

# HEMDEAN HOUSE SCHOOL



## FIRST AID POLICY

PREPARED BY: D. Lee, Head

UPDATED September 2014

REVIEW DATE: Summer 2016

DISTRIBUTION: Mrs Isabelle Harris First Aider  
Governing Body  
Staffroom Policies Folder  
Nursery Policy Folder  
Website

## **FIRST AID POLICY STATEMENT**

First aid can save lives and prevent minor injuries from becoming major ones.

It is our policy to provide a healthy and safe environment for staff, pupils and visitors to the school. We expect that at all times our staff and pupils will cooperate fully in implementing health and safety initiatives, do everything possible to make sure injuries do not occur to themselves and others and take responsible care of their own health and safety.

It is our intention to ensure that at all times sufficient first aid expertise and adequate and appropriate equipment are in place for providing first aid for our employees, our pupils and visitors to the school.

## **WHO IS RESPONSIBLE?**

### **Provision of First Aid**

- ◆ An Appointed Person is available to take charge of any situation involving the administration of first aid to employees or pupils.
- ◆ Normally at least one qualified First Aider will be on the premises.
- ◆ A Paediatric First Aider is in situ everyday.
- ◆ All staff have seen, and view periodically, training videos on first aid, with particular emphasis on common accidents occurring to children in schools and the appropriate action to take.
- ◆ Many staff attend first aid courses out of school; first aid trainers also come in to school to give group training sessions. Details of members of staff and courses attended are listed in Appendix C.
- ◆ All staff must be aware of the qualified first aid personnel in school whom they may contact in an emergency.
- ◆ All staff must know the locations of the first aid boxes in school; all rooms have a notice giving this information.
- ◆ All staff are informed of children with particular medical conditions, e.g. asthma, epilepsy, diabetes and severe allergies, in staff meetings and by notices on the staff room medical board; basic instructions for how to deal with such “episodes” are also given.
- ◆ A Paediatric First Aider goes on all EYFS trips out.
- ◆ First aid kits must be taken when pupils leave the premises on trips out.
- ◆ Appendix B gives details of the First Aid Provision

- ◆ Appendix D gives details of Emergency Procedures

### **Accidents & Sudden Illnesses (Pupils)**

- ◆ All accidents occurring to pupils during the school day must be reported immediately to the Headteacher by the person in charge of the injured pupil at the time of the accident.
- ◆ If a pupil with a known medical condition has an “episode” in school, they should be looked after as has been recommended, a record made of the incident and the Head or Deputy informed. A first aider should be called to check on the pupil. Parents should be informed.
- ◆ Appendix A shows an Accident Report Form (blank copies available in the Staff Room and in the Nursery); this should be completed and a copy given to the Headteacher. In addition to the copy sent home with the child, the child’s parent should be asked to sign a copy of the form and return it to school.
- ◆ If an accident or illness is deemed serious enough to call in outside assistance (e.g. a doctor or an ambulance) the child’s parent or carer must be informed as soon as possible so that they can take over responsibility for their child’s health.
- ◆ If the parent/carer cannot get to school immediately then a teacher must accompany the child to the Balmore Surgery (following a phone call to the Surgery) or in a taxi or ambulance to the Royal Berkshire Hospital accident and emergency department. The teacher must stay with the child until the parent/carer arrives. Arrangements must be made to supervise this teacher’s class or classes during their absence.
- ◆ Serious injury to a pupil may need to be reported to the Health and Safety Executive, as described in the Health and Safety Policy document. (RIDDOR regulations)

### **Accidents & Sudden Illness (Staff)**

- ◆ Any accident occurring to a member of staff must be reported immediately to the Headteacher and recorded on an Accident Report Form.
- ◆ If the accident appears to have been caused through a defect in school buildings or equipment, the Headteacher should ensure that appropriate remedial action is taken without delay.
- ◆ Should an accident or illness prevent a teacher from supervising pupils, those duties must be transferred to another qualified person, or, classes must be combined until such a person can get into school.
- ◆ Serious injury to a member of staff may need to be reported to the Health & Safety Executive.

**Appendix A Accident Report Form**

**Date :** \_\_\_\_\_

Dear \_\_\_\_\_ ,

Your son / daughter, \_\_\_\_\_ , hurt himself / herself accidentally today at school. The injury has been attended to by non – medical staff; however you should not hesitate to seek medical advice if you feel it necessary.

Please sign this form and return it as soon as possible

Yours sincerely,

Details of incident :

Time: \_\_\_\_\_ Location: \_\_\_\_\_

What happened: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Treatment given: \_\_\_\_\_  
\_\_\_\_\_

By whom: \_\_\_\_\_

**Parent's Signature :** \_\_\_\_\_

## ***Appendix B First Aid Provision : qualified staff***

*First Aider*

Mrs I Harris

until

May 2015

*Location of boxes*

1. Nursery
2. Reception / Year 1
3. Year 2 / Year 3
4. Staff Room
5. H.E.U.
6. Art Room
7. Studio Changing Room
8. Science Laboratory
9. Yr 6
10. New Hall
11. Library

Procedures for Administration of Minor First Aid:

- If you are unsure of what to do or if the injured person is unconscious, send for a first aider or, if one is not available, the appointed person.
- Stop other pupils from pursuing any activity which could lead to further accidents because you are no longer able to supervise them.
- Wherever possible wash your hands before giving first aid.
- Always wash your hands after the treatment is completed.
- Wear protective disposable gloves and aprons when cleaning up any blood or body fluid spillage. Use paper towels and dispose of all used and soiled items in a tied plastic bag.
- Complete an Accident Report Form if necessary. This is the recommended procedure for even the slightest accident requiring treatment. Any first aid treatment should be recorded in the book in the first aid box used.
- For a minor cut or graze wash with water at nearest point and record in minor grazes book.
- Head injuries must be treated very seriously, always err on side of caution. Parents must be informed of the slightest bump or mark on head. Follow green procedure.
- First aid boxes will be examined regularly, but inform the appointed person if you become aware of a shortage of any materials. Staff should replenish boxes with any necessary items available in the staff room.
- Staff on duty should inform form teachers when first aid has been administered to pupils in their form.

## *Appendix C First Aid Courses Attended*

### *First Aid At Work course (4 day)*

Mrs I Harris	Until	May 2015
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### *Paediatric First Aid (12 hours)*

Mrs L Ibrahim	Until	March 2017
Mrs J. Morgan	Until	March 2017
Mrs M Dickason	Until	January 2016
Mrs H Illingworth	Until	January 2016
Mrs K Robinson	Until	May 2016
Miss S Green	Until	May 2016
Mrs V Hine	Until	January 2017
Mrs K Marshall	Until	January 2017
Mrs A Lewis	Until	April 2016
Mrs R Parker	Until	May 2017

## *Appendix D Emergency Procedures*

### **Hemdean House School Standard accident procedures (SAP)**

**1 Red procedure:** for serious accidents that require immediate hospitalisation.

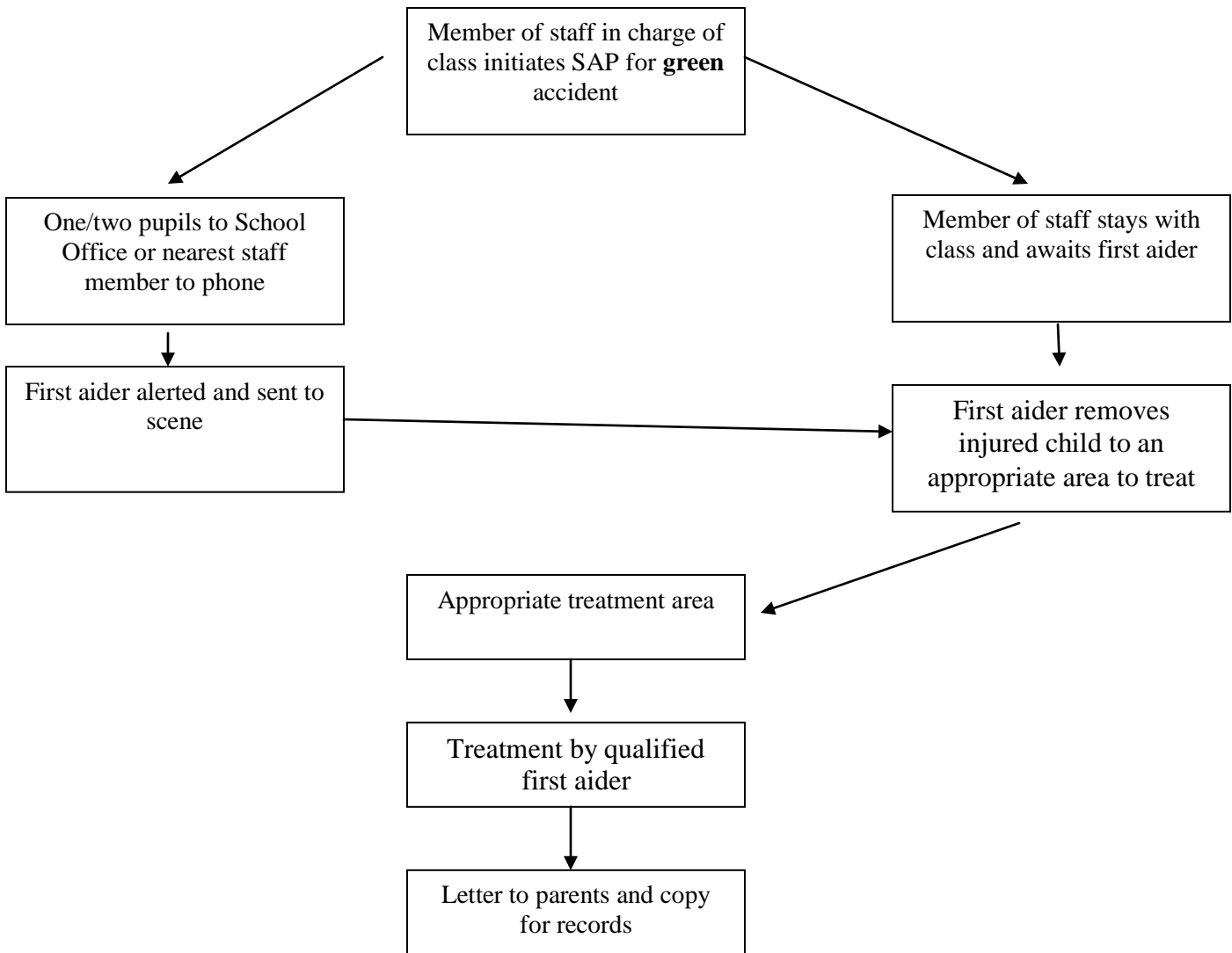
**2 Yellow procedure:** for an accident that can be referred to a doctor, clinic or hospital by transport by parent or school.

**3 Green procedure:** for accidents that can be dealt with in-house.

The Red procedure will be used when:

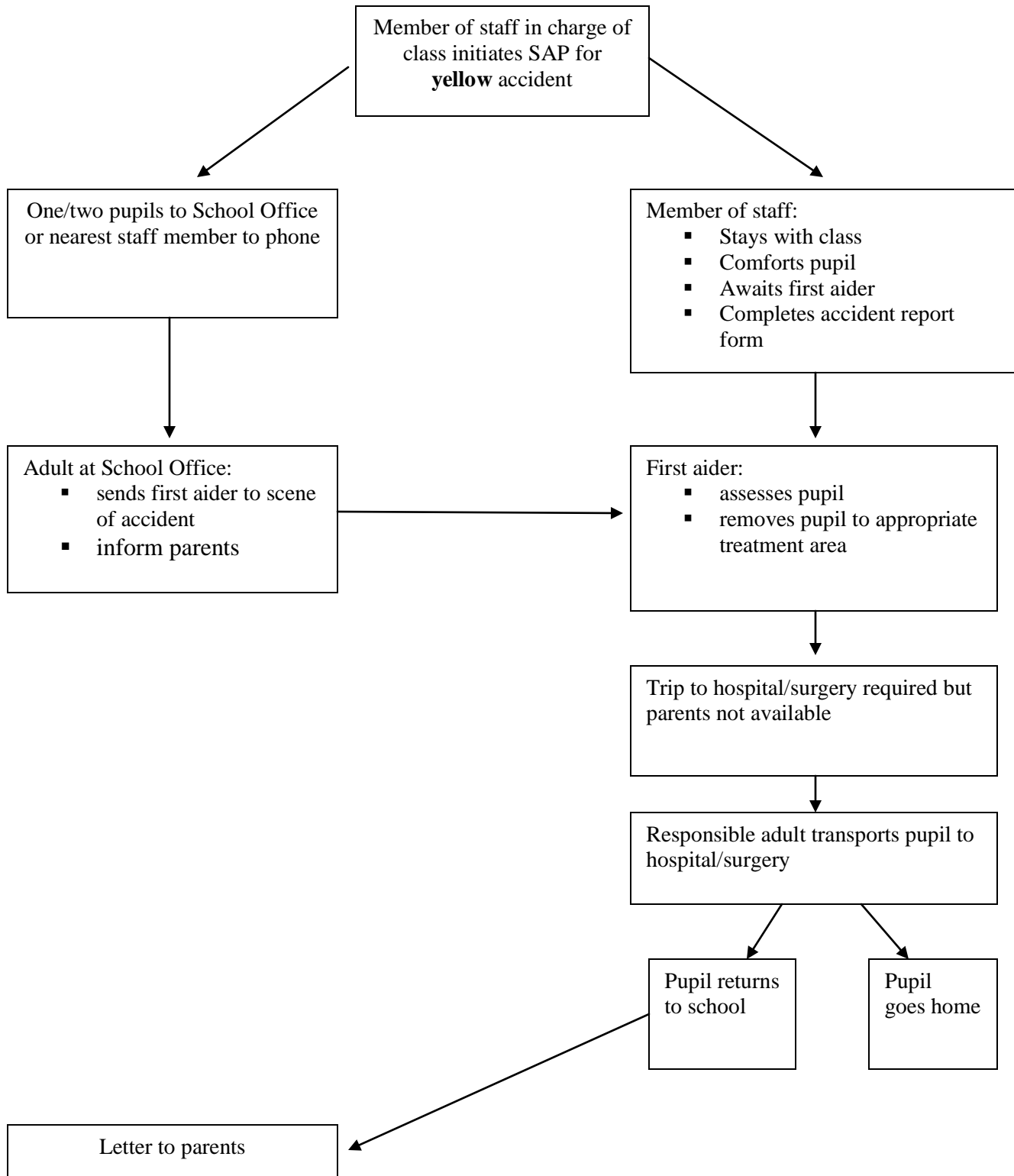
- a. there is any doubt about the level or nature of the injury
- b. concussion occurs as a result of an accident.

## Green accident procedures





## Yellow accident procedures



## Red accident procedures

