Kew Green Preparatory School

First Aid Policy

INTRODUCTION

Kew Green recognises its responsibility to provide adequate and appropriate first aid to pupils, staff, parents and visitors and the procedures in place to meet that responsibility. The policy is reviewed bi-annually.

AIMS

- To identify the first aid needs of the school in line with the Management of Health and Safety at Work Regulations 1992 and 1999.
- To ensure that first aid provision is always available while people are on school premises, and off the premises whilst on school visits.

OBJECTIVES

At Kew Green there is at least three trained Appointed First Aiders at Work and the majority of the staff have either basic first aid training or 12 hour paediatric first aid training

Kew Green School will:

- provide relevant training and ensure monitoring of training needs
- provide sufficient and appropriate resources and facilities
- inform staff and parents of the School's First Aid arrangements
- keep accident records and to report to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

ROLES & RESPONSIBILITIES

The *Directors of GSG* are ultimately responsible for the health and safety of their employees and anyone else on the premises. This includes the Head and teachers, non-teaching staff, pupils and visitors (including contractors). GSG will ensure that the insurance arrangements provide full cover for claims arising from the actions of staff acting within the scope of their employment.

Senior Leadership Team will ensure that risk assessments of the school are undertaken and that the appointments, training and resources for first aid arrangements are appropriate and in place.

The *Head* is responsible for ensuring the policy is put into practice and there are detailed procedures.

All Staff (teaching and non-teaching) are expected to do all they can to secure the welfare of the pupils.

The *Appointed Person* (Welfare Officer) need not be a First Aider at Work. The Appointed Person will:

- Look after the first aid equipment e.g. restocking the first aid boxes
- These will be checked once a term
- Maintain a first-aid notice board in the first aid cupboard in the School Office

The *First Aider at Work* will:

- Ensure that an ambulance or other professional medical help is summoned when appropriate.

The *Director of Continual Professional Development* will ensure that there is an ongoing cycle of training to meet the requirements of Early Years, First Aid at work and schools. This information will be logged.

First Aider at Work will support the staff member dealing with the situation by:

- Giving 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 medical help is called.

The First Aiders at Work must be able to leave to go immediately to an emergency.

Risk assessments will be carried out at least annually, and when circumstances altered, by the Health and Safety Committee, relevant members of staff and subject leaders.

INDUCTION

The *Director of Continual Professional Development* will

- provide information for new staff as part of their induction programme
- give all staff information on the location of equipment, facilities and first-aid personnel.

PROVISION

All teaching staff will have basic one day emergency first aid training on a 3-year cycle and those teaching in Early Years Foundation Stage will undertaken the 12-hour pediatric emergency first aid training.

Pediatric First Aid

Under Early Years Foundation Stage requirements at least one person on the premises and at least one person on outings must have a pediatric first aid certificate.

The School is a low-risk environment, but the Heads of Sections will consider the needs of specific times, places and activities in deciding on their provision.
In particular they will consider:

- Off-site PE
- School trips
- Art Room
- Adequate provision in case of absence, including trips
- Out-of-hours provision e.g. clubs, aftercare
- Arrangements should be made to ensure that the require level of cover of both

First Aiders and First Aider at Work person is available at all times until 5:00 in the evening, when the majority of people are on school premises. First Aiders at Work will hold a valid certificate of competence, issued by an organisation approved by the HSE for example St. Johns Ambulance.

Procedures

Minor accidents

During lesson times, play or lunchtime, everyday cuts and bruises are dealt with by the class teacher or member of staff on playground duty. If staffs regard it as being warranted, the child will be sent to the Welfare Officer. The child may be accompanied, depending on the severity of the injury. For minor accidents and head injuries, the Accident Book must be completed, and the relevant class teacher and Head of Section informed. Thereafter parents should be contacted. Staff will also need to inform the teacher of the following lesson, if it is not the class teacher.

Serious accidents

A Certified First Aider at Work must be called immediately and the child should not be left unattended at any time. The Certified First Aider must assess the extent of the child's injury to the best of his/her ability and act accordingly, not hesitating to call an ambulance where necessary.

If an ambulance is deemed necessary

Immediate treatment must be given as required whilst a second member of staff is sent to call an ambulance. Once that member of staff has confirmed to the Certified First Aider that an ambulance is on its way, the second member of staff must organise to inform the parents, guardians or emergency contacts. Basic information only should be given to the parent and there should be no speculation as

to the injury unless certain of the details. When the ambulance has been called an adult should open the school gates to allow access and wait at the junction of the entrance to Kew Green and the main road to guide the ambulance to the school, thus avoiding unnecessary delay.

If the parents have not arrived before the ambulance leaves, a member of staff must accompany the child to hospital, and this member of staff would be advised to take a mobile phone with them. Staff remaining at school must find out from the ambulance to which hospital the child is to be taken so that the parents can be kept informed. If there is any change in this destination enroute the accompanying member of staff must report this back to school as soon as possible.

FIRST AID MATERIALS & EQUIPMENT

The Appointed Person will ensure that each classroom, playground and PE off site all have the appropriate first-aid containers.

First Aid boxes locations:

1. Welfare Officer's Office (in the playground)
2. Playground (on the west side wall)
3. Outside the Reception Lodge
4. Outside the Site Team's Office
5. Medical Room
6. Main Office
7. Science Room
8. Art Room (KGN)
9. Upper School Office
10. Kitchen

See HSE guidelines on recommended and mandatory contents.

- All first-aid containers must be marked with a white cross on a green background
- Each classroom has a basic first aid bag
- All the coaches used by the school must carry a first-aid container
- First aid containers must accompany PE teachers off-site (this is the big red first aid bag)
- Spare stock is kept in school office first aid cupboard which indicated by the white cross on a green background sign.
- First Aid Equipment is kept in the cupboard in the school office in the main building and in the Welfare Officer's office. This cupboard contains first aid boxes, extra supplies and emergency medicine for children with a Health Care Plan.
- Medicines are kept in a first aid cupboard in the school office or fridge in the school office

SPECIFIC ARRANGEMENTS FOR SPORTS ACTIVITIES

All PE staff are aware of medical requirements of children who leave site and whether they require medicines to be taken off site with them. Medicines are collected from the office at the time of departure. The staff member in charge of the offsite visit is responsible for the medicines.

Injuries must be recorded on an accident report form (Accident book held in school office) and filed in the main office by the school secretary. Parents must be informed directly.

A portable first aid kit will be taken to offsite sports lessons and fixtures. A first aid kit located in the main office and designated school first aiders are used on site.

There is always a member of PE staff off site who is first aid trained. Any serious injury or doubt about a child's medical condition would automatically invite a 999 call for an ambulance. School would also be informed at this point and parents contacted.

ACCIDENT OR INJURY

3.51. Providers must ensure there is a first aid box accessible at all times with appropriate content for use with children. Providers must keep a written record of accidents or injuries and first aid treatment. Providers must inform parents and/or carers of any accident or injury sustained by the child on the same day as, or as soon as reasonably practicable after, and of any first aid treatment given.
3.52. Registered providers must notify Ofsted or the childminder agency with which they are registered 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 is reasonably practicable, but in any event within 14 days of the incident occurring. A registered provider, who, without reasonable excuse, fails to comply with this requirement, commits an offence. 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 any advice from those agencies.

ACCOMMODATION

The Welfare Officer's room is the main room used for medical treatment and care of children during school hours. If the Welfare Officer is not in school, the School Office is used. In addition, the disabled toilet in the basement will be used for medical treatment when it is necessary to have close at hand a lavatory and a washbasin.
The Head's Office is also accessible for emergency first aid, particularly when further privacy is required.

HYGEIENE/INFECTION CONTROL

Basic hygiene procedures must be followed by staff.

- Single-use disposable gloves must be worn when treatment involves blood or other body fluids.
- Care should be taken when disposing of dressings or equipment.

REPORTING ACCIDENTS

The Statutory requirements: under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) some accidents must be reported to the HSE.

If there is a reportable injury, disease or dangerous occurrence this will be recorded on the T-drive in the Health & Safety Folder. This record includes: the date and method of reporting; the date, time and place of the event; personal details of those involved and a brief description of the nature of the event or disease. This record can be combined with other accident records.

The following accidents will be reported to the HSE involving employees or self-employed people working on the premises:

- accidents resulting in death or major injury (including as a result of physical violence)
- accidents which prevent the injured person from doing their normal work for more than three days

For definitions, see HSC/E guidance on RIDDOR2013, and information on Reporting School Accidents.

Involving pupils and visitors:

- accidents resulting in the person being killed or being taken from the site of the accident to hospital and the accident arises out of or in connection with work.
  i.e. if it relates to:
    - any school activity, both on or off the premises
    - the way the school activity has been organised and managed
    - equipment, machinery or substances
    - the design or condition of the premises

HSE will be notified of fatal and major injuries and dangerous occurrences without delay.
The Head is responsible for ensuring this happens but may delegate the duty to the Health and Safety Officer.
The Head/Health and Safety Officer, must complete the RIDDOR Form and will report the incident to HSE and also to our insurers.

RECORD KEEPING

Statutory accident records: these are readily accessible in the school office as accident records, written in the standard Accident Book and are kept for a minimum of seven years. The Accident Book, ensures that all legislation requirements are met.

The member of staff who is first on the scene of an accident must, as soon as possible, fill in the Accident Book giving as much information and detail as possible including time/cause/action taken. This includes:

- date, time and place of incident
- name (and class) of the injured or ill personal
- details of their injury/illness and what first aid was given
- what happened to the person immediately afterwards
- name and signature of the first aider or person dealing with the incident.

Parents will be informed of the administration of significant first aid as soon as feasibly possible, preferably by a telephone call by the class teacher or the Head of Section. The Head of Sections must be informed of the accident.

WRITTEN BY: Deputy Head of Kew Green Preparatory School
REVIEW DATE: September 2021
REVIEW DATE: September 2022
REVIEW DATE September 2023
REVIEW DATE: September 2024
REVIEW DATE: September 2025
Next review: September 2026

Appendices

1. Contents of First Aid Bags

2. Riddor Incident Form
3. Basic Advice on First Aid at Work

Appendix 1

Contents of First Aid Bags

All main first aid bags (Kitchen, School Office, Art Room and Deputy's Office) throughout the school include the following:
Antiseptic Wipes (alc. free)
Baby wipes
Eye pad
Gloves
Ice Pack
Plasters: Large and Medium
Plasters: Square
Plasters: Sterile
Safety Pins
Sick Bag
Triangular Bandage
Un-medicated Dressing

All classroom first aid kits contain the following:
Anti Bacterial Gel
Plasters
Antiseptic wipes
Rubber Gloves
Ice Pack
Sick Bag
Eye wash

Appendix 2

RIDDOR INCIDENT REPORT FORM

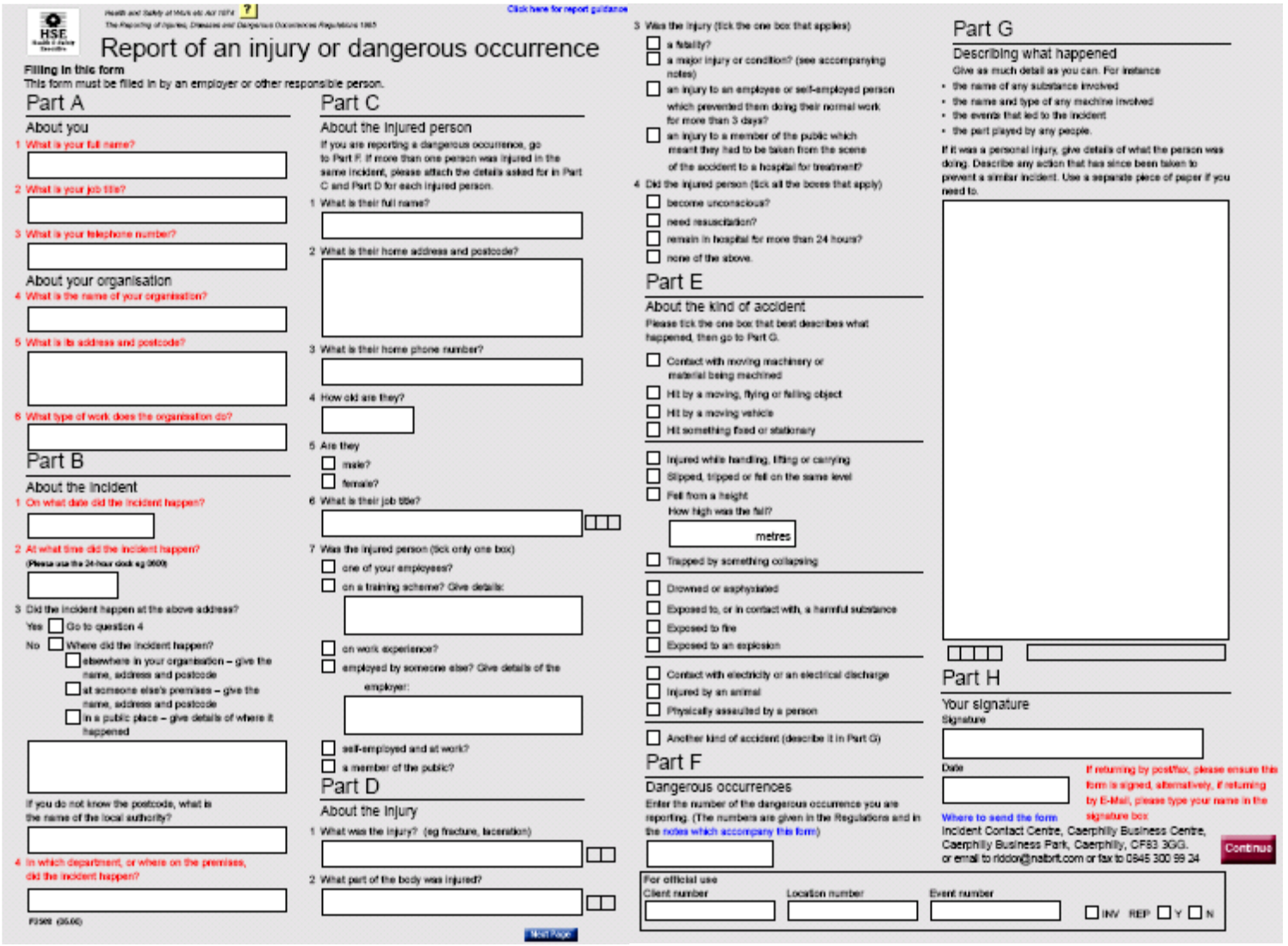
THE REPORTING OF INJURIES, DISEASES AND DANGEROUS OCCURRENCES REGULATIONS 2013 (RIDDOR)
Contact: HSE Incident Contact Centre, Caerphilly Business Park, Caerphilly CF84 3GG
Website: www.riddor.gov.uk email: riddor@natbrit.com
Telephone: 0845 300 9923

First Aid Policy

This form is to be completed by the member of staff who witnesses the incident or the School Office if there is a reportable disease and give it to the Deputy Head, within 6 hours of the incident, if there is an occurrence that is reportable.

The examples of the forms to be filled are bellowed – these forms are accessible online and can be completed electronically.

INJURY OR DANGEROUS OCCURRENCE FORM



HSE

Health and Safety at Work etc Act 1974 ?

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995

Click here for report guidance

Report of an injury or dangerous occurrence

Filling in this form
This form must be filled in by an employer or other responsible person.

Part A
About you

1 What is your full name?

2 What is your job title?

3 What is your telephone number?

About your organisation

4 What is the name of your organisation?

5 What is its address and postcode?

6 What type of work does the organisation do?

Part B
About the incident

1 On what date did the incident happen?

2 At what time did the incident happen?
(Please use the 24-hour clock eg 0600)

3 Did the incident happen at the above address?
Yes ☐ Go to question 4
No ☐ Where did the incident happen?
☐ elsewhere in your organisation – give the name, address and postcode
☐ at someone else's premises – give the name, address and postcode
☐ in a public place – give details of where it happened

If you do not know the postcode, what is the name of the local authority?

4 In which department, or where on the premises, did the incident happen?

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Part C
About the injured person

If you are reporting a dangerous occurrence, go to Part F. If more than one person was injured in the same incident, please attach the details asked for in Part C and Part D for each injured person.

1 What is their full name?

2 What is their home address and postcode?

3 What is their home phone number?

4 How old are they?

5 Are they
☐ male?
☐ female?

6 What is their job title?

7 Was the injured person (tick only one box)
☐ one of your employees?
☐ on a training scheme? Give details:
☐ on work experience?
☐ employed by someone else? Give details of the employer:
☐ self-employed and at work?
☐ a member of the public?

Part D
About the injury

1 What was the injury? (eg fracture, laceration)

2 What part of the body was injured?

Next Page

3 Was the injury (tick the one box that applies)
☐ a fatality?
☐ a major injury or condition? (see accompanying notes)
☐ an injury to an employee or self-employed person which prevented them doing their normal work for more than 3 days?
☐ an injury to a member of the public which meant they had to be taken from the scene of the accident to a hospital for treatment?

4 Did the injured person (tick all the boxes that apply)
☐ become unconscious?
☐ need resuscitation?
☐ remain in hospital for more than 24 hours?
☐ none of the above.

Part E
About the kind of accident

Please tick the one box that best describes what happened, then go to Part G.

☐ Contact with moving machinery or material being machined
☐ Hit by a moving, flying or falling object
☐ Hit by a moving vehicle
☐ Hit something fixed or stationary

☐ Injured while handling, lifting or carrying
☐ Slipped, tripped or fell on the same level
☐ Fell from a height
How high was the fall?
metres
☐ Trapped by something collapsing

☐ Drowned or asphyxiated
☐ Exposed to, or in contact with, a harmful substance
☐ Exposed to fire
☐ Exposed to an explosion

☐ Contact with electricity or an electrical discharge
☐ Injured by an animal
☐ Physically assaulted by a person

☐ Another kind of accident (describe it in Part G)

Part F
Dangerous occurrences

Enter the number of the dangerous occurrence you are reporting. (The numbers are given in the Regulations and in the notes which accompany this form)

Part G
Describing what happened

Give as much detail as you can. For instance
- the name of any substance involved
- the name and type of any machine involved
- the events that led to the incident
- the part played by any people.

If it was a personal injury, give details of what the person was doing. Describe any action that has since been taken to prevent a similar incident. Use a separate piece of paper if you need to.

Part H
Your signature

Signature

Date

If returning by post/fax, please ensure this form is signed, alternatively, if returning by E-Mail, please type your name in the signature box

Where to send the form
Incident Contact Centre, Caerphilly Business Centre, Caerphilly Business Park, Caerphilly, CF83 3GG.
or email to riddor@natbrit.com or fax to 0845 300 99 24

Continue

For official use
Client number | Location number | Event number | ☐ INV REP ☐ Y ☐ N

APPENDIX 3

BASIC ADVICE ON FIRST AID AT WORK

Copies of this document can be found on the school intranet & the First Aid Cupboard in the School Office and on the Staffroom display board.

HSE Health and Safety Executive

Basic advice on first aid at work

This is a web-friendly version of leaflet INDG347(rev1), revised 08/06

This leaflet contains basic advice on first aid for use in an emergency. It is not a substitute for effective training.

What to do in an emergency

Priorities

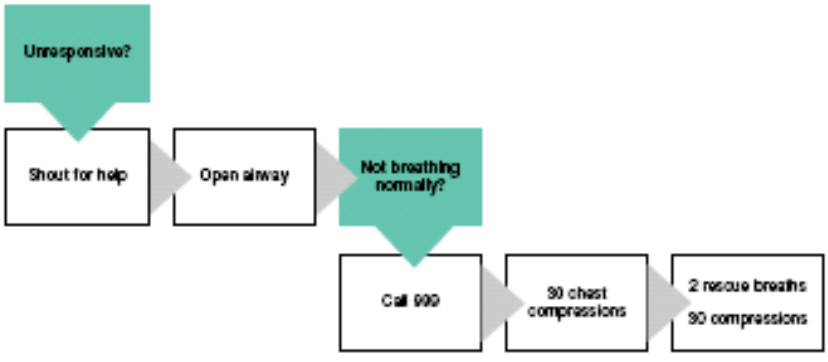
Your priorities are to:

- assess the situation – do not put yourself in danger;
- make the area safe;
- assess all casualties and attend first to any unconscious casualties;
- send for help – do not delay.

Check for a response

Gently shake the casualty's shoulders and ask loudly, 'Are you all right?' If there is no response, your priorities are to:

- shout for help;
- open the airway;
- check for normal breathing;
- take appropriate action.



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