

# **Annan School**

## **First Aid and Medical Policy**

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**Reviewed by: Mark Hunter**

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# **FIRST AID AND MEDICAL POLICY**

## **(including sickness or injury during the school day)**

### **Introduction**

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

School staff are expected to take reasonable action as responsible adults, to deal with injuries, etc., that children sustain until the child can, if necessary, receive professional medical treatment.

The First Aid policy of the school has been drawn up with reference to:

- [First Aid in Schools, Early Years and Further Education DfE Feb 2022](#)
- [Advice on the requirements for first aid provision in schools; National Education Union \(Jan 2019\)](#)

The Policy is informed by a regular review of all incidents dealt with by a first aider.

This policy should be read in conjunction with the following policy of which it forms an integral part:

### **Medicines and Medical Conditions Policy**

### **Who should administer First Aid?**

- Guidance states: Teachers and other staff working with pupils and students are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of the pupils and students in education in the same way that parents might be expected to act towards their children. In general, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency. (DfE Guidance Feb 2022)
- All members of staff (teachers and teaching assistants) are offered the opportunity to undertake approved first aid training. The course will include approved Paediatric first aid training. The training should be renewed every three years, up to 3 months before the expiry date of their current certificate.

### **Current First Aiders at School**

- A list of current trained First Aiders is posted in the STEAM room, the Hall, the Infant House main entrance, the Kindergarten building and each classroom.
- The list will be reviewed and updated regularly by the Appointed Person.

### **Appointed Person**

The Appointed Person is **Paula Fisher**.

The Appointed Person is someone who:

- Takes charge when someone is injured or becomes ill;
- Ensures that an ambulance or other professional medical help is summoned when appropriate;
- Looks after the first-aid equipment eg restocking the first-aid kits (see below);
- Ensures that there is clear information regarding current trained First Aiders (see above);

Appointed persons are not First Aiders. They should not give first aid treatment for which they have not been trained. However, appointed persons can have emergency first aid training/refresher training, as appropriate. These courses do not require HSE approval.

## First Aid Materials

First Aid kits are located:

- **Kindergarten – Kindergarten building (kitchen)**
- **Infants - Infant House Utility Area (ground floor near office)**
- **Juniors – STEAM room (inside front door)**

In addition there are 4 'off-site' kits:

- **Forest School off-site kit** - Forest School rucksack
- **Off-site First Aid kit Infants** - Infant House kitchen
- **Off-site First Aid kit Juniors** - Keilhau Disabled Toilet
- **Minibus First Aid kit** - kept on the School minibus
- Staff are responsible for reporting any shortages or heavy use of the contents in order that these can be replenished immediately. This should be reported to the Appointed Person.
- The contents of all first aid kits are checked termly and marked on the checklist. This will be carried out by the Appointed Person.

## First Aid/Medical accommodation

- In the first instance minor injuries taking place on the school site should be dealt with by any member of the school staff.
- If necessary, children requiring first aid treatment for their injuries should be taken to the **Kindergarten building, office area of Infant House** or the **STEAM room** where there is access to the **first aid box, water, seating and other staff** to assist.
- When a parent/carer has been contacted in accordance ***Sickness / Injury at School*** (see below), the sick/injured child should wait in the school office, their classroom or kindergarten building, where they can be kept comfortable and supervised by a member of staff.
- If the nature of the accident or injury requires more privacy or if the sick or injured child requires quietness or to lie down (or is considered infectious) then they should be taken to the **Lodge (the Lodge incorporates the STEAM room and adjacent office)** which is the **designated medical room**. In this instance a member of staff must remain with the child at all times. The grab kit/ first aid kit should be made available if necessary. The grab kit consists of - a bucket, disposable bags, gloves, face masks and aprons. **The grab kit is kept in the disabled toilet facility in the School Hall.**
- **Blankets, pillows, etc** are stored in a plastic container in the **Cottage**.

## Sickness / Injury whilst at School

- If a child is taken ill/injured whilst at school, the school will contact the parent/carer and ask for the child to be collected **according to the following procedure**:
- **Kindergarten** – the Kindergarten teacher will decide if the nature of the illness/injury requires the child to be collected before the end of their session at kindergarten. The Kindergarten teacher or teaching assistant should ask the School office to contact the parent/carer by telephone and once the child has been collected, record the early departure in the notes section of the Kindergarten register. An accident report form should be signed by the parent/carer in the case of an injury at school.
- **Main School** - the Class Teacher will decide if the nature of the illness/injury requires the child to be collected before the end of the school day. The teacher or teaching assistant should ask the School office to contact the parent/carer by telephone and prior to the child being collected/leaving the premises, ask the parent to record the early departure on the 'Late Arrivals or Early Departure' register in the School Office. An accident report form should be signed by the parent/carer in the case of an injury at school.
- **In all instances** if it is considered advisable for an **ambulance** to be called, this will be the **decision of the Principal** (or in their absence, the Appointed Person), except in the case of life-threatening or other serious emergency.

## Hygiene Infection Control

- All staff should take precautions to avoid infection and must follow standard hygiene procedures;
- Staff have access to single-use disposable gloves, single-use disposable aprons, single use face masks, eye shield and hand washing facilities;
- **Disposable gloves should be worn when dealing with blood or other body fluids** and disposing of dressings or equipment;
- Blood and other body fluids, together with the cleaning materials used, gloves, aprons, etc., should be 'double bagged' and sealed before disposing in the waste.

## Reporting Accidents and Record Keeping

- An Accident Report Form (AR form) must be kept to record accidents and First Aid treatment that is given at school. Accident Report forms are available from the school office and adjacent to the first aid kits in the STEAM room, Infant House and Kindergarten. They are also available on Teams.
- The form **MUST** contain:
  - Name and signature of the person dealing with the accident
  - Counter signature of a First Aider (not required for minor accidents or injuries – see below)
  - The signature of the parent or carer should be obtained when the child is collected (for further details see each of the *Procedures* that follow).
- Completed forms should be given to the Appointed Person on the day they are completed.
- AR forms should be scanned and uploaded to the child's individual folder (in "Teams/The Keep")
- The scanned copy of the AR form should also be sent to child's parent/carers by email for information.
- Completed AR forms will be kept in a ring binder, these will be filed in year group order.
- At the end of each year AR forms will be archived by year group. These can be stored with the *medication forms* for that year group. Each year group archive will be kept until children in that year group have reached the age of 25.

## Procedure to follow in the event of a minor accident or injury

- **Minor accidents or injuries** can be dealt with by the teacher or teaching assistant responsible for the child, (i.e. small grazes, bumps, etc), provided that no first aid treatment is administered other than checking grazes are clean, using running water or a saline wipe, applying ice pack to bruising, applying a plaster, etc;
- If there is any doubt about any accident or injury, a trained First Aider should be consulted (this applies in all cases to bumps to the head as a result of a fall or serious impact/collision);
- If any first aid treatment is required (i.e. eye wash, bandaging, etc) this should be given by, or under the direction of, a trained First Aider;
- An accident report form should be completed by the member of staff dealing with the accident or injury;
- The form should be checked and counter-signed by a trained First Aider where first aid treatment has been administered or where the first aider has been consulted;
- The form should be made available for the parent/carers to sign when collecting their child on the day of the accident.

## Head injuries

- Accidents which result in a blow to the head, such as an accidental fall where the head hits the ground, or injury sustained during a sports/PE lesson, should be referred to a trained first aider;
- An accident report form should be completed by the member of staff dealing with the accident or injury;
- Where the first aider considers that the injury is of a serious nature **requiring further medical assistance**, the Principal or the Appointed Person should be informed immediately as to the nature and seriousness of the incident. Any decision regarding calling for an ambulance or requesting parents to collect their child and advise further medical assistance should be sought, should be taken by the Principal or the Appointed Person, except in the case of life-threatening or other serious emergency;
- Where the first aider considers that the injury is minor and there are no signs of concussion, the teacher will be asked to monitor the child and report any changes in the child's condition, for example feeling nauseous, signs of tiredness/confusion or developing a headache etc.;
- In all circumstances of a head injury where a first aider has been called, the AR form should be completed at the time of the accident and the office informed straight away;
- The **template email** regarding head injuries should be sent from the office to the main contact parent for the child, informing them of the injury;
- The AR form should be made available for the parent/carer to sign when collecting their child on the day of the accident and a copy emailed to parents as per 'Reporting Accidents and Record Keeping' section;
- In the case of another adult (not the parent) collecting the child, or the child is going home on the minibus, the procedure (see heading below) should be followed. In these circumstances a follow-up call should be made to the parent and noted on the AR form;
- When a child returns to school after a head injury has been recorded, the teacher should check with the office that an email/letter has been received from the parent confirming that the child is able to take part in all school activities. Where the parent has sought further medical advice, the parent should confirm that they are following any advice received from the healthcare professional. The child should not return to normal school activities (in particular sport and other physical activities) until the confirmation has been received.
- Teachers and other staff should remain vigilant of any symptoms in the child's condition which may be of concern and refer these to the office.

### Procedure to follow if an injured child is collected by someone other than the child's parent/carer

- If a child, who has an AR to be signed, is collected by someone other than their own parent/carer, the **person collecting the child** should be asked to sign the accident report form and asked to inform the parents verbally. The form will be scanned and emailed to the child's parent/carer by email for information;
- If the child is going home on the minibus, the **minibus driver** should sign the accident report form. At the drop-off point, the minibus driver should inform the person collecting that an accident form has been emailed to the parent (if it is not the parent collecting, then they should be asked to pass this information on to the parent). A scanned copy of the form will be emailed to the child's parent/carer by email for information;
- The teacher should assess whether as a further safeguard (ie bang to the head) a follow-up call to the parent/carer should also be made.

## Procedure to follow in the event of an accident of a more serious nature

In the event of an accident or emergency of a more serious nature the following procedure should be adhered to:

- The teacher in charge or on duty should remain with the children and injured party at all times and attempt to establish calm and order;
- A trained First Aider should be sent for immediately. Where there is a sole member of staff in charge of the children, this could be facilitated through sending two children to get further assistance;
- Following an assessment by the First Aider, the injured child should be brought back to **the Kindergarten building, the STEAM room or the Infant House**, escorted by a member of staff, where the first aid kits are located;
- If in doubt, such as a potential broken bone, the member of staff should not attempt to move an injured child but wait until help arrives;
- Where the injury is of a serious nature **requiring further medical assistance**, the Principal or the Appointed Person should be informed immediately as to the nature and seriousness of the incident. Any decision regarding calling for an ambulance or requesting parents to collect their child and advise further medical assistance should be sought, should be taken by the Principal or the Appointed Person, except in the case of life-threatening or other serious emergency.
- An accident report form should be completed and made available for the parent/carer to sign when collecting their child.

## Accident of a very serious nature

- Accident of a very serious nature should be reported to the HSE/Ofsted as required in the statutory requirements;
- Accident and ill health at work will be reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) following the guidance given in [\*Reporting Accident and Incidents at Work – a brief guide HSE \(revised 2013\)\*](#)

## Sickness

- Parents are asked not to bring in any child who has been vomiting or had diarrhoea until at least 48 hours since the last attack. For other illnesses we will take guidance from the NHS website. <https://www.nhs.uk/>
- Parents will be informed of other advice that supplements or supersedes the recommendations in this Policy in the case of a local or national outbreak or pandemic (see below).

## Contagious Diseases

- Parents must advise the school if their child has any infection or infectious condition such as impetigo, conjunctivitis, chicken pox or other serious or unusual illness listed below.
- We will be guided by advice from the DfE or national (UKHSA) or local (HPT) health authorities regarding incidents and outbreaks of notifiable diseases, and what constitutes an outbreak within the school, and take any recommended action which might include reinforcement of baseline infection prevention and control measures and the need for communication with parents and staff.

- We will contact the relevant UKHSA/HPT for advice if we are concerned and/or have seen:
  - a higher than previously experienced and/or rapidly increasing number of absences due to the same infection
  - evidence of severe disease due to an infection, for example if an individual is admitted to hospital
  - more than one infection circulating in the same group of people, for example chicken pox and scarlet fever
  - an outbreak or serious or unusual illness for example:
    - E.coli 0157 or E. coli STEC infection
    - food poisoning
    - hepatitis
    - measles, mumps, rubella (rubella is also called German measles)
    - meningococcal meningitis or septicemia
    - scarlet fever (if an outbreak or co-circulating chicken pox)
    - tuberculosis (TB)
    - typhoid
    - whooping cough (also called pertussis)
- We follow guidance on advice/reporting of diseases as outlined by the UK Health Security Agency [\*Managing outbreaks and incidents \(UKHSA\)\*](#)

### **Monitoring and review**

This policy is monitored by the Proprietors and staff of the school and will be reviewed for changes in procedures and statutory guidelines in accordance with the school's policy review guidelines.