



FIRST AID POLICY v1.8

This policy covers:

1. Procedures for serious injuries
2. Guidance on when to call an ambulance
3. Procedure for calling an ambulance in school
4. Procedure for calling an ambulance whilst away from school
5. Procedures for minor injuries occurring on the School site
6. Procedures for injuries occurring off the School site
7. Location and contents of First Aid Containers
8. Use of the Pre Prep Medical Room
9. Use of Prep Medical Room
10. Removal of bodily fluids
11. Preventing the spread of infection
12. Covid-19
13. Qualifications and training
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and includes the following forms:

- ❖ Accident and Injury form
- ❖ Medicine Form (F) - Medical 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 telephone 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 adrenaline auto-injector (AAI) has been administered.

In a situation where there is doubt over whether an ambulance should be called the most senior first aider present will make the final decision.

3. Procedure for calling an ambulance in school

- 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 and are in the red trips folders, which are taken on trips and to Games lessons.

4. Procedure for calling an ambulance whilst away from school

- I. Dial 999 for an ambulance and give your address and location, 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.

- II. Inform the appropriate School Office i.e. Pre Prep or Prep as soon as possible and keep them updated as to the progress of the child.
- III. 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. Depending on the location of the remaining children a member of the school staff may be sent to join them.
- IV. 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.

5. 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; this is intended to alert the parents to the injury. 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.

From September 2020 an electronic copy of the accident form will be completed in the Prep Department. The first aider will email a copy to the Front Office who will forward this to parents or the emergency contacts. A copy of the accident form is sent to the Bursar's office and a copy is saved digitally on the network by the Prep Secretary.

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 First Aider 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 are taken to the Pre Prep Reception and those who need to lie down may be taken to the Pre Prep Medical Room 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.

6. 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 electronic accident form is completed, a copy is emailed home and a copy is saved digitally on the network, a copy is also sent to the Bursar's office. For trips or matches returning after 17:00 the teacher will need to speak to the child's parents informing them of the injury as the form will not be emailed until the following day.
- 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.

7. Location and contents of First Aid Containers

PRE PREP DEPARTMENT:

Large box	Pre Prep Medical Room
Year 1 box	Staff Common Room (medium bag)
Year 2 box	Year 2 The Nest (medium bag)
Pre Prep Outings	First Aid rucksacks x 3 in PP office (includes 3 small bags)
Pre Prep playground box	Reception (large bag)
EYFS swimming bag	Reception under-stairs cupboard (small bag)
Nursery	Nursery (small and large bags)
Shower room	Assessment Room (medium bag)
After School Care	ASC storage cupboard in PP Hall (medium and small bags)
Kitchen	On shelf beside hatch (red burns box, blue box which contains blue coloured dressings and plasters, green general first aid box, medium)

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

PREP DEPARTMENT

Games Office in the Sports Hall (wall mounted - medium)
Games Office in the Sports Hall grab and go box (portable – 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 or large)
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)
Front Office (cupboard - large)
8 small first aid trip bags (kept in First Aid room - small)
2 residential trip rucksacks (portable – large)
Kitchen (on shelf inside main kitchen red burns box, blue box which contains blue coloured dressings and plasters, green general first aid box, medium)

- First Aid Containers 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 Containers

In the Pre Prep Medical Room 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 Bags

- 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

Medium First Aid Bag

- 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 foil blanket

Small First Aid Bag

- 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. Pre Prep staff are expected to regularly check the temperature in the freezer using the freezer thermometer. Instant ice packs are also used in the Pre Prep Department.

Instant ice packs can be found in each kit and in the Prep First Aid room and the Prep Department office. For the Pre Prep Department they are available in the Pre Prep Medical Room and in each first aid box/bag.

Staff should take care when using ice packs from the deep freeze, as they can cause ice burns if used without proper care and protection. Staff should check the skin after five minutes of use, if the skin is red the ice pack should be removed.

8. 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 and Form (F) Medical Room Record completed.

- A bed, bedding and pillows are available.
- First aid and bodily fluid disposal facilities are available – see below
- Any used bedding or towels etc. will be removed for cleaning – telephone cleaners on *578 or *501 (between 08:30-14:00 and *515 after 14:00.)

9. Use of 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 and Form (F) Medical Room 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 or *501 (between 08:30-14:00 and *515 after 14:00.)

10. 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 Medical Room)
- Nursery shower room

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

11. Preventing the spread of infection

In accordance with the Public Health England guidance, Prevention and Control (Health Protection in schools and other childcare facilities), March 2019 the School will:

- isolate any pupil showing signs of infection and contact the parents asking that the child is collected as soon as possible;
- promptly contact parents of children with specific impaired immunity when there is a known case in school; and
- arrange for the removal of any bodily fluids by the cleaning staff.

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 Parents' Handbook.

12. COVID-19

What happens if a child becomes unwell in school?

If someone in your class becomes unwell while at School, with a new, continuous cough or a high temperature you should:-

- Remove the pupil from the class to an area which is at least two metres away from other people.
- Provide with a bin to dispose of any used tissues.
- Arrange for them to be taken as normal to one of the two sick bays until they are collected, which means they can be isolated behind a closed door. (Face coverings will be made available for staff members escorting a sick child and where appropriate the child if they are comfortable wearing one).
- While in the sick bay the child will have their temperature taken.
- Call the Bursary to arrange for the bin used to dispose of any tissues to be taken away and disinfected.
- If it is possible, in the sick bay, a window will be opened for ventilation.
- If the pupil needs to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible (both sick bays have their own toilet).
- Once the child has been collected, please contact the Bursary who will arrange cleaning of the sick bay and the classroom, if needed, and dispose of any waste appropriately.

If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves (in which case, a test is available) or the child subsequently tests positive. Please see below.

What happens if there is a confirmed case of coronavirus in school?

When a pupil or staff member develops symptoms compatible with coronavirus:-

- They should be sent home and advised to self-isolate for 7 days.
- Their fellow household members should self-isolate for 14 days.
- All staff that were with this child will have access to a test **if** they display symptoms of coronavirus, and are encouraged to get tested in this scenario.
- Where the pupil or staff member tests **negative**, they can return to School and the fellow household members can end their self-isolation.
- Where the pupil or staff member tests **positive**, the School will follow current advice relating to self-isolation and access to the Test and Trace service, continuously monitoring the information provided by Public Health England.

13. 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 by the Bursary.

All of the above qualifications are valid for 3 years.

14. 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 by either of the following means: www.hse.gov.uk/riddor or 0300 003 1647.

*Reviewed September 2020
Next review June 2021*



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ACCIDENT AND INJURY FORM

Parents' copy
File copy
Bursar's copy

Details of injured person

Surname: _____ Forename: _____

Form: _____ Age: _____

Details of Accident

Date: _____ Time of accident: _____

Time reported (if different): _____

Location: _____

Incident: _____

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: _____



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MEDICINE FORM (F) MEDICAL ROOM RECORD

Child's name:	Form:	Age:		
Name of person contacted:				
Time the parents are called and the arrangements that are agreed for collection:				
Time child is taken to the Medical Room:				
Signs and symptoms causing concern:				
Time/s child is checked:				
Time child is collected:				
Cleaning staff informed – tick box below if 'YES'				
<input type="checkbox"/>				