



# BELMONT GROSVENOR *School*

## **FIRST AID POLICY**

This policy outlines the School's responsibilities to provide adequate and appropriate first aid to all pupils, staff and visitors and the procedures in place to meet that responsibility. For the purposes of this policy 'School' means EYFS (Incorporating Magic Tree Nursery, Pre Reception, Reception) Belmont Grosvenor School, Before/After School care and BGS Holiday Club.

### **AIMS**

The policy aims to identify the needs of the school in line with the following regulations:

- The Health and Safety at Work Act 1974
- The Health & Safety (First Aid) Regulations 1981
- DCSF Guidance on First Aid in Schools
- Statutory Framework for the Early Years Foundation Stage 2017

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 to meet the needs of the school.
- To provide adequate and appropriate training for staff who volunteer to be first aiders training
- To provide sufficient and appropriate resources and facilities
- To inform staff and parents of the schools 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 1995

### **FIRST AID**

Teachers' conditions of employment do not include giving first aid, although any member of staff may **VOLUNTEER** to undertake training to carry out these duties. Teachers and other staff in charge of pupils are expected to use their best endeavours at all times, particularly in emergencies to secure the welfare of pupils in school in the same way that parents may be expected to act towards their children.

The number of first aiders required will be determined by a suitable and sufficient risk assessment and will be reviewed on a regular basis, particularly after any changes to ensure that the provision is adequate. Consideration will be given to regulatory requirements, pupil and staff numbers, absence of first aiders due to part time work, annual leave and other absences, size and layout of the school, remoteness of the site from emergency medical services and any other factors.

During the school opening hours when pupils may be present 8.00am – 6.00pm, there must always be a suitably qualified person on site to deal with first aid matters as they arise. Within the EYFS Department there is a requirement that a member of staff who holds a paediatric/child first aid certificate is present at all times.

A first aider (paediatric first aid for EYFS pupils) will accompany pupils on all visits out of school.

In selecting First Aiders consideration should be given to the individuals reliability and communication skills, ability to cope with stressful and physically demanding emergency procedures and the ability for the first aider to leave their normal duties to assist with an emergency situation.

The main duties of a first aider who has completed a training course approved by the Health and Safety Executive are:

- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school.
- When necessary ensure that an ambulance or other professional help is called.

NB It is emphasised that qualified First Aiders are not trained doctors, nurses or medical professionals. This policy does not cover the administration of medicine to pupils. Reference should be made to the **POLICY ON ADMINISTRATION OF MEDICINES IN SCHOOL** in such circumstances.

The following employees at Belmont Grosvenor School are first aiders who have been trained to First Aid at Work Level

| NAME            | LOCATION/EXTENSION              | CERTIFICATE EXPIRY DATE |
|-----------------|---------------------------------|-------------------------|
| Helen Kernaghan | Business Managers Office-Ext 22 | November 2017           |
| Peter Baird     | PE Office Ext 24                | August 2019             |
| Gillian Furniss | PE Office Ext 24                | March 2020              |
| Helen Green     | MTN Ext 41                      | January 2018            |
| Jo Henderson    | MTN Ext 41                      | October 2020            |
| Darran Hawkyard |                                 | April 2020              |

The following are employees who have completed First Aid Training

| NAME  | CERTIFICATE EXPIRY DATE |
|---|-------------------------|
| <b>PAEDIATRIC FIRST AID</b>                 |                         |
| Shirley White                               | September 2018          |
| Arabelle Whitaker                           | June 2020               |
| <b>EMERGENCY PAEDIATRIC FIRST AID (QCF)</b> |                         |
| Julie Dent                                  | March 2019              |
| Stephanie Flanigan                          | March 2019              |
| Caroline Garnham                            | March 2019              |
| Donna Gray                                  | Sept 2020               |
| Helen Green                                 | March 2019              |
| Chloe Hemingway                             | January 2019            |
| Ann Regan                                   | March 2019              |
| Kiran Shahzadi                              | April 2019              |
| Chimwemwe Ng'Uni                            | Sept 2020               |

The person responsible for ensuring first aid qualifications are maintained is The Health & Safety Co-ordinator.

First aid boxes are kept at the following points in the school:

| <b>LOCATION OF FIRST AID BOXES</b> | <b>FIRST AID RECORD BOOKS</b> |
|------------------------------------|-------------------------------|
| Medical Room                       | Medical Room                  |
| School Office                      | School Office                 |
| Nidd Block                         | Nidd Block                    |
| Stables                            | Stables                       |
| Swimming Pool                      | Swimming Pool                 |
| Science Laboratory                 |                               |

|  |                    |
|--|--------------------|
| Magic Tree Nursery Kitchen and bathrooms | Magic Tree Nursery |
| Both minibuses                           |                    |

Each accident record sheet from the accident/first aid record books are to be forwarded to the Health and Safety Co-ordinator to ensure compliance with data protection regulations. These records must be kept for a minimum of 3 years.

Travelling first aid boxes are held by the School Business Manager and it is the responsibility of the group leader to ensure that these are collected prior to any educational visit.

In the EYFS these are kept in the Kitchen and Tree Tops Room and are used as well as part of the Ready to Respond Evacuation Bags. EYFS Staff will ensure they take a hand held First Aid kit when outside the classroom, including walks in the wider school grounds.

Use of first aid materials and deficiencies from the first aid boxes should be reported to the Health and Safety Co-ordinator. A termly check on the location and contents of all first aid boxes will be made by the Health and Safety Co-ordinator. In EYFS Weekly checks are carried out by the Nursery Manager and EYFS Health and Safety Officer. At least two thermometers underarm and ear are available in the Magic Tree and can be located in the Kitchen.

**ADMINISTRATION OF MEDICINES**

See the Administration of Medicines in School Policy.

The person responsible for dealing with the administration of medicines in accordance with Managing Medicines in Schools and Early Years Settings including keeping records of parental permission, keeping medicines secure, keeping records of administration is the school secretary or the school administrator. There may be occasions when the pupils form teacher is required to carry out these duties.

**PARTICULAR MEDICAL NEEDS**

Parents inform school of any pre-existing medical conditions on entry to the school. Changes or diagnoses of new conditions should be reported to the school at the earliest opportunity. The School Business Manager will then update the database and inform staff accordingly.

The Head (or person authorised by the Head) will decide whether any medication will be administered in school, and by whom (usually the school office staff). In appropriate cases the Head and parents in consultation with the child’s form teacher, Head of Pastoral Care and anyone else the Head deems necessary will draw up a healthcare plan for ongoing conditions such as asthma, epilepsy and diabetes

**ACCIDENT PROCEDURE**

At playtimes/lunchtimes the duty staff will deal with minor injuries as they arise in the school playgrounds.

Duty staff are encouraged to take school walkie-talkies or school mobile phones whilst on duty to ensure contact with the school office can be made. Personal mobiles can only be used by non EYFS staff.

The injured person will be seen by an adult and referred to a First Aider if necessary. A pupil with minor injuries who is able to walk should be sent to the school office where they will be treated by a first aider.

If it is necessary to see a casualty at the scene of the accident a message will be sent to the school office to request assistance.

First Aiders must wear single use, disposable gloves before administering treatment. Any spillages/bodily fluids need to be cleaned and disinfected at the earliest opportunity. Clinical Waste bags (yellow) are available in the School Office, Medical Room and Magic Tree Nursery and can be disposed of in Sanitary/Nappy bins.

The staff member who dealt with the incident is responsible for completing the Accident Book at the earliest opportunity. In Magic Tree should complete the Accident Form of administering minor First Aid and provide a copy of the report to the child’s parent / guardian.

A Sick Bed is available in the Medical Room for short term use until it is possible for a child to be collected. Any child using this facility will be supervised by a staff member with First Aid training. This facility is for short term use when the child is too ill to remain in the classroom environment.

## **CALLING THE EMERGENCY SERVICES**

In the case of major accidents, it is the decision of the fully trained first aider if the emergency services are to be called. Staff are expected to support and assist the trained first aider in their decision. The Headteacher or Deputy must be informed immediately if the emergency services are contacted.

If a member of staff is asked to call the emergency services, they must,

1. State what has happened
2. The child's/adults name
3. The age of the person
4. Whether the casualty is breathing and/or unconscious
5. The location of the school

In the event of the emergency services being called, a member of the Admin staff OR another member of staff, should wait by the school gate and guide the emergency vehicle into the school.

If the casualty is a child, their parents should be contacted immediately and give all the information required. If the casualty is an adult, their next of kin should be called immediately.

## **HOSPITALISATION**

In accepting a place at the school, parents authorise the Head, or an authorised deputy acting on their behalf, to consent to the advice of an appropriately qualified medical specialist to their child receiving emergency medical treatment, including general anaesthetic and surgical procedure under the NHS, if the school is unable to contact the parents in time.

If it necessary for a child to require treatment at A&E but doesn't require emergency transportation the parents will be contacted and asked to transport their child.

If it is necessary for a pupil to be taken to hospital by ambulance a member of staff will accompany the child.

If a staff member requires hospital treatment for non-life threatening injuries, a First Aider at Work will assess whether they can be transported alone or require an additional adult to assist. They will then be taken by a First Aider and next of Kin contacted.

## **INFORMING PARENTS OF AN ACCIDENT/ILLNESS**

Where possible parents/guardians will be informed if their child suffers anything other than a trivial injury. If a child becomes unwell, receives first aid treatment or if we have any concerns about a child's health we will inform the parent/guardian. This will be via a telephone call, or a note home with the child at the end of the school day. Where there has been any form of head injury the parent must be contacted and a 'Head Injury' letter completed and given to the child's parent/guardian.

## **RIDDOR**

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) some accidents must be reported to the HSE. For definitions of major injuries, dangerous occurrences and reportable diseases see <http://www.hse.gov.uk/riddor>. The School Business Manager will assess the incident and determine whether the incident is reportable and take the necessary action.

## **Statutory Framework for the Early Years Foundation Stage (EYFS) 2017**

Under the Safeguarding and Welfare Requirements of the EYFS providers must notify Ofsted of any serious accident, illness or injury to, or death of, any child while in their care, and of the action taken. Notification must be made as soon as reasonably practicable, but in any event within the 14 days of the incident occurring. Providers must notify local child protection agencies of any serious accident or injury to, or the death, of any child while in their care, and must act on advice from those agencies.

## 1<sup>st</sup> AID KIT -CONTENTS LIST

|                                      |    |
|--------------------------------------|----|
| 1 <sup>st</sup> Aid Guidance leaflet | 1  |
| Adhesive plasters (sterile)          | 20 |
| Eye pads                             | 2  |
| Triangular bandages                  | 4  |
| Safety Pins                          | 6  |
| HS Medium Dressing 12 x 12cm         | 6  |
| HS Large Dressing 18 x 18 cm         | 2  |
| Individually Wrapped Wipes           | 6  |
| Disposable Gloves (Pair)             | 1  |
| Disposable Resuscitation Mask        | 1  |

Replacements for any items used can be obtained from the School Business Manager.



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*School*

## HEAD INJURY

Dear Parent

\_\_\_\_\_ has bumped his/her head today at \_\_\_\_\_ (time) .

Brief description of accident/incident:

We have applied a cold compress and observed him/her throughout the day. However we advise that you should consult a doctor if you have any concerns or if the following symptoms occur:-

- Increasing drowsiness.
- Worsening headache.
- Confusion or strange behaviour.
- Two or more bouts of vomiting.
- Loss of use of part of the body. E.g. weakness in an arm or leg.
- Dizziness, loss of balance or convulsions.
- Any visual problems such as blurring of vision or double vision.
- Blood, or clear fluid, leaking from the nose or ear.
- Unusual breathing patterns.

For further information or advice contact NHS Direct on 0845 4647

Staff signature \_\_\_\_\_

Date \_\_\_\_\_

Always see a Doctor if you are concerned about an injury.



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Dear

**ACCIDENT/ILLNESS REPORT**

Your child ..... was seen today for the following reason

Time:

Date:

Symptoms/Details of accident:

Treatment administered:

Staff member who dealt with your child:

Follow up action taken:

If you would like any further information, please don't hesitate to contact school.

Signed:

Name:

Date & time: