

Clewer Green CE First School

Hatch Lane, Windsor, SL4 3RL Tel: 01753 864544 Email: office@clewergreen.org.uk
Headteacher: Mr M Tinsley



'Inspiring Children'

Vision: Every child has been blessed by God with unique potential. Our vision for Clewer Green is to inspire and nurture children in a safe, happy and caring Christian community, where everyone is valued and enjoys learning.

'I can do all things through him who strengthens me'

Philippians 4:13

FIRST AID POLICY

THIS POLICY **MUST** BE READ IN CONJUNCTION WITH OUR **CHILD PROTECTION COVID-19 ADDENDUM** and our **COVID-19: First Aid Procedure**

Aim

Our aim, in line with our distinctively Christian values, is for every child to have the support that they need, and by example and direct teaching, promote a Christian ethos within the school whilst recognising that not all of its members will be practising Christians.

This policy outlines the School's responsibility to provide adequate and appropriate first aid to pupils, staff, parents, visitors and contractors and the procedures in place to meet that responsibility. This policy should be read in conjunction with the DfE (1998) Guidance on First Aid for Schools.

The policy is reviewed bi-annually.

Objectives

- To appoint the appropriate number of suitably trained people as Appointed Persons and First Aiders to meet the needs of the school.
- To provide relevant training and ensure monitoring of training needs is reviewed yearly.
- To provide sufficient and appropriate resources and facilities.
- To keep staff and parents informed of the School's First Aid arrangements.
- To keep accident records and to report to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.
- To give clear structures and guidelines to all staff regarding first aid and medicines.
- To ensure the safe use, administration and storage of medicines in school and on educational visits.
- To undertake a risk assessment of the first aid requirements of the school.

Personnel

The School Governors are responsible for the health and safety of their employees and anyone else on the school premises. They must 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 School Governors should ensure that the insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employ. The Headteacher is responsible for putting the policy into practice and for developing detailed procedures.

The Headteacher should ensure that the policy for first aid is available to all staff and parents.

Clewer Green C of E First School is part of Windsor Learning Partnership, a company limited by guarantee that is registered in England (Company Number: 9409109), with a registered office c/o Windsor Girls' School, Imperial Road, Windsor, SL4 3RT.

In the event of a medical emergency and the school being unable to contact the parents/carers the Headteacher will act in 'Locum Parentis'. A list of First Aiders and Appointed Persons is available in the Office and Staff Room.

Duties of an Appointed Person

- Takes charge when someone is injured or becomes ill.
- Looks after the first-aid equipment e.g. restocking the first aid container, ordering equipment.
- Ensures that an ambulance or other professional medical help is summoned when appropriate.
- In addition to the above, First Aiders are required to follow the procedures outlined in this policy.

Although Appointed Persons do not have to be first aiders, it is the policy of Clewer Green CE First School that Appointed Persons have completed Paediatric First Aid Training and Emergency First Aid Training.

Main Duties of a First Aider

To give 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. In addition, First Aiders are required to follow the procedures outlined in this policy.

First Aid Equipment and Facilities

The Appointed Persons, directed by the Headteacher, will ensure that the appropriate number of first-aid containers is available and restocked when necessary. (Record of this will be kept within the First Aid Kits)

All first aid boxes are marked with a white cross on a green background. The boxes are stocked in accordance with the HSE recommended and mandatory contents. (see DfE Guidance on First Aid for Schools).

First aid boxes and equipment are taken on all school educational and sporting visits.

Basic hygiene procedures must be followed by staff administering first aid treatment.

Single-use disposable gloves must be worn when treatment involves blood or other bodily fluids. A list of the location of First Aid boxes is signposted within school.

AED – Defibrillator

One AED device is kept on school premises at the medical station. The location of the AED is clearly signed and staff are made aware of their location. Anyone trained in basic first aid can use the defibrillator, but an adult should always call an ambulance before use. Each device should be checked on a monthly basis and the AED checklist completed. AED devices should not be used around oxygen tanks, metal, petrol or wet areas. Pads are single use only and paediatric pads are supplied for under 8s.

Information on First Aid arrangements

The Head teacher will inform all employees at the school of the following:

- The arrangements for recording and reporting accidents.
- The arrangements for First Aid.
- Those employees with qualifications in First Aid.
- The location of First Aid kits.

- In addition the head teacher will ensure that signs are displayed throughout the school providing the following information:
 - names of employees with first aid qualifications.
 - location of first aid boxes.
- All members of staff will be made aware of the school's first aid policy.

Pupil accidents involving their head

The School recognises that accidents involving the pupil's head can be problematic because the injury may not be evident and the effects only become noticeable after a period of time. Where emergency treatment is not required, all bumps to the head will be reported to parents by way of a text message to the primary mobile number we have listed (see procedures below 'Record Keeping and Reporting Accidents').

Record Keeping and Reporting Accidents

- All minor injuries and First Aid Treatments given are recorded on an 'Incident Form' or an 'Accident Form' which are stored in all classrooms in a magazine rack by the classroom door. These are then filed in each class purple record folder which is also kept in the magazine rack. Teachers sign to show receipt of the paperwork and follow up if necessary. See Appendix 1 and 2
- Parents are contacted by text via the Eduspot text system, if a child has received a bump to the head. Parents are telephoned if it is a significant incident. The 'Incident Form' and the 'Accident Form' indicates whether a phone call or a text has been made to parents.
- For more serious injuries, a RBWM Accident Form is completed (ARP3)
- In the event of a medical emergency and the School is unable to contact parents/carers then the Headteacher acts in 'Locum Parentis'.

Statutory requirements for Accident Reporting

The Governing Board will implement the LA's procedures for reporting:

- All accidents to employees
- All incidents of violence and aggression.
- The Governing Board is aware of its statutory duty under RIDDOR in respect of reporting the following to the Health and Safety executive as it applies to employees.
- An accident that involves an employee being incapacitated from work for more than seven consecutive days (not including the day the accident has occurred) (changes made from 6 April 2012 from three to seven days)
- An accident which requires admittance to hospital for in excess of 24 hours.
- Death of an employee.
- Major injury such as fracture, amputation, dislocation of shoulder, hip, knee or spine.

For non-employees and pupils an accident will only be reported under RIDDOR:

- Where it is related to work being carried out by an employee or contractor and the accident results in death or major injury, or;
- It is an accident in school which requires immediate emergency treatment at hospital
- For each instance where the Headteacher considers an accident to a visitor or pupil is reportable under RIDDOR the advice of the authority will be sought.

See 'Reporting Accidents and Incidents at Work April 2012' for further information:
<http://www.hse.gov.uk/pubns/indg453.pdf>

Transport to hospital or home

The Headteacher will determine what is a reasonable and sensible action to take in each case.

Where the injury is an emergency, an ambulance will be called following which the parent will be called. Where hospital treatment is required but it is not an emergency, then the Headteacher will contact the parents for them to take over responsibility for the child. If the parents cannot be contacted then the Headteacher may decide to transport the pupil to hospital. Where the Headteacher makes arrangements for transporting a child then the following points will be observed:

- Only staff cars insured to cover such transportation will be used.
- No individual member of staff should be alone with a pupil in a vehicle.
- The second member of staff will be present to provide supervision for the injured pupil.

Children with Medical Needs

Children with medical needs have the same rights of admission to a school as other children. Most children with medical needs can attend school and take part in normal activities, sometimes with support.

Parents/carers have the prime responsibility for their child's health and should provide schools with information about their child's medical condition. An Individual Health Care Plan will be put in place, if required, to help staff identify the necessary safety measures to support children with long term medical needs and ensure that they, and others, are not put at risk.

All children with significant medical needs will have their photograph and a brief description of their needs displayed in the school staff room, with the person who has had specific training identified.

Administering medicines in school (Also see Medicines Policy)

There is no legal or contractual duty on staff to administer medicine or supervise a child taking it.

If a child is taking a prescribed medicine we would prefer parents to administer these medicines themselves. In exceptional circumstances, e.g. if anti-biotic medicine has to be taken four times a day, a member of staff will administer the prescribed medicine providing that a 'Parental Agreement' form has been completed and signed. The administrator will adhere to the information e.g dosage/timing etc given by the parents on the form and sign and date the form. The relevant forms are kept in the school office.

All prescribed medicines that are due to be administered must be kept in the Medical Room.

Records will be kept of all prescribed medicines administered.

Piriton, other antihistamines and paracetamol/ibuprofen suspensions will only be administered in the same way as prescribed medicines i.e. following specific instructions on our Medical Consent Form.

Asthma Treatment and Inhalers

Asthma sufferers are permitted to bring their own treatments (inhalers etc.) to school provided a 'Request for child to carry his/her own medicine' form has been completed by the parents/carers. Forms are available from the school office. The form includes the prescribed dosage to be completed by parents.

A list of asthma sufferers is kept within the School Office and on the class medical lists on the Medical Board in the staffroom.

Asthma treatments for pupils (inhalers etc.) are kept in the school office in a labelled box with the child's name and class.

Asthma treatments are to be administered by the pupil. After a treatment has been administered, the school office, or the adult accompanying the child, records the date and time in the Asthma Register in the office. A text is also sent to parents via the Eduspot text system.

Asthma treatments are taken on Educational Visits and 'off site' sporting activities. Parents are responsible for checking that the treatments are still within their 'Use by dates' and for replenishing them.

Epipens and Anaphylaxis Shock Training

- A list and photograph of anaphylaxis sufferers are displayed in the School Staff Room.
- Epipens, for anaphylaxis sufferers, are kept out of reach in the Staff Room.
- Epipens can only be administered by members of staff who have received epipen training.
- Specific staff that have already had First Aid training are trained in the use of epipens for each individual anaphylaxis sufferer annually.
- Each anaphylaxis sufferer has an individual protocol to follow when receiving the treatment. The trained staff are aware of the procedure.
- Epipens and the appropriate trained member of staff are taken on Educational Visits and off site sporting activities.
- Parents are responsible for checking that the treatments are still within their 'Use by dates' and for replenishing them.
- Parents are required to complete an Allergy Action Care Plan for any child requiring an epipen. This Care Plan will be kept with the epipen and a copy sent to school nursing.
- The School will ensure that epipen training takes place every two years for all staff.

Administering First Aid Off Site

- First Aid provision must be available at all times including off site on school visits. The level of first aid provision for an off-site visit or activity will be based on risk assessment.
- A trained appointed person or first aider will accompany all off site visits and activities along with a suitably stocked First Aid box.
- The First Aider must be aware of the contents of the First Aid box and its location at all times throughout the visit.
- All adults present on the visit should be made aware of the arrangements for First Aid.
- If any First Aid treatment is given the Group Leader will advise the school office, by mobile telephone if urgent, or on return so that the pupil's parents can be informed.
- If a pupil is taking a prescribed medicine, a 'Parental Agreement' form will have been completed: see Administering Medicines In School section above.
- A copy of the Parental Agreement form will be taken along with the relevant medication on the visit. The medication will be kept in the First Aid box, with a cool pack if necessary, and will be administered by the First Aider at the necessary time and recorded.

First Aid Training

The school is committed to ensuring that all staff are provided with regular First Aid Training, which will take place every two years.

Identified First Aiders will be provided with Paediatric First Aid Training every two years.

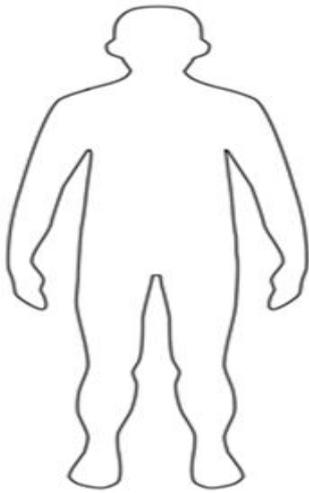
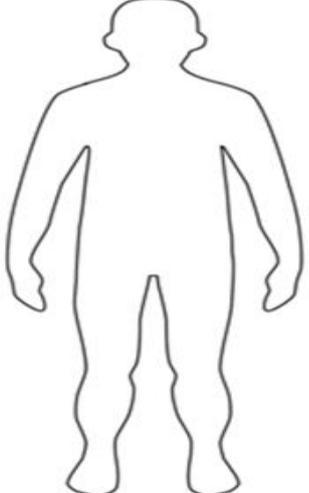
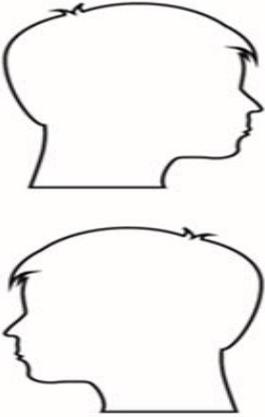
Revised December 2021
Review date September 2022

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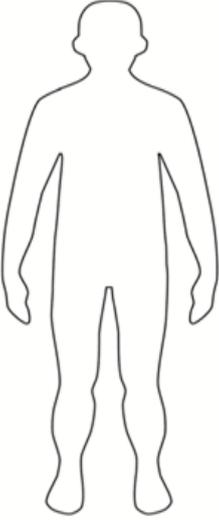
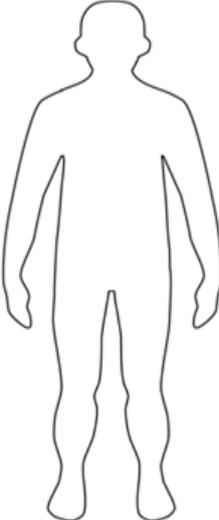
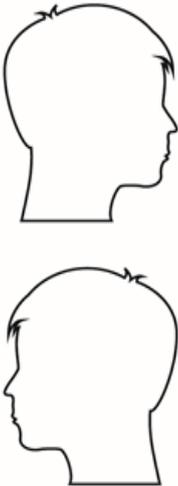
Sarah Langley, Chair of Governors

Appendix 1 Incident Form

Appendix 2

Child's Name				Class			
Date		Time		Location			
Incident Details							
Brief outline of incident including any witnesses.							
Type of Injury (Tick Box)							
Cut / Scrape	<input type="checkbox"/>	Splinter	<input type="checkbox"/>	Choking	<input type="checkbox"/>	Puncture	<input type="checkbox"/>
Bump / Bruise	<input type="checkbox"/>	Burn	<input type="checkbox"/>	Eye Injury	<input type="checkbox"/>	Dislocation	<input type="checkbox"/>
Bite	<input type="checkbox"/>	Dental Injury	<input type="checkbox"/>	Concussion	<input type="checkbox"/>	Nose Injury	<input type="checkbox"/>
Sprain / Strain	<input type="checkbox"/>	Fracture	<input type="checkbox"/>	Head Injury	<input type="checkbox"/>	Poisoning	<input type="checkbox"/>
Other:							
Type of Incident (Tick Box)		Child on Child		<input type="checkbox"/>	Child on Adult		<input type="checkbox"/>
		Adult on Child		<input type="checkbox"/>	Adult on Adult		<input type="checkbox"/>
Physical	<input type="checkbox"/>	Punching / Slapping	<input type="checkbox"/>	Kicking	<input type="checkbox"/>	Pinching	<input type="checkbox"/>
	<input type="checkbox"/>	Head-butting	<input type="checkbox"/>	Hitting with Object	<input type="checkbox"/>	Strangulation	<input type="checkbox"/>
	<input type="checkbox"/>	Spitting	<input type="checkbox"/>	Pushing	<input type="checkbox"/>	Biting	<input type="checkbox"/>
	<input type="checkbox"/>	Other:					
Verbal (including discrimination)	<input type="checkbox"/>	Threat to Harm	<input type="checkbox"/>	Foul Language	<input type="checkbox"/>	Aggressive	<input type="checkbox"/>
	<input type="checkbox"/>	Disability	<input type="checkbox"/>	Racial	<input type="checkbox"/>	Homophobic	<input type="checkbox"/>
	<input type="checkbox"/>	Sexual	<input type="checkbox"/>	Other:			
Area of Body Injured (If applicable)							
Body Front		Body Back			Head		
							
Class Teacher Informed?	Yes	No	Escalated to SLT?			Yes	No
Parent Informed?	Yes	No	Text	Phone	Answerphone	In Person	
Staff Member Name				Signature			

Accident Form

Child's Name				Class			
Date			Time		Location		
Parent Notified by: (Tick)	Text	Phone	Message Left	Witnesses			
Type of Injury (Tick Box)							
Cut / Scrape	<input type="checkbox"/>	Splinter	<input type="checkbox"/>	Choking	<input type="checkbox"/>	Puncture	<input type="checkbox"/>
Bump / Bruise	<input type="checkbox"/>	Burn	<input type="checkbox"/>	Eye Injury	<input type="checkbox"/>	Dislocation	<input type="checkbox"/>
Bite	<input type="checkbox"/>	Dental Injury	<input type="checkbox"/>	Concussion	<input type="checkbox"/>	Nose Injury	<input type="checkbox"/>
Sprain / Strain	<input type="checkbox"/>	Fracture	<input type="checkbox"/>	Head Injury	<input type="checkbox"/>	Poisoning	<input type="checkbox"/>
Other:							
Cause of Injury (Tick Box)							
Fall from Height	<input type="checkbox"/>	Hit by object	<input type="checkbox"/>	Insect Bite / Sting	<input type="checkbox"/>	Other:	
Climbing	<input type="checkbox"/>	Bumped into object	<input type="checkbox"/>	Child Bite	<input type="checkbox"/>		
Running	<input type="checkbox"/>	Splinter	<input type="checkbox"/>	Sharp Object	<input type="checkbox"/>		
Burn	<input type="checkbox"/>	Pinched	<input type="checkbox"/>	Another Child	<input type="checkbox"/>		
Area of Body Injured							
Body Front	Body Back		Head		Additional Information		
					<i>Details of any First Aid administered (eg ice pack applied) or accident.</i>		
Class Teacher Informed	Yes	No	Class Teacher in Receipt of Form (Teacher to Initial)		Yes	No	
Parent informed	Yes	No	Text	Phone	Answerphone	In Person	
Escalated to SLT	Yes	No	Signature				
Staff Member Name							