



THE FROEBELIAN SCHOOL
First Aid Policy

The provisions in this document apply to all aspects of the school including the EYFS, Breakfast Club, Little Acorns, Homework and Activities Club, Summer Holiday Club, school trips and extra-curricular activities.

This policy has been written with due regard to the DfE's document: 'Guidance on First Aid'.

This policy should be read in conjunction with the following policies:

- Health and Safety
- Pastoral Care

Safety First

Research and experience show that the immediate care given following injury is often crucial in promoting safety and recovery, particularly in serious cases. The school is committed to ensuring that the highest standard of care possible is available to all members of the school community, pupils, staff and visitors.

Roles and Responsibilities

It is the responsibility of all staff to ensure that they follow the guidance set out in the First Aid Policy in dealing with sick or injured children or staff. When dealing with injuries, it is everyone's responsibility to complete accident report forms on SchoolPod and print a copy for the office. It is everyone's responsibility to alert the office when First Aid supplies need replenishing.

It is the responsibility of each pupil to seek first aid assistance for themselves or others as needed.

It is the responsibility of the Office to ensure that the First Aid boxes are maintained each half-term and are well-stocked. The office will maintain a file of accident reports and under the guidance of the Finance & Operations Manager, contact RIDOOR/HSE as appropriate. The office will ensure that parents are informed of any significant first aid administered to their child via notes, text messages or emails.

It is the responsibility of the Headteacher to ensure that the guidance in the First Aid Policy is understood by all staff and to monitor its implementation and efficacy. The Headteacher will schedule regular First Aid training for staff to ensure the school is compliant. It is the responsibility of the Headteacher, alongside the governors, to monitor and review the implementation and efficacy of the First Aid Policy on a three year cycle.

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First Aiders

It is a legal requirement under the Health & Safety (First Aid) Regulations 1981, to provide trained First Aiders in the workplace. There will always be at least one qualified First Aider on site when children are present, including at least one person who is trained in Paediatric First Aid for children in EYFS. The same

arrangements also apply when children are undertaking trips away from school.

The school has four members of staff who have completed suitable First Aid at Work training courses.

At school, the main duties of these First Aiders are to:

- give immediate help to casualties with common injuries and those arising from specific hazards at school;
- when necessary, ensure that an ambulance or other professional medical help is called.

In addition, all Teachers and Teaching Assistants regularly (approximately every three years) undergo an 'Emergency First Aid in Schools' one day training course. This course covers the following topics:-

- what to do in an emergency;
- cardiopulmonary resuscitation;
- first aid for the unconscious casualty;
- first aid for the wounded or bleeding.

This training helps staff to cope with an emergency and improve their competence and confidence. It does not, however, give qualified First Aider status.

Those staff who routinely work with the youngest EYFS pupils receive Paediatric First Aid training which is updated every three years.

Practical Arrangements at the Point of Need

There is always a member of staff with the appropriate First Aid training available at all times during the school day. Staff who deal with any incidents requiring First Aid should ensure that the supervision of other children is not compromised whilst they administer any necessary treatment. Additional adult support should be summoned as required.

Please see the details below for the First Aid resources available around school:

Central:

The School Office is the central focus for FIRST AID within school and the staff there have day-to-day responsibility for FIRST AID issues, but (as noted below) all staff have a responsibility for their own safety and for the welfare of pupils or visitors in their care. First aid supplies are stored in the Resources Room and all requests for additional resources should be directed to the Office.

Playgrounds:

Main Playground: The FIRST AID box for this playground (marked 'Juniors' is kept in the Form I cloakroom and under the main stair case near the office. This can be accessed easily from the playground.

Adventure Playground: The FIRST AID box is kept in Remove classroom, just inside the outer door leading to the playground.

Pre-Prep Playground: The FIRST AID box is kept on the window-ledge just inside the Form I cloakroom entrance and is taken to the playground when children are outside.

Other First Aid Kits:

FIRST AID kits (and in some cases, specialist kits such as eye-flushing kits) are kept in the following areas:

The Kitchen
The DT Room
Art/Science
LKG
Kindergarten
Transition
Form I
Form III

Sports First Aid:

Two First Aid kits for PE and Games are kept in the ICT Room and are collected by Staff before taking pupils to any sports activity or matches outside school.

A mobile phone is always taken when pupils are taken offsite for sporting activities or matches.

First Aid kits are checked regularly by the Office to ensure they have the required contents. Typically, a kit will contain:

1 Triangular Bandage
Assorted Elastoplast
Antiseptic Wipes
Disposable Gloves
Large Dressing
Medium Dressing
Eye Pad
Accident Report Forms and pen or pencil

Emergency Services

The decision to call an ambulance will vary from case to case, but staff are strongly advised to administer First Aid and **call an ambulance:**

- If the child appears not to be breathing, is having chest pain, or is struggling for breath, possibly breathing in a strange way appearing to 'suck in' below their rib cage and using other muscles to help them to breathe;
- If they have a severe injury that is bleeding profusely and you are unable to stop with direct pressure on the wound;
- If they are unconscious or unaware of what is going on around them or experiencing weakness, numbness or difficulty speaking;
- If a child has a fit for the first time, even if they seem to recover from it later. It is important to phone an ambulance if someone is having a seizure and the fit last longer than 3 minutes;
- If a child has a severe allergic reaction it is important to administer their epipen (if they have one) and then phone an ambulance immediately;

- If a child is burnt and the burn is severe enough that you think it will need dressing – treat the burn under cool running water and call an ambulance. Keep cooling the burn until the paramedics arrive – look out for signs of shock;
- If the child has fallen from a height, been hit by something travelling at speed (like a car) or been hit with force whilst doing combat or contact sport and there is a possibility of a spinal injury – if they are conscious keep them completely still and get an ambulance on the way. If they are on their back, unconscious and breathing – very carefully roll them into the recovery position and then phone an ambulance – if they are unconscious and not breathing start CPR – and do one minute before phoning for an ambulance.

Hygiene/Infection Control

All staff are advised to take precautions to avoid infection and must follow basic hygiene procedures. Single-use disposable gloves are kept in all first aid kits and hand-washing facilities are available in all classrooms, in addition to toilet areas.

Sick Children and Infectious Illnesses/Diseases

All children are expected to be well on arrival at school. If a child has a potentially infectious condition (e.g. an unidentified rash) parents/carers must first consult a medical practitioner to ensure it is appropriate for them to be at school. Children who have vomited or had diarrhoea should be kept off school for at least 48 hours following the last episode of illness. The school expects the co-operation of parents/carers to ensure that children who are unwell are not brought to school.

If a child becomes unwell during a school day parents will be contacted and asked to collect their child.

In the event of the school being unable to contact a parent/carer, every effort will be made to keep the child comfortable in school pending subsequent contact. A sick-bed is available in the Sick Room adjacent to the Art/Science Room). Bedding, a sick-bucket, wipes and waste bucket are also available. A member of the Office staff or a Teaching Assistant will be made available to sit with the sick child. Toilet and showering facilities are available in the adjacent room. There is also a washbasin in the Sick Room.

If a child becomes increasingly ill, medical assistance will be sought.

Any infectious diseases or parasites discovered at the school will be notified to parents either in person or on the telephone. An email to alert all parents and staff to the discovery of such diseases/parasites (e.g. chicken pox or head lice) will be sent as soon as is possible on the day of discovery/notification.

Reporting Accidents and Record Keeping

In accordance with HSE and RIDDOR recommendations, the following accidents must be reported if they injure either the school's employees during an activity connected with work, or self-employed people whilst 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 (including acts of physical violence).

In HSE's view an accident must be reported if it relates to:

- any school activity, both on or off the premises;

- the way in which a school activity has been organised and managed (e.g. the supervision of a school trip);
- equipment, machinery or substances;
- the design or condition of the premises.

Following any significant accident in school, including all head injuries to children, an accident report form giving the information listed below should be completed by the member of staff who dealt with the incident on SchoolPod.

- date, time and place of incident;
- name and form of the injured or ill person;
- details of the injury/illness and what first aid was given;
- what happened to the person immediately afterwards (e.g. went home, resumed normal duties, went back to class, went to hospital);
- name of the first aider or person dealing with the incident.

Parents will be notified as soon as possible if their child receives a bump to the head.

Important details from these forms are transferred to, and recorded in, an Accident Folder which is kept in the School Office throughout the school year. These records are then archived and kept for 25 years from birth (longer for safeguarding

- help the school identify accident trends and possible areas for improvement in the control of health and safety risks;
- be used for reference in future first-aid needs assessments;
- be helpful for insurance and investigative purposes.

In the event of an emergency, the School would contact the child's parent by telephone. All serious or significant incidents would be reported to the child's parent, either directly in person or on the telephone, or in the form of a letter/email.

This policy is reviewed regularly by the Headteacher, in consultation with the governing body, in the light of experience, research and good practice.

Policy Date: September 2018

Policy Review Date: September 2021

Signed (Headteacher): 

Signed (Chair of Governors): 