



St Eanswythe's Church of England Primary School

**Policy for
First Aid in School**

Policy on First Aid in school

All the children are taught to take care of themselves and each other but, in a school environment, accidents can occur. Fully equipped first-aid boxes are kept in every classroom, the School Office, by the First Aid sink and in the Library area. The School's Minor Incident Register and a list of allergies any child have are kept in the School Office. A list of allergies any child has is also kept in each class register. There is also a copy of allergies/intolerances posted in the kitchen area. If the accident is more serious, the school ensures the child receives qualified medical attention as quickly as possible, an ambulance being called if necessary. Parents are informed straightaway.

During lessons, first aid is administered by the Teacher or Teaching Assistant who is a qualified First Aider. If an accident occurs in the playground and first aid is required, one of the staff on duty in the playground should request the assistance a registered First Aider.

The qualified First Aiders at St. Eanswythe's School are:

Mrs S Lamberton
Mrs Glover
Mrs H McAllister
Miss G Chamberlain

Mrs K Hines
Mrs H Langley
Mrs J O'Callaghan
Miss S Laws

Mrs A Elliot
Mrs E Daniels
Mrs M Patterson
Mr L Doughty

Treatments:

When dealing with blood, plastic gloves and an apron should be worn.

Cuts/scratches – Use only sterile saline wipes or clean water and lint. It is policy not to use antiseptic liquids/ointments, as these could delay healing or cause allergic reactions. Plasters may be applied, if necessary, after ascertaining the child is not allergic to these.

Bleeding – As above; if profuse, apply direct pressure and raise the wound before sending for the First Aider.

Head Bumps – Cold compress. Run hands over scalp to find any bleeding, swelling or area that feels soft or indented. Handle head and neck very gently. Parents are advised by telephone if there is any concern and in all cases a minor injury slip will be sent home with the child.

Falling – Children do fall over at school from time to time and they react in different ways. It is advisable to watch the situation carefully and assess it. If the child is unable to get up and is in obvious distress, call a First Aider, who will assess the situation and take appropriate action. If the child is unable to stand unaided, **do not lift them** – this could cause other injuries.

Unconsciousness – Call a First Aider immediately.

Breathing Difficulties – Ask the child to stand or sit quietly. Ask if they use an inhaler. If they do, ensure they use it. If the child does not use an inhaler, a First Aider should be summoned.

Epilepsy/Fainting – If a child is falling, try to support him/her or ease the fall, loosen clothing around the head/neck and call a First Aider.

Haemophilia – This condition affects the clotting of the blood and can cause haemophiliacs to bleed more freely than other people do. If a known haemophiliac is having a 'bleed', call an ambulance immediately.

Diabetes – Diabetics can display either lethargic or more active characteristics than usual. If a diabetic has high or low blood sugar, contact his/her class teacher and/or a First Aider.

Anaphylaxis – The result of a severe, generalised, allergic reaction. The child could experience severe difficulties with breathing. If a known anaphylactic has an attack, their epi pen should be administered immediately by a member of staff. Common allergies are:

- food, e.g. eggs, fish, nuts, especially peanuts
- insect stings
- immunisations or antibiotics.

Safety/HIV Protection

Disposable gloves and a plastic apron should always be worn when treating any accidents/incidents that involve body fluids. Make sure any waste (wipes, pads, paper towels, etc.) is placed in a disposable bag and fastened securely. Any children's clothes should be placed in a plastic bag and fastened ready to take home.

Recording Accidents

All accidents must be recorded in the Minor Injury Register. This is kept in the School Office. All details need to be filled in, including treatment.

When a serious accident occurs, and the pupil requires treatment, the details are recorded on the Kent LEA Accident/Incident Record form, with a copy sent to the appropriate authority and reported to the HSE via the Incident Contact Centre.

First-Aid Boxes

The locations are marked by a green cross.

All classrooms

The School Kitchen

The Library

The First Aid sink immediately outside the girls' toilets

Contents: scissors, bandages, plasters (single and strip), cotton wool, sterile gauze, disposable gloves, and aprons.

Supplies are also kept of eye baths and slings.

First-Aid Supplies

Additional supplies are kept in the school office along with more specialised equipment for first-aid boxes.

Person Responsible for Supplies

The school office is responsible for checking the contents of the first-aid boxes once a term and for placing orders to replenish stock. All staff are responsible for notifying the school office if the contents of any of the first-aid boxes are running low.

Allergies/Long-term Illness

A Medical Register is kept in the School Office. This records any child's allergy to any form of medication, food products or insect stings (if notified by the parent); any long-term illness, for example asthma; and details on any child whose health might give cause for concern. Teaching staff are given a copy of the Register. This is kept in the class register.

See Supporting Pupils with Medical Conditions Policy

Courses

First-aid courses are advertised on the Course Board, and all staff are encouraged to attend.

Accidents

Accidents fall into four categories:

- a death or major injury
- a semi-serious injury (that is when an employee or child has had an accident at school and is unable to work for more than three days)
- a work-related disease
- a dangerous occurrence (this is when something occurs that does not result in a reportable injury, but which clearly could have done).

Reporting School Accidents

Certain accidents arising out of, or in connection with, work have to be reported to the Health and Safety Executive, under the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).

Major accidents and incidents should be reported immediately to the Incident Contact Centre (ICC) based in Caerphilly. Incidents can be reported by telephone, fax, e-mail, via the Internet or by post.

See Further Information – Useful Documents and Resources

If the accident is reported by telephone, it should be confirmed in writing or by e-mail from the web site on the HSE form. (See Appendix One.) Copies of all forms completed should be retained.

If the accident is more than a minor one for a child or adult, a member of SLT should be informed immediately. He or she sends for an ambulance, if needed, and contacts parents, if considered advisable.

Other accidents

These are the more common accidents that occur in school.

Procedures to follow.

- Minor injuries (including all bumps on the head, but not minor cuts and grazes) should always be noted in the Minor Injury Register. This can be found in the School Office.
- If a child has a bump on the head, a parent/guardian should be contacted or a Minor Injury Slip sent home.
- If the parent/guardian has to take the child to the family doctor or to hospital for further treatment, fill in the RIDDOR Accident Form, copies of which are kept in the School Office. The Head Teacher or the Deputy Head Teacher should sign the form first. (See Appendices Two and Three.)

Copies of the form are taken for the school file, for the Health and Safety Executive and sent to the ICC and Area Education Office.

Injuries

- Fracture of the skull, spine or pelvis.
- Fracture of any bone in the arm, other than a bone in the wrist or hand.
- Fracture of any bone in the leg, other than a bone in the ankle or foot.
- The loss of sight in an eye.
- Any other injury that results in the person injured being admitted to hospital as an in-patient for more than 24 hours, unless that person is detained for observation only.

It could be that the extent of the injury might not be apparent at the time of the accident or immediately afterwards, or the injured person might not immediately be admitted to hospital.

Once the injuries are confirmed, or the person has spent more than 24 hours in hospital, then the accident must be reported as a major injury.

Employee Accidents

(This applies to all education employees and self-employed persons on school premises.) See Appendix three.

Any accident to an employee resulting in a fatal or major injury should be reported to the ICC immediately by telephone or e-mail. If first reported by telephone, the details should be confirmed on Form F2508 within seven days.

Pupil Accidents

Fatal and major injuries to pupils on school premises during school hours should be reported in the same way as those to employees. However, injuries during play activities in playgrounds arising from collisions, slips and falls need not be reported unless they are attributable to:

- the condition of the premises (for example, potholes, ice, damaged or worn steps, etc.)
- plant or equipment on the school premises
- the lack of proper supervision.

Fatal and major injuries to school pupils occurring on sponsored or controlled activities, organised by the school but off the school site (such as field trips, sporting events or holidays in the UK), should be reported if the accident arose out of, or in connection with, these activities.

Refer to Visits Policy for more detailed information.

Further Information

Useful Documents and Resources

Reporting accidents, injuries, work-related diseases and dangerous occurrences:

Postal reports to
Incident Contact Centre
Caerphilly Business Park
Caerphilly
CF83 3GG

Internet reports to: www.riddor.gov.uk or www.hse.gov.uk

Telephone (local rate) 0845 300 9923; Fax (local rate) 0845 300 9924

e-mail: riddor@natbrit.com

HSE Publications

RIDDOR reporting: Information about the New Information Centre 2001

Guide to the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 1995 (ISBN 0 7176 24315)

RIDDOR Explained. The reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995

Health & Safety Management in Schools

Safety Policies in Schools (various)

Safety Policies in the Education Sector

Five steps to risk assessment: Managing Health and Safety

Contractors in Schools

ASE Be Safe – Safety Policy and Risk Assessment
Folens Publishers Primary Professional Development:
Managing Medicines in School (FA5428)
NAS/UWT Health and Safety Representatives Handbook (annual)
The Stationery Office Health and Safety Law – What You Should Know October 99
Pack of 25 leaflets

Date:13/06/17.....

Signed: J E Garrett Headteacher

Signed: *RO. [Signature]* Chair of Directors



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?

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?

- 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)

For official use

Client number

Location number

Event number

INV REP Y N

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

/ /

Where to send the form

Please send it to the Enforcing Authority for the place where it happened. If you do not know the Enforcing Authority, send it to the nearest HSE office.

(To be forwarded to the HEALTH AND SAFETY GROUP, LEA/other Advisory Body via the Area Education Office)
 Kent education Authority

ACCIDENTS TO SCHOOL CHILDREN

District No: School No:

Name of School:

1. Name of pupil:	
2. Age (Yrs, Mths) and date of birth:	Yrs Mths Date of birth:.....
3. Date of accident:	
4. Did the accident occur during school hours (lunch hour included)?	
5. State how the accident occurred; what was its cause; what was the nature of the injuries?	
6. Give the name(s) of any person(s), including children, who saw or were present at the time of the accident.	
7. Was the pupil under the supervision of a teacher? If so, state the nature and extent of the supervision.	
8. Was the pupil acting under the instructions of a teacher at the time of the accident?	
9. Was the pupil disobeying school rules, or acting against the express instructions of an adult, at the time of the accident?	
10. Have there been any previous accidents at the school that might have been due to the same cause?	
11. Was the accident caused, or contributed to, by any defect in the playground, premises or the condition of the school furniture?	

Skin Map

