



Duncombe  
School

An Independent Preparatory  
School and Nursery

# First Aid Policy

Date Policy Reviewed	Policy Reviewed By	Reason/Outcome	Next Review Due
September 2013	Ian Thomas	Review	Autumn 2014
October 2014	Ian Thomas	Review	Autumn 2015
February 2016	Ian Thomas	Review	Spring 2017
September 2016	Ian Thomas	Additional Head Bump Guidance	Spring 2017

This policy sets out to support all the aims of the School by ensuring that all pupils are properly cared for in a warm and caring environment and in a position to access the education that the School aims to provide.

## Mission Statement

‘Duncombe School will educate the whole child, fostering the individual's highest academic, creative, social and recreational standards within a happy, caring and stimulating environment.’

## Mission Statement – Treetops

‘Our primary purpose is to support children and parents through the early years of education. Treetops offers a carefully managed induction programme to school life and subsequently a broad and challenging education within a caring and secure family environment.’

## School Aims and Philosophy

- To educate the whole person (academic, spiritual, moral), promoting respect for Christian values but recognising and respecting beliefs, needs and achievements of others in our multi-cultural society.
- To provide a structured and happy environment where each member of the community is valued and secure and where there is a commitment to encouraging individual development.
- To promote high standards in all areas of life.
- To encourage self discipline, self motivation and self respect through promoting competition against self and objective standards rather than each other.
- To provide each child with a broad and balanced curriculum that encourages children to realise their full capabilities.
- To foster a lively and varied learning environment adopting teaching styles relevant to each child's learning.
- To work in partnership with parents encouraging dialogue in the best interests of their child.

## 1.0 Introduction

1.1 Existing health and safety requirements, Health and Safety (First Aid) Regulations 1981, place a duty on Cognita and our School, as employers, to provide adequate and appropriate equipment, facilities and personnel to enable First Aid to be given to employees if they are injured or taken ill at work.

Furthermore, the Management of Health and Safety Regulations 1999 (Health and Safety at Work Act 1974) supplements this by requiring a risk assessed approach to ensure that all activities have been carefully considered against their own specific criteria.

1.2 To comply with Regulation 3(2), our First Aiders must have a valid certificate of competence in First Aid at Work (FAW) or Emergency First Aid at Work (EFAW), issued by a suitable training provider approved by Ofqual such as the local authority or Qualifications and Curriculum Development Agency. Our training is fully compliant in this regard. We also have other staff that are suitably First Aid trained at a basic level (4 hours).

1.3 The definition of First Aid is as follows:

1. In cases where a person will need help from a medical practitioner or nurse, treatment for the purpose of preserving life and minimising the consequences of injury and illness until help is obtained; and,
2. Treatment of minor injuries which would otherwise receive no treatment, or which do not need treatment by a medical practitioner or nurse.

Please note: it does not include the administration of medicines, which is dealt with under a separate School policy.

1.4 This policy provides an overview of the statutory requirements and how these are met in School. All safeguarding and child protection policy guidelines must be adhered to both on and off the School site, when First Aid is administered.

1.5 The standard in the 2010 Regulations for the inspection of independent Schools is that we draw up and implement a policy on First Aid. This document provides essential evidence for meeting that standard.

1.6 The EYFS requirement requires us to ensure that at least one person has a current paediatric First Aid certificate on the premises when children are present. We also ensure that at least one person is present on outings who has a current paediatric First Aid certificate. Our First Aid training is provided by the British Red Cross who are approved by Ofqual and, as such, our policy is fully compliant with the Practice Guidance for the Early Years Foundation Stage (2008), and subsequent revised Framework (2012).

1.7 The responsibility for drawing up and implementing the First Aid Policy is delegated to the Head, including informing staff and parents. However, implementation remains the responsibility of all of us in our School in order to keep children healthy, safeguarded and protected whenever they are in our care.

## 2.0 Current Procedure

- 2.1 We undertake a risk assessment of our needs for First Aid to ensure that adequate provision is available given the size of our School, the staff numbers, our specific location and the needs of individuals.
- 2.2 Our risk assessment includes consideration of pupils and staff with specific conditions and major illnesses, such as asthma and epilepsy, takes account of an analysis of the history of accidents in our School, as well as the identification of specific hazards. It also includes careful planning for any trips and visits which always include a suitably trained First Aider, in keeping with our policy on trips and visits.
- 2.3 Details of individual pupils' important medical history (eg asthma, severe allergy, diabetes, epilepsy) are available in folders kept in the School Office, Treetops and by the First Aid Cupboard by the back door. Original medical forms are kept in the School Office. This information is updated in September each year.
- 2.4 Where pupils have important medical conditions, (such as asthma, severe allergy, diabetes, epilepsy), relevant staff are informed, and training or guidance is provided. All staff receive regular training on the appropriate use of EpiPens.
- 2.5 Our procedure outlines when to call for help when necessary, such as an ambulance or emergency medical advice from professionals/treatment, and outlines the requirements for documenting necessary treatment once applied. The main duties of a First Aider are to give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at School.
- 2.6 We ensure that First Aid provision is available at all times, including out of School trips, during Games, at Breakfast Club and After School Club and Care and at other times when the School facilities are used.
- 2.7 We keep a written record of all accidents, injuries and first aid treatment, and we inform parent(s)/carer(s) of any accident or injury on the same day, or as soon as reasonably practicable. If a child is taken ill during the day it is the teacher's responsibility to make suitable first aid arrangements for the child and if required inform the School Office to locate the parent(s).
- 2.8 If a child appears to be beyond recovery at school, then a message needs to go directly to the School Office to contact the parent(s). If a child vomits etc. in the classroom / hall send a child to inform the School Office. Do not leave the class unsupervised.

If a child has a minor accident in the playground and you are on duty, send the child with another child to see the First Aider on duty – via the School Office if necessary. If the child cannot be moved send for assistance from the staff room.

There are six First Aid Stations in the Main School in the following locations:

- Outside the First Aid Room (Ground Floor)
- New Wing Resources Cupboard (First Floor)
- Art Room (Second Floor)
- Music Studio (Ground Floor)

- Science Room (First Floor)
- The Dell (Outside)

Each is provided with basic equipment. No creams, ointments, solutions, may be used on any injury. Cuts should be cleaned under a running tap. You are reminded to use the single-use disposable gloves provided when treating any first aid victim.

All first aid treatment must be recorded in the duplicate Pupil First Aid Treatment Record Book (See Appendix 1). This record must show the following information:

- Pupil Name
- Form Group
- Date and Time the injury or symptoms occurred
- Where the pupil was when the injury or symptoms occurred
- Nature of injury or symptoms
- Treatment given
- Action Following the First Aid Treatment
- Details of the Member of Staff Completing the First Aid Treatment Record

Once completed the white copy should be needs to go home to the parent on the same day, either via the child's book bag or given directly to the parent when they collect their child.

If a child received a head injury or head bump, however minor the School Office must be informed immediately so that they can contact the parent to make them aware of the incident, in most instances this will be done via an email using a standard template outlining what symptoms parents should look out for (See Appendix 2). If there is a visible mark on the child's head then the parent should be contacted by telephone in addition to sending the standard email. Staff must make the School Office aware if there is a visible mark so the appropriate contact can be made with the parent. The Pupil First Aid Treatment Record also gives guidance to parents of what symptoms to look out for over the next 48 hours following a head injury or head bump.

All serious accidents or injuries must also be recorded in either the Staff Accident Book or the Pupil Accident Book as appropriate and the completed form must be passed to the Business Manager immediately. In Main School the Staff Accident Book is located in the school Office and the Pupil accident Book outside the First Aid Room. In Treetops both the Staff and Pupil accident Books can be found in the first ground floor classroom on the left.

All minor accidents or injuries are recorded on the First Aid Treatment Record as described above.

If staff are in in doubt as to whether a separate Accident Record is needed they must seek advice from the Business Manager.

Members of staff should not administer any medicines to children in school. However, there are occasions when a child may be completing a course of treatment, in which case the parent should complete a medication form. The medicine should be administered by the TA or Form Teacher if the child is in Treetops or Lower School and by the School Office if the child is in Upper School. The exception to this is in the case of children suffering from asthma who need to use ventilators. Most children can administer these themselves. Ventilators must be kept in the First Aid cupboard in First Aid Room. All medication sent to school by parents eg. Epipen, inhaler, Piriton is kept in First Aid Room cabinet unless it needs to be kept refrigerated.

Staff bringing medication into school MUST ensure that it is stored safely in a locked cupboard, away from the children.

Any medical notes for children should be kept on SIMS and the School Office should be notified by the class teacher if a significant medical condition needs to be noted. A list of children with allergies/special dietary requirements is kept in the first aid area/kitchen/office/staff rooms for reference.

In case of enquiries, please ask School Office.

### **3.0 Training of Staff**

3.1 We carefully consider, and review annually, the training needs of our staff to ensure that suitable staff are trained and experienced to carry out First Aid duties in our School. In particular, we consider the following skills and experiences:-

- Reliability, communication and disposition,
- Aptitude and ability to absorb new knowledge and learn new skills,
- Ability to cope with stressful and physically demanding emergency procedures,
- Normal duties are such that they may be left to go immediately and rapidly to an emergency, and
- Need to maintain normal operations with minimum disruption to teaching and learning.

3.2 First Aiders in our School have all undertaken appropriate training. They have a qualification in either First Aid at Work (FAW, 3 days or 18 hours), Emergency First Aid at Work (EFAW, 1 day or 4-6 hours), Basic Life Support & AED Training (1/2 day or 3 hours) or Paediatric First Aid (2 days or 16 hours). The certificates have been issued by a training organisation approved by either HSE or a recognised body similarly certificated (including by an awarding body of Ofqual). EYFS first-aiders hold a recognised certificate or a renewal (minimum of 12 hours tuition).

3.3 Training will be updated every three years and will not be allowed to expire before retraining has been achieved.

3.4 The need for ongoing refresher training for any staff will be carefully reviewed each year to ensure staff basic skills are up-to-date, although we are aware that this is not mandatory. Annual three hour basic skills updates in between formal training are strongly recommended by HSE.

3.5 Our appointed persons in School who are responsible for ordering first aid supplies are currently Mrs Hilary Pannett and Mrs Elaine Norton.

3.6 Please refer to our Qualified First Aiders list showing those who have completed either the First Aid at Work, Emergency First Aid at Work, Basic Life Support & AED Training or the Paediatric First Aid course.

## **4.0 Contents of our First Aid Box**

4.1 All first aid kits are easily accessible and clearly labelled with white cross on green background.

A pool of first aid kits are available in the First aid Room for school trips during which a kit should always be carried.

First aid boxes are suitably stocked to HSE guidelines although there is no mandatory list of contents for first-aid boxes. As a guide, where work activities involve low hazards, a minimum stock of first-aid items might be:

- A leaflet giving general guidance on first aid, eg HSE's leaflet: Basic advice on first aid at work.
- 20 individually wrapped sterile plasters (assorted sizes), appropriate to the type of work (you can provide hypoallergenic plasters, if necessary).
- Two sterile eye pads.
- Four individually wrapped triangular bandages, preferably sterile.
- Six safety pins.
- Two large, individually wrapped, sterile, unmedicated wound dressings.
- Six medium-sized, individually wrapped, sterile, unmedicated wound dressings.
- A pair of disposable gloves.

4.2 First Aid boxes can be found in the following locations: Outside the First Aid Room, New Wing Resources Cupboard, Art Room, Music Studio, Science Room, The Dell and all Treetops EYFS Classrooms. Each is provided with basic equipment. No creams, ointments, solutions, may be used on any injury. Cuts should be cleaned under a running tap. You are reminded to use the single-use disposable gloves provided when treating any first aid victim.

4.3 We take great care to prevent the spread of infection in School, particularly in the event of spillages of bodily fluids which we manage effectively by washing off skin with soap and running water, out of eyes with tap water and or an eye wash bottle, wash splashes out of nose with tap water, record details of any contamination, and seek medical advice where appropriate. For further information please see our Guidance for Parents on Infectious & Contagious Diseases.

4.4 First Aiders take careful precautions to avoid the risk of infection by covering cuts and grazes with a waterproof dressing, wear suitable gloves, use devices such as face shields when giving mouth to mouth resuscitation and wash hands after every procedure.

4.5 We ensure that any third party lettings or providers, including transport, have adequate First Aid provision which complies with our standards.

## **5.0 Early Years**

5.1 The Statutory Framework for the Early Years Foundation Stage (2012) is mandatory. In accordance with this, we ensure that at least one person with a current paediatric First Aid certificate is on our premises at all times, when children are present.

5.2 No outing from School is undertaken without the presence of at least one person with a Paediatric First

Aid qualification, present on and off site.

- 5.3 Our First Aid training is provided by the British Red Cross and is approved by Ofqual and is relevant for the age of our children.
- 5.4 Please refer to our Qualified First Aiders list showing those who have completed either the First Aid at Work, Emergency First Aid at Work, Basic Life Support & AED Training or the Paediatric First Aid course.
- 5.5 Our First Aid box is accessible at all times and are kept in each EYFS Classroom.
- 5.6 Our First Aid training is local authority approved and is relevant for adults caring for young children.
- 5.7 We keep a written record of all accidents or injuries and first aid treatment, and we inform parent(s) and/or carer(s) of any accident or injury on the same day, or as soon as reasonably practicable, as well as any first aid treatment. All first aid treatment must be recorded in the duplicate Pupil First Aid Treatment Record book (See Appendix 1). This record must show the following information:
  - Pupil Name
  - Form Group
  - Date and Time the injury or symptoms occurred
  - Where the pupil was when the injury or symptoms occurred
  - Nature of injury or symptoms
  - Treatment given
  - Action Following the First Aid Treatment
  - Details of the Member of Staff Completing the First Aid Treatment Record

Once completed the white copy should be given directly to the parent when they collect their child.

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All minor accidents or injuries are recorded on the First Aid Treatment Record as described above.

If staff are in in doubt as to whether a separate Accident Record is needed they must seek advice from the Business Manager.

5.8 We know that we must notify Ofsted of any serious accident, illness or injury to, or death of, any child in our care, and of the action that we have taken. We aim to do so as quickly as possible and always within 14 days of the incident occurring. We are mindful that not to do so, without a reasonable excuse, would be committing an offence.

5.9 We must notify our local child protection agency, Hertfordshire Safeguarding Children Board of any serious accident or injury to, or the death of, any child in our care. We always act on their advice, if given to us.

## **6.0 Monitoring and Evaluation**

6.1 Our School's Leadership Team monitors the quality of our First Aid provision, including training for staff, on an annual basis. Our policy will be reviewed annually, accordingly. Compliance will be reported formally to the Cognita Compliance (UK) regional board, who acting in the role as the Proprietor, are responsible for ensuring that our School has a Health and Safety Policy including First Aid. (Health and Safety at Work 1974).

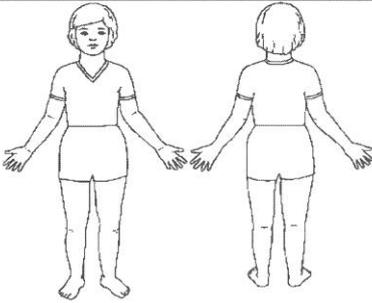
6.2 Regular reports are provided to our Governing Body which includes an analysis of First Aid treatment including the identification of any recurring patterns or risks, with the management actions to be taken accordingly.

6.3 Exception reporting is provided from the Governing Body, with any recommendations for Cognita, via the UK Compliance Committee.

## **7.0 Other Associated Policies and Procedures**

- Health, Safety & Welfare Policy
- Learning Outside the Classroom Policy
- Accident and Incident Recording & Reporting
- Allegations of Abuse Against Teachers and Other Staff
- Compliments & Complaints Policy Administration of Medicines Policy

Appendix 1

		<b>Duncombe School</b> <b>Pupil First Aid Treatment Record</b>		<b>Record Number:</b> 00950	
Pupil Name:				Form:	
<b>When did the injury or symptoms occur:</b>			<b>State which room or place the injury or symptoms occurred:</b>		
Date:		Time:			
<b>Nature of the injury or symptoms?</b>					
Suspected sprain or strain				Minor injury to the back/shoulder/chest	
Bruising				Nosebleed	
Cuts and grazes				Suspected fracture	
Wound infection				Nausea/Sickness	
Minor burn or scald				Stomach ache	
Minor head injury/head bump *				Headache	
Insect or animal bite				Temperature	
Minor eye injury				Asthma attack	
Other (specify)					
<b>Treatment:</b>			<b>Please mark area of injury or symptoms on diagram:</b>		
Wound cleaned					
Dressing applied					
Cold compress					
Monitor and support					
Own medicine e.g. inhaler (specify):					
Other (specify):					
<b>Action following First Aid treatment:</b>					
Parent/carer contacted				Unable to contact parent/carer	
Message left				Collected from school	
Well enough to remain in school				Emergency Services called	
Other (specify):					
<b>* Head injury / head bump information for parents:</b>					
A First Aider assessed and treated your child and no problems were evident. However, you should seek immediate medical advice if any of the following symptoms occur in the next 48 hours:					
• Unusual drowsiness		• Nausea or repeated vomiting		• Clumsy walking, staggering or dizziness	
• Change in behaviour / confusion		• Blurred vision		• Unresponsiveness	
• Severe / increasing headache		• Bleeding or fluid from ears or nose		• Slurred speech	
<b>IF YOU REQUIRE FURTHER INFORMATION PLEASE CONTACT THE SCHOOL OFFICE</b>					
<b>Details of the person filling out this First Aid Treatment Record:</b>					
Print name:		Signature:		Date:	
Comments:					

## Appendix 2

**Date:**

**Dear Parent**

**Ref.: Head Bump**

**NAME OF CHILD had a minor bump to their head today at DATE and TIME. Children often bump their heads with no further consequences. The School informs parents when a child bumps their head so parents can keep an eye on their child once they get home from School. This is because it is possible for a more serious internal injury to occur without obvious symptoms for several hours. The chance of serious injury is highly unlikely from a simple bump to the head. This email is not intended to alarm or worry you. It is intended to provide information that could prove vital in exceptional circumstances.**

**For your guidance, symptoms of serious head injury are listed below:**

- **Child seems disorientated.**
- **Impaired or loss of consciousness.**
- **Intense headache.**
- **Vomiting.**
- **Noisy breathing becoming slow.**
- **Unequal or dilated pupils.**
- **Weakness or paralysis of one side of the body.**
- **High temperature; flushed face.**
- **Drowsiness.**
- **A noticeable change in personality or behaviour, such as irritability.**
- **A soft area or depression of the scalp.**
- **Clear fluid or watery blood leaking from the ear or nose.**
- **Blood in the white of the eye.**
- **Distortion or lack of symmetry of the head or face.**

**If your child displays any of the above symptoms (they may not all be apparent), you may wish to seek immediate advice from your GP or local A&E Department.**

**As usual your child will have a first aid form in their bag detailing how the head bump happened.**

## **SAFEGUARDING STATEMENT**

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### **FIRST AID POLICY**

Date created: September 2013 IT

Date for review: Spring 2017

*Duncombe School is committed to maintaining a safe and secure environment for all pupils and a culture of vigilance' to safeguard and protect all in its care, and to all aspects of its 'Safeguarding Policy'.*