

Holme Grange School

Whole School Policy Including EYFS



First Aid Policy

Date:	Amendment:	Reviewed by:
11 th June 2015	Updated	Rebecca Margetts Matron
4 th July 2016	Updated	Allyson Spence Matron
July 2017	Annual Review	A Spence Matron
15 th January 2018	Updated	A Spence Matron
20 th June 2019	Annual Review	A Spence Matron
2 nd September 2020	Updated	A Spence Matron
1 st October 2020	Amended	A Spence Matron
17 th November 2020	Amended	RC Plumpton
1 st September 2021	Annual Review & Updated	A Spence Matron
5 th September 2022	Annual Review & Updated	A Spence Matron
September 2023	Next Update	



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 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 Head of Estate & Facilities 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.

EYFS – there will always be a paediatric first aid trained member of staff on site and they will attend outings when EYFS children are present.

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

Mr Darren Gosling – HR Manager

Mrs Karen Stollery – Pre-Prep Lead Teaching Assistant

Mrs Julie Boret – Eaton Grange Lead Learning Support Assistant

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 and then updated onto the Every system.

EYFS parents will be notified on the day (or as soon as reasonably practicable) of any accident and what first aid was administered.

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 onto the Every System, parents will be informed by telephone after the incident and a note 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 on the Every system. The Head of Estates & Facilities should be informed so that they can investigate the accident 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. 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. Children that become unwell in the classroom or alternative locations will be sent with another student or member of staff to Matron who will then take on the responsibility of their care.



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

If the child is not well enough to go to Matron then she will be called by a member of staff and she will attend to the child in their classroom/location

Advice and exclusion periods if necessary will be discussed with the parents. The school policy is that any child or staff member should refrain from school for a period of 48hours after the symptoms of any sickness and/or diarrhoea have ceased.

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

Face mask, 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. Head of Estates & Facilities 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

Please see the Positive Mental Health Policy

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 Head of Estates and Facilities.

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.

Provisions during COVID-19 Pandemic

Parents/Pupils/Staff are to advise the school office if they are unwell by ensuring that those who have COVID-19 symptoms do not attend school. Government guidelines will be followed if someone in their household has COVID-19.

If Parents/Pupils/Staff display any of the following symptoms -high temperature; a new, continuous cough; or a loss or change to their sense of taste or smell – they are asked not to come to school. In the event of a parent, staff member or pupil experiencing symptoms, we advise testing with the result communicated to school as soon as possible in order to protect the whole school community.

If a pupil develops the symptoms of COVID-19 during the school day (high temperature; a new, continuous cough; or a loss or change to their sense of taste or smell) then the following steps should be taken:

- All staff attending a body fluid spill must wear a face mask, gloves and apron when dealing with the situation.



- The Pupil should inform their form teacher immediately who will give them a disposable face covering, if they do not have their own, and direct them to the School office where Matron will ensure they are isolated in 'Norway' behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required. Ideally, a window will be opened for ventilation.
- If it is not possible to isolate them, they will be moved to an area which is at least 2 metres away from other people.
- If they need to go to the bathroom while waiting to be collected, the staff bathroom in the main reception area has been designated. The bathroom will be cleaned and disinfected using standard cleaning products before being used by anyone else.
- If they are around the school site (e.g. in lessons or at an activity), the pupil should inform an adult who will give them a face covering and they should make their way to the school office.
- Matron is provided with adequate PPE (Face shield, face mask, apron and gloves) which is to be worn when looking after pupils showing symptoms of COVID-19
- Matron will work at a safe distance where this is practical
- If COVID-19 is suspected, Matron will advise the Head or Deputy Head, and the Head of School. Parents will be contacted in order to arrange for the pupil to be collected and taken home. Advice will be given regarding accessing a COVID-19 test.
- If the test is negative, the pupil may return to normality although it is likely that the symptomatic pupil may have another illness and should only return when fully well
- If the test is positive, Category 1 contacts will be contacted and required to isolate for 14 days
- ***In all cases Holme Grange School will work in liaison with our local public health teams***



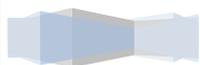


Holme Grange School
Heathlands Road
Wokingham
Berkshire
RG40 3AL
0118 9781566

INDIVIDUAL HEALTH CARE

Date of Plan:

Childs Name:	
Date of Birth:	
Medical Diagnosis/Condition:	
These are my symptoms:	
This is how I need you to help me:	
In an emergency:	
Contact Numbers:	
This plan will be updated:	
My parents signature:	Date:
Matron:	Date:



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

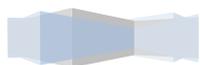
Child's Name _____ Date _____

Account of Accident

Treatment Given

Treated by:

Signature of Parent or Carer



Training record of Staff First Aid Qualifications

First Aid at Work (Nominated Person)

Name	Date	Expires
Allyson Spence	19 th January 2022	18 th January 2025
Darren Gosling	August 2021	August 2024
Karen Stollery	August 2021	August 2024
Julie Boret	August 2021	August 2024

12 hour Paediatric First Aid

Name	Date	Expires
Claire Cox	28 th August 2020	29 th August 2023
Allyson Spence	13 th September 2020	12 th September 2023

12 hour In-House Paediatric First Aid Training & Adrenaline Pen

Name	Date	Expires
Gemma Harrison	23 rd September 2020	22 nd September 2023
Karen Stollery	23 rd September 2020	22 nd September 2023
Beth Wescombe	23 rd September 2020	22 nd September 2023
Sarah Mason	23 rd September 2020	22 nd September 2023
Dominique Renouf-Soar	23 rd September 2020	22 nd September 2023
Octavia Medlock	23 rd September 2020	22 nd September 2023
Beena Rubbani	23 rd September 2020	22 nd September 2023
Coleen Stewart	23 rd September 2020	22 nd September 2023
Katie Patel	23 rd September 2020	22 nd September 2023
Nicole Baldwin	23 rd September 2020	22 nd September 2023
Emma Wootton	23 rd September 2020	22 nd September 2023
Sharon Short	23 rd September 2020	22 nd September 2023
Jane Fifield	23 rd September 2020	22 nd September 2023
Loret Gericke	23 rd September 2020	22 nd September 2023
Rebekah Frost	23 rd September 2020	22 nd September 2023
Richard Frost	23 rd September 2020	22 nd September 2023
Hannah Poland	23 rd September 2020	22 nd September 2023



Grace Farrell	23 rd September 2020	22 nd September 2023
Camilla Plescia	23 rd September 2020	22 nd September 2023
Bella Lane	23 rd September 2020	22 nd September 2023
Kat Lewcock	23 rd September 2020	22 nd September 2023
Laurissa Field	23 rd September 2020	22 nd September 2023
Lee Bradley	23 rd September 2020	22 nd September 2023
Lydia Ball	23 rd September 2020	22 nd September 2023
Dean Eley	23 rd September 2020	22 nd September 2023
Ally Kelly	7 th January 2021	8 th January 2024

6 Hour Emergency Sports First Aid

Name	Date	Expires
Charlie Gingell	2 nd September 2021	1 st September 2024
Scott Dewar	2 nd September 2021	1 st September 2024
Rebecca Fuller	2 nd September 2021	1 st September 2024
Philippa Brown	2 nd September 2021	1 st September 2024
Georgina Wright	2 nd September 2021	1 st September 2024
Natalie O'Brien	2 nd September 2021	1 st September 2024
Berenice Grimshaw	2 nd September 2021	1 st September 2024
Will Hopkins	2 nd September 2021	1 st September 2024
Ally Kelly	2 nd September 2021	1 st September 2024
Jack Taylor	2 nd September 2021	1 st September 2024
Dean Eley	2 nd September 2021	1 st September 2024

6 Hour Emergency First Aid at Work for Schools

Name	Date	Expires
Jaya Baxter	2 nd September 2021	1 st September 2024
Danielle Marriott	2 nd September 2021	1 st September 2024
Jill Dever	2 nd September 2021	1 st September 2024
Jo Stone	2 nd September 2021	1 st September 2024
Anthony Cook	2 nd September 2021	1 st September 2024
Madeleine Graham	2 nd September 2021	1 st September 2024
Amanda Russell	2 nd September 2021	1 st September 2024



Octavia Medlock	3 rd September 2021	2 nd September 2024
Rebecca Job	3 rd September 2021	2 nd September 2024
Nina Cummings	3 rd September 2021	2 nd September 2024
Lisa Thomas	3 rd September 2021	2 nd September 2024
Karena Smallbone	3 rd September 2021	2 nd September 2024
Angela McMullen	3 rd September 2021	2 nd September 2024
Jorge Pereira	3 rd September 2021	2 nd September 2024
Deborah Upham	3 rd September 2021	2 nd September 2024
Sandra Ebbage	3 rd September 2021	2 nd September 2024
Nicola Martin	3 rd September 2021	2 nd September 2024
Lesley Wooster	3 rd September 2021	2 nd September 2024
Allison Atkins	3 rd September 2021	2 nd September 2024
Lydia Ball	3 rd September 2021	2 nd September 2024
Daniel Spence	3 rd September 2021	2 nd September 2024
Thomas Greenwood	3 rd September 2021	2 nd September 2024



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
Laundry Room	Standard First Aid Kit
Junior Science Lab	Standard First Aid Kit Burns Dressing Eye Wash Station
Downstairs Science Lab	Standard First Aid Kit Burns Dressing Eye Wash Station
Science Prep Room	Standard First Aid Kit Burns Dressing Eye Wash Station
Physics Lab	Standard First Aid Kit Burns Dressing Eye Wash Station
Biology Lab	Standard First Aid Kit Burns Dressing Eye Wash Station
Chemistry Lab	Standard First Aid Kit Burns Dressing Eye Wash Station
Food Tech	Standard First Aid Kit + Blue Plasters Burns Kit
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 Kitchen	Standard First Aid Kit
Sports Hall	Standard First Aid Kit + Ice Packs
Music Room	Standard First Aid Kit
Caudwell Hall Kitchen	Standard First Aid Kit
Reception (Classrooms)	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 x 2	Eye Wash Station for chemical room Sports First Aid Kit
Maintenance Room	Standard First Aid Kit Burns Dressing Eye Wash Station
Work Shop	Standard First Aid Kit Burns Dressing Eye Wash Station
Mini Buses	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

