

# Elmwood Infant and Nursery School

## First Aid Policy

Summer 2019



Article 24 - Every child has the right to the best possible health.

Article 19 - Children have the right to be protected from being hurt and mistreated, physically or mentally.



# Elmwood Infant School & Nursery

## First Aid Policy

**DATE POLICY Reviewed**

**Summer 019**

**DATE OF NEXT REVIEW:**

**Summer 022**

### **Introduction**

The school's arrangements for carrying out the policy include nine key principles.

- Places a duty on the Governing body to approve, implement and review the policy
- Place individual duties on all employees.
- To report, record and where appropriate investigate all accidents
- Records all occasions when first aid is administered to employees, pupils and visitors.
- Provide equipment and materials to carry out first aid treatment.
- Make arrangements to provide training to employees, maintain a record of that training and review annually.
- Establish a procedure for managing accidents in school which require First Aid treatment.
- Provide information to employees on the arrangements for First Aid.
- Undertake a risk assessment of the first aid requirements of the school

### **Arrangement for First Aid Materials, equipment and facilities**

The school will provide materials, equipment and facilities as set out in DfE 'Guidance on 'First Aid for schools'.

### **The Appointed Person:**

Currently the Appointed person is: Mrs Kim Smith.

She will regularly check that materials and equipment are available. She will order new materials when supplies are running low.

The Headteacher is responsible for the arrangement of adequate First Aid training for staff.

### **First Aid Arrangements**

Each class has their own First Aid Box. These need to be stored where they are visible and easy to access. The school has two further first aid boxes stored in the Anacy Room (for EYFS) and in the activity area of Year 2 (KS1). There is a first aid box in the school office, one in Nursery and a first aid base in the Anacy Room.

The Appointed Person checks the boxes each month to ensure that these stations are fully stocked.

It is the responsibility of the adults of that class and the senior lunchtime supervisors to notify the appointed person if stocks in their first aid boxes are running low. If First Aid boxes need replenishing the Appointed Person should be immediately notified and extra supplies should be requested.

## Dealing with an accident or injury

For dealing with accidents/incidents staff should follow the guidance below:

- Minor accidents – record in the Accident Folder located within the EYFS and KS1 First Aid boxes. There is also a folder in Nursery.
- Ensure all sections of the record are completed IN PEN
- For more serious accidents and all bumps/knocks to the head (other than minor ones), a Serious Accident Form must also be completed and countersigned by a member of the Senior Leadership Team. In the Absence of SLT, a Year Group Leader should counter sign the document.
- Serious Accident Forms can be found in the office on the shelf behind the door.
- Parents/carers must always be contacted when a Serious Accident Form is completed.
- A copy of the Serious Accident Form must be handed to the class teacher/cover supervisor so that it can be sent home with the child.
- Always provide the child with a bumped head sticker and bumped head letter for minor bumps.
- Our duty of care means that all staff must always ensure that these steps are completed and never leave them for someone else to complete, unless the circumstances are exceptional.

Any major accident/injury or illness needs to be reported to a senior member of staff immediately.

### Cuts

The nearest adult deals with small cuts. All open cuts should be covered after they have been treated with a cleansing wipe. Any adult can treat severe cuts, however a fully trained first-aider must attend the patient to give advice.

Minor cuts should be recorded in the accident folder. Severe cuts should be recorded in the accident folder **and** a serious accident form completed and parents informed by phone call. ANYONE TREATING AN OPEN CUT SHOULD USE RUBBER GLOVES.

### Head injuries

Any bump to the head, no matter how minor is treated as serious. All bumped heads should be treated with an ice pack. Do not assume that no visible signs of injury means that it is not serious. Find out the context and then decide.

### Minor Head Bumps

1. A record of the accident must be recorded in the accident folder.
2. Children must receive an 'I BUMPED MY HEAD' sticker and a bumped head letter.

### More Serious Head Bumps

1. A Serious Accident Form must always be completed when you have ascertained that it was a more serious bump (any visible signs, a harder knock to the head or any signs of concussion).
2. Children must receive an 'I BUMPED MY HEAD' sticker.
3. Parents must always be called and given the option of coming to check their child.
4. If the child remains in school the adults in the child's class-room should keep a close eye on the child
5. The parent/carer must always receive a copy of the Serious Accident Form

## **Allergic reaction**

Staff are trained in recognising the signs of serious allergic reactions and in the administration of Epi-Pens. In case of a less serious allergic reaction a first aider should examine the child and follow care plan instructions.

Please also see the section on 'Arrangements for Medicine at school'.

## **Employees/ staff**

The school has a responsibility to provide first aid to all staff. In case of an accident/incident staff should seek First Aid from any of the qualified First Aiders.

All First Aid treatment to staff should be recorded on an accident form that can be obtained from the office and reported to the headteacher. In case an accident/incident results in the individual being taken to hospital, where they receive treatment and are absent from work for 3 days or more, the appointed person needs to be notified. The appointed person and the Headteacher will review the accident/ incident and will decide if it needs to be reported to the HSE.

## **Record Keeping**

The contents of these forms and folders are collected at the end of the academic year by the appointed person, and kept together for a period of 3 years as required by law. The school follows the HSE guidance on reportable accidents/ incidents for children and visitors.

## **Monitoring**

The Accident Folders and separate forms will be monitored at least termly to identify any trends, patterns or emerging issues.

# Elmwood Infant School & Nursery



Name of Child .....

Dear Parent/ Carer,

Your child has bumped his/her head at school today at approximately.....am/pm and has been monitored since the accident. We have not identified anything that caused concern up to the time of them going home.

Description of how head bump occurred/first aid given:

.....  
.....  
.....

Although no problems were detected at the time, we request that you observe your child for the next 24 hours for any of the following symptoms:

- |                                     |                |                            |                 |
|-------------------------------------|----------------|----------------------------|-----------------|
| blurred vision                      | drowsiness     | nausea or vomiting         | severe headache |
| confusion                           | slurred speech | unresponsiveness           |                 |
| clumsiness, staggering or dizziness |                | bleeding from ears or nose |                 |

If any of these symptoms are present you should call an emergency number (999 /111/ 112).

With kind regards

(Name of Staff Member)