



Heathfield Knoll School

First Aid Policy

This policy is supported and complemented by the following policies:

- Drugs and Testing
- Educational Visits EYFS
- Educational Visits (non EYFS)
- Emergency Plan
- Equal Treatment
- Health and Safety
- Intimate Care
- Lone Worker
- Safeguarding and Child Protection
- Sun Protection EYFS

Key personnel:

- | | | |
|---------------------|------|------------------|
| • Headmaster | DDSL | Lawrence Collins |
| • Deputy Headmaster | DDSL | Mark Stubbs |
| • Matron | | Lorraine Wallace |

This document is reviewed annually by Lorraine Wallace - Matron or as events or legislation change require.

Reviewed July 2017
Updated June 2018

Next review due: July 2019



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1. Introduction

At Heathfield Knoll School we are committed to ensuring that every pupil (including those in our Early Years Foundation setting), every member of staff and every visitor will be provided with adequate first aid in the event of an accident or illness, no matter how minor or major.

Procedures and information set out in this document aim to ensure that:

- All members of the school community are aware of the procedures to follow in the event of an accident, the support available and the role that they play
- Effective management systems are in place to support individual children with medical needs
- Medicines are recorded, handled, stored and administered responsibly
- First aid provisions are available at all times while pupils or employees are on school premises, and also off the premises whilst on visits or trips
- All incidents involving medical assistance are properly recorded.

By implementing this policy we will be helping to achieve our shared vision that all members of the Heathfield Knoll School community should be healthy, stay safe, enjoy and achieve, and be able to make a positive contribution.

To this end, all staff, including non-first aiders, have a responsibility in ensuring the welfare of pupils by ensuring that:

- They are familiar with the first aid procedures in operation and know who the current first aiders are and how they can be located
- Pupils are sent to Matron's room if there is any reasonable concern about an injury or illness. Safety is paramount at all times.
- Pupils are aware of the first aid procedures
- Any requests from parents for administration of medicines to pupils are referred to Matron. Permission/consent to administer a pupil's own or a proprietary medicine is given on medical forms stating a time/dose. Where medication has already been given that morning, to prevent duplication parents should complete a MF1 form (medicine administered at home form). Medication is administered by staff on the Early Years site following written permission from a parent or guardian given on a daily basis.

There are a range of forms which parents/guardians are required to complete throughout the course of their child's schooling as and when medical support may be needed. They are available on request from the school office or from Matron.

- This policy applies to all members of our school community, including those in our EYFS setting
- Heathfield Knoll School is fully committed to ensuring that the application of this policy is non-discriminatory in line with the UK Equality Act (2010). Further details are available in the school's Equal Treatment policy.
- Matron maintains health plans for pupils with ongoing health needs which are updated annually or more frequently if necessary. An asthma register details information on triggers and treatment.
- Heathfield Knoll School seeks to implement this policy through adherence to the procedures set out in the rest of this document.
- In line with the updated GDPR policy, this document is available to all interested parties on our website and on request from the main school office.



- This document is annually reviewed by the Health & Safety Committee and in particular Matron as events or legislation change requires. The next scheduled date for review is July 2018.

2. First Aiders

First Aid Training:

The school has ensured that all school first aiders have undergone recognised first aid training. The school maintains a registry of all first aiders, listing first aid qualifications and renewal dates. Lists of qualified first aiders including qualification and expiry date are displayed in Matron’s Office and in every building within the school.

First Aiders Details:

NAME	LOCATION	CONTACT NUMBER
Lorraine Wallace RGN (Registered General Nurse)	Matron’s Office	01562 850204

Matron is the main first aider based on site and is a Qualified Registered General Nurse (During term time only)

List of staff who currently hold first aid training, qualification and retrain date

Day Nursery	Expiry Date
Mrs C. Jaunzems (Adv. Paed)	21.11.2018
(First Aid at Work)	06.04.2019
Mrs. U. Bebbington (AdvPaed)	10.11.2019
Miss E. Arens (Level 3 Paed)	30.09.2020
Mrs H. Boulton (Level 3 Paed)	30.09.2020
Miss M. Bow (Adv.Paed)	10.11.2019
Miss. Z. Dixon (Adv.Paed)	23.05.2019
Miss S. Knowles (Adv. Paed)	14.11.2018
Miss. C.Rushbrook(Adv.Paed)	10.11.2019
Miss. J. Stokes (AdvPaed)	01.02.2019
Mrs. C. Thacker (Adv. Paed)	23.05.2019
Mrs. L. Williams (Level 3Paed)	01.02.2019

Pre-School	Expiry Date
Mrs C. Swain (Adv. Paed)	10.11.2019
Mrs. C. Organ (Adv. Paed)	10.11.2019
Mrs. S. Sidaway (Level 3Paed.)	30.09.2020
Miss. J. Simcock (Adv. Paed)	10.11.2019
Mrs. N. Williams (Level 3 Paed)	30.09.2020

After School Care and Holiday Club	Expiry Date
Mr S. Jaunzems (Level 3 Paed)	30.09.2020
Mrs. L. Edwards (Adv. Paed)	19.11.2018
Mrs. C. Elzner (Adv. Paed)	10.11.2019

Mrs M. Hadley (Adv.Paed)	19.11.2018
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Main School	Expiry Date
Mrs. L. Cross (Adv. Paed)	23.05.2019
Miss.S. Evans (Level 3 Paed)	30.09.2020
Mrs. H. Griffiths (Level 3 Paed)	30.09.2020
Mr. A. Jackson (Outdoor First Aid)	10.03.2020
Mrs K. Rodgman (Emergency First Aid)	10.10.2018
Mrs. T. Stooksbury (Level 3Paed.)	30.09.2020
Mrs. M. Stringer (Level 3 Paed)	30.09.2020
Ground Staff	
Mr. D. Harper (First Aid at Work)	06.04.2019
Mr. M. Stringer (Level 3 Paed)	30.09.2020
Adv. Paed. (Advanced Paediatric)	
Comb. Paed. (Combined Paediatric and Appointed Persons)	

All the EYFS staff hold a Paediatric First Aid certificate in line with the new EYFS Framework 2017.

3. First Aid room

The school has allocated the following location as the designated first aid room or area.

LOCATION	PHONE NUMBER
Matron's Room	01562 850204 ext. 209

The school has assigned responsibility for the room to the listed designated first aid officer.

NAME	PHONE NUMBER
Matron	01562 850204 ext. 209

4. Records

Incident/accident record books are kept in the following locations:

LOCATION	PERSON RESPONSIBLE (first aider)	CONTACT NUMBER
Matron's Room	Lorraine Wallace	01562 859 834

5. First Aid Equipment and Information

First Aid kits

The school has provided the number of first aid kits required according to the number of staff and students at our school.

LOCATION	TYPE (portable, fixed, vehicle kit, etc)
Kitchen	Portable
Chemistry Lab	Portable
Matron's Room	Portable
Sports Hall	Fixed
Biology Lab	Portable
Day Nursery Office	Portable
Pre-School Kitchen	Portable
The Knoll Building (reception kitchen)	Portable
Douglas Building (D4)	Portable
Fellows Building (F1)	Portable
Art Block	Portable
The Hut	Portable
Minibus 1	Portable
Minibus 2	Portable
Minibus 3	Portable
Shed	Portable
After and Before School Care Room	Portable

First Aid Room (Matron's Room)

A fully stocked and suitable room is available in the main house and is supervised by Matron. The room includes a separate lavatory with washbasin, a chair and a single bed. All pupils are taken to the first aid room to see Matron. (Parents of all pupils are informed and asked to collect their child if not well enough to be in school)

First Aid Supplies

Matron will ensure that:

- An adequate number of first aid portable boxes are available and easily accessible across the school sites.
- All first aid containers are marked with a white cross on a green background.
- Each school minibus carries a full first aid kit in addition to which staff are given a portable first aid kit, size depending on number of pupils, for any trips/sports event they accompany.
- First aid containers are well stocked and available for PE staff to carry with them during games, PE and fixtures.
- Eye baths and running water are situated in all science laboratories.
- Spare stock is stored in the first aid room.
- All containers are regularly checked for stock levels and expiry dates each term
- Contents of all first aid containers adhere to the guidelines stipulated by the HSE

6. What to do in the event of an incident requiring medical assistance

If a person becomes unwell

A pupil, member of staff or visitor who becomes unwell during a lesson or activity may, if they are able, be sent to the first aid room to seek assistance. They should always be accompanied by another person. Pupils should be given a pink slip completed by a member of staff. The pink slip should be returned to the child to take him. Any incident that is more serious requires a different letter, which will be attached to the pink slip. In

Early Years the member of staff will telephone parents to collect a child if they become unwell.

If a person is involved in an accident or medical emergency

- Call for assistance from the nearest first aider or Matron.
- Ensure that other pupils/persons in the vicinity are safe and supervised.
- The first aider who attends will take charge and will decide on and, if appropriate, administer the relevant first aid treatment
- The EYFS has a duty of care to inform the parents 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 incidents must be recorded and parents informed in line with the recording and reporting procedures set out below.

If there is a serious accident or medical emergency necessitating an Ambulance

- Call for assistance from the nearest first aider or Matron
- Ensure that other pupils/persons in the vicinity are safe and supervised.
- The first aider who attends will take charge and will decide on and, if appropriate, administer the relevant first aid treatment
- The member of staff who initially called for assistance will stay with the casualty at least until the first aider has taken responsibility for the welfare of the casualty concerned. This may include escorting them to the hospital if required.
- If they are not already present, inform Matron or a first aider immediately of the incident / accident
- Any person who believes the situation requires it may telephone for an ambulance. Dial **999 / 112** from any telephone. **DO NOT LEAVE THE CASUALTY ALONE** in order to do this – ask a colleague. (If you send someone else to make the call, ensure that you tell them to return straight to you in order to inform you of the 999 call having been successfully made).
- After an ambulance has been requested, if they have not already been alerted, inform the Head, or member of SLT. They will, in turn, inform relevant senior colleagues.
- Another member of staff should await the arrival of the emergency services and direct them appropriately.
- Matron or a familiar member of staff will accompany the casualty in the ambulance and at the hospital until the parent/carer arrives. The Deputy Head will arrange any necessary teaching cover.
- Where there is an urgent need for surgical or medical treatment to be given and the parents cannot be contacted, the decision about the competence of the child to give or withhold consent to urgent surgical or medical treatment, in the absence of the parent, must be the responsibility of the doctor.
- All incidents must be recorded in line with the recording and reporting procedures set out below

Hygiene and infection control when dealing with a medical incident

- Common sense infection control measures (such as hand washing and the use of disposable gloves and aprons when dealing with blood or bodily fluids) must be followed by all staff when dealing with medical incidents.
- Hand washing facilities and/or alcohol gel dispensers are available throughout the school. The use of paper towels and air dryers are in all toilet areas.
- Single use disposable gloves are to be found in medical kits and on the wall in Matron's room and must be used at all times when providing treatment involving blood or body fluids.

- Ground staff or the first aider should always be called to deal with the clearing up of spillages of bodily fluids and any items contaminated must be disposed of in a separate black waste bag.

Head injuries

All head injuries should be regarded as potentially serious, irrespective of the extent of external injury. It is important to monitor any person with a head injury very carefully, looking for key signs such as sickness, dizziness, incoherence or drowsiness. If in doubt, or if any of the key signs are exhibited, seek medical help. The school policy with regard to head injuries is always to 'play safe'. Never underestimate a head injury.

Parents will be asked to collect their child and seek expert medical attention.

Matron or a first aider will ensure that any pupil who has been treated for a head injury, no matter how minor, takes home a MF2 and MF14 form advising parents of developing symptoms that may require medical investigation.

7. Children With Specific Medical Conditions

Children with specific conditions and treatment have an individual medical plan, they are photographed and their details are placed on the school staff room wall. All other medical conditions are kept on file in Matron's room in a locked cupboard.

In the EYFS written permission must be obtained from parents for individual medicines to be administered. Where medicine has been administered to a child, parents must be informed the same day or as soon as reasonably practicable.

Asthma can be a life threatening disease and attacks can start very rapidly. It is therefore vital that the asthmatic pupils have instant access to their inhalers. It is entirely reasonable to allow older pupils to keep their inhalers on their person. Parents of younger children should hand these into Matron for her to administer or their form teacher if a child is able to use the inhaler independently. An Emergency inhaler is kept in Matron's room for those children / staff who have been prescribed an inhaler by a GP. This can be used if they have lost, forgotten or theirs is out of date.

Children who have Epipens for severe allergies should have two in school, clearly labelled with their names. One should be kept in their classroom, the other to be kept in the first aid area. It is parent's responsibility to ensure all medicines kept in school are in date. In an emergency the emergency services must be contacted immediately before informing parents. An emergency pen is kept in Matron's room for those children / staff who have been prescribed an inhaler by a GP. This can be used if they have lost, forgotten or theirs is out of date.(age 6 upwards)

8. Accident reporting and record keeping

Where there is an accident or medical emergency and first aid assistance has been provided, the person who has administered first aid must record the incident according to the procedure outlined below. N.B.it is a statutory requirement that all accidents/incidents as described in the Health and Safety Policy must be recorded in an accident book or on-line system, and must be readily accessible for a minimum of seven years. This is kept in a secure room within the main house.

Parents are initially notified of an incident involving their child by Matron, and must be kept sensibly informed by an appropriate member of staff. The school matron or a first aider

will be responsible for ensuring that parents are notified of significant incidents/accidents both verbally and in writing.

Matron will notify the HSE, under RIDDOR, of any serious accident, illness or serious injury to, or death of, any pupil whilst in our care, and of action taken in respect of it. For EYFS pupils Ofsted will also be notified and will be notified of any instance in connection to medicines which leads to such an event.

A pupil's GP has the responsibility of reporting notifiable diseases and ensuring that a pupil is safe to return to school and not cause public health problems from infections. However, the school may also seek advice from the Health Protection Agency if a pupil is believed to be suffering from a notifiable disease as identified under the Health Protection (Notification) Regulations 2010.

For pupils in our EYFS, notification will be made to Ofsted as soon as is reasonably practicable, but in any event within 14 days of the incident occurring.

If Heathfield Knoll School, without reasonable excuse, fails to comply with this requirement, we commit an offence. Contact details for Ofsted are as follows: www.ofsted.gov.uk or by telephone on 0300 123 4666.

9. Procedure to follow to record an accident or medical incident

- Any incident/accident must be recorded on the appropriate form (see codes in Matron's room) by the person attending the casualty or dealing with the incident.
- The records of first aid treatment given by a first aider or appointed person must include:
 - Date, time and place of incident.
 - Full name of injured/ill person.
 - Detail of the injury/illness and what first aid treatment was given.
 - Any review of the person's condition.
 - Name and signature of the first aider or appointed person dealing with the incident.
- These records when complete are kept by Matron in her office.
- Once an Accident or Incident Report and Investigation Form has been completed the form must be returned to Matron who securely maintains the central records.
- Matron will keep a record of any reported injury, disease or dangerous occurrence which must include:
 - the date and method of reporting.
 - the date, time and place of event .
 - personal details of those involved.
 - brief description of the nature of the event or illness.

Informing the HSE (Health and Safety Executive) or RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995) - statutory requirements

Matron is responsible for determining if the HSE needs to be informed of an accident or incident and for keeping a school central record in her office together with the RIDDOR form if appropriate.

Under the reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) the following accidents MUST be reported to the HSE without delay:

- accidents to employees resulting in death of major injury (including as a result of physical violence)

- dangerous occurrences
- accidents to any persons (pupils and visitors included) killed or taken from the premises to a hospital
- accidents to employees which prevent the injured person from doing their normal work for more than 3 days must be reported within 10 days of the accident.

10. Infection Control specific to the EYFS

At First Steps Nursery we enforce our own exclusion periods for common childhood illnesses.

- It is our policy that children having suffered from vomiting or diarrhoea do not return until **48 hours** has elapsed since the last attack.
- Children suffering from Hand, Foot and Mouth – as this is highly infectious in the first 5 days of the symptoms starting, a **48 hour** period of exclusion is requested (i.e visible spots and generally feeling unwell)
- Conjunctivitis – similarly to the above, a **48 hour** period of exclusion is requested (i.e sticky, weeping eyes and treatment must be in place). If the eyes have stopped weeping and treatment is still ongoing, children are able to return to First Steps Day Nursery.
- Impetigo - It stops being contagious 48 hours after a course of treatment has been prescribed and when the patches dry out and crust over. Therefore a **48 hour** period of exclusion is requested.
- Ringworm –Exclusion until treatment has been sought from a GP.
- All infectious diseases are reported so we can take appropriate action if necessary.

11. Procedures available to support this document:

All the procedures listed below are available on the staff share area / policies / medical procedures or a hard copy is available from the school office.

Administration of Medicines Procedure
Anaphylaxis Procedure
Asthma Procedure
Choking Procedure
Crutches Procedure
Diabetes Procedure
Defibrillator Procedure
Epilepsy Procedure
Meningitis Procedure
Pandemic Procedure
Procedure for dealing with sick or injured pupils
Procedure for supporting pupils with Healthcare needs
Returning to school after an accident Procedure
Wheelchair Procedure