



ACCIDENT and FIRST AID POLICY

Policy Owner	Vina Khan
Last Policy Update	Sep 2021
Next Policy Update	Sep 2022

The purpose of this policy is to state how Westbourne School deals with the requirements of the law regarding first aid and the investigation of accidents and the arrangements by which this is brought about.

The Policy:

- To provide adequate numbers of appropriately trained first aid personnel to deal with incidents or accidents
- To provide all first aid personnel with an effective means of communication that will enable anyone requiring the assistance of first aid personnel to contact them in a timely manner
- To ensure that, where applicable, first aid personnel are trained to deal with additional, specifically identified hazards that are not included in the standard training course
- To provide and maintain in good condition adequate stocks of first aid provisions in clearly labelled and readily accessible areas as deemed necessary
- To be in a position to deal with or assist in dealing with any members of the public who may suffer or be suffering from recognisable symptoms whilst on our premises
- To ensure that adequate provisions and personnel are provided and available during any external activities or journeys to external locations.

The Arrangements:

The following arrangements and activities are in place in order to meet the above policy requirements:

- A team of appropriately trained first aid personnel
- A principal member of the first aid team responsible for the upkeep and maintenance arrangements of all first aid provisions and equipment

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- A suitable area where any matters of first aid can be dealt with in privacy and security and where anyone can be allowed to rest in relative peace and quiet in the event of recovery or feeling unwell
- A specific cleaning and maintenance schedule for the above area that ensures its condition is appropriate to its needs
- An accident book at each first aid station to enter appropriate details of any accident or incident that has been brought to the attention of a first aid person
- A risk assessment system that takes into account any accident book entries in order to determine whether current controls and precautions are adequate and appropriate
- Training programmes for various personnel that will enable them to deal with emergency situations.

The Practicalities:

Minor accidents such as small grazes, nosebleeds and minor bumps - except bumps to the head - can be dealt with by staff. First aiders are not necessarily needed for minor accidents as these can often be tended to with the application of a wet paper towel, cooling pad or medical wipe (we do not consider this level of assistance to be first aid treatment). Minor accidents do not always need to be written in the Accident Record Book e.g. for a child knocked over on the playground, who after adult attention and assistance is calm and does not complain of further discomfort. However, if the accident occurred at lunchtime or playtime, whilst the details may not have been formally recorded, they still need to be passed on to the class teacher. The child's teacher can then monitor and take further action if necessary.

More serious accidents such as deep cuts, possible breaks, sprains and any bump to the head, will always be dealt with by a trained first aider. The first aider will assess the problem and administer first aid as appropriate. Any injury at this level will always be recorded in the Accident Record Book and a senior member of staff will be informed.

Medical Rooms:

Medical rooms are located in Junior and Senior schools with washbasins and reasonably near a WC.

In the Junior School, the Medical room is located in Westbourne House, and pupils should go there if necessary after being assessed by a First Aider. The First Aider will first of all make arrangements via the Junior School office to contact the Medical Room Supervisor (Junior School Secretary) on duty at that time.

In the Senior School the Medical room is located in Ashdell Grove (ground floor, next to the photocopier and ground floor toilets) and pupils should go there if necessary after being assessed by a First Aider. The First Aider will first of all make arrangements via the Senior

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School to contact the Medical Room Supervisor (Senior School Secretary) on duty at that time.

There must always be one qualified first aider on site whilst pupils are present.

Hygiene Procedures :

Basic hygiene procedures must be followed by staff. Single-use disposable gloves must be worn when treatment involves blood or other body fluids. Emergency clean up powder should be used where body fluids have to be cleaned up.

Care should be taken when disposing of dressings or equipment.

Accidents/Symptoms :

In the event of a serious accident it may be necessary to call an ambulance. The trained first aiders should be aware of such circumstances, they are likely to include situations where the following symptoms exist:

- Chest pain
- Difficulty breathing
- Severe bleeding
- High fever
- Disorientation
- Uncontrollable vomiting
- Loss of consciousness
- Head injury
- Orthopedic injuries (sprains, strains, breaks, fractures, or dislocations)

Contact Parent/Carer:

The first aider should contact parents by telephone and notify them of all accidents as soon as practical after the accident. In the event of a head injury, parents should be contacted and the child should also be given a bumped head note to take home.

Any child with ongoing medical conditions (e.g. Asthma, epilepsy, diabetes) must have an individual care plan prepared in agreement with the parents/guardians. A record of any medical condition will be maintained on the pupil database and all teaching staff should be made aware as soon as a pupil joins the school with a medical condition.

A full list of all pupils with medical **conditions** is printed out and retained in each staff room (Junior School Staff room – Westbourne House and Senior School staff room - Ashdell House). Medical folders of all pupils with medical conditions held in the Junior School office and Senior School Reception.

The Responsibilities:

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All staff have the following responsibilities:

- To report any accident or any incident that might have resulted in an accident, even if this wasn't the case. Accidents (except minor accidents as described above) should be recorded in the accident record books – locations are listed below.
- To co-operate with any member of the first aid team in fulfilling their duties when entering details in the accident book
- To consider strongly, following any advice given to them by a member of the first aid team, such as, visiting a hospital, checking with a doctor or resting in a suitable area for a period of time.

Training:

The following training will be undertaken by the organisation:

- All staff will be trained in the basics of accident and incident reporting and prevention either through the organisation's own internal training system or by arrangement through a competent external organisation
- Selected, voluntary staff will be fully trained in first aid skills by a competent organisation that will enable them to carry out their duties effectively and with confidence
- Some selected first aid personnel may be further trained in areas where more specific or specialised knowledge is required in order to deal with the relevant issue as and when it may arise
- Some selected, voluntary staff will be trained in emergency first aid skills that will enable them to deal competently with emergency situations.
- Appropriate staff will receive paediatric first aid training, involving a 12 hour course, with at least one person on the premises at all times and accompanying children on trips

EYFS:

- All members of staff in EYFS will have a current paediatric certificate at all times
- We will discuss with parents the procedure for responding to children who are ill or infectious.
- A separate medicines policy exists for the administration of medicines.
- Parents should be contacted by telephone and notified of all accidents as soon as practical after the accident. In the event of a head injury, parents should be contacted and the child should also be given a bumped head note to take home

References:

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The following internal documents and official publications should be referenced in conjunction with this policy:

- Cleaning and maintenance schedule
- Accident books and RIDDOR guidance booklet.

RIDDOR incidents to be reported are as follows:

Accidents resulting in death or major injury
Accidents which prevent normal duties for more than 3 days
Loss of consciousness due to asphyxia or absorption of harmful substances
Fractures / Dislocations
Amputation
Loss of sight – temporary or permanent
Chemicals or hot metal burn to eye
Penetrating eye injury
Electric Shock
Injury leading to hypothermia
Unconsciousness needing resuscitation / hospital admission for over 24hrs.

- Current sets of regulations for:
 - First Aid
 - Reporting of Injuries, Diseases and Dangerous Occurrences (RIDDOR).

Notices are displayed around school with the following information regarding first aiders, location of first aid kits and accident record books.

FIRST AIDERS AS AT 1 September 2021

Rebecca Hall
John Hicks
Cheryl Swift (Cadman)
Jane Kersley – Junior School Office
Carla Whitehead – Junior School Office
Liliana Korgul- Emergency Paediatric
Natalie Hinchcliffe
Catherine Whitmore
Adrian Tedcastle
Fiona Walker – Senior School Office

Ben Bray
Nigel Elvidge
Laura Mirfin
Chris Motley
Jake Jewitt
Ian Davey
Sam Glover
Emma Walsh
Victoria Pursehouse
Emma Rees-Oxley

Training must be provided by an HSE approved trainer and should be updated every 3 years.

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LOCATION OF FIRST AID KITS

Ashdell Grove	-	Main reception (Medical room)
Ashdell House	-	Staff room
Coach House	-	Design Technology room
Junior School	-	Kitchen
	-	Secretary's office
	-	Medical room
EYFS	-	Neill Building foyer and Pre School room
Sport Activities/-		Junior School – staff sign out pupils medication on Games days by
Off-site		year group, held by
Mini Buses	-	Each mini bus has a first aid kit

Supplies in these kits must be checked and replenished half termly.

CONTENTS OF FIRST AID KITS:

8 Bandages
2 Triangular bandages
50 Plasters
8 Ice packs
50 Steriwipes
10 Large dressings
5 Sterilised water

LOCATION OF DEFIBRILLATOR – Ashdell Grove reception

LOCATION OF EPI-PENS – Ashdell Grove reception and Junior School Office

LOCATION OF ACCIDENT RECORD BOOKS

Ashdell Grove	-	Main reception
Ashdell House	-	Staff room
Junior School	-	Kitchen
	-	Junior School Office
	-	Neill Building foyer
EYFS	-	Neill Building foyer and Pre School room

All completed accident record books must be returned to the Bursar for secure storage for a minimum of three years.