

# Fairstead House

## HEALTH AND SAFETY - FIRST AID ACCIDENTS AND FIRST AID POLICY incorporating the Early Years Foundation Stage

### INTRODUCTION

Fairstead House School has the safety of all the school community at its heart. The school First Aid Lead is Tracy Hodgkinson. There is a designated First Aid Room located by the Year 3 classroom on the ground floor of the main building. The names of First Aiders are published as an attachment to this policy and are kept as part of the staff training record.

In the EYFS, all staff have current paediatric first aid certificates and are on the premises at all times when children are present. In the EYFS all staff on outings have current paediatric first aid certificates. First aid training is approved by the LEA and consistent with the guidance set out in Practice Guidance for the EYFS. We always make sure that a qualified paediatric first aider is on duty whilst our Early Years children are in our care and this training is updated every three years.

See Administration of Medication Policy for the requirements and for permission for the doses of medicines to be given in a course of treatment and informing parents of the dosage given.

### AIMS

The aim of this policy is to set out the procedure for staff dealing with an accident in which an injury has taken place. It has been agreed by the staff of Fairstead House School. The implementation of this policy is the responsibility of all members of the school community.

### GUIDELINES

If a member of the school community is injured it needs to be dealt with in a responsible manner.

If the injured individual is an adult and the injury is such that it can be dealt with by the individual or with some slight assistance this is usually the practice. However, if the injury is serious it must be reported to the Bursar or member of the SLT. It will need to be logged and if necessary investigated. Please refer to the Serious Incident and Accident Policy.

If the injured individual is a child they will need to come to a responsible adult. If this is not possible, due to the injury, the adult must go promptly to the injured child. In the EYFS all injuries are dealt with by a trained paediatric first-aider who will complete an accident report form. We inform parents of any accident or injury sustained by the child whilst in our care and of any first aid treatment given. In the event of a serious injury, parents are also telephoned in addition to the completion of accident reports. A verbal discussion also takes place between parents and staff in the EYFS in the event of any injury or incident. Written reports of accidents and first aid incidents are logged for all children and kept in the office.

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When an injury occurs at school the first responsible person to attend will need to assess the need of first aid. Often the injury might require simple observation and if necessary application of a small ice pack. The child should be allowed to sit quietly, possibly with a friend. If satisfied that the procedure has dealt adequately with the injury then the child can resume their activities. However, if in doubt, the adult should seek advice from the First Aid Lead.

If the injury is severe, immediate assistance should be sought. If the child can be moved, then they should be taken to the First Aid Room. The First Aid Lead should be called and the Head (or a member of SLT) notified. An assessment should be carried out and the appropriate measures taken – this might include administering First Aid, telephoning the parent and/or calling for Medical Assistance. If the child cannot be moved then the First Aid Lead should be called to attend, the Head notified and Medical Assistance sought. When calling an ambulance follow the guidelines given in Appendix 2.

An ambulance must always be called if;

- a child with **Diabetes** who is suffering from a **hypoglycaemic reaction** takes longer than 15 minutes to recover or the child becomes unconscious.
- a child suffering from a severe allergic reaction (**anaphylaxis**) is administered a measured dose of an adrenalin injection
- a child suffering from **Epilepsy**, during a convulsive seizure if:
  - it is the child's first seizure
  - the child has injured themselves badly
  - they have problems breathing after a seizure
  - a seizure lasts longer than the period set out in the child's health care plan
  - a seizure lasts for five minutes if you do not know how long they usually last for that child
  - there are repeated seizures, unless this is usual for the child as set out in the child's health care plan
- a child suffering from **Asthma** if:
  - the symptoms do not improve sufficiently in 5-10 minutes
  - the child is too breathless to speak
  - the child is becoming exhausted
  - the child looks blue

When an injury occurs please notify the class teacher and record the incident on the appropriate injury form. These are found in the office, and are individual sheets on which information about the accident can be evidenced. The details, including the child's name are governed by Data Protection. The Head will refer to these to check for any re-occurring risk areas within the school or patterns of injury with a specific child. If the incident is serious refer to the Serious Incident and Accident Policy.

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Notify the Bursar of any Serious Incident or Accident so that a decision can be made regarding contacting RIDDOR. In the EYFS we notify Local Child Protection Agencies of any serious accidents or injuries to, or the death of any child whilst in our care and act on any advice given.

Plasters can be applied by the First Aid Lead or a responsible, designated member of staff, once the child has been checked on the medical list – in case of allergy. Bodily fluids should be cleaned up with due care, including the wearing of gloves, aprons and the use of absorbent powders/paper towels. These are to be found in the medical room. Disposal of these should be in a designated yellow bin.

First aid boxes are placed in all the areas of the school where an accident is considered possible or likely. These are regularly checked by the person responsible for that area and twice yearly by the First Aid Lead. First aid boxes/bags are always taken when groups of pupils go out of school on organised trips or to participate in sporting events. In the EYFS there is a first aid box in each room that contains the appropriate content to meet the needs of children.

## **QUICK CHECK**

Cuts and grazes cleaned with soft paper towel and water only. Plasters may only be used after checking the medical history form on the child's file (filing cabinet in office).

Bruises – cold packs kept in office.

Head injuries, suspected fractures or severe cuts – inform the Head and First Aid Lead immediately. If necessary, child's parent and/or own GP will be contacted by the Head or a member of the Senior Leadership Team or the First Aid Lead. In the case of a head injury, parents are phoned and 'head injury letters' are completed and given to parents (with records kept in the office).

Sun cream and topical ointments – children in KS1 and KS2 may self-apply these. Children in EYFS will have creams and ointments applied on their behalf when required, following receipt of written parental permission.

## **LONG TERM MEDICAL CONDITIONS**

**The school – through the Form Teacher - has the following responsibilities:**

- Keeping up to date records on the pupil – commenting on progress and well-being.
- Establishing and maintaining a relationship with the pupil and her parents/carers.
- Writing risk assessments for the school life of the pupil.
- Ensuring safe and appropriate storage for the pupil's medication (if brought into school).
- Checking that necessary forms are completed for administration of medication or arranging for parent to come into school.
- In the EYFS all prescription and non-prescription medication is kept in a locked fridge in the Foals Room. Written permission for each and every medication is obtained from parents

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before any medication is given. Prescription medication is administered according to printed prescription directions on label on medication. The EYFS staff administer the prescribed medication. Written records of all medicines administered are kept and parents are informed and given a record on a daily basis. All members of EYFS staff are familiar with the medical needs of the children.

- Making all staff aware of any procedures they may need to follow including the use of emergency medication and pupils' care.

## **The child's parents/carers have the following responsibilities**

- Informing the school of the child's condition.
- Keeping the school informed of any changes in the pupil's condition or treatment being given by other agencies.
- In the EYFS staff and parents discuss procedures for children who are ill or infectious
- Keeping track of the age of the regular or emergency medication supplied to school and providing up-to-date medication where needed.

- **Staff taking medication/other substances**

Staff must seek medical advice if they are taking medication which may affect their ability to care for children and any staff medication must be securely stored at all times. There are locked cupboards available for this purpose in cloakroom and in the School Office.

Parents of children in EYFS will have given consent in the Acceptance of Place form for Calpol to be administered by staff when required.

## **TRIPS AND OFF SITE ACTIVITIES**

If you are arranging a trip please refer to the School Trips Policy and pay particular attention to risk assessing any specific medical conditions the pupils may have. Actions that may need to be taken are:

- a specific form listing medical difficulties and giving consent for emergency medical treatment.
- allocate a specific member of staff with first aid training to be responsible for the child.
- ensure that you have detailed written instructions about any regular or emergency medication that needs to be taken with you.
- ensure that you have appropriate storage for this medication.
- liaise with parents/carers.
- In any EYFS outing at least one paediatric first aid trained member of staff will be present

## **RECORDING**

Fairstead House School keeps records of all accidents and injuries. The records are reviewed regularly in order, where possible, to minimise the likelihood of recurrence.

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For any injuries during the school day, please record these in the accident book which is kept in the front office. The details, including the child's name are governed by Data Protection and once completed the forms should be filed at the back of the folder. The Head will refer to these to check for any re-occurring risk areas within the school or patterns of injury with a specific child. Please always notify the class teacher about any mishaps.

**Please also refer to the Serious Incidents and Accidents Policy for any follow-up recording of incidents.**

We will always contact the parent if a child suffers anything more than a trivial injury, or if they becomes unwell, or if we have any worries or concerns about their health.

## **IMPORTANT NUMBERS**

Nearest Accident & Emergency Departments:-

West Suffolk Hospital - Tel: 01284 712660

Addenbrookes Hospital - Tel: 01223 217118

**Responsible:** SLT  
**Date approved:** Summer 2016  
**Date for review:** Summer 2018

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## APPENDIX 1

### Medical & Dietary Information and Emergency Contact Numbers

Full Name of Child: \_\_\_\_\_

#### 1. Medical Information

If your child has had or is currently receiving treatment for any health problems, please give full details (please continue on a separate sheet if necessary):

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Please give details of any regular or emergency medication that may need to be administered at Fairstead House (e.g. inhalers or epi-pens):

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If your child has had any difficulties with their eyesight or hearing, please state these below:

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Does your child have an allergy to wound plasters or dressings? \_\_\_\_\_

In the unlikely event that we are unable to contact anybody from the contact numbers supplied and your child requires emergency medical treatment, please sign below to give your consent for Fairstead House to act *in loco parentis* to enable your child to receive the most appropriate treatment from a local G.P. or hospital A. & E. department:

I, \_\_\_\_\_ (please print full name)  
hereby give my permission for Fairstead House to act *in loco parentis* if I cannot be contacted in the event of a medical emergency whilst my child is at school. I understand that this may include the signing of any necessary consent forms by Fairstead House representatives to enable the appropriate emergency treatment to be carried out.

Signed: \_\_\_\_\_ (Parent/Guardian)

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## 2. Dietary Requirements

Does your child have any cultural or ethical dietary requirements of which we should be aware?

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Does your child have any food allergies or intolerances? If yes, please provide information from your child's G.P. or dietitian regarding your child's dietary needs.

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## 3. Emergency Contact Numbers

Please supply below (in order of first contact) telephones numbers which we may use to reach you and other responsible adults during the school day in case of accident or illness.

Name of Emergency Contact	Telephone Number
Child's G.P.'s Name, Surgery and Surgery Contact Number:	

**Please ensure that you keep the School Office up to date with your child's health and let us know of any changes to your child's emergency contact numbers.**

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## APPENDIX 2

### Contacting Emergency Services Request for an Ambulance

Dial 999, ask for ambulance and be ready with the following information:

1. Your telephone number
2. Give your location as follows: (insert school/setting address)
3. State that the postcode is \_\_\_\_\_
4. Give exact location in the school/setting (insert brief description)
5. Give your name
6. Give name of child and a brief description of child's symptoms
7. Inform Ambulance Control of the best entrance and state that the crew will be met and taken to \_\_\_\_\_

Speak clearly and slowly and be ready to repeat information if asked. Put a completed copy of this form by the telephone

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## Fairstead House Trust First Aiders 17/18

Name	First aid Expiry Date
Beswick Pallister, L	09/01/2020
Horne, E	09/01/2020
Ley, L	09/01/2020
Meyer, D	09/01/2020
Duffety-Fuller, T	09/01/2020
Freer, C	09/01/2020
Hazelwood, P	09/01/2020
Kinnair, A	09/01/2020
Newman, K	09/01/2020
McKay, K	09/01/2020
Kothari, A	09/01/2020
Ouwendijk, S	09/01/2020
Radford, M	02/11/2018
Brereton, L	09/05/2019
Hewitt, B	09/05/2019
Hartley, P	09/05/2019
Ward, M	09/05/2019
Blazey, S	09/05/2019
Sherry, Lisa	09/05/2019
Varma, K	09/05/2019
Bishop, C	09/05/2019
Grant, C	09/05/2019
Warburton, K	Paediatric 2018
Wakefield, J	EY 17/05/2017
Franklin, C	EY 21/03/2018
Hardy, T	EY 10/12/2018
Price, C	EY 19/07/2019
Melen, L	EY 09/01/2020
McGreary R	EY 09/01/2020
Guy, R	EY 09/01/2020
Marriott, T	EY 09/01/2020
Mallen, S	EY 08/02/2020
Houchen P	EY 08/02/2020
Hodgkinson, T	FA@W 27/09/2018
Neal C	EY 27/09/2017