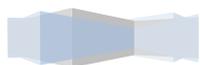


Holme Grange School
Whole School Policy Including EYFS



First Aid Policy

Date:	Amendment:	Reviewed by:	Authorised by:
11 th June 2015	Updated	Rebecca Margetts Matron	
4 th July 2016	Updated	Allyson Spence Matron	
July 2017	Reviewed	A Spence Matron	
15 th January 2018	Updated	A Spence Matron	



Holme Grange School

Whole School Policy Including EYFS



First Aid Policy

This policy document applies to the whole school including the Early Years Foundation Stage (*Little Grange and Reception Classes*).

First Aid is emergency care given to an injured person (in order to minimise injury and future disability) before professional medical care is available. Teachers and other staff are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of pupils in the same way that parents might be expected to act towards their children. In general, consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.

Risks

A risk assessment of First Aid needs is necessary to ensure adequate provision is available.

This should include:

- The identification of pupils with specific conditions, examples may include asthma, allergies.
- Personal care plans, including photo identification as necessary.
- The identification of specific hazards in school.
- When to call for further help
- The documentation of necessary treatment given
- Medical and dietary information charts will be displayed in the kitchen, School Office, dining room and first aid room.
- When a child has specific medical needs Holme Grange School will use the following guidance.

**Supporting pupils at school with medical conditions
Statutory guidance for governing bodies of maintained schools and proprietors of academies in England December 2015**



Responsibilities

The responsibility for Health and Safety, which includes First Aid, rests with the Governing Body and the Estate & Facilities Manager on a day to day basis.

The Head Teacher is responsible for putting the policy in place, including informing staff and parents.

All staff, and those parents with responsibility for children in school, should be aware of available First Aid personnel, facilities, and the location of First Aid boxes and information.

First Aid provision must be available at all times, including out of school trips, during PE and at other times when the school facilities are used e.g. Parents' Meetings.

Adequate First Aid cover will be provided in all school buildings, as well as during break times. If a staff member is on a trip or during a PE lesson then they must have access to a mobile telephone in order to summon help.

First Aiders must have attended a recognised First Aid Course approved by the Health and Safety Executive (HSE) and attend refresher courses every 3 years. They will be reliable, have good communication skills, an ability to cope with stress and able to absorb new knowledge.

The HSE states that First Aid does not include the administration of medicines, although there is no legal bar to doing so. Holme Grange School has an 'Administration of Medicine at School Policy' which clearly identifies the procedures and responsibilities of staff.

It is the responsibility of the Head Teacher, to ensure good First Aid practice is being carried out within the school and at events and activities organised by the school.

- First Aid Boxes are situated throughout the School. Lists of their locations are listed in the staff room for all staff to read.
- 10 Sports First Aid Bags are held in the medical room. They are available pitch side and for away matches.
- Matron's First Aid Bag is held in the school office.
- Day trip First Aid Bags are available for all educational visits and any necessary equipment for individual children with health care needs is provided by Matron.
- The contents of the First Aid Boxes and First Aid bags are to be regularly checked and maintained by Matron.
- All medicines are to be kept in a locked cabinet in the First Aid room and Little Grange. Matron will hold the key and be responsible for regular stock checks, Little Grange staff will hold the key in Little Grange.



Reporting & Recording of Accidents

Holme Grange School recognises that:

We have a duty to report incidents that involve the:

- Health & Safety at Work Act 1974
- Social Security Regulations 1979
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)

An unreliable accident / incident reporting system, or the under reporting of near miss incidents could lead to dangerous occurrences recurring which may result in personal injury to staff, parents or visitors.

Breach of the statutory requirement to report specific incidents to the Health & Safety Executive (HSE) may lead to prosecution.

The Appointed Person.

This person has the responsibility of taking charge during an incident and summoning help if needed.

A staff member who has completed the Nominated person 3 Day First Aid Course is always on the premises throughout periods of school operation and will assume this role in the event of an incident.

Staff completing the course at Holme Grange School are:-

Mrs Claire Robinson – Headteacher

All other staff receive first aid training specific to their areas and the records are held in the School Office and displayed in the Staff room.

Procedures

At Holme Grange School we make every effort to minimise the risk of accidents but we recognise that accidents may still occur. All accidents to pupils, staff, parents and visitors will be recorded. A copy of all accident forms will be sent to the Head Teacher.



For children the following procedure shall be followed:

Once the child has been treated, all details regarding the accident will be recorded. Daily 'minor scrapes and knocks' will be recorded in the treatment book and the details entered onto the child's individual medical notes.

In Little Grange daily 'minor scrapes and knocks' will be recorded onto the Little Grange accident and incident form (appendix 3). This form will be signed by the parent or nominated adult collecting the child from Little Grange.

In the case of a head injury, however minor, a note is sent home to parents (appendix 1) documenting details of the incident. Matron will also call the parents if she is concerned in anyway e.g. if there is a visible mark on a child's face

Matron will also provide further guidance for more serious head bumps (appendix 2)

If it is necessary to give medication as part of first aid treatment, a note is sent home to parents (appendix 1) documenting details of the condition and medication administered.

Any significant accident or injury will be recorded in the Accident book, parents will be informed by telephone after the incident and a copy of the accident form will be sent home.

In the event of a serious incident and it is deemed necessary, the appointed person will call an ambulance. The appointed person will then contact the child's parents. A member of staff will accompany the child to hospital in the ambulance if the parent is unable to get to the school.

Suspected fractures

Staff with First Aid responsibility should note the following:

In determining whether a child has suffered a bone fracture, bearing in mind that fractures are sometimes difficult to identify, signs may include the following (they do not all have to be present):

- Swelling or bruising over a bone
- Deformity of an arm or leg
- Pain in the injured area that gets worse when moved or when pressure is applied
- An inability to bear weight on the affected foot, ankle, or leg
- Loss of function in the affected area
- In open fractures, bone protruding from the skin.



Staff with First Aid responsibility should, in cases where a fracture is suspected, err on the side of caution and seek further medical diagnosis/assistance from a drop in centre or hospital.

Procedure following injury to staff or visitors:

Once the individuals have been treated, all details regarding the accident will be recorded in the accident book. An investigation into the accident should be undertaken immediately or at least on the same day. A judgement should be made as to what can be done to reduce the risk of similar accidents occurring again.

An accident book is kept in the School Office. The First Aider should complete the relevant sections, detach the 'Accident/ Injury Record Sheet' and give to the Estates Manager for further investigation. Records should be stored for three years.

All accidents will be reviewed and reported by Matron at the Health and Safety Committee.

The Head Teacher will ensure that accidents, which are reportable to the Health & Safety Executive, are reported using the Riddor reporting system. Guidance can be found at www.hse.gov.uk/riddor/.

Children becoming unwell during the day

The Appointed Person is responsible for the care of children that become unwell, during the day.

Parents will be contacted to collect their child if necessary. Facilities are available for the child to rest in the medical room.

Advice and exclusion periods if necessary will be discussed with the parents.

Exclusion periods following illness are available for all parents on the school website and advice can be sought from Matron. Guidelines are taken from Department of Health Guidance on Infection Control in Schools.

Treatment

Gloves and aprons are to be worn at all times when dealing with any body fluids. Body fluids spills kits are available from the medical room. Cleaning equipment can be found in the medical room, including cleaning materials and a separate mop.

Any body fluids will be covered with absorbent granules, collected with a scoop and placed in a clinical waste bag. The estates and facilities manager must then be contacted to arrange a thorough clean.

All soiled dressings, gloves etc will be disposed of in a clinical waste bin. Wounds will be cleaned and appropriate dressings applied.

Health Care Plans

There will be occasions when pupils are admitted to school with a medical condition that, whilst it does not preclude their attendance at the school, could restrict what activities they can undertake as well as require the administration of medicines on a regular basis. Examples of this are (but not limited to): diabetes, skin conditions and broken limbs.

Where it is felt that a child may fall into this category a Health Care Plan (HCP) is to be completed. HCPs are only required where the duration of the condition will be for longer than 3 weeks. The HCP has 3 key elements:

- **Medical/Medicine Issues.** These fall to the school Matron to determine what, if any medical/medicine support the condition may require.
- **Support in Emergency Situations.** The Estates and Facilities Manager is responsible for ensuring that any Personal Evacuation Plan is raised is necessary.
- **Day to Day Support (Risk Assessment).** The Class Teacher is responsible for ensuring that a Risk Assessment is raised which covers all activities that the child might undertake during the school day. A specific risk assessment should also be completed if the child is expected to attend a school trip. Where the condition is long term (such as diabetes) it is acceptable to have a one generic risk assessment for school trips with the HCP so long as the relevant school trip risk assessment acknowledges the pupil's condition. Advice about risk assessments can be sought from the Estates and Facilities Manager.

The HCP form is at the Annex to this policy. If a child leaves the school and is likely to be joining a new school with their medical condition still in place then their new school is to be informed.





Holme Grange School
Heathlands Road
Wokingham
Berkshire
RG40 3AL
0118 9781566

INDIVIDUAL HEALTH CARE PLAN -

Date of Plan:

<p>Childs Name:</p> <p>Date of Birth:</p> <p>Class:</p> <p>Medical Diagnosis/Condition:</p>	<p>Photograph here</p>
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These are my symptoms:



This is how I need you to help me:

These are the considerations you need to have for me during the school day or on a school trip:

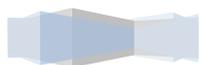
Please see attached Risk Assessment – School Day

Please see attached Risk Assessment – School Trip

I might need the following medicines during the day:

In an emergency:

Please see attached PEP



Contact Numbers:

Parents:

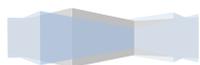
GP:

Hospital/Clinic:

This plan will be updated:

My parents signature:

Matron:



Appendix 1

Visit to Matron

Date _____ Time _____

Childs Name _____

Reason for Visit _____

Any treatment given _____

Medication Given _____

Dose _____ Time _____

Signed _____

Print Name _____



Appendix 2

Dear Parent

I am satisfied that your child's injury does not appear to be serious. However, please observe the following points until he/ she is fully recovered.

NORMAL SYMPTOMS.

Some minor symptoms are normal following a head injury. These include:

1. **Feeling generally miserable and "off colour"**
2. **Loss of appetite.** Your child may feel sick or may just be off his/her food. Do not force food but make sure he/she has plenty to drink.
3. **Increased tiredness.** Your child may wish to go to sleep earlier than usual, or sleep during the day when he/she no longer does so normally. It is alright to let your child sleep following a head injury if he/she wants to. Provided your child is sleeping normally just pop in and see them from time to time.
4. **Lack of interest or concentration.** Older children may complain of headache, you may give them Calpol or Nurofen if they do. Headache in younger children may show as irritability or fretfulness.

If your child is feeling unwell allow him/her to rest as much as possible. Keep him/her at home and discourage activities such as sport or watching television. These symptoms will improve steadily and your child will be back to normal within a day or so.

ABNORMAL SYMPTOMS

Even after a minor injury complications may occasionally occur. **You should seek medical advice via your GP, Minor Injuries Unit or Accident and Emergency Department if he/she develops any of the following:-**

1. **Becoming steadily more sleepy**, or is difficult to rouse from sleep.
2. **Appears to be confused** or does not seem to understand what is said to him/her.
3. **Is sick several times.** (Vomiting once soon after a head injury is common and less serious).
4. **Complains of a severe headache or any visual disturbance.**
5. **Cries in a continual and irritable way and cannot be settled.**
6. **Has any sort of attack which you think is a fit.**

Useful numbers:-

NHS Direct
0845 4647

Urgent Care Centre, Brant's Bridge, Bracknell
01344 662900

- 12 -



Appendix 4

Little Grange Accident and Incident Form

Child's Name _____ Date _____

Account of Accident

Treatment Given

Treated by:

Signature of Parent or Carer



Location of First Aid Kits

No	Location	Equipment
1	Pre-Prep (Year 1 Corridor)	Standard First Aid Kit
2	Reception (Matron's Desk)	Sports First Aid Kit Defibrillator
3	Art Studio	Standard First Aid Kit
4	DT Room	Standard First Aid Kit
5	Entrance to Scott Wing	Standard First Aid Kit
6	Ground Floor Scott Wing	Standard First Aid Kit
7	Food Tech	Standard First Aid Kit + Blue Plasters Burns Kit
8	Biology Lab	Standard First Aid Kit Burns Dressing Eye Wash Station
9	Science Prep Room	Standard First Aid Kit Burns Dressing Eye Wash Station
10	Chemistry Lab	Standard First Aid Kit Burns Dressing Eye Wash Station
11	Physics Lab	Standard First Aid Kit Burns Dressing Eye Wash Station
12	John Graves Wing	Standard First Aid Kit
13	John Graves Wing	Duty Bag
14	Art and DT	Standard First Aid Kit
15	Langton Building	Standard First Aid Kit

16	Kitchen	Catering First Aid Kit Eye Wash
17	Eaton Grange Ground Floor	Standard First Aid Kit
18	Sports Hall	Standard First Aid Kit + Ice Pack
19	Caudwell Hall Ground Floor	Standard First Aid Kit
20	Reception (Classroom)	Standard First Aid Kit Baby Wipes
21	Reception (Classroom)	Duty Bag
22	Little Grange	Standard First Aid Kit Extra Plasters Burns Gel
23	Cricket Pavilion	Standard First Aid Kit
24	Swimming Pool	Eye Wash Station for chemical room Sports First Aid Kit Swimming Pool Kit
25	Work Shop	Standard First Aid Kit Burns Dressing Eye Wash Station
26	Mini Bus 1	Standard Public Service Vehicle Kit
27	Mini Bus 2	Standard Public Service Vehicle Kit
28	Mini Bus 3	Standard Public Service Vehicle Kit
29	Mini Bus 4	Standard Public Service Vehicle Kit
30	Maintenance Van	Standard Public Service Vehicle Kit
31	Sports First Aid Bags	Sports First Aid Kit
32	School Trip First Aid Bags	Standard First Aid Kit