

# Farrowdale House

## INDEPENDENT PREPARATORY SCHOOL



### FIRST AID POLICY

#### **This policy applies to the whole school including the EYFS**

This policy has been written with regard to the DfE guidance *First Aid in Schools*

#### **Overview**

From time to time whilst children are in our care they will get injured or become unwell and they need first aid. Every member of staff is in 'loco parentis' and will act accordingly to offer the care and help that could reasonably be expected of a 'caring parent' in those circumstances. We have in school members of staff who have been trained in First Aid and so the help of one of these staff should be sought as soon as possible. First Aid equipment is available in school and it should be used in the child's best interest and with great care. Where it is judged necessary the emergency service should be called or the child should be escorted to hospital. Parents should be kept fully informed whenever a child has received first aid.

#### **Objectives**

1. To provide safe and appropriate care for children and staff if they are in need of first aid.
2. To ensure that we have sufficient trained first aid staff available to care for children or adults if the need arises.
3. To ensure that we have at least two members of staff with paediatric first aid training to be available for the care of EYFS pupils.
4. To ensure that all staff knows what to do if a child needs first aid treatment and how they should respond in those circumstances.
5. To ensure that we have appropriate first aid kit easily available in school with portable kits to take when children go off site on visits etc.
6. To ensure that members of staff are given training and that those with first aid certificates are kept up-to-date with training every three years.
7. To ensure that all staff know how to involve the emergency services if they are needed.
8. To ensure that appropriate medical support/attention and treatment is given to children for all but minor injuries.
9. To keep parents and carers fully informed and involved if their child has been given first aid treatment.

#### **Strategies**

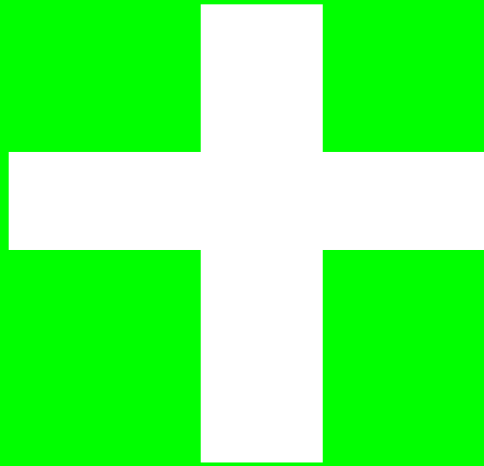
1. To seek qualified medical and emergency assistance quickly for all but minor injuries – using the 'better safe than sorry' principle and always erring on the cautious i.e. if there is any doubt – seek qualified medical/emergency service (999) support or arrange for the child to be escorted to the nearest casualty facility.

2. If an injury is sustained whilst the child is on a visit or other off site activity the senior member of staff present must notify the school as soon as the child's needs are met.
3. To have members of staff who have undertaken appropriate first aid training available at all times on site and when children are on visits.
4. To have appropriate first aid equipment available on site at all times.
5. To encourage staff to undertake first aid training.
6. To have effective 'quick contact arrangements' to involve parents as early as possible if their child needs medical assessment/treatment.
7. To notify parents in writing, using the school accident report slip, of any injury that their child has suffered. This should be done on the same day that the injury was received.
8. To enter the details of the accident/injury and the treatment given, in the school accident book.

### **Outcomes**

Children and adults in this school will be kept safe but on the rare occasion when they need first aid treatment, the school will see that appropriate treatment is given by members of staff with appropriate levels of training and knowledge of first aid. Where medical and emergency treatment is needed, medical help will be sought quickly. All staff will carry out their duty of care professionally at all times.

**Please note - Parents should keep their children at home if acutely unwell or infectious with any notifiable diseases.**



# First Aid

Your First Aiders  
Are:

Miss C

Ms H

Mr N

Miss O

Miss S

Mrs B

Mrs T

*First aid boxes are located:-  
in the staff room, Office, Kitchen.*

**Our Address is: Farrowdale House,  
Farrow Street,  
Shaw,  
Oldham.  
OL2 7AD**

**Our Telephone number is:- 01706  
844533**

A list of first aiders is displayed

- In the school office
- By the front entrance
- In the hall
- At the top of the stairs
- In the medical room
- On the staff room door

## **First Aid Kits**

The first aid boxes must be accessible at all times, and are situated in the following places:

the school office, the staff room and the kitchen. Plaster boxes are in the staff room.

**A travel first aid kit**, stored in the office, is available for staff to take on school outings, sports matches and lessons etc.

The contents should be checked and restocked regularly – at least monthly by Suzanne Hall

### Very Minor Injuries

Very minor injuries e.g. those which require no intervention or a simple wash down with water. This type of injury can be dealt with immediately as it occurs by the member of staff supervising the children at the time.

### Minor Injuries

For the purposes of this policy minor injuries are defined as those which require the attention of a First Aid trained person. This may be to check that no underlying more serious injury has occurred e.g. bumped head, graze or any other “bloody injury”. The first aider will then deal with the injury and inform the class teacher/head teacher as per school procedures. This may include; cleaning the injury; calming the child down; checking for any serious injury etc. **gloves** are provided for all injuries involving bleeding.

Injuries should be treated with running cold water or sterile wipes, dressings should be applied where there is bleeding.

Open wounds should be washed with cold water using dressing pads/sterile cleansers and all dressings and pads should be wrapped in a plastic bag and placed in the outdoor bin. Gloves should be worn at all times when treating open wounds.

When necessary or desirable, a courtesy telephone call deemed will be made to inform parent/s that a minor injury has occurred. The relevant member of staff will make the call using the contact details held on file.

## Major Injuries

Major injuries are those defined as bodily that require the intervention of a medically qualified person.

1. The supervising staff should immediately summon additional qualified First Aid Support and inform the school office that an injury requiring immediate hospital attendance has occurred. Qualified First Aider/s should then administer appropriate treatment to the casualty and remain with them until medical assistance arrives. If there is imminent risk to life, the emergency services should be contacted immediately.
2. As soon as an additional staff member is available any children in the immediate vicinity should be removed to another part of the school.
3. If there is only one member of staff (e.g. in a classroom during lesson time) a responsible child should be sent to the school office or Head to summon assistance.
4. A member of staff/first aider should immediately dial 999 and request an ambulance- see below
5. A member of staff/first aider should then immediately inform the Head that a serious accident / incident has occurred. The staff will then be responsible for obtaining the casualty's medical forms from the front office files. This will then be given to the Head.
6. The Head/Proprietor will use the contact details of the casualty to inform relatives that an accident / incident requiring immediate hospitalisation has occurred.
7. When the ambulance arrives the Head/proprietor will co-operate with the ambulance staff and provide any details required including those on the medical form e.g. allergies/medical conditions/regular medication (if consent has been given).
8. The Head/Proprietor will travel to hospital in the ambulance and stay with the casualty until those contacted arrive.
9. A member of staff will act as liaison between the Head/Proprietor/Hospital and contacts after the casualty has left the school premises until liaison is no longer required.
10. Any serious accidents to pupils, staff or visitors will be reported to the HSE if required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). Any serious accidents or those resulting a member of staff being off work for more than three days will be reported to the HSE under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). The headteacher will be responsible for completing the relevant forms.

### Staff/Visitors

Members of staff who are injured on the premises must seek appropriate treatment and inform the head teacher or First aid coordinator. An accident investigation form must be completed.

**The administration of medication** has a separate policy. This should be adhered to at all times.

### Medical conditions

If a child has a particular medical condition, (for example, asthma, epilepsy, diabetes) then a personal health care plan will be drawn up.

### Procedure for the Safe Cleaning of body fluids from floor surfaces

Avoid direct contact with body fluids, as they all have the potential to spread germs. Germs in vomit and faeces may become airborne, so it is very important to clean up body fluids quickly.

1. Put on gloves and a disposable apron. Disposable latex or vinyl gloves are the best choice. However, reusable rubber gloves are acceptable as long as they are cleaned and sanitised after each use.
2. Sprinkle Absorbent Granules liberally on all visible material. Allow approximately 90 seconds for the powder to absorb all visible material. Be careful not to agitate the material, so that germ particles do not become airborne.
3. Remove all visible material from the most soiled areas, using paper towel or single use disposable cloths.
4. Put all used paper towel and cloths into a plastic bag and take directly to outside bin.
5. The remaining visible material should then be vacuumed using a designated vacuum cleaner. The vacuum cleaner bag **MUST** be changed after use.
6. Wash the non-disposable cleaning equipment (mops, buckets) thoroughly with soap and water, then rinse with a sanitising solution.
7. Discard gloves, disposable apron into bag for disposal.
8. Wash your hands thoroughly using soap and water.
9. Inform the cleaner that a thorough clean/steam of area is needed

### **Record Keeping**

**Details of all injuries** should be entered in the accident books located in the staff room. An accident form is completed and a copy sent to the child's parents and a copy retained for the school records. Accidents and any first aid administered, are reported to the class teacher. All major injuries are monitored by the SLT, and the information passed to the Proprietors with responsibility for Health and Safety. An Accident Investigation form is completed for serious injuries and for any injuries where a child leaves school for medical attention. Parents should be informed of any accident or injury sustained by the child on the same day, or as soon as reasonably practicable, and any first aid treatment given.

- All bumped heads must be reported to a First aider and the class teacher. Children who have bumped heads must be supervised and it is advisable that parents are informed verbally as well as by an accident form. It may be

necessary to telephone a parent if only to inform and reassure them that the child will be monitored but also to give them an opportunity to come and check on their child. Parents may decide to have the child checked by a doctor. Even if the child is well but is going into the Out of Hours provision the member of staff needs to be informed so that the child can continue to be monitored and the parents informed upon collection. If a child's condition worsens during school time, parents must be contacted and, if necessary, the child removed to hospital.

- A whole school list of medical needs which lists medical conditions and allergies of all the children in school, including their medication is in the staff room. Children with severe allergy conditions are made known to all staff at the beginning of the academic year. Staff are also informed as and when a child with a medical condition joins the school roll. Children with a serious medical condition will be subject to a Healthcare Plan drawn up in collaboration with family and health care professionals. Photographs of children with allergies or other serious medical conditions are displayed in the staffroom and class teachers are informed as part of the information given to them on their class lists. First aiders are also made aware of these children and medicines. The school nurse periodically demonstrates to all staff how to administer an EpiPen/Jext pen.
- All accidents are monitored by Zoe Campbell or Suzanne Hall (as part of ongoing health and safety matters).
- If a parent needs to be contacted in case of an emergency then a list of contact numbers is kept in the school office. A contact will then be made either by the head teacher or a member of the staff who will explain the nature of the emergency. Courtesy calls may be given to parents for other less severe injuries. More serious bumps to the head will have a courtesy call made home. Emergency contact details will be taken on all trips.
- If required, the head will make a RIDDOR statement to the Health and Safety Executive.

Accidents to staff/parents must also be recorded in the staff accident book located in the office.

### **Other considerations**

- First aid kits must also be taken on all sporting activities that take place off site such as:
  - Sports Day
- A dedicated First Aid kit will be kept in the office for this.
- During any school sporting activity within the school grounds a first aid box should also be available.
- Staff will need to ensure that any children with particular medical needs have their individual health care plan (if applicable), and/or the appropriate medication i.e. inhaler.

### **First Aid policy on school trips**

A designated member of staff must take the suitably equipped first aid bag, an accident book and a mobile phone to summon aid if required on all school trips/outings. A minimum of one qualified First Aider will go on all school trips, and there will be a minimum of one left on site. The main first aid box will remain on site.

### **Contacting the Emergency Service**

All staff must know how to call **the emergency services**- dial 999 and ask for an ambulance. If there is any doubt that an ambulance is required, call one straight away. **a casualty with suspected fractures or back or neck injuries must not be moved unless ambulance personnel are present**

**Dial 999, ask for ambulance/police/fire service and be ready with the following information:**

1. YOUR TELEPHONE NUMBER

**01706 844533**

2. GIVE YOUR LOCATION AS FOLLOWS:

**FARROWDALE HOUSE INDEPENDENT PREPARATORY SCHOOL  
FARROW STREET  
SHAW  
OLDHAM**

3. STATE THAT THE POSTCODE IS:

**OL2 7AD**

4. GIVE EXACT LOCATION IN THE SCHOOL/SETTING

5. GIVE YOUR NAME

6. GIVE NAME OF CHILD/ADULT AND A BRIEF DESCRIPTION OF THEIR SYMPTOMS (IF AMBULANCE)

7. INFORM THE SERVICE OF THE BEST ENTRANCE AND STATE THAT THE CREW WILL BE MET.

INFORM THE SCHOOL OFFICE/HEADTEACHER

Reviewed: September 2021