

HILL VIEW SCHOOL

FIRST AID POLICY

Adopted June 2010, Reviewed May 2011, Reviewed Oct 2012, Reviewed Nov 2013, Reviewed Nov 2014,
Reviewed Nov 2016

This policy supports and complements Hill View's Safeguarding policy to ensure the school takes all necessary steps to protect the welfare of the children in our care.

The following Appendices are attached and should be read in conjunction with this policy:

Appendix A: First Aid Guidance

(copied from the Staff Handbook)

Appendix B: Accident Reporting Procedure

Appendix C: Investigation Procedure for "Accident at School"

First Aid

Dealing with Accidents/Incidents at Hill View School

1. First Aid Arrangements

First aid arrangements are covered by the Approved Code of Practice for Health and Safety (First Aid) Regulations 1981. It is recognised that First Aiders are staff members who volunteer for this duty. At Hill View School, we will have at least one person who has completed the "First Aid At Work" course. We will also have one person who has completed the "Early Years First Aid" course. Where we have enough volunteers, we will have a further member of staff who has completed the "First Aid At Work" and "Early Years First Aid". All other members of staff will be offered the opportunity of undertaking training Appointed Person training. The Headteacher will ensure that at least one "appointed" person is available when people are at work. The duties of first aiders and Appointed Persons are given below. The arrangements for first aid will be displayed on the first aid boxes around the building. A record of all treatment (accident report slips) should be maintained and kept in the School Business Manager's office.

2. Duties of First Aiders

A first aider is a person who has been trained and holds a recognised "First Aid at Work" certificate. The First Aider will receive refresher training every 3 years

The responsibilities of the first aider in the management of a casualty are:

- to assess the situation;
- to arrive at a diagnosis for each casualty;
- give immediate and adequate treatment, bearing in mind that a casualty may have more than one injury and that some casualties will require more urgent attention than others;
- to arrange without delay for the despatch of a casualty according to the seriousness of their condition.

3. Appointed persons (Emergency First Aid at Work)

An Appointed Person is a person provided by the employer to take charge of the situation (e.g. to call an ambulance) if a serious injury/illness occurs in the absence of a first aider. The Appointed Person can render emergency first aid if trained to do so. Ideally, but not compulsory, all Appointed Persons should receive training in emergency first aid. At Hill View School, Teachers, TAs, Admin and Lunchtime Supervisors are offered EFAW training every 3 years (last training Sept 2016 and Oct 2016).

4. Accident/Investigation and Investigation Procedure

For the purpose of these guidelines the following definitions are used:

AN ACCIDENT is defined as any occurrence which results in injury being sustained and may range from a very minor injury to death of the injured person.

AN INCIDENT is an event which may or may not cause injury or damage to property but which has the potential to do so and for health and safety reasons should be reported to try and prevent accidents happening in the future.

DANGEROUS OCCURRENCES are a class of incidents such as collapse of machinery, explosion etc. which are defined within RIDDOR and listed within the document HSE11 (revised).

THE ACCIDENT/INCIDENT BOOK is the formal record of the accident and constitutes the official record.

RIDDOR: Reporting of Injuries, Disease and Dangerous Occurrences regulations 1985.

5. Maintaining Accident Books

The school keeps an Accident book in the office and by the first aid cabinets in A, B, C and D block, the nursery and the new extension. It is the responsibility of the person administering first aid to complete the accident report and distribute it as necessary. The top copy of the report should go home with the child. For staff and visitors, the top copy should be kept in the office.

6. First Aid Guidance at Hill View School – See Appendix A

7. List of current First Aiders and Appointed First Aiders and Date of Training – the SBM/H&S Officer keeps a list of first aiders and those staff who have received Emergency First Aid at Work training. The SBM/H&S Officer also organises refresher training for staff as and when required.

8. Arrangements for Holiday and After-School Clubs

The leader of the club should take the role of Appointed Person and the school will offer training in Emergency First Aid at Work to any club leaders. However, in the event of first aid being required, the Club Leader will summon a first aider, if on site, or an Emergency First Aid at Work trained person. This will generally be a member of the teaching staff. For serious incidents, the club leader should telephone for an ambulance.

FIRST AID GUIDANCE

First Aid at Work Trained: Mrs Fiona Baughan
Mrs Steph Simons
Mrs Tracey Bell
Mrs Tara Lambirth
Mrs Dawn Marshall-Hopkins

Paediatric Trained: All above plus
Mrs Kirsty Reynolds
Mrs Karen Dee
Miss Louise Hamilton

Children with severe allergies or medical conditions which may require specialist or emergency treatment are identified on awareness cards displayed throughout the school.

CALL A FIRST AIDER WHEN:

- a child is unconscious (put the child in the recovery position)
- severe bleeding
- choking
- something lodged in an orifice
- suspected breaks (do not move a child if a break is suspected)
- fits
- serious asthma attacks (inhalers must be readily available at all times)
- child is suffering a severe allergic reaction

Children Feeling Unwell

If a child is obviously unwell and needs to go home, contact the school office (ext 120, 121 or 122) and she will inform the parents. **Do not** send a sick child to the office as there are no facilities to look after the child. Please do your utmost to ensure that the illness is genuine before the parents are contacted.

Grazes and Minor Cuts

Where possible, children should wash their own injury over a sink with water and then dry with a paper towel. Use a receptacle, like a kidney dish to pour water over the wound. Use kitchen roll and a plaster if necessary.

Nose Bleed

Tip head forward and pinch just below bridge of nose tightly for as long as necessary. Tell child to breathe through the mouth. Wear gloves.

Tummy Ache

Send child to toilet. If pain is severe or child vomits or has diarrhoea, send home with advice to stay away for 48hrs.

Bump to Head

Apply cold compress. Report to the class teacher and the school office. The accident book **must** be completed. The green form is given to the class teacher and should then go home with the child. Parents are informed of the head injury via a text message by the school office. Monitor child for loss of colour, blue lips, clamminess, dizziness, yawning or dilated pupils. If you have any concerns about the child, then ask the school office to telephone the parent so the child can be collected from school.

Pain in Genitals

Inform parents and ensure child can pass water.

Strains and Sprains

Sit child down, cold compress, elevate limb (question the child but do not give clues about the pain/movement).

Something in Eye

Tilt eye towards sink, use kidney bowl to pour water over. Child can also cup hand and 'blink' into it.

Mrs Marshall-Hopkins is responsible for ensuring that first aid boxes are stocked.

Any potentially dangerous or toxic substances must be placed well out of children's reach. COSHH (Control of Substances Hazardous to Health) Risk Assessments are located in a blue folder in the cleaner's cupboard (located in the Hall, A Block, B Block, hut toilet and C Block). These give details on what to do if a child comes into contact with a toxic substance.

BASIC FIRST AID PROCEDURES AT LUNCHTIME

Most teachers, TAs and admin staff have received "Emergency First Aid at Work" training. The school currently has five fully qualified First Aiders who are Mrs Steph Simons, Mrs Fiona Baughan, Mrs Dawn Marshall-Hopkins, Miss Tara Lambirth and Mrs Tracey Bell. There will always be accidents where large groups of youngsters are playing, so we have to ensure that our procedures, communications, and responsibilities are clear.

First Aid boxes are located in the shared areas of each block. Each box contains adequate items for dealing with minor cuts and grazes. First aid bags should be taken out onto the playgrounds during every playtime. These bags should also be accessible for sports lessons and when using the field.

Children receiving first aid must never be left alone or sent into the school unsupervised. A responsible adult must be with the child at all times.

When dealing with first aid issues, please bear in mind the following:

- In more serious cases ie: bleeding, nasty knocks or falls, severe bruising or marking, possible sprains or breakages or blows to the head or face then a Higher Level First Aider must be called for immediately.
- Less serious incidents may only require a cold compress or reassurance. Serious cases **MUST** be recorded on an accident report form and it is the responsibility of the person completing it to pass the top copy (green) on to the class teacher. Accident reports are kept in each of the blocks.

- In **very** serious cases, especially severe blows to the head or face, the Headteacher must be informed, or in her absence the Deputy Headteacher or a member of the SLT.

ANY member of staff can summon an ambulance from any of the telephones in the classrooms. Dial 9/999. Once the ambulance has been called, please advise the School Office (Mrs Gregory, Mrs Preest or Mrs Paynton) and they will go and meet the ambulance and direct it in. It is crucial that the office/Headteacher know that an ambulance has been called.

Should out-of-school treatment be necessary, then an Accident Report must be completed in the school office.

If parents cannot be contacted, a decision will be made by the High Level First Aider in consultation with the Headteacher or Deputy Headteacher as to whether the child should be taken to the Accident and Emergency Dept at the Horton Hospital in Banbury.

The safety and well-being of our children is of paramount importance. Vigilance and supervision is crucial, as is accurate and prompt communication.

SEVERE ALLERGIES eg: ANAPHYLACTIC SHOCK

Only a person who has received Epi-pen training (First Aiders and some other staff) is allowed to administer an EPIPEN to a child in shock. If there is no-one available, then the procedure is to ring 9/999 from the nearest telephone for an ambulance.

An up-to-date awareness card with photos of the children are on the notice board in the staff room and office.

Warning Signs and Symptoms

Feeling hot, a rapidly developing intensely itchy nettle rash and weals, rising anxiety, pallor, weakness and giddiness, swelling of the mouth/tongue, difficulty in breathing, decreased level of consciousness, collapse.

ACCIDENT REPORTING PROCEDURE
(SLIPS, TRIPS & NEAR MISSES)

Person completing the Accident Report

1. Complete Green accident report
2. Give the Green copy to the teacher to go home with the child
3. When all the green copies have been used on the page, give the white (carbon) copy to the Business Manager
4. Start the next page.
5. The Business Manager keeps the accident reports if you need further copies.

School Office

On a weekly basis, check the first aid folders in each block:

- a) Refill them if necessary
- b) Remove any completed white (carbon) copies and take them to the office

Governors

Serious accidents (ie: requiring an operation or overnight stay in hospital) and near misses should be reported to the Governors who are members of the Safeguarding Committee.

HILL VIEW SCHOOL
INVESTIGATION PROCEDURE FOR:

ACCIDENT AT SCHOOL

Adopted Feb 2010, Reviewed May 2011, Reviewed Oct 2012, Reviewed Nov 2013, Reviewed Nov 2014,
Reviewed Nov 2016

The person responsible for investigating an accident or an incident of verbal or physical abuse of staff is the Headteacher. It is likely that she will delegate the investigation procedure to a member of the SLT or a First Aider. A copy of the investigation report should be given to the School Business Manager.

Names of Staff

Headteacher:	Mrs Claire Ferens
SLT:	Mrs Emma Gould, Mrs Janet Thomas, Mrs Rebecca Rorich, Mrs Dinah Gregory
First Aiders:	Mrs Fiona Baughan, Mrs Steph Simons, Mrs Dawn Marshall-Hopkins,
	Mrs Tracey Bell, Mrs Tara Lambirth

Accident

An accident will be investigated if a member of staff or a child has a serious accident that results in hospital treatment resulting in an operation or an overnight stay. The person treating the individual involved in the accident is responsible for completing and distributing the Accident Report. Completed Accidents Reports are kept in the School Business Manager's office. The School Business Manager is responsible for following the OCC/HSE procedure in relation to an accident resulting in hospital/medical treatment.

Procedure

The Headteacher or delegated person will carry out the following procedure immediately or as soon as is practical after the accident:

- a) Visit the place of accident or incident and make notes or take photographs as necessary
- b) Locate the accident report form
- c) Talk to all witnesses and take appropriate notes
- c) Talk to the victim and take appropriate notes
- d) Write a short report on the findings and report back to the Headteacher.
- e) The Headteacher, if she deems appropriate will:

report the findings to the Senior Leadership Team as soon as possible
report the findings to the Behaviour, Safeguarding, Health and Safety Committee at the next meeting

Accidents : Staff are encouraged to raise any Health and Safety issues that could result in an accident immediately with the Headteacher, the SLT or the School Business Manager. Other Health & Safety issues can be raised at the weekly staff meetings or reported on the Every portal system.

This policy supports and complements Hill View's Safeguarding policy to ensure the school takes all necessary steps to protect the welfare of all children in our care.