



First Aid Policy

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Introduction

Greenwich Waldorf School ("The School"), recognises its duties under Part Three of the Education (Independent School Standards) (England) Regulations 2014, the Health and Safety at Work etc. Act 1974 and subsequent regulations and guidance including the Health and Safety (First Aid) Regulations 1981 (SI 1981/917) and the First aid at work: Health and Safety (First Aid) Regulations 1981, approved code of practice and guidance.

The School is committed to providing emergency first aid provision in order to deal with accidents and incidents affecting staff, pupils and visitors.

The arrangements within this policy are based on the results of a suitable and sufficient risk assessment carried out by the School in regards to all staff, pupils and visitors.

The School will take every reasonable precaution to ensure the safety and wellbeing of all pupils, staff and visitors. Details of such precautions are noted in the following policies: Health and Safety Policy, Behaviour and Discipline Policy, Safeguarding/Child Protection Policy and Educational Visits Policy.

The Administration and Premises Team has overall responsibility for ensuring that the School has adequate and appropriate first aid equipment, facilities and first aid personnel and for ensuring that the correct first aid procedures are followed.

All staff should read and be aware of this Policy, know who to contact in the event of any illness, accident or injury and ensure this Policy is followed in relation to the administration of first aid. All staff will use their best endeavours, at all times, to secure the welfare of the pupils and others in the school.

Anyone on the School premises is expected to take reasonable care for their own and others' safety.

1.Aims of this Policy

- To ensure that the School has adequate, safe and effective first aid provision in order for every pupil, member of staff and visitor to be well looked after in the event of any illness, accident or injury; no matter how major or minor.
- To ensure that all staff and pupils are aware of the procedures in the event of any illness, accident or injury.
- To ensure that medicines are only administered at the School when express permission has been granted for this.
- To ensure that all medicines are appropriately stored.
- To promote effective infection control.
- Nothing in this policy should affect the ability of any person to contact the emergency services in the event of a medical emergency. For the avoidance of doubt, staff should dial 999 for the emergency services in the event of a medical emergency before implementing the terms of this Policy, and make clear arrangements for liaison with ambulance services on the School site.

1.1 To achieve the Policy Aims, the School will:

- Have suitably stocked first aid boxes.

- Carry out a suitable and sufficient assessment of the risks posed to persons in the event that they suffer an accident, injury or ill health (play equipment will be checked annually by an approved external organisation such as ROSPA and then regularly monitored by staff in order to minimise the likelihood of accident or injury).
- Appoint sufficient First Aiders (qualified by training) to take charge of first aid. The certification will be reviewed regularly to ensure that it is current. The School will maintain a record of employees who have undergone first aid training, which can be requested from the HR Manager.
- Provide information to employees, pupils and parents on the arrangements for first aid.
- Have a procedure for managing accidents, including immediate liaison with emergency services, medical staff and parents.
- Ensure that an accident record file is maintained in the First Aid room and every incident that requires first aid is recorded and filed including any treatment given. The Accident/Incident/Illness Report book has a tear-off sheet to be given to the parents where any child has had a head bump accident at school including any treatment given. For all other First Aid accidents/injuries, the school will log it on our MIS. The logs will be reviewed and analysed regularly for any patterns and remedial action put in place
- Ensure that a holder of a current First Aid certificate accompanies all trips, walks and field trips. A portable first aid kit will be taken on all such trips.
- Ensure notices are clearly visible throughout the School indicating the location of the first aid boxes and the names of the School's First Aiders.
- Ensure that appropriate hygiene is observed at all times and rubber surgical gloves will be provided and used in any instance involving blood.
- Review and monitor arrangements for first aid as appropriate on a regular basis (and at the very least on an annual basis).

1.2 First Aid Boxes and First Aid Travel Kits

First aid boxes can be found in the following locations:

- Reception Area
- All classrooms
- First Aid bay – Admin 2

1.3 First Aid Boxes should contain as a minimum (as recommended by the HSE)

See Appendix 1 for the contents of the FA kits.

No medication is kept in first aid kits.

2. First Aiders

2.1 First Aid Appointed Person (Main First Aider). The First Aid Appointed person is the Senior First Aider within the School and will have completed a 3 day training course. The current First Aider Person is the Senior Administrator.

2.2 Paediatric First Aiders. Pupils in the Kindergarten must only be treated by a member of staff with Paediatric First Aid training. The Early Years Manager will ensure that there are a suitable number of staff with Paediatric First Aid training for the number of pupils.

2.3 Emergency First Aiders. Pupils in all sections other than kindergarten, should have First Aid administered by staff with Emergency First Aid Training.

2.4 The main duties of First Aiders are to give immediate first aid to pupils, staff or visitors when needed and to ensure that an ambulance or other professional medical help is called when necessary.

2.5 First Aiders are to ensure that their first aid certificates are kept up to date through liaison with the HR Manager.

2.6 Each classroom's First Aiders have a responsibility to ensure all first aid kits are properly stocked and maintained. The First Aid Appointed Person(s) will be responsible for maintaining supplies.

3. Emergency Procedure in the event of an accident, illness or injury

3.1 If an accident, illness or injury occurs, the member of staff in charge will assess the situation and decide on the appropriate next course of action, which may involve calling immediately for an ambulance or calling for a First Aider (see list in Staff at Reception and various other locations around the School for up-to-date information on designated First Aiders).

3.2 If summoned, a First Aider will assess the situation and take charge of first aid administration. In the event that the First Aider does not consider that he/she can adequately deal with the presenting condition by the administration of first aid, then he/she should arrange for the injured person to access appropriate medical treatment without delay. The Main First Aider should be informed and consulted for advice.

3.3 Where an initial assessment by the designated First Aider indicates a moderate to serious injury has been sustained then one or more of the following actions will be taken:

- Administer emergency help and first aid to all injured persons. The purpose of this is to keep the accident victim(s) alive and, if possible, comfortable, before professional medical help can be summoned. Also, in some situations, action now can prevent the accident from getting more serious, or from involving more victims.
- Call an ambulance or a doctor, or (if advised by Main First Aider that this is appropriate, after receiving the parents clear instruction) take the accident victim(s) to a doctor or to a hospital. Moving the victim(s) to medical help is only advisable if the person doing the moving has sufficient knowledge and skill to make the move without making the injury worse.
- Make sure that no further injury can result from whatever caused the accident, either by making the scene of the accident safe, or (much easier if they are fit to be moved), by removing people from the scene.
- See to any children who may have witnessed the accident or its aftermath and who may be worried, or traumatised, in spite of not being directly involved. They will need to be taken away from the accident scene and comforted. Younger or more vulnerable children may need parental support to be summoned immediately.

- When the above actions have been taken, the incident must be reported to:
 - the main First Aider
 - the parents (or other closest relatives) of the victim(s), and
 - the police, if a criminal offence may have occurred.
- Allocate staff resources carefully between helping the victim(s) (e.g. by accompanying them to hospital), dealing with the direct aftermath of the accident and looking after pupils not affected by the accident. All three activities are important.
- Require (in so far as it is reasonable to do so) all adult witnesses and older children who are witnesses (including those arriving on the scene after the accident), to write down in their own hand and in their own words exactly what they saw and heard. This first-hand evidence can be invaluable, if litigation follows the accident.
- Complete an 'Accident Report' in an accident book.
- If the accident is serious, the Executive Principal or the Business Manager will report the matter to the school trustees and the school's insurers. They should also report it to the local authority and SWSF, who may be able to give advice and assistance, especially if there is media interest shown.
- Decide whether the whole school needs to be informed and, if so, what to say in class or assembly and when to say it.
- Without delay, begin to consider ways of preventing such an accident from happening again and implement those preventative measures.
- If the accident is very serious, or fatal, report the matter to the Health and Safety Executive as directed under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).
- Make arrangements for the return to school of the accident victim(s) and of those worried or traumatised by the accident.

3.4 If the initial assessment indicates that a minor injury has taken place then one or more of the following actions will be taken:

1. First Aid administered as necessary by designated First Aider.
2. Complete an 'Accident/Incident/Illness Report Form'.
3. Parents informed (generally at the end of the day).

4. Ambulances

The designated First Aider is to always call an ambulance on the following occasions:

- In the event of a serious injury;
- In the event of any significant head injury;
- In the event of a period of unconsciousness;

- Whenever there is the possibility of a fracture or where this is suspected;
- Whenever the first aider is unsure of the severity of the injuries;
- Whenever the first aider is unsure of the correct treatment.

4.1 If an ambulance is called then the First Aider in charge should make arrangements for the ambulance to have access to the injured person. Arrangements should be made to ensure that any pupil is accompanied in an ambulance, or followed to hospital, by a member of staff until one of the pupil's parents, guardians or their named representative is present. A member of staff will remain with the pupil until one of the pupil's parents, guardians or a named representative appointed by a parent arrives at the hospital.

5. Procedure in the event of contact with blood or other bodily fluids

First Aiders should take the following precautions to avoid risk of infection:

- cover any cuts and grazes on their own skin with a waterproof dressing;
- wear suitable disposable gloves when dealing with blood or other bodily fluids;
- use suitable eye protection and a disposable apron, where splashing may occur;
- use devices such as face shields, where appropriate, when giving mouth to mouth resuscitation;
- wash hands after every procedure.
- If a First Aider suspects that they or any other person may have been contaminated with blood and/or other bodily fluids which are not their own, the following actions should be taken without delay:
 - wash splashes off skin with soap and running water;
 - wash splashes out of eyes with tap water and/or an eye wash bottle;
 - wash splashes out of nose or mouth with tap water, taking care not to swallow the water;
 - record details of the contamination;
 - take medical advice (if appropriate).

6. Reporting to parents

In the event of accident or injury to a pupil, at least one of the pupil's parents must be informed as soon as practicable. Parents must be informed in writing of any injury to the head, minor or major, and be given guidance on action to take if symptoms develop. In the event of serious injury or an incident requiring emergency medical treatment, the pupil's class teacher, in consultation with any member of the Leadership Team, will telephone the pupil's parents as soon as possible. A list of emergency contact details is kept on SchoolPod (MIS).

7. Reporting to HSE (RIDDOR)

Under HSE's Incident reporting in schools (accidents, diseases and dangerous occurrences), there are certain incidents that must be reported. Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) apply to schools. Most incidents that happen in schools or on school trips do not need to be reported. Only in limited circumstances will an incident need notifying to the Health and Safety Executive (HSE) under RIDDOR.

8. Reportable specified injuries for Employees

These include:

- fractures, other than to fingers, thumbs and toes;
- amputations;
- any injury likely to lead to permanent loss of 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), which: – cover more than 10% of the body; or – cause significant damage to the eyes, respiratory system or other vital organs;
- any scalping 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.

9. Incidents to pupils and other people who are not at work

9.1 Injuries to pupils and visitors who are involved in an accident at school or on an activity organised by the school are only reportable under RIDDOR if the accident results in:

- the death of the person, and arose out of or in connection with a work activity; or
- an injury that arose out of or in connection with a work activity and the person is taken directly from the scene of the accident to hospital for treatment (examinations and diagnostic tests do not constitute treatment).

9.2 If a pupil injured in an incident remains at school, is taken home or is simply absent from school for a number of days, the incident is **not reportable**.

It will be the responsibility of the Main First Aider with the support of the Leadership Team to report the incidents accordingly. Reports to HSE can be made here: <http://www.hse.gov.uk/riddor/report.htm>

10. Visits and events off site

Before undertaking any off-site events, the teacher organising the trip or event will assess the level of first aid provision required by undertaking a suitable and sufficient risk assessment of the event and persons involved. This will be reviewed by the Education Visits Co-ordinator before the event is organised. Please see the separate Educational Visits Policy for more information about the School's educational visit requirements.

11. Storage of medication

11.1 Medicines are always securely stored in accordance with individual product instructions, save where individual pupils have been given responsibility for keeping such equipment with them. All

medicines shall be stored in the original container in which they were dispensed, together with the prescriber's instructions for administration and properly labelled, showing the name of the patient, the date of prescription and the date of expiry of the medicine. All medicines will be returned to the parent when no longer required, to allow them to arrange for safe disposal.

11.2 An emergency supply of medication should be available for pupils with medical conditions that require regular medication. Parents should advise the school when a child has a chronic medical condition so that staff can be trained to deal with any emergency in an appropriate way. Examples of this would be epilepsy and diabetes. A disclaimer will be signed by the parents in this regard.

11.3 In general, staff will not administer any form of medication unless there is an emergency and then on the advice of the emergency services/on-call doctor.

12. Illness

The First Aid Room is set aside for withdrawal and for pupils to rest while they wait for their parents/guardians to arrive to pick them up. This area has access to a toilet and a sink with running water for cleaning. Pupils will be monitored during this time. When a child becomes ill during the day, the parents/guardians will be contacted and asked to pick their child up from school as soon as possible.

13. Conclusion

13.1 Parents will be asked to complete and sign a Consent Form when a child is admitted to the school, which includes emergency numbers and consent for the administration of emergency first aid. Emergency contact details will be recorded on SchoolPod and updated periodically. Details of allergies and chronic conditions will be included on this form.

13.2 Staff do not act in loco parentis as this has no basis in law. Staff always aim to act and respond to accidents and illness based on what is reasonable under the circumstances and will always act in good faith while having the best interests of the child in mind. Guidelines are issued to staff in this regard.

Greenwich Waldorf School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Further Reading, Associated Documents and Legislation

Health and Safety Executive (HSE) – www.hse.gov.co.uk

Health and Safety at Work, etc. Act 1974

Education (Independent School Standards) Regulations 2014

Health and Safety (First Aid) Regulations 1981

First aid at work: Health and Safety (First Aid) Regulations 1981

[Appendix 1](#) **[First Aid Kit content checklist](#)**

First Aid Kit Contents Checklist

Item	Number
Emergency Treatment Advice Card	1
Instant Ice Pack	4
Waterproof Plasters	Minimum 20 Assorted
Eye pad	1
Eye Wash Pods	3
Resuscitation Face Shield	1
Safety Pins	6
Triangular Bandage	1
Conforming Bandage (medium)	1
HSE Medium Sterile Dressing	5
HSE Large Sterile Dressing	2
Moist Cleansing Wipes	10
Disposable Gloves	6 pairs
Burn Shield	1
Face Shield	1
Finger Dressing	2
Disposable Heat Retaining Blanket	1
Tuff-Kut Scissors	1
Clinical Waste Bag (small)	1
Microporous Tape	1
Gauze Swab	5
Tubular Bandage	1