This policy covers:

1. Procedures for serious injuries
2. Guidance on when to call an ambulance
3. Procedure for calling an ambulance
4. Procedures for minor injuries occurring on the School site
5. Procedures for injuries occurring off the School site
6. Location and contents of First Aid Boxes (including ice-packs)
7. Use of the Pre Prep Medical Room
8. Use of Prep Sick Room for medical purposes
9. Removal of bodily fluids
10. Preventing the spread of infection
11. Qualifications and training
12. RIDDOR

and includes the following forms:

- Accident and Injury form
- Medicine Form (F) - Prep Department Sick Room record. *This form is also found in the Medicine Policy.*

1. Procedures for serious injuries

If any injury is too serious for the child to be moved, he or she will be dealt with where the accident happened. There is little need for any specialist treatment other than provision of the basic elements of life support (Airway, Breathing, Circulation) until professional help arrives. This should be summoned as soon as a serious injury is recognised (see procedure for calling an ambulance below). The parents or carers should be notified by the School office as soon as possible.

Children needing medical treatment will be taken immediately to A&E. If an ambulance is not deemed necessary, the child may be taken to hospital by a minimum of two members of staff. In such circumstances, the driver would be covered under the School’s insurance policy for the occasional use of private staff vehicles on school business.
2. Guidance on when to call an ambulance

An ambulance should be called, using the procedures outlined below, if:

- a child is seriously ill or injured,
- if there is any indication that a child’s life is in danger,
- an AAI has been administered.

3. Procedure for calling an ambulance

I. Dial 9 (for an outside line) and then 999 for an ambulance and give the following information: name of school and location (Town Close School, 14 Ipswich Road, Norwich, NR2 2LR – 01603-620180) details of the accident or injury, whether or not the child is conscious, name and age of the child and any existing medical conditions which may affect treatment. Make sure that the entrance the ambulance should use is specified.

II. Inform the Pre Prep Department office on extension 281 and the Prep Department office on extension 200. Once the ambulance has been called and the required information given, it is important that both offices are made aware so that phones can be manned and the ambulance directed to the appropriate entrance to the School.

III. Office staff to contact the Maintenance Department on extension 260 or *502. Maintenance staff can clear access routes to the appropriate part of the school site and if necessary direct the ambulance staff.

IV. Office staff to inform parents or emergency contacts. If parents are not available to accompany the child to hospital a member of staff will accompany the child and stay with them until someone arrives.

V. Office staff to inform the Bursar and Headmaster or Pre Prep Head or Deputies as soon as possible of the incident and advise them that the emergency services have been called.

These instructions will be placed at appropriate points within the School next to the telephones.

4. Procedures for minor injuries occurring on the School site

An accident form should always be completed and sent home with any child who receives first aid treatment. In the Pre Prep these are emailed home and the children are given a sticker; this is intended to alert the parents in case they haven’t seen the email. A copy of the accident form is sent to the Bursar’s office. Details of the injury are entered onto a form and saved digitally on the network by the Pre Prep Secretary in Records Shared. When the child leaves a printed version of the forms are placed in their file, which is archived.
In the Prep a copy of the accident form is given to the child to take home. A copy of the accident form is sent to the Bursar’s office and a copy is placed in their file in the Front Office.

In the case of more serious cuts, bruises and particularly bumps or knocks to a child’s head, we will always try to contact parents immediately. We will inform them of the injury, so that they may then choose to collect their child from school and keep them under observation at home.

**Pre Prep Department**

Children with minor injuries are treated by the duty staff or the office staff. Supplies are kept in the Pre Prep Medical Room and in the first aid bags and boxes.

Children who are unable to return to lessons and who need to lie down may be taken to the office where they will be kept under supervision. In the case of any bumps or knocks to a child’s head a ‘bumped head’ sticker is worn by the child to alert staff to the injury and to help monitor the well-being of the child.

**Prep Department**

If the injury cannot be dealt with by the member of staff on duty, children are to be taken to the First Aid Room on the Ground Floor of the Dearnaley Building and dealt with by the First Aid Officer. The First Aid Officer can be contacted by phone on *524. If a member of staff cannot contact the First Aid Officer they should call the Front Office on extension 200.

5. Procedures for injuries occurring off the School site

   I. Minor injuries are to be dealt with by a member of staff who is supervising the child. On returning to school an accident form is completed, a copy sent home with the child and a copy given to the Front Office, a copy is also sent to the Bursar’s office.

   II. For more serious injuries an ambulance should be called following the ‘Procedure for calling an Ambulance’. The School office is also contacted so that parents are made aware of the situation.

6. Location and contents of First Aid Boxes (including Ice Packs)

**PRE PREP DEPARTMENT:**

<table>
<thead>
<tr>
<th>Item</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Large box</td>
<td>Pre Prep Office (cupboard)</td>
</tr>
<tr>
<td>Year 1 bag</td>
<td>Staff Common Room (medium bag)</td>
</tr>
<tr>
<td>Year 2 bag</td>
<td>Year 2 upstairs lobby in Dearnaley building (medium bag)</td>
</tr>
<tr>
<td>Pre Prep outings</td>
<td>First Aid rucksacks x 3 in PP office (includes 3 small bags)</td>
</tr>
<tr>
<td>Pre Prep playground box</td>
<td>Reception (large bag)</td>
</tr>
<tr>
<td>Location</td>
<td>Details</td>
</tr>
<tr>
<td>--------------------------------</td>
<td>----------------------------------------------</td>
</tr>
<tr>
<td>EYFS swimming bag</td>
<td>Reception under-stairs cupboard</td>
</tr>
<tr>
<td></td>
<td>(small bag)</td>
</tr>
<tr>
<td>Nursery</td>
<td>Nursery (small and large bags)</td>
</tr>
<tr>
<td>Shower room</td>
<td>Assessment Room (medium bag)</td>
</tr>
<tr>
<td>After School Care</td>
<td>ASC storage cupboard in PP Hall</td>
</tr>
<tr>
<td></td>
<td>(medium and small bags)</td>
</tr>
<tr>
<td>Kitchen</td>
<td>On shelf beside hatch (medium bag</td>
</tr>
<tr>
<td></td>
<td>and blue box including burns kit)</td>
</tr>
</tbody>
</table>

- All First Aid bags are checked and replenished by the relevant staff responsible for their designated area.
- First Aid supplies are ordered by the office staff.
- All First Aid bags are checked using the contents list in each of the bags.

**PREP DEPARTMENT**

Outside the entrance to Sports Hall (wall mounted - medium)  
Swimming Pool (portable small. Swimming Coach has access to a full kit - medium, which is brought out for every lesson.)  
Science Lab (portable - medium)  
DT Room (portable - medium)  
Maintenance Office (portable - medium)  
Sports Bags (All sports teachers have their own bags portable - medium)  
Mini-buses (portable - small) – picked up with keys  
Art Room (portable - small)  
First Aid Officer (portable - large)  
First Aid Room (clear boxes under the benches)  
First Aid Room – grab and go bag (portable - medium)  
Front Office (cupboard - large)  
8 small first aid trip bags (kept in First Aid room - small)  
2 residential trip rucksacks (portable – large)  
Kitchen (portable – small including burns kit)

- First Aid Boxes are checked regularly and replenished by the First Aid Officer and logged in the First Aid kit log book, which is kept in the First Aid Room.
- Staff Sports bags are the responsibility of individual teachers during the academic year, they are checked annually by the First Aid Officer.

**Content of First Aid Boxes**

In the Pre Prep office and the Prep First Aid Room is the complete large first aid kit, stocked in line with the DfE’s ‘Guidance on First Aid for Schools – a good practice guide, February 2014’.

In addition to this we also have:

**Large First Aid Boxes**

- individually wrapped sterile adhesive dressings – melolin (assorted sizes)
• assorted plasters
• 5 adhesive dressings (large breathable plasters)
• 10 adhesive dressings (medium breathable plasters)
• 2 sterile eye pads
• triangular bandages (sling)
• medium dressings
• 3 large dressings
• bandages: crepe, conforming and stretchy
• 5 pairs of disposable gloves
• 10 cleansing wipes
• swabs
• 1 ice spray
• Vent Aid mouth to mouth shield
• 2 pairs of scissors
• safety pins
• 6 steri-pods
• 4 ice packs
• 1 adhesive tape
• 4 emergency foil blankets
• 1 emergency blanket

Medium First Aid Boxes
• 2 ice packs
• 5 steri-pods
• 4 pairs of gloves
• 1 crepe bandage
• 1 conforming bandage
• 2 triangular bandages (sling)
• 10 cleansing wipes
• assorted plasters
• 2 large dressings
• 2 medium dressings
• 2 sterile eye pads
• 6 adhesive dressings (large breathable plasters)
• individually wrapped sterile adhesive dressings – melolin (assorted sizes)
• 1 adhesive tape
• 1 pair scissors
• Swabs
• 1 emergency blanket

Small First Aid Boxes
• 1 ice pack
• 2 steri-pods
• 2 pairs of gloves
• 1 crepe or conforming bandage
• 1 triangular bandage (sling)
• 6 cleansing wipes
• assorted plasters
• 1 large dressing
• 1 medium dressing
• 2 adhesive dressings (large breathable plasters)

In addition to the above minimum requirements, each First Aid kit contains a contents check list and a leaflet giving general advice on first aid.

Ice Packs

Ice Packs are kept available in freezers in the Pre Prep Department Staff Common Room. Sleeves are stored just above the freezer. Only Instant Ice Packs are used in the Prep Department.

Instant Ice Packs can be found in each kit and in the cupboard in the Prep First Aid room and the Prep Department office. For the Pre Prep Department they are available in the Pre Prep office and in each first aid box/bag.

7. Use of Pre Prep Medical Room

There may be times when a child needs to be isolated from the other children for their own comfort. In such cases parents will be contacted and requested to collect their child as soon as possible. The child will be monitored regularly.

• Blankets and pillows are made available.
• First aid and bodily fluid disposal facilities are available – see below
• Any used bedding/towels etc will be bagged and removed for cleaning – telephone cleaners on *578/*501 (between 08.30-14.00 and *515 after 14.00.)

8. Use of Prep Sick Room for medical purposes

There may be times when a child needs to be isolated from the other children for their own comfort. In such cases parents will be contacted and requested to collect their child as soon as possible. The child will be monitored regularly and Form F Supervision of Sick Child Record completed.

• A bed, bedding and pillows are available.
• First aid and bodily fluid disposal facilities are available – see below
• Any used bedding/towels etc will be bagged and removed for cleaning – telephone cleaners on *578/*501 (between 08.30-14.00 and *515 after 14.00.)

9. Removal of bodily fluids

Bodily fluids are placed in yellow clinical waste bags and disposed of in the yellow clinical waste bins located in the following areas:
• Dearnaley First Aid Room
• Prep Department Front Office cloakroom
• Swimming Pool girls’ changing room
• Pre Prep Department shower room (off Assessment Room)
• Pre Prep Department Office

The School has a contract with PHS who collect the bodily fluids waste once every two weeks.

10. Preventing the spread of infection

To prevent the spread of infection the School will:
• isolate any pupil showing signs of infection and contact the parents asking that the child is collected as soon as possible;
• contact parents of children with specific auto immune deficiencies when there is a known case in school; and
• arrange for the removal of any bodily fluids by the cleaning staff use of the Prep Sick Room procedures to be followed.

Pupils with suspected infectious diseases are required to be kept at home for 48 hours. Further details about infectious diseases can be found in both the Staff Code of Conduct & Handbook and in the Parent’s Handbook.

11. Qualifications and training

• In keeping with the School’s training programme, Academic Staff receive ‘First Aid for Schools’ training.
• Teaching Assistants are required to take Paediatric First Aid Training.
• The Teaching Assistant in the Prep Department is also required to take First Aid in the Workplace.
• Office staff in the Pre Prep Department are required to take Paediatric First Aid and/or First Aid in the Workplace qualifications.
• Office staff in the Prep Department are required to take First Aid in the Workplace qualifications.
• All staff administering First Aid must have an up-to-date First Aid Qualification. Training is monitored throughout the duration of employment.

All of the above qualifications are valid for 3 years.

12. RIDDOR

In accordance with the Reporting of Injuries Diseases and Dangerous Occurrences Regulations 2013, all such incidents will be reported to the Health and Safety Executive (0345 300 9923).
ACCIDENT AND INJURY FORM

Details of injured person
Surname: ___________________ Forename: ___________________
Class: _____________________ Age: _______________________

Details of Accident
Date: _____________________ Time of accident: ______________
Time reported (if different): ___________________
Location: ____________________
Injuries: ____________________

Treatment: ____________________

Did the pupil go: back to school / home / to doctor / to hospital / other
(please specify)

Signature of First Aider completing form: _______________________
Date: _______________ Print name: _______________________

Parents’ copy
File copy
Bursar’s copy
<table>
<thead>
<tr>
<th>Child’s name:</th>
<th>Class:</th>
<th>Age:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of person contacted:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Time the contact/s are called and the arrangements that are agreed for collection:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Time child is taken to the Sick Room:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Signs and symptoms causing concern:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Time/s child is checked:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Time child is collected:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cleaning staff informed – tick box below if ‘YES’</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>