



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

Key personnel:

- | | | |
|--|------|-------------------|
| • Headmaster | DDSL | Lawrence Collins |
| • Deputy Headmaster
(Head of Years 7 to 11) | DDSL | Mark Stubbs |
| • Appointed First Aider | | Teresa Stooksbury |

KSI Schools Group Ltd is the proprietor of Heathfield Knoll School, it is their responsibility to ensure that this policy is effective and follows regulatory requirements.

This document is reviewed annually by Teresa Stooksbury - or as events or legislation change require.

Reviewed October 2020
Updated March 2021

Next review due: July 2021



Contents

1. Introduction	3
2. First Aiders	4
3. First Aid Station.....	6
4. Records.....	6
5. First Aid Equipment and Information.....	6
6. What to do in the event of an incident requiring medical assistance.....	7
7. Children / Staff With Specific Medical Conditions.....	9
8. Accident reporting and record keeping	9
9. Procedure to follow to record an accident or medical incident	10
10. Infection Control at HKS	11
11. Procedures available to support this document:	11
12. COVID ADDENDUM TO THE FIRST AID POLICY	12

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 the Wellbeing 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 the head of wellbeing. 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.
- All members of staff who administer medicines have undertaken specific training in this area.

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.

- 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.
- The head of Wellbeing 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 the head of wellbeing as events or legislation change requires. The next scheduled date for review is July 2020.

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 every building within the school.

First Aiders Details:

NAME	LOCATION	CONTACT NUMBER
Mrs Stooksbury is the appointed first aider based on site (During term time only) Level 3 Paediatric Trained Mental Health First Aid & 3 Day First Aid at Work	Wellbeing Room	01562 850204

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

Day Nursery	Expiry Date
Miss E. Arens (Level 3 Paed)	10.03.2024
Mrs. U. Bebbington (AdvPaed)	10.11.2022
Miss. Z. Dixon (Level 3 Paed)	23.04.2022
Mrs C. Jaunzems (Level 3 Paed)	21.11.2021
Miss S. Knowles (Level 3 Paed)	14.11.2021
Mrs. C. Organ (Level 3 Paed)	10.11.2022
Miss. J. Stokes (Level 3 Paed)	01.04.2022
Mrs. C. Thacker (Level 3 Paed)	10.03.2024

Pre-School	Expiry Date
Mrs C. Swain (Level 3 Paed)	10.11.2022
Miss. J. Simcock (Level 3 Paed)	10.11.2022
Mrs. N. Williams (Level 3 Paed)	09.01.2024

After School Care and Holiday Club	Expiry Date
Mr S. Jaunzems (Level 3 Paed) – Outdoor First Aid	08.10.2023

Main School	Expiry Date
Mrs C. Ayers (First Aid Essentials)	24.08.2023
Mrs P. Boomer (First Aid Essentials)	21.07.2023
Mrs J. Bond (Level 3 Paed)	11.11.2023
Mrs K. Breffit (First Aid Essentials)	21.06.2023
Mrs. C. Elzner (Level 3 Paed)	10.11.2022
Miss. S. Evans (Level 3 Paed)	11.11.2023
Miss S. Fitton (First Aid Essentials)	18.12.2021
Mrs. H. Griffiths (Level 3 Paed)	18.08.2023
Mrs C. Grosvenor (First Aid Essentials)	07.01.2022
Mrs M. Hadley (First Aid Essentials)	19.11.2021
Mrs E. Hayward (First Aid Essentials)	16.04.2023
Mr J. Hodgetts (Level 3 Paed)	27.09.2023
Mrs A. Jones (First Aid Essentials)	29.08.2023
Mrs E. Lowe (First Aid Essentials)	07.01.2022
Miss L. McLaurie (First Aid Essentials)	24.01.2022
Mr S. Moore (First Aid Essentials)	19/08.2023
Mrs C. Pollard (First Aid Essentials)	07.01.2023
Mrs J. Price (First Aid Essentials)	07.01.2022
Mrs K. Rodgman (Emergency First Aid)	27.12.2021
Mrs C. Round (First Aid Essentials)	02.08.2023
Mrs D. Salter (First Aid Essentials)	10.03.2024
Mrs. M. Stringer (Level 3 Paed)	30.03.2023
Mr M. Stubbs (First Aid Essentials)	24.01.2022
Mrs A. Williams (First Aid Essentials)	14.08.2023
Connect Staff	
Miss S. Brennan (First Aid Essentials)	11.09.2022
Mrs R. Brown (First Aid Essentials)	17.11.2023
Miss L. Edwards (First Aid Essentials)	15.11.2023
Miss L. Roddis (First Aid Essentials)	04.01.2024
Mrs E. White (First Aid Essentials)	07.10.2023
Miss E. Woolman (First Aid Essentials)	16.08.2023
Ground Staff	
Mr. M. Stringer (Level 3 Paed)	28.04.2023
Mr. D. Harper (First Aid Essentials)	29.05.2022
Mr. S. Bird (First Aid Essentials)	07.06.2022
Mr. C. Onions (First Aid Essentials)	07.03.2023
Kitchen Staff	
Mrs P. Christie (First Aid Essentials)	15.04.2024
Mrs E. Swan (First Aid Essentials)	23.04.2023
Mrs K. Shutts (First Aid Essentials)	10.07.2023
Mrs A. Snapes (First Aid Essentials)	15.04.2024
Mrs S. Tolley (First Aid Essentials)	04.01.2024



All the EYFS staff hold a Paediatric First Aid certificate in line with the updated pending EYFS Framework Sept 2021.

3. First Aid Station

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

LOCATION	PHONE NUMBER
Head of Wellbeing Room	01562 850204 ext. 209

The school has assigned responsibility for the room to the appointed first aider.

NAME	PHONE NUMBER
Teresa Stooksbury	01562 850204 ext. 209

4. Records

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

LOCATION	PERSON RESPONSIBLE (first aider)	CONTACT NUMBER
Head of Wellbeing Room	Teresa Stooksbury	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
Biology Lab	Portable
Head of Wellbeing's Room	Portable
Sports Hall	Fixed
Before & After School Care Room	Portable
Day Nursery Office	Portable
Pre-School Kitchen	Portable
Cedar Building (reception kitchen)	Portable
Douglas Building (D4)	Portable
Fellows Building (F1)	Portable
Seabright Building (Food tech)	Portable
Art Block	Portable
Connect Base	Portable
Minibus 1	Portable
Minibus 2	Portable
Minibus 3	Portable
Minibus 4	Portable
Shed	Portable

First Aid Station (Head of Wellbeing's room)

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

First Aid Supplies

Mrs Stooksbury 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.
- 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.

- 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 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 a 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.
- 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 the wellbeing 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. 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 / Staff 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 the wellbeing 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 Mrs Stooksbury for her to administer or their form teacher if a child is able to use the inhaler independently. An Emergency inhaler is kept in the wellbeing 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 wellbeing room. 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 the wellbeing room for those children / staff who have been prescribed an epipen by a GP. This can be used if they have lost, forgotten or theirs is out of date (age 6 upwards)

Staff with specific medical conditions will need to notify Mrs Stooksbury during their induction meeting. Their specific medical requirements need to be noted and other staff informed if preventative measures need to be followed in an emergency situation. Any medication brought into school needs to be safely stored preferably in an unauthorised access to pupil's location and securely locked away in a cabinet.

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 Mrs Stooksbury, and must be kept sensibly informed by an appropriate member of staff. A first

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

Mrs Stooksbury 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.

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 wellbeing 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 Mrs Stooksbury in her office.
- Once an Accident or Incident Report and Investigation Form has been completed the form must be returned to Mrs Stooksbury who securely maintains the central records.
- Mrs Stooksbury 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 2013) - statutory requirements

Mrs Stooksbury 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 2013 (RIDDOR) the following accidents MUST be reported to the HSE without delay:

- accidents to employees resulting in death or 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 at HKS

At HKS 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 school.
- 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
 Anoxic Procedure
 Asthma Procedure
 Back Care Procedure
 Choking Procedure
 Crutches Procedure
 Defibrillator Procedure
 Diabetes Procedure
 Epilepsy Procedure
 Head and Neck Injury Procedure
 Meningitis Procedure
 Migraine 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

12. COVID ADDENDUM TO THE FIRST AID POLICY

Administering first aid when social distancing

The guidance acknowledges that social distancing will not always be possible with young children, purely because they will not be diligent about practicing it through a lack of understanding. First aid is another reason that exceptions may need to be made with children.

Protective clothing of any sort over and above what would normally be used (e.g. disposable gloves when dealing with a bleeding cut) with individuals who are not showing any symptoms is not recommended. Good hand washing and regular cleaning of surfaces is the best approach to take.

Hygiene and Health Expectations:

- following school instructions on hygiene, such as hand washing and sanitising
- high expectations about sneezing, coughing, tissues and disposal (re-enforce '**catch it, bin it, kill it**') and avoiding touching your mouth, nose and eyes with hands
- clear signage displayed throughout the school
- tell an adult if you are experiencing symptoms of coronavirus

Please refer to Government documentation: regularly updated on the HKS website