



## NORLAND PLACE SCHOOL

### FIRST AID POLICY (Whole School, including EYFS)

<b>Reviewed:</b>	<b>September 2020</b>	<b>Next Review Date:</b>	<b>September 2021</b>
<b>Responsibility:</b>	<b>Headmaster (PM) and School Secretary (SH)</b>		
<b>Location(s):</b>	<b>SMT Drive, Staff Handbook, School Website, Staff Drive, Staff Room Policy Folder</b>		

The aim of this policy is to ensure that first aid is administered in a timely and competent manner, therefore leading to its effective implementation. This policy is mindful of the DfEE Guidance on First Aid in Schools.

#### Staff Training & Qualification

All teaching staff at Norland Place have basic First Aid training within their first year, if required. Updated training is provided every three years.

The Appointed First Aider is the School Secretary, Mrs Hill.

**The most recent training for Mrs Hill: August 2018 (expires August 2021)**

In Early Years Foundation Stage classes (Reception), the class teacher for each class possesses a paediatric first aid qualification, certified by Ofsted. At least one member of staff who has a current paediatric first aid certificate will be on the premises at all times when the Reception children are present, and will always accompany Reception children on outings.

As of autumn term 2020, the following staff are qualified in Paediatric First Aid:

<b>Lucy Fraser</b>	<b>Deputy Head</b>	<b>(expires August 2021)</b>
<b>Jennifer Anderson</b>	<b>Lower Years' Coordinator</b>	<b>(expires July 2022)</b>
<b>Victoria Van der Gucht</b>	<b>Reception Class Teacher</b>	<b>(expires July 2021)</b>
<b>Jessica Oliver</b>	<b>Reception Class Teacher</b>	<b>(expires August 2023)</b>

#### First Aid Boxes

Every classroom has its own First Aid box. This is always taken when the class goes offsite. Such instances might be class trips, visits to St James's Gardens, sporting venues or organised offsite events e.g. school photography, the Teddy Bears' Picnic or School Summer Fair.

Further First Aid boxes are located on the walls in the entrance corridors of 162, 164 & 166, as well as in the corridor between the two playgrounds.

The school office has a large, comprehensively stocked First Aid kit, which is taken to residential and whole school offsite events.

First Aid boxes are regularly re-stocked.

#### Accidents and Incidents

The reporting of accidents and incidents falls into four categories:

- Minor accidents
- Major accidents
- Head injuries
- Near miss incidents
- Accidents reportable to RIDDOR

#### Minor Accidents to a Child

*Minor accidents or injuries include (but are not limited to) bumps, bruises, cuts, grazes, minor bleeding.*

If a minor accident that requires treatment occurs, the procedure is as follows:

- The injury is assessed by a trained member of staff
- The child is taken to the school Sick Room, if necessary
- A trained member of staff treats the injury
- The child is resettled with their class and observed
- If the child needs to go to hospital an ambulance will be called, or the child taken by taxi. The parent will be called and arrangements made to meet them at the hospital

- A member of staff (where possible, a member of SMT) will accompany the child to hospital and stay with them until the parent/carer arrives.
- If the child can wait for the parent/carer to come to school, then the parent/carer will be contacted and the child made as comfortable as possible. A member of staff will oversee the child at all times until the parent/carer arrives
- Once the child has been handed to the parent/carer, it will be their decision whether or not to take the child to hospital
- As soon as possible after the accident, a green Accident/Illness Report form is completed by the attending member of staff
- The green Accident/Illness Report form is photocopied by the member of staff. The original is sent home with the child, on the same day or as soon as reasonably practicable, and the copy forwarded to the office to be filed.

### **Major Accidents to a Child**

*Major accidents or injuries include (but are not limited to) severe bleeding, broken bone(s), burns, choking, head injury, concussion or loss of consciousness.*

Dial 999 if immediate assistance is required for a serious accident or incident.

If a major accident occurs, the procedure is as follows:

- The injury is assessed and the child treated in situ if they are unable to be moved
- If the child can be moved, they should be taken to the school Sick Room
- The Headmaster (or a member of the SMT in his absence) must be contacted immediately
- The appointed First Aider will assess the situation and decide whether the child needs immediate hospital attention or is able to remain in school until the parent arrives
- If the child needs to go to hospital an ambulance will be called, or the child taken by taxi. The parent will be called and arrangements made to meet them at the hospital
- A member of staff (where possible, a member of SMT) will accompany the child to hospital and stay with them until the parent or carer arrives
- If the child can wait for the parent/carer to come to school, then the parent/carer will be contacted and the child made as comfortable as possible. A member of staff will oversee the child at all times until the parent/carer arrives
- As soon as possible after the accident a green Accident/Illness Report form is completed by the member of staff present when the accident occurred
- The Accident Book will be completed
- The green Accident/Illness Report form is photocopied by the member of staff. The original is sent home with the child, on the same day or as soon as reasonably practicable, and the copy forwarded to the office to be filed.

### **Head Injuries**

During the course of the school day, children may experience the occasional knock or bump, mostly of a minor nature. The most difficult to assess, however, are those to the head.

The school policy is to notify parents of all head injuries to advise them of the incident and action taken by the school and discuss whether further investigation or medical treatment may be necessary.

In the case of any head injury, a trained member of staff will ascertain the extent of the injury and take the following action:

- Request assistance from the appointed First Aider, if necessary
- Give an ice pack if the injury is superficial
- Dress any wound, make the child comfortable
- Ask whether the child remembers the incident and question them further e.g. do they know their name, the name of the school? Can they see clearly e.g. count fingers held up?
- Accompany the child to the Sick Room, if it is practical to do so
- Inform the school office so that parents can be contacted
- Continue to monitor the child

### **Minor Head Injury**

In cases of minor head injury, a child may remain in school and be monitored for the rest of the day *only if it is practical to do so, and there is no evidence to suggest that medical opinion or further treatment should be sought.*

### **Serious Head Injury**

In the case of serious head injury, the school would observe the following:

- Child is unconscious - an ambulance will be called and parents telephoned to notify
- Child is conscious, with signs of nausea/vomiting/confusion/impaired vision i.e. possible concussion – an ambulance will be called and parents notified by telephone
- Head is bleeding - wound is dressed and the child made comfortable. Parents will be telephoned and the child collected from school. Depending on the severity, an ambulance may be called.

The school office is advised of all serious head injuries and details recorded in the Accident Book.

### **Defibrillator**

In an emergency, a fully automated defibrillator is located inside the entrance at Door No.164 and is suitable for use on both adults and children whilst waiting for the emergency services to arrive. Operation of the defibrillator is as follows:

- Set to adult/child setting as required (child is determined by roughly aged 8 and under)
- Press the green On/Off button – the voice prompts will start which should be followed calmly
- Remove all clothing from chest – silver pack inside the case contains cutting tools which will cut through metal and razor to remove dense hair
- Tear open pads packaging and stick pads to chest as illustrated on the device
- The device will analyse the patient and assess if shock required
- Begin CPR as directed, and follow instructions given and continue until medical help arrives

### **Hospitals**

The nearest hospitals to the school with A & E facilities are:

St Charles Hospital  
Exmoor St, London W10 6DZ  
020 8102 5111

St Mary's Hospital  
Praed St, London W2 1NY  
020 3312 6666

### **Major Accidents to Adults**

*Major accidents or injuries include (but are not limited to) severe bleeding, broken bone(s), burns, choking, head injury, concussion or loss of consciousness, seizure, chest pain.*

Dial 999 if immediate assistance is required for a serious accident or incident.

A trained member of staff will assess the situation and decide whether the adult needs immediate hospital attention or whether the situation can be dealt with by the appointed First Aider. If the adult needs to go straight to hospital an ambulance will be called or he/she will be sent by taxi with another member of staff. The emergency contact, or a person of the adult's choosing, will be telephoned.

An Incident Report & Follow Up form (*S:\ADMIN\FORMS*) will be completed and forwarded to the Headmaster. A copy will be given to the adult concerned.

### **Near-Miss Incidents**

We are aware that some accidents could potentially have led to more serious consequences, or be potentially more serious had a child/adult been injured. These would be described as 'near miss incidents'. As a school, we believe that such incidents should be followed up.

If a near miss incident occurs:

- An Incident Report Form must be completed and forwarded to the Headmaster
- The Headmaster will follow up with the Site Manager/Deputy Head and/or SMT

### **Accidents Reportable to RIDDOR**

Certain accidents arising out of or in connection with work are reportable to the Health and Safety Executive (HSE). At Norland Place, we seek professional guidance before any accident is reported to the HSE.

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) places a legal duty on employers to notify and report some work related accidents, diseases and dangerous occurrences to the relevant enforcing authority for their work activity. Should an accident be reportable to RIDDOR, this can be done via the RIDDOR Incident Contact Centre (ICC). Before this stage, professional advice will have been sought.

RIDDOR duty officer: 0345 300 9923

The following must be reported:

- Death
- Major injuries
- Incapacitation for over 7-day-injuries:  
An employee or self-employed person working on Norland Place School premises suffers any injury resulting in the injured person being away from work for more than seven days (including any days that they would not normally be expected to work, such as weekends or holidays, but not counting the day of the injury) must be reported within 15 days of the accident. (Incapacitation for over 3-day injuries must be recorded, though not reported)
- An accident causing injury to pupils, members of the public or other people not at work
- A specified dangerous occurrence, where something happened which did not result in an injury, but could have done
- If a doctor notifies Norland Place School that an employee is suffering from a reportable work related disease (detailed guidance on RIDDOR reporting and online procedures at [www.hse.gov.uk/riddor/report.htm](http://www.hse.gov.uk/riddor/report.htm).)

### **Notification Following a Serious Accident**

We will notify local child protection agencies of any serious accident or injury to, or the death of, any child while in our care, and we will act on any advice from those agencies.

### **Pupils with Medical Conditions (including allergies and chronic illnesses)**

Pupils who have particular medical conditions (i.e. anaphylaxis, allergies, asthma, epilepsy, diabetes etc.) have all information pertaining to their condition held on the school Medical Register. This will cover details of medication required in school, as and when appropriate, and information, if applicable, for ambulance crew to attend to the child in an emergency.

Parents of pupils with medical conditions are invited to meet with the Headmaster and the appointed First Aider to discuss the management of the child's condition, either on joining the school, or diagnosis.

Pupils with potentially life-threatening conditions are profiled in the school's medical information file in the staff room. Each pupil profile includes a photograph of the child and contains details of their treatment plan. Copies are also stored with the child's medication and kept in their pupil file.

The Medical Register is regularly updated and accessible, with a copy issued to all teaching, non-teaching, administrative and catering staff.

### **Hygiene**

To prevent the spread of infection, adults will ensure that the following good practices are observed:

- Any spills of blood or vomit will be wiped up and disposed of. Excrement will be flushed down the toilet
- Disposable gloves must be used when cleaning up spills of body fluids
- Floors and other affected surfaces are cleaned as necessary

The class teacher/assistant and/or the Site Manager are responsible for cleaning up after a child has been ill, ensuring that hygiene procedures are followed.

### **Administering Medication**

School staff have a professional duty to safeguard the health and safety of pupils. This does not imply a duty upon them to administer medication. However, staff may voluntarily undertake this responsibility and receive training enabling them to do so.

Every reasonable effort will be made to administer medication in accordance with instructions, however there may be circumstances where this cannot be accomplished.

Please see the Administering Medication Policy for full details.

### **Staff Medication & Fitness to work**

In line with our Safeguarding Policy all staff medication must be securely stored, and out of reach of children, at all times. Ideally, staff medication should be declared and stored in the staff room or in the school office and administered only out of sight of pupils. We expect staff to be fit for work when present in school or taking part in out of school activities.

### **Anaphylaxis**

Anaphylaxis is an extreme and severe allergic reaction. The whole body is affected, often within minutes of exposure to the substance which causes the allergic reaction (allergen), but sometimes after hours.

Anaphylaxis is a condition which can occur in children or adults with an acute allergy, often to nuts. Sometimes this is discovered when a child eats a nut for the first time. Norland Place is a 'Nut Free School' on account of the severe allergies among some of our pupils. Parents are asked to bear this in mind when sending in packed lunches or birthday cakes (and also when organising play dates out of school).

The school undertakes training to induct staff on what to do if a child has an anaphylactic reaction. A DVD or video clip is shown to all new staff as part of their induction and as a refresher to existing staff.

Procedure in the event of an anaphylactic reaction:

- Give adrenaline (Epipen) and take a note of the time administered
- Dial 999 (if possible, get a colleague to do this for you)
- Stay with the child
- Ensure airway is clear
- Ensure Epipen and other items of medication are replaced in box/container and taken to hospital
- If necessary, administer second injection after 5-10 minutes