



FROEBEL HOUSE SCHOOL FIRST AID POLICY

At Froebel House School we do not discriminate against any child or adult on the grounds of race, disability, gender, age, gender reassignment, pregnancy, maternity, religion or belief, sex, or sexual orientation. We embrace the individuality of all our community members and comply fully with the Equality Act 2010.

Introduction

The First Aid policy supports that we treat every pupil with respect and dignity, create a safe environment for all pupils and staff and take a holistic approach to health care. The first aid policy has been put together in line with DfE guidance: First Aid in Schools and Health and Safety in School.

Aims

The aims of our first aid policy are to:

- Ensure the health and safety of all pupils, staff and visitors;
- Ensure staff are aware of their responsibilities with regards to health and safety;
- Provide a framework for responding to an incident and recording and reporting the outcomes.

First aid at Froebel House School will be carried out by a trained first aider, in lines with HSTS training. Emergency first aid will be carried out at the scene of an incident, all injuries dealt with safely and professionally by the trained first aider.

First Aid Kits and equipment

First aid kits will be used for day trips and excursions, all treatment performed by a trained first aider. First aid kits will be checked when returned and stock checked monthly using a checklist method.

Safeguarding/Child Protection

The health care assistants may treat an injured pupil and have safeguarding concerns. Injuries relating to safeguarding issues will be treated immediately, and the safeguarding designated lead will be informed immediately. The school will follow its Child Protection Policy.

Information about pupils

All staff will be made aware of which pupils have access to asthma inhalers, EpiPens, injections, or similar medical equipment and for whom individual healthcare plans have been created. This is important in order that all staff are prepared to deal with medical emergencies relating to these conditions no matter where in school the pupil is.

Minor Accidents and Injuries

The adult in charge initially looks after the injured party. If deemed necessary, a First Aider will tend to the pupil.

No medicines are administered, cuts are cleaned with water or sterile un-medicated wipes and bandages are applied if deemed appropriate.

The use of disposable plastic gloves is mandatory at all times.

Minor Cuts and Bruises

In all cases of injury, it is understood that there is at least one adult present:

- A first aider should administer first aid if appropriate. If the first aider is not available, any member of staff may clean the wound.
- Class teacher is informed by the first aider.
- Teacher observation is maintained
- Pupils are advised to show/tell parents

Sprains/Bruises

- A first aider should administer first aid if appropriate. If the first aider is not available, any member of staff may implement the process of rest, ice, compress and elevate
- If in doubt, parent/s are contacted
- Teacher observation is maintained

Head Injuries

Accidents involving the pupil's head can be problematic because the injury may not be evident, and the effects only become noticeable after a period.

Where emergency treatment is not required, a standard incident slip will be completed and sent home to the child's parent/carer. The first aider dealing with the bump to the head will ask office staff to call home as soon as possible to inform parents/carers.

More Serious Accidents and Injuries

Parents are immediately informed, particularly if there is a suspicion of broken bones/head or eye injuries. The pupil is kept under close observation until parents/carers arrive, with the emphasis on making the pupil as comfortable and as settled as possible.

Stings/Bites

If the case is serious parent/s are contacted – no stings should be removed.

Very Serious Injuries

In the event of a very serious injury, parents/carers are immediately contacted. If the considered opinion of the staff is that immediate professional help is required, an ambulance is called.

Procedure in the event of an illness

If a pupil falls ill whilst at school, they should immediately tell a member of staff who will assess the situation and decide the best course of action.

Appropriate first aid will be given if required, and parents/carers will be called to collect their child if they are too unwell to complete the rest of the school day. If a parent or carer is unable to get to the school to collect their child, the child will remain in school until they are able to get there at the end of the school day or arrange for another family member or carer to collect them.

Procedure in the event of an accident or injury

In the case of an accident or injury, the member of staff in charge should be informed immediately. They will assess the situation and determine whether or not emergency services need to be called. A designated first aider should be called for as soon as possible and should be informed of the injury, even if their assistance is not required.

First aiders should be called if the designated first aider is unavailable for any reason. First aiders are not paramedics, and if the first aider feels they cannot adequately deal with the injury then they should arrange for access to appropriate medical care immediately.

Emergency services:

An ambulance should always be called by staff in the following circumstances:

- a significant head injury
- fitting, unconsciousness, or concussion
- difficulty in breathing and/or chest pains
- a severe allergic reaction
- a severe loss of blood
- severe burns or scalds
- the possibility of a serious fracture
- in the event that the first aider does not consider that they can adequately deal with the presenting condition by the administration of first aid, or if they are unsure of the correct treatment.

If an ambulance is called, the member of staff in charge should ensure that access to the school site is unrestricted and that the pupil can be easily accessed by emergency services when they arrive.

Pupils who are taken to hospital in an ambulance will be accompanied by a member of staff unless parents/carers are able to reach the school site in time to go with their child themselves. Ambulances will not be delayed for waiting for parents to arrive at the school. Parents will be informed immediately of any medical emergency and told which hospital to go to.

Recording and Documenting

All first aid will be documented. Parents will be informed of any injury or incident where this is judged to be necessary, based on the circumstances of the injury. If the first aider feels further medical assistance is required a parent/carers will be advised.

The following information will be recorded, as a minimum:

- the date, time and place of incident;
- the name (and class) of the injured or ill person;
- details of the injury/illness and what first aid was given;

- what happened to the person immediately afterwards (for example went home, resumed normal duties, went back to class, went to hospital)
- name and signature of the first aider or person dealing with the incident

Reporting to the Health and Safety Executive (HSE)

The Froebel House School will keep a record of any incident, which results in a reportable injury, disease, or dangerous occurrence, as defined in the RIDDOR 2013 legislation.

Reportable injuries, diseases or dangerous occurrences include:

- death
- Specific injuries, which are:
 - Fracture, other than to fingers, thumbs and toes
 - Amputation
 - Any injury likely to lead to permanent loss or sight or reduction in sight
 - Any crush injury to the head or torso causing damage to the brain or internal organs
 - Serious burns (including scalding)
 - Any scalding requiring hospital treatment
 - Any loss of consciousness caused by head injury or asphyxia
 - Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident)
- Where an accident leads to someone being taken to hospital
- Near-miss events that do not result in an injury but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
 - The collapse or failure of load-bearing parts of lifts and lifting equipment
 - The accidental release of a biological agent likely to cause severe human illness
 - The accidental release or escape of any substance that may cause a serious injury or damage to health
 - An electrical short circuit or overload causing a fire or explosion

Information on how to make a RIDDOR report is available here:

[How to make a RIDDOR report, HSE](http://www.hse.gov.uk/riddor/report.htm)
<http://www.hse.gov.uk/riddor/report.htm>

Training

All first aiders must have completed a training course, and must hold a valid certificate of competence to show this. The school will keep a register of all trained first aiders, what training they have received and when this is valid until.

Internal Policies

This policy should be read in conjunction with the following policies:-

- Child Protection & Safeguarding
- Educational Visits
- Health & Safety

- Risk Assessment
- Special Educational Needs & Disability

National Guidance

The following national guidance should also be referred to:

- DfE guidance: First Aid in Schools and Health and Safety in School, 2014
- DfE: Supporting pupils at school with medical conditions. Statutory guidance – December 2015

Named First Aiders at Froebel House School

Staff	First Aid Qualification	Expiry Date
Mr A. W. Roberts	Schools First Aid Course	06/07/2020
	Automated External Defibrillator Course	04/09/2019
Miss H. Roberts	Schools First Aid Course	06/07/2020
	Automated External Defibrillator Course	04/09/2019
Miss V. Pocklington	Schools First Aid Course	06/07/2020
	Automated External Defibrillator Course	04/09/2019
Mrs S. Kemp	Schools First Aid Course	06/07/2020
	Automated External Defibrillator Course	04/09/2019
Mr K. Cadwaladr	Schools First Aid Course	06/07/2020
	Automated External Defibrillator Course	04/09/2019
Mrs H. Day	Schools First Aid Course	06/07/2020
	Automated External Defibrillator Course	04/09/2019
Mrs F. Gough	Schools First Aid Course	06/07/2020
	Automated External Defibrillator Course	04/09/2019
Mrs K. Webster	Schools First Aid Course	06/07/2020
	Automated External Defibrillator Course	04/09/2019
Mrs C. Peters	Schools First Aid Course	06/07/2020

Produced by: Mr A Roberts, Headteacher

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Date review: September 2019 (or sooner, if local or national guidance changes)