach of children.
- There is a named person in the school who is responsible for checking and replenishing the first aid box contents.

Revised: 02/11/2020