

# Holme Grange School

## Whole School Policy Including EYFS



### First Aid Policy

<b>Date:</b>	<b>Amendment:</b>	<b>Reviewed by:</b>	<b>Authorised by:</b>
11 <sup>th</sup> June 2015	Updated	Rebecca Margetts Matron	
4 <sup>th</sup> July 2016	Updated	Allyson Spence Matron	
July 2017	Annual Review	A Spence Matron	
15 <sup>th</sup> January 2018	Updated	A Spence Matron	
20 <sup>th</sup> June 2019	Annual Review	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*).**

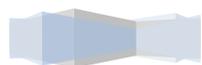
First Aid is emergency care given to an injured person (in order to minimise injury and future disability) before professional medical care is available. Teachers and other staff are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of pupils in the 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.
- 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.

At Holme Grange all accidents & incidents are reported via the Every system and where applicable reported to RIDDOR by the Estates Manager.

### **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 will be on the premises between 8.15am and 4.45pm and will assume this role in the event of an incident.

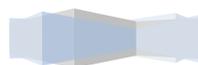
Staff completing the course at Holme Grange School are:-

Mrs Allyson Spence – Matron

All staff receive first aid training specific to their role in the school, updated as appropriate, 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 via the Every system.



**For children the following procedure shall be followed:**

Once the child has been treated, all details regarding the accident will be recorded on the Every system.

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 if 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.

**Concussion**

As part of our schools protocol we have the following measures in place when dealing with concussion. As part of the schools ongoing first aid training Sports Staff and Office staff have received Concussion Training on how to deal with and recognise a concussion. Staff are also required to complete the Educare online training module on Concussion Awareness. In all sports First Aid kits which are taken out to matches we carry a Pocket Concussion Recognition tool which highlights removing any player from the activity if a concussion is suspected and not returning until they are assessed medically. In addition to this several of our sports staff have carried out the Headcase training as part of our RFU rugby training to



follow good procedures. In line with RFU guidelines we advise that pupils have a graduated return to training after 14 days and play after 23 days rest at Junior Level.

### **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/](http://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.

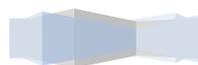
All soiled dressings, gloves etc will be disposed of in a clinical waste bin. Wounds will be cleaned and appropriate dressings applied.

### **Mental Health First Aid**

### **Health Care Plans**

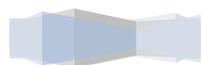
There will be occasions when pupils are admitted to school with a medical condition that, whilst it does not preclude their attendance at the school, could restrict what activities they can undertake as well as require the administration of medicines on a regular basis. Examples of this are (but not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

<b>INDIVIDUAL HEALTH CARE PLAN</b>	<b>Date of Plan:</b>
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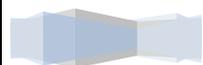
<b>Childs Name:</b>  <b>Date of Birth:</b>  <b>Medical Diagnosis/Condition:</b>	
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<b>These are my symptoms:</b>
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<b>This is how I need you to help me:</b>
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<b>In an emergency:</b>
<b>Contact Numbers:</b>

<b>This plan will be updated:</b>	
<b>My parents signature:</b>	<b>Date:</b>
<b>Matron:</b>	<b>Date:</b>



**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

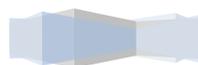
Even after a minor injury complications may occasionally occur. **You should seek medical advice via your GP, Minor Injuries Unit or Accident and Emergency Department if he/she develops any of the following:-**

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



**Appendix 4**

**Little Grange Accident and Incident Form**

Child's Name \_\_\_\_\_ Date \_\_\_\_\_

Account of Accident

Treatment Given

Treated by:

**Signature of Parent or Carer**



## **Appendix 5 – Paediatric First Aid trained staff**

### **12 hour Paediatric First Aid**

<b>Name</b>	<b>Date</b>	<b>Expires</b>
Allyson Spence	May 2017	May 2020

### **12 hour Paediatric Blended Learning First Aid Training & Adrenaline Pen**

<b>Name</b>	<b>Date</b>	<b>Expires</b>
Nicole Baldwin	27 <sup>th</sup> September 2017	26 <sup>th</sup> September 2020
Kathryn Carroll	27 <sup>th</sup> September 2017	26 <sup>th</sup> September 2020
Claire Cox	27 <sup>th</sup> September 2017	26 <sup>th</sup> September 2020
Rena De Souza	27 <sup>th</sup> September 2017	26 <sup>th</sup> September 2020
Amelia Edge	27 <sup>th</sup> September 2017	26 <sup>th</sup> September 2020
Kath Farrar	27 <sup>th</sup> September 2017	26 <sup>th</sup> September 2020
Jane Fifield	27 <sup>th</sup> September 2017	26 <sup>th</sup> September 2020
Rebekah Frost	27 <sup>th</sup> September 2017	26 <sup>th</sup> September 2020
Loretta Gericke	27 <sup>th</sup> September 2017	26 <sup>th</sup> September 2020
Sally Hand	27 <sup>th</sup> September 2017	26 <sup>th</sup> September 2020
Sarah Mason	27 <sup>th</sup> September 2017	26 <sup>th</sup> September 2020
Maggie Poland	27 <sup>th</sup> September 2017	26 <sup>th</sup> September 2020
Sharon Short	27 <sup>th</sup> September 2017	26 <sup>th</sup> September 2020
Coleen Stewart	27 <sup>th</sup> September 2017	26 <sup>th</sup> September 2020
Beth Wescombe	27 <sup>th</sup> September 2017	26 <sup>th</sup> September 2020
Lesley Wooster	27 <sup>th</sup> September 2017	26 <sup>th</sup> September 2020



## First Aid Kits Located in School

Location	Equipment
Reception (Matron's Desk)	Sports First Aid Kit Defibrillator
Pre-Prep (Year 1 Corridor)	Standard First Aid Kit
Art Room	Standard First Aid Kit
DT Room	Standard First Aid Kit
Entrance to Scott Wing	Standard First Aid Kit
Junior Science Lab	Standard First Aid Kit Burns Dressing Eye Wash Station
Food Tech	Standard First Aid Kit + Blue Plasters Burns Kit
Biology Lab	Standard First Aid Kit Burns Dressing Eye Wash Station
Science Prep Room	Standard First Aid Kit Burns Dressing Eye Wash Station
Chemistry Lab	Standard First Aid Kit Burns Dressing Eye Wash Station
Physics Lab	Standard First Aid Kit Burns Dressing Eye Wash Station
John Graves Wing	Standard First Aid Kit Duty Bag
Staff Room	Standard First Aid Kit
Langton Building	Standard First Aid Kit
Kitchen	Catering First Aid Kit Eye Wash
The Grange	Standard First Aid Kit

Eaton Grange Art Room	Standard First Aid Kit Eye Wash Station
Eaton Grange Staff Work Room	Standard First Aid Kit
Sports Hall	Standard First Aid Kit + Ice Packs
Caudwell Hall Kitchen	Standard First Aid Kit
Reception (Classroom)	2 x Standard First Aid Kits & Baby Wipes Duty Bag
Little Grange	Standard First Aid Kit Burns Gel
Cricket Pavilion	Standard First Aid Kit
Swimming Pool	Eye Wash Station for chemical room Sports First Aid Kit
Work Shop	Standard First Aid Kit Burns Dressing Eye Wash Station
Mini Bus 1	Standard Public Service Vehicle Kit
Mini Bus 2	Standard Public Service Vehicle Kit
Mini Bus 3	Standard Public Service Vehicle Kit
Mini Bus 4	Standard Public Service Vehicle Kit
Maintenance Van	Standard Public Service Vehicle Kit
Sports First Aid Bags	Sports First Aid Kit
School Trip First Aid Bags	Standard First Aid Kit

