

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
17 th November 2023	Annual Review & Updated	A Spence, K Amo, C Cox & LG



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. 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 on a day to day basis.

The Head 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.
- The School Nurse's First Aid Bag is held in the medical room
- 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 and the School Nurse
- The contents of the First Aid Boxes and First Aid bags are to be regularly checked and maintained by Matron, the School Nurse and
- At school all medicines are to be kept in a locked cabinet in the First Aid room Matron & the School Nurse will hold the key and be responsible for regular stock checks.
- In Little Grange all medicines are to be kept in a locked cabinet in the Nursery Manager's Office and she will hold the key and be responsible for regular stock checks. Named key holders are assigned by the Nursery Manager.



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 Every system and where applicable reported to RIDDOR by the Estates Manager.

In Little Grange accidents and incidents are recorded on Family and shared with parents.

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.

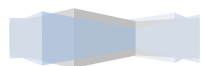
Staff completing the course at Holme Grange School are:-

Mrs Kelly Amor – School Nurse

Mrs Allyson Spence – Matron

Mr Darren Gosling – HR Manager

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. In Little Grange accidents are recorded on Family and shared with parents.

For children attending our main school site, 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 Reception daily 'minor scrapes and knocks' will be recorded onto the accident and incident form (appendix 3). This form will be signed by the parent or nominated adult collecting the child from Reception and then updated onto the Every system by matron. 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, parents are contacted: the form in appendix 1 is available if necessary however a phone call – recorded appropriately in the medical log - is the usual method of initial communication.

The phone call will be followed up with the standard head bump/injury letter (Appendix 2), this being issued on the day of the head injury/bump, and recorded on CPOMS. The letter provides further guidance for more serious head bumps.

The incident log will document details of the incident.

Matron or the School Nurse would also call the parents if a child sustains, through injury, a visible mark on the face



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:

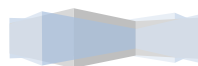
- As part of the schools ongoing first aid training Sports Staff and Office staff have received Concussion Training on how to deal with and recognise a concussion.
- Staff are also required to complete the Educare online training module on Concussion Awareness.
- In all sports First Aid kits which are 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 the School Nurse and Matron at the Health and Safety Committee.

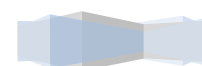
The Head Teacher will ensure that accidents, which are reportable to the Health & Safety Executive, are reported using the Riddor reporting system. Guidance can be found at www.hse.gov.uk/riddor/.

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 or the School Nurse who will then take on the responsibility of their care. In Little Grange they remain under the care of their key worker, who will make contact with parents and supervise until parents arrive.

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

If the child is not well enough to go to Matron or the School Nurse they will be called by a member of staff and they 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 48 hours 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 or the School Nurse. 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 spill kits are available from the medical room. Cleaning equipment can be found in the medical room, including cleaning materials and a separate mop.

In Little Grange equipment is in each changing area.

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

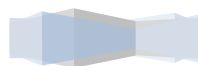
Please see the Positive Mental Health Policy

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 and School Nurse 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. In EYFS settings daily risk assessments are carried out and a record kept.

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

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 _____

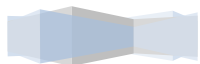
Any treatment given _____

Medication Given _____

Dose _____ Time _____

Signed _____

Print Name _____



Appendix 2

Appendix 2

Dear Parent / Guardian

As you are aware your child has had a head injury / head bump at school.

Most head injuries are not serious, but you should get medical help if your child has any symptoms after a head injury.

The NHS advises that you visit your local emergency department if your child has any of the below symptoms:

- Vomited since the injury
- A headache that does not disappear with painkillers
- A change in behaviour
- Been crying more than usual
- Memory problems
- Has a blood clotting disorder
- Has had a brain surgery in the past

Call 999 if your child has any of the following:

- A seizure
- Difficulty staying awake
- Clear fluid or bleeding coming from their ears
- Numbness or weakness to a part of their body
- Problems with walking, balance, speaking or writing

USEFUL WEBSITES AND NUMBERS:

<https://www.nhs.uk/conditions/head-injury-and-concussion/>

<https://frimley-healthiertogether.nhs.uk/parents-carers/my-child-has-hurt-themselves-injuries/head-injury>

NHS Direct

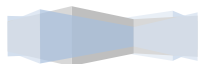
0845 4647

Urgent Care Centre, Brant's Bridge, Bracknell

01344 662900

- 12 -

Following the diagnosis of a concussion your child should refrain from any contact sports for 3 weeks. Most non-contact sports can start after 2 weeks.



Appendix 3

Reception 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
Kelly Amor	26 th September 2022	25 th September 2025
Allyson Spence	19 th January 2022	18 th January 2025
Darren Gosling	August 2021	August 2024
Julie Boret	August 2021	August 2024
Sheila Peffers-Moore	1 st December 2021	1 st December 2024
Estelle Meiers	8 th December 2021	7 th December 2024

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

Name	Date	Expires
Ally Kelly	7 th January 2024	8 th January 2024
Claire Cox	27 th May 2023	26 th May 2026
Gemma Harrison	27 th May 2023	26 th May 2026
Katie Patel	27 th May 2023	26 th May 2026
Emma Wootton	27 th May 2023	26 th May 2026



Camilla Plescia	27 th May 2023	26 th May 2026
Claire Fludger	27 th May 2023	26 th May 2026
Nicole Baldwin	27 th May 2023	26 th May 2026
Sarah Mason	4 th October 2023	3 rd October 2026
Sharon Short	4 th October 2023	3 rd October 2026
Jane Fifield	4 th October 2023	3 rd October 2026
Joyce Yim	4 th October 2023	3 rd October 2026
Lauren Fatcher	9 th November 2023	8 th November 2026
Hannah Cluett	9 th November 2023	8 th November 2026

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



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
Dean Eley	2 nd September 2021	1 st September 2024

6 Hour Emergency First Aid at Work for Schools

Name	Date	Expires
Danielle Marriott	2 nd September 2021	1 st September 2024
Jill Dever	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
Rebecca Lucas	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
Louise Rosam	2 nd October 2022	1 st October 2025

6 Hour Emergency First Response First Aid Course

Lee Bradley	25 th September 2023	26 th September 2025
Monika Nemethi	25 th September 2023	26 th September 2025
Laurissa Field	25 th September 2023	26 th September 2025
Millie Simons	25 th September 2023	26 th September 2025
Harry Millar	15 th October 2023	16 th October 2025
Grace Farrell	15 th October 2023	16 th October 2025
Bella Lane	15 th October 2023	16 th October 2025



David Boynes	18 th October 2023	19 th October 2026
Richard Frost	30 th October 2023	31 st October 2026

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
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
Medical Room –School Nurse’s Bag	Sports First Aid Kit
Medical Room - School Trip First Aid Bags	Standard First Aid Kit
Medical Room -Sports First Aid Bags	Sports First Aid Kit
Little Grange	Kitchen - Standard First Aid Kit Kitchen - Burns Dressing Manager’s Office - Standard First Aid Kit Soft Playroom - Standard First Aid Kit Work rooms – Duty First Aid Bags

