

# COGNITA

## St Margaret's Preparatory School



### First Aid Policy

**September 2020**

**UK**

### Our Ethos

The **ethos** of St Margaret's is to provide a high-quality all-round education, in a happy and caring family atmosphere, so that each child is well prepared for the opportunities and challenges that they will face in life.

### Our Aim

Our **aim** is for every child to enjoy their learning journey, achieve their very best and to become responsible global citizens who can work together co-operatively and with respect for others.



#### KEY FACTS:

- ❖ To ensure that we promote the good health of all the children in our care.
- ❖ First aid can save lives and prevent minor injuries become major ones
- ❖ The school will ensure that there are adequate facilities and appropriate equipment for providing first aid in the workplace, including for visitors, as well as for the age of children.
- ❖ Minimum first aid provision is a suitably stocked first aid container, an appointed person to take charge of first aid arrangements and for information for employees on first-aid arrangements, as well as adequately trained and experienced staff.
- ❖ This minimum provision is supplemented with a first aid needs assessment to identify any additional requirements specific to the school, to record the findings and to introduce measures to manage any risks.
- ❖ First aid provision must be available at all times whilst children are on the school premises and including school visits off site.
- ❖ Our school, staff and others have a duty to safeguard and promote the welfare of children.

### 1 General Statement

1.1 The definition of First Aid is as follows:

- In cases where a person will need help from a medical practitioner or nurse, treatment for the purpose of preserving life and minimising the consequences of injury and illness until help is obtained; and,
- Treatment of minor injuries which would otherwise receive no treatment, or which do not need treatment by a medical practitioner or nurse.

1.2 This policy provides an overview of the statutory requirements and how these are met in school. All safeguarding and child protection policy guidelines must be adhered to both on and off the school site, when first aid is administered.

1.3 The policy applies to all pupils including those pupils covered by the Statutory Frameworks for the Early Years Foundation Stage (EYFS) 2017.

1.4 The responsibility for drawing up and implementing the First aid policy is delegated to the Head, including informing staff and parents. However, implementation remains the responsibility of all staff in our school in order to keep children healthy, safeguarded and protected whenever they are in our care.

### 2 Current Procedure

2.1 Our appointed person (First aid co-ordinator) undertakes and records an annual review. A first aid needs assessment (see Page 10) is carried out at least annually to ensure that adequate provision is available given the size of our school, the staff numbers, our specific location and the needs of individuals.

2.2 Our first aid needs assessment includes consideration of pupils and staff with specific conditions and major illnesses, such as life-threatening allergy, asthma, diabetes, and epilepsy, takes account of an analysis of the history of accidents in our school, as well as the identification of specific hazards. It also includes careful planning for any trips and visits, including residential and higher risk trips which always include a suitably trained first aider and a member of staff trained in the administration of medicine, in keeping with our Educational Visits policy.

2.3 Our procedure outlines when to call for help when necessary, such as an ambulance or emergency medical advice from professionals and outlines the requirements for documenting necessary treatment once applied. The main duties of a First Aider are to give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school.

2.4 We ensure that first aid provision is available at all times, including out of school trips, during PE, and at all other times when the school facilities are used.

2.5 We keep an electronic record of all accidents or injuries and first aid treatment on Medical Tracker or a written record where Medical Tracker is not available (Accident reporting software tool). We must inform parent(s)/carer(s) of any accident or injury on the same day, or as soon as reasonably practicable, of any first aid treatment. Records are stored confidentially in Medical Tracker. The recording of an accident is carried out in confidence at all times by the person administering first aid.

2.6 Our First Aid Procedure is set out in Appendix 1.

### 3 First Aid Training

- 3.1 We carefully consider, and review annually, the training needs of our staff to ensure that suitable staff are trained and experienced to carry out first aid duties in our school. In particular, we consider the following skills and experiences:
- Reliability, communication and disposition,
  - Aptitude and ability to absorb new knowledge and learn new skills,
  - Ability to cope with stressful and physically demanding emergency procedures,
  - Normal duties are such that they may be left to go immediately and rapidly to an emergency, and
  - Need to maintain normal operations with minimum disruption to teaching and learning.
- 3.2 First aiders in our school have all undertaken appropriate training. They have a qualification in either:  
 First Aid at work (FAW, 3 days or 18 hours) or  
 Emergency First Aid at work (EFAW, 1 day or 4-6 hours) or  
 Paediatric First Aid (PFA, 2-day face to face or blended)  
 Emergency Paediatric First Aid (EPFA, 1 day or 4-6 hours).

EYFS paediatric first aiders hold a clearly recognised certificate or a renewal (minimum of 12 hours tuition). Before the certificates expire, first aiders need to undertake a requalification course as appropriate, to obtain another three-year certificate.

In relation to the FAW/EFAW/EPFA training courses, providers will follow the current guidelines issued by Resuscitation Council (UK) October 2015.

- 3.3 Training will be updated every three years and will not be allowed to expire before retraining has been achieved.
- 3.4 The need for ongoing refresher training for any staff will be carefully reviewed each year to ensure staff basic skills are up to date, although we are aware that this is not mandatory. Annual three-hour basic skills updates in between formal training is recommended to keep staff up to date. Online annual refresher training is available on My Cognita.

### 4 Key Personnel

First Aid Co-ordinator (appointed person) - responsible for looking after first aid equipment and facilities, as well as calling the emergency services as required	Corinne Walker – Head's PA
Responsible for maintaining First Aid Training Matrix/Log	Corinne Walker – Head's PA
Responsible for maintaining First Aid Supplies	Kay Crispin – Finance Assistant/Receptionist
Responsible for RIDDOR submissions to HSE	Samantha Mondesir / Carolyn Moss
The following staff have completed a recognised training course in FAW	Kay Crispin Harriet Carter Corinne Walker Leanne Weaver
The following staff have completed a recognised training course in EFAW	Corinna Barber Jayne Crowley Kate Gutteridge Rob Irvine Judith Morgan Sophie Moser

## First Aid Policy

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	Corinne Walker
The following staff have completed a 2-day Paediatric course in first aid (EYFS requirement)	Harriett Carter Melanie Harris Terri Hawes Robert Irvine Louise Laurie Carolyn Moss Debbie Raby Jessica Robinson Kelly-Marie Street Nicola Turner

### 5 Contents of our First Aid Box

- 5.1 Our minimum provision, **(not mandatory)** as recommended by HSE is to hold a suitably stocked first aid box, to nominate an appointed person (see 3.1 above), as well as the provision for staff of relevant information on first aid arrangements.
- 5.2 In our suitably stocked First Aid box we provide the following, or suitable alternatives: -
- a leaflet giving general guidance on First Aid eg HSE leaflet 'Basic advice on First Aid at work' (INDG347 rev 1).
  - 20 individually wrapped sterile adhesive dressings (assorted sizes);
  - two sterile eye pads;
  - four individually wrapped triangular bandages (preferably sterile);
  - six safety pins;
  - six medium sized (approximately 12cm x 12cm) individually wrapped sterile unmedicated wound dressings.
  - two large (approximately 18cm x 18cm) sterile individually wrapped unmedicated wound dressings;
  - one pair of disposable gloves.
- 5.3 The Finance Assistant/Receptionist is responsible for examining the contents of the first aid boxes. These are checked frequently and restocked as soon as possible after use. Extra stock is held within the school and items discarded safely after the expiry date has passed. We do not keep tablets, creams, or medicines in the first aid box.
- 5.4 Our first aid boxes are kept in the following places:
- First Aid Room (1 x Playground Kit & 1 x small mobile kit)
  - Reception Area (1 x medium and 1 x small mobile kits for use on school trips or when travelling away to sports fixtures)
  - Nursery / Transition near the sinks adjacent to the Transition Quiet Room
  - Reception Year Group shared Hallway
  - The LAF Building
  - The main kitchen in the Sports Hall (specialist catering first aid)
  - The staff changing room in the Sports Hall (mobile bag)
  - The school car
- 5.5 We take great care to prevent the spread of infection in school, particularly in the event of spillages of bodily fluids which we manage effectively by washing off skin with soap and running water, out of eyes with tap water and or an eye wash bottle, wash splashes out of nose with tap water, record details of any contamination, and seek medical advice where appropriate. For further information please see our Prevention and Control of Communicable and Infectious Diseases Procedures.

- 5.6 First aiders take careful precautions to avoid the risk of infection by covering cuts and grazes with a waterproof dressing, wearing suitable powder free vinyl or nitrile gloves, using suitable eye protection and aprons where splashing may occur, use devices such as face shields when giving mouth to mouth resuscitation and wash hands before and after every procedure. They also ensure that any waste products are disposed of in a yellow clinical waste bag or box in line with procedures in 5.5.
- 5.7 We ensure that any third-party lettings or providers, including transport, have adequate first aid provision which complies with our standards. For example, visiting sports clubs or schools.
- 5.8 We ensure that any third-party contractors, including catering and cleaning, working with us are aware of our policy and procedures.

## 6 Early Years

- 6.1 The Statutory Framework for the Early Years Foundation Stage (2017) is mandatory. In accordance with this, we ensure that at least one person with a current Paediatric First Aid certificate is on our premises at all times, when pupils are present. All new nursery and pre-school staff within our Early Years will undertake paediatric first aid training. This means that newly qualified staff with a childcare level two and three qualification will have a paediatric first aid certificate before they can be included in the statutory staff: child ratios in the early year's settings. All paediatric first aid certificates will be displayed in the Early Years areas.
- 6.2 No outing from school is undertaken without the presence of at least one person with a paediatric first aid qualification, present on and off site.
- 6.3 We keep an electronic record of all accidents or injuries and first aid treatment on Medical Tracker or a written record where Medical Tracker is not available. We must inform parent(s) and/or carer(s) of any accident or injury on the same day, or as soon as reasonably practicable, as well as any first aid treatment. Records are stored confidentially in Medical Tracker. The recording of an accident is carried out in confidence at all times by the person administering first aid.
- 6.4 We know that we must notify Ofsted of any serious accident, illness or injury to, or death of, any child in our care, and of the action that we have taken. We aim to do so as quickly as possible and always within 14 days of the incident occurring. We are mindful that not to do so, without a reasonable excuse, would be committing an offence.
- 6.5 We must notify our local child protection agency Essex County Council of any serious accident or injury to, or the death of, any child in our care. We always act on their advice, if given to us.
- 6.6 Prescription medicines must not be administered unless they have been prescribed by a doctor, dentist, nurse or pharmacist and we have a clear procedure for managing this.

## 7 Recording Accidents and First Aid Treatment

- 7.1 Pupils will inform their teacher or nearest staff member, or fellow pupils, when they are not feeling well or have been injured. They will let a member of staff know if another pupil has been hurt or is feeling unwell.

- 7.2 All accidents are recorded immediately after the accident, including the presence of any witnesses and details of any injury or damage. Records are stored confidentially in Medical Tracker. The recording of an accident is carried out in confidence at all times by the person administering first aid.
- 7.3 Any first aid treatment is recorded by the person who administered first aid. We will record the date, time and the environment in which the accident or injury occurred. Details of the injury and what first aid was administered, along with what happened afterwards is always recorded.
- 7.4 The First Aid Co-ordinator is responsible for the maintenance of accurate and appropriate accident records, including the evaluation of accidents, and regular reporting to the H&S committee for monitoring purposes.
- 7.5 We adopt the definition of Ofsted with regard to serious injuries as follows: -
- broken bones or a fracture
  - loss of consciousness
  - pain that is not relieved by simple pain killers;
  - acute confused state;
  - persistent, severe chest pain or breathing difficulties;
  - amputation;
  - dislocation of any major joint including the shoulder, hip, knee, elbow or spine;
  - loss of sight (temporary or permanent);
  - chemical or hot metal burn to the eye or any penetrating injury to the eye;
  - injury resulting from an electric shock or electrical burn leading to unconsciousness, or requiring resuscitation or admittance to hospital for more than 24 hours;
  - any other injury leading to hypothermia, heat-induced illness or unconsciousness; or requiring resuscitation; or requiring admittance to hospital for more than 24 hours;
  - unconsciousness caused by asphyxia or exposure to harmful substance or biological agent;
  - medical treatment, or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin; and
  - medical treatment where there is reason to believe that this resulted from exposure to a biological agent, or its toxins, or infected material.
- 7.6 We adopt the definition from Ofsted for minor injuries, of which we always keep a record, as follows:
- sprains, strains, and bruising.
  - cuts and grazes;
  - wound infections;
  - minor burns and scalds;
  - minor head injuries;
  - insect and animal bites;
  - minor eye injuries; and
  - minor injuries to the back, shoulder and chest.
- 7.7 We follow the guidelines on the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR, 2013) for the reporting of serious and dangerous accidents and incidents in school. These include work-related and reportable injuries to visitors as well as certain accidents, diseases and dangerous occurrence arising out of or in connection with work. Where accidents result in the incapacitation of a worker for more than seven days, a RIDDOR report is required, including three days for recording purposes.



### 8 Recording Incidents and Near Misses

- 8.1 We record (identify local method of reporting) any **near misses** which are occurrences where no-one has actually been harmed and no first aid was administered but have the potential to cause injury or ill health. We record any incidents that occur on the premises and these may include a break in, burglary, theft of personal or school's property; intruder having unauthorised access to the premises, fire, flood, gas leak, electrical issues.

### 9 Hospital Treatment

- 9.1 If a pupil has an accident or becomes ill and requires immediate hospital treatment, the school is responsible for either:
- calling an ambulance in order for the pupil to receive treatment; or
  - taking the pupil to an Accident and Emergency department
  - and in either event immediately notifying the pupils parent/carer
- 9.2 When an ambulance has been called, a first aider will stay with the pupil until the parent arrives or accompany pupil to hospital by ambulance if required.
- 9.3 Where it is decided that pupil should be taken to A&E Department a first aider must either accompany them or remain with them until the parent/carer arrives.
- 9.4 Where a pupil has to be taken to hospital by a member of staff they should be taken in a taxi or school vehicle and not use their own car.

### 10 Prescription and Non-Prescription Medication

- 10.1 Staff will only administer prescribed medication (from a doctor, dentist, qualified nurse, or pharmacist) brought in by the parent/carer, for the pupil named on the medication in line with the stated dose.
- 10.2 Staff may administer non-prescription medication such as paracetamol and allergy medication where parents have provided written consent for this to happen. The School will supply this non-prescription medication. Where medication is administered, parents should be informed. However, the school does not administer Calpol/paracetamol when pupils are sent to school feeling unwell as it is the school's belief that pupils who are unwell should not be in school. These medicines will be administered in exceptional circumstances e.g., for pain relief following an injury or surgery. This clause does NOT apply to EYFS.
- 10.3 Medicine containing aspirin or ibuprofen will not be administered to any pupil unless prescribed by a doctor for that particular pupil.
- 10.4 We encourage pupils to manage their own asthma inhalers from a very young age. Asthma medication is always kept in or near children's classrooms until children can use it independently and it must always be taken on school trips/events.
- 10.5 If pupils are to self-medicate in school on a regular basis, then a self medicator's risk assessment form will be carried out.
- 10.6 For pupils that are on Individual Healthcare Plans, parental consent will be sought regarding details of what medication they need in school and who will administer it to them on a regular/daily basis. Refer to Supporting Pupils with Medical Conditions Policy for further guidance.



- 10.7 Most antibiotics do not need to be administered during the school day and parents should be encouraged to ask their GP to prescribe an antibiotic which can be given outside of school hours, where possible. If, however this is not possible then please refer to Storage of Medicine paragraph.
- 10.8 This school keeps an accurate record on Medical Tracker of each occasion an individual pupil is given or supervised taking medication. Details of the supervising staff member, pupil, date, and time are recorded as well as details of the medication given. If a pupil refuses to have medication administered, this is also recorded, and parents are informed as soon as possible. Parents/carers are notified when the pupil has been administered medicine on the same day or as soon as is reasonably practical.
- 10.9 All school staff who volunteer or who are contracted to administer medication are provided with training. The school keeps a register of staff who have had the relevant training. The school keeps an up-to-date list of members of staff who have agreed to administer medication and have received the relevant training.
- 10.10 For members of staff only not pupils, Aspirin tablets will be held at the school in line with the 10<sup>th</sup> Revised Edition of the First Aid Manual, whereby should a member of staff have a suspected heart attack, the emergency services may recommend the casualty take 1 full dose of aspirin tablet (300mg). This will be kept in a locked cupboard in the Medical room.

### 11 Storage of Medication

- 11.1 Medicines are always securely stored in accordance with individual product instructions, paying particular note to temperature. Some medication for pupils at this school may need to be refrigerated. All refrigerated medication is stored in an airtight container and is clearly labelled. Refrigerators used for the storage of medication are in a secure area, inaccessible to unsupervised pupils or lockable as appropriate.
- 11.2 We will carry out a risk assessment to consider any risks to the health and safety of our school community and put in place measures to ensure that identified risks are managed and that medicines are stored safely.
- 11.3 All medicines shall be received and stored in the original container in which they were dispensed, together with the prescriber's instructions for administration.
- 11.4 If a pupil is prescribed a controlled drug, it will be kept in safe custody in a locked, non-portable container and only named staff will have access. Controlled drugs must be counted in/out and witnessed if they are not administered by a qualified nurse or practitioner. The medication form must be signed by two people with at least one being the First Aid Coordinator. The records must indicate the amount of remaining medication and logged in a controlled drug recording book.
- 11.5 Parents should collect all medicines belonging to their child at the end of the school day. They are responsible for ensuring that any date-expired medication is collected from the school. All medication is sent home with pupils at the end of the school year. Medication is not stored in summer holidays. If parents do not pick up out-of-date medication or at the end of the school year, medication is taken to a local pharmacy for safe disposal.

- 11.6 We will keep medicines securely locked away and only named staff will have access, apart from Adrenaline Auto-injectors (AAs), Asthma inhalers and Diabetes 'hypo' kits which need to be with or near pupils who need them. Three times a year the First Aid Coordinator/School Nurse will check the expiry dates for all medication stored at school and the details will be stored on Medical Tracker.
- 11.7 Sharps boxes are used for the disposal of needles. All sharps boxes in the school are stored in a locked cupboard unless alternative safe and secure arrangements are put in place. If a sharps box is needed on an off-site or residential visit, a named member of staff is responsible for its safe storage and return to a local pharmacy or to school or the pupil's parent. Collection and disposal of sharps boxes is arranged by the school biannually.

### 12 Defibrillators (AED)

- 12.1 The school has one defibrillator. It is kept in the Reception Area.
- 12.2 The defibrillator is always accessible, and staff are aware of the location and those staff who have been trained to use it. They are designed to be used by someone without specific training and by following the accompanying step by step instructions on it at the time of use. The manufacturer's instructions are available to staff and use promoted should the need arise.
- 12.3 The Finance Assistant/Receptionist is responsible for checking the AED termly and replacing any out-of-date items.

### 13 Monitoring and Evaluation

- 13.1 Our school's senior leadership team monitors the quality of our first aid provision, including training for staff, and accident reporting on a termly basis. Our policy will be reviewed annually. Compliance will be reported formally to the school's termly H&S Committee. Minutes of these meetings are submitted in a timely fashion to the Health and Safety Manager at Cognita Regional Office. The Health and Safety Manager will report to the Cognita (UK) Regional H&S Committee meeting acting in the role as the Proprietor.
- 13.2 Reports are provided to our Safeguarding committee which includes an overview of first aid treatment to children including the identification of any recurring patterns or risks and lessons learned with the management actions to be taken accordingly including the provision of adequate training for staff.
- 13.3 As Proprietor, Cognita Schools has published a procurement booklet which details preferred providers of first aid training, including approximate costs and procurement arrangements.

### APPENDIX 1

#### First Aid Procedure

##### FIRST AID PROVISION

Our First Aid Room is Room Number 9. It is located in the Main Building adjacent to the Headteacher's Study.

##### RESPONSIBILITIES

The Headteacher will:

- Ensure that first aid cover is available throughout the working hours of the school week

All Staff who administer any type of first aid will follow the procedures set out below in relation to recording the accident / first aid treatment administered onto the Medical Tracker system.

Staff who are qualified in First Aid at Work, Emergency First Aid at Work and Paediatric First Aid will:

- Ensure that their First Aid at Work qualification is always up to date
- Always attend a casualty when requested to do so and treat the casualty to the best of their ability in the safest way possible
- Help other First Aiders at an incident and provide follow up support
- Act as a person who can be relied upon when the need arises
- Ensure that all the information and actions regarding a first aid incident are clearly recorded so that an incident can be followed up if necessary
- Ensure that everything used for First Aid is cleared away, using gloves, and every dressing etc is put in a yellow bag for contaminated / used items and sealed tightly before disposing of the bag in a sanitary disposal unit. Any bloodstains on the ground must be washed away thoroughly.

The Headteacher's PA / Admin Assistant/ Finance Assistant/Receptionist will:

- Administer basic first aid where necessary
- Ensure that in the event that an injury has caused a more serious problem, the pupil must be referred to a First Aider for examination and the parent/carer informed
- Enter information about any medication or first aid treatment that has been administered on to Medical Tracker
- Make staff aware of any first aid which has been given to a pupil on the same day
- Contact the parent/carers as necessary in the event of a head bump / injury / illness
- Any decision to request a parent/carer to collect their child will be made in conjunction with the Headteacher or Deputy Head.

Teachers, Teaching Assistants, other Support Staff and Peripatetic Staff will:

- Familiarise themselves with the first aid procedures in operation and ensure that they know who the current First Aiders are
- Be aware of specific medical details of individual pupils in their care when publicised by the Headteacher's PA
- Never move a casualty until they have been assessed by a qualified First Aider unless the casualty is in immediate danger
- Send for help to the Office as soon as possible either by a child (using the red / amber card system), or by telephone. They must ensure that the messenger knows the precise location of the casualty
- Reassure, but never treat, a casualty unless staff are in possession of a valid First Aid Certificate or know the correct procedures; such staff can obviously start emergency aid until a First Aider arrives at the scene or instigate simple airway measures, if clearly needed
- Send a pupil who has minor injuries to the Office – accompanied by another member of staff or a fellow pupil (Prep only)

## **First Aid Policy**

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- Send a pupil who feels generally 'unwell' to the Office – accompanied by another member of staff or a fellow pupil (Prep only) unless their deterioration seems uncharacteristic and is causing concern
- Ensure that they have a current medical consent form for every pupil that they take out on a school trip or excursion out of school which indicates any specific conditions or medications of which they should be aware
- Have regard to personal safety

### **HEAD BUMPS**

Injuries to the head need to be treated with particular care. First Aiders must look for the following symptoms which may indicate serious injury and the need for an ambulance to be called:

- Unconsciousness or lack of full consciousness (i.e., difficulty keeping eyes open)
- Any problems with memory
- Persistent headache
- Disorientation, double vision, slurred speech, or other malfunction of the senses
- Nausea and vomiting
- Unequal pupil size
- Pale yellow fluid or watery blood coming from the ears or nose
- Bleeding from scalp that cannot quickly be stopped
- Loss of balance
- Loss of feeling in any part of the body
- General weakness
- Seizure or fit

The Admin Assistant / Finance Assistant/Receptionist will ensure that if a child sustains a knock to the head, the Medical Tracker system is completed immediately and an email is sent, via Medical Tracker, to the child's parent(s)/carer(s) and the class teacher.

### **PUPIL ILLNESS**

Our policy on illness is set out in the Parent's Handbook.

### **HOSPITAL / EMERGENCY TREATMENT**

If a pupil has an accident or becomes ill, and requires immediate hospital treatment, the school is responsible for either:

- calling an ambulance in order of the pupil to receive treatment; or
- taking the pupil to an Accident and Emergency department
- and in either event immediately notifying the pupils parent/carer

Where it is decided that pupil should be taken to A&E Department a qualified first aider must either accompany them or remain with them until the parent/carer arrives.

Where a pupil has to be taken to hospital by a member of staff they should be taken in a taxi and not use their own car.

If an ambulance has been called:

- a first aider will stay with the pupil until the parent arrives or accompany the pupil to hospital by ambulance if required.
- A member of staff will wait by the gate and guide the emergency vehicle to the casualty.
- If the emergency happens close to drop off or pick up time at Gosfield Primary School the Headteacher's PA or the Finance Assistant will notify the Primary School that we are awaiting an emergency vehicle in an effort to keep congestion along Hall Drive to a minimum and children crossing the road safe.

## **First Aid Policy**

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If the casualty is a child, their parents / carers will be informed immediately of the situation by the Headteacher's PA.

If the casualty is an adult, their next of kin will be called immediately by the Headteacher's PA. All contact numbers for children and staff are located in the Office.

Our main local hospitals with Accident and Emergency provision are Broomfield Hospital, Court Road, Broomfield, Chelmsford Essex Telephone: 01245 443673 and Colchester General Hospital, Turner Road, Colchester, Essex Telephone 01206 747474

### **Procedure for Recording Accidents and First Aid Treatment**

We adopt the definition of Ofsted with regard to serious injuries as follows: -

- broken bones or a fracture
- loss of consciousness
- pain that is not relieved by simple pain killers;
- acute confused state;
- persistent, severe chest pain or breathing difficulties;
- amputation;
- dislocation of any major joint including the shoulder, hip, knee, elbow, or spine.
- loss of sight (temporary or permanent);
- chemical or hot metal burn to the eye or any penetrating injury to the eye;
- injury resulting from an electric shock or electrical burn leading to unconsciousness, or requiring resuscitation or admittance to hospital for more than 24 hours;
- any other injury leading to hypothermia, heat-induced illness or unconsciousness; or requiring resuscitation; or requiring admittance to hospital for more than 24 hours;
- unconsciousness caused by asphyxia or exposure to harmful substance or biological agent;
- medical treatment, or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin; and
- medical treatment where there is reason to believe that this resulted from exposure to a biological agent, or its toxins, or infected material.

We adopt the definition from Ofsted for minor injuries, of which we always keep a record, as follows:

- sprains, strains and bruising;
- cuts and grazes;
- wound infections;
- minor burns and scalds;
- minor head injuries;
- insect and animal bites;
- minor eye injuries; and
- minor injuries to the back, shoulder and chest.

All accidents are recorded immediately after the accident, including the presence of any witnesses and details of any injury or damage. Records are stored confidentially in Medical Tracker (Accident reporting software tool). The recording of an accident is carried out in confidence at all times by the person administering first aid.

Any treatment of first aid is recorded by the person who administered first aid. We will record the date, time and place with the name of the class, of the injured or ill person. Details of the injury or what first aid was administered, along with what happened afterwards is always recorded.

## First Aid Policy

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The First Aid Co-ordinator is responsible for the maintenance of accurate and appropriate accident records, including the evaluation of accidents, and regular reporting to the Health and Safety Committee for monitoring purposes.

<b>Ownership and consultation</b>	
Document sponsor (role)	Director of Operations - Europe
Document author (name)	Melissa Jones – Health and Safety Manager Europe
Specialist Legal Advice	
Consultation	Helen Ferguson – Consultant Nurse Europe

<b>Compliance</b>	
Compliance with	The Health and Safety at Work Act 1974 The Management of Health and Safety at Work Regulations 1999 Health and Safety (First Aid) Regulations 1981. The Education (Independent Schools Standards) Regulations 2014 Early Years Foundation Stage Statutory Framework 2017 Health and Safety Executive (HSE) – Guidelines on Regulation of the Health and Safety (First Aid) Regulations published 2013. Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

<b>Audience</b>	
Audience	Heads, Appointed Person (First Aid Co-ordinator)

<b>Document application</b>	
England	Yes
Wales	Yes
Spain	No
Switzerland	No

<b>Version control</b>	
Implementation date	November 2018
Review date	September 2021

<b>Related documentation</b>	
Related documentation	Health and Safety Policy Supporting Pupils with Medical Conditions Policy Educational Visits Policy and Guidance Safeguarding Policy: Child Protection Procedures Safeguarding: Allegations of Abuse Against Teachers and Other Staff Compliments and Complaints Prevention and control of Communicable and Infectious Diseases Procedures Serious Incident Reporting Form (SIRF)