

## First Aid Policy

### Introduction

Because of our concern for the well-being of others who are involved in our school community, Heritage is committed to the provision of adequate first aid for all students, staff and, where reasonably possible, for visitors as well. Our aim is to provide professional and appropriate first aid and to secure 'secondary' aid when necessary as quickly as possible. We always seek to treat a casualty, relatives and others involved in an incident with care, compassion and courtesy.

### General Policies

Heritage will ensure that:

1. a sufficient number of staff (i.e. so that a qualified first aider is on site for the duration of each school day) are adequately qualified in first aid and therefore able to provide treatment in a professional manner.
2. at least one person who has a current paediatric first aid (PFA) certificate will be on the school premises and be available at all times when EYFS children are present and must accompany EYFS children on outings.
3. first aiders regularly review their first aid skills, including refresher training courses.
4. first aid information is readily available and that all users of the school know how to call for help.
5. first aid kits for minor injuries are available for use throughout the school by all staff and that they are regularly maintained.
6. first aid kits are taken to games lessons and to other off site activities.
7. first aid 'accident books' are readily available and completed incident forms are kept on file.

### Qualified First Aiders at Heritage

Surname	First Name	Course Attended	Date Attended	Expiry Date
Appleyard	Pete	Emergency First Aid at Work	19-Apr-22	18-Apr-25
Atkinson	Bethany	Emergency First Aid at Work	15-Apr-24	14-Apr-27
Atkinson	Pete	Emergency First Aid at Work	19-Apr-22	18-Apr-25
Austin	Stephanie	Emergency First Aid at Work	15-Apr-24	14-Apr-27
Bayley	Ralph	Emergency First Aid at Work	19-Apr-22	18-Apr-25
Burden	Jonathan	Anaphylaxis Auto Injector	4-Jan-22	3-Jan-25
Burden	Jonathan	Anaphylaxis Auto Injector	14-Sep-23	13-Sep-26
Cage	Helen	Paediatric First Aid	12-Jul-23	11-Jul-26
Cage	Helen	Anaphylaxis Auto Injector	14-Sep-23	13-Sep-26
Carter	Jean	Emergency First Aid at Work	19-Apr-22	18-Apr-25
Carter	Megan	Emergency First Aid at Work	19-Apr-22	18-Apr-25
Carter	Jean	Anaphylaxis Auto Injector	14-Sep-23	13-Sep-26
Duffett	Ruth	Emergency First Aid at Work	19-Apr-22	18-Apr-25
Eastwood	Jemma	Anaphylaxis Auto Injector	4-Jan-22	3-Jan-25
Eastwood	Jemma	Emergency First Aid at Work	15-Apr-24	14-Apr-27
Eldridge	Helen	Anaphylaxis Auto Injector	4-Jan-22	3-Jan-25

Eldridge	Helen	Emergency First Aid at Work	19-Apr-22	18-Apr-25
Fleck	Jenny	Emergency First Aid at Work	19-Apr-22	18-Apr-25
Fletcher	Fiona	Anaphylaxis Auto Injector	4-Jan-22	3-Jan-25
Fletcher	Jason	Anaphylaxis Auto Injector	4-Jan-22	3-Jan-25
Fletcher	Jason	Emergency First Aid at Work	19-Apr-22	18-Apr-25
Fox	Matthew	Anaphylaxis Auto Injector	14-Sep-23	13-Sep-26
Fox	Matthew	Emergency First Aid at Work	15-Apr-24	14-Apr-27
Grief	Hannah	Anaphylaxis Auto Injector	4-Jan-22	3-Jan-25
Grief	Hannah	Emergency First Aid at Work	15-Apr-24	14-Apr-27
Grove	Elizabeth	Emergency First Aid at Work	15-Apr-24	14-Apr-27
Grove	Elizabeth	Anaphylaxis Auto Injector	4-Jan-22	3-Jan-25
Hayward	Rebecca	Emergency First Aid at Work	15-Apr-24	14-Apr-27
Hulett	Colin	Anaphylaxis Auto Injector	4-Jan-22	3-Jan-25
Hulett	Colin	Emergency First Aid at Work	19-Apr-22	18-Apr-25
Hulett	Jacky	Emergency First Aid at Work	19-Apr-22	18-Apr-25
Irwin	Lisa	Paediatric First Aid	15-Mar-24	14-Mar-27
Irwin	Lisa	Anaphylaxis Auto Injector	14-Sep-23	13-Sep-26
Lam	Howai	Anaphylaxis Auto Injector	14-Sep-23	13-Sep-26
Lam	Howai	Paediatric First Aid	7-Feb-23	6-Feb-26
Lawless	Catherine	Emergency First Aid at Work	19-Apr-22	18-Apr-25
Lowe	Meg	Anaphylaxis Auto Injector	14-Sep-23	13-Sep-26
Lowe	Meg	Emergency First Aid at Work	19-Apr-22	18-Apr-25
Macaulay-Fletcher	Fiona	Emergency First Aid at Work	19-Apr-22	18-Apr-25
Mercer	Bev	Anaphylaxis Auto Injector	14-Sep-23	13-Sep-26
Mercer	Bev	Emergency First Aid at Work	17-Jun-23	18-Jun-26
Parkinson	Laura	Anaphylaxis Auto Injector	14-Sep-23	13-Sep-26
Parkinson	Laura	Emergency First Aid at Work	15-Apr-24	14-Apr-27
Payne	Toby	Emergency First Aid at Work	15-Apr-24	14-Apr-27
Pluke	Rebecca	Emergency First Aid at Work	19-Apr-22	18-Apr-25
Robertson	Emma	Emergency First Aid at Work	15-Apr-24	14-Apr-27

### First Aid Procedures

1. Once informed of an incident a first aider will go to the casualty(s) without delay and provide emergency care. Only currently qualified paediatric trained first aiders can provide care for EYFS children.
2. Responding first aiders will consider whether pre-existing conditions (e.g. asthma, diabetes, epilepsy) might affect their response. Any student with a medical condition will be recorded on the Pupil Medical Overview document, stored in the relevant folder on Google Drive and the school Intranet, and on the Class Information Registers (also known as Class Lists). The Pupil Medical Overview will be circulated to staff annually, and staff will be made aware of any updates.
3. Secondary aid will then be sought immediately if necessary. This will apply immediately in the case of serious head injury, a broken bone or a serious burn, or for other obvious reasons.

4. If secondary aid is sought a parent/guardian (or other appropriate adult) will be informed immediately.
5. If an appropriate adult cannot accompany a casualty to hospital a member of staff will accompany him/her if this is deemed appropriate.
6. All appropriate precautions will be taken by the support staff when cleaning up after an incident involving blood, vomit, etc.
7. The first aider who handles an incident (together with witnesses) will record what happened in an 'accident book'. Maintaining records of accidents is a statutory obligation.
8. Where there is a head injury a staff member will communicate this in person to the parent/guardian (at the end of the day, or by phone) and what symptoms parents/guardians should watch for. Such children will be given a wristband to wear as a reminder to staff and parents/guardians to be alert to worsening symptoms.
9. An ambulance will be called if we doubt our ability to treat an injury.
10. In the event of a pupil feeling unwell during a lesson, the matter should be discussed with the Head of School to determine whether or not the pupil should go home, or whether parents should be consulted to help make the decision. The Head of School may discuss the case with the Headmaster. If the Head of School or Headmaster determines that a child should be sent home, the pupil should be taken to the School Office. The student may be permitted to rest in the designated 'sick room' under supervision while waiting to be collected.

Staff should always call an ambulance when there is a medical emergency and / or serious injury. Examples of medical emergencies include:

- a significant head injury,
- fitting,
- unconsciousness or concussion,
- difficulty in breathing and / or chest pains,
- a severe allergic reaction,
- a severe loss of blood,
- severe burns or scalds,
- the possibility of a serious fracture.

## **First Aid Bags**

### ***Responsibility for Supplies***

It is the responsibility of the School Office (currently the Administrator, Catherine Lawless), under the oversight of the Bursar, to oversee the provision of First Aid Bags and any other necessary first aid equipment.

First Aid Bags are routinely checked throughout the academic year and restocked as needed. Any items that have passed their expiry date will be safely discarded.

The school will routinely re-evaluate first aid arrangements to ensure that these continue to be appropriate for hazards and risks on the school premises, during school trips, paying particular attention to the needs of any vulnerable pupils/staff.

Where there is no special risk identified, a minimum provision of first aid will be as follows:

### Low Hazard Environments (for up to 24 pupils & staff)

- 1 Guidance Leaflet
- 1 Bottle of water
- 3 Adhesive Dressings (approx sizes: 7.2cmx5cm, 10cmx8cm, 15cmx8cm - one of each size)
- 2 Individually wrapped sterile unmedicated wound dressings (approx sizes: 18cmx18cm, 12cmx12cm - one of each size)
- 1 Individually wrapped sterile unmedicated finger dressing
- 1 Eye pad sterile dressing

- 1 Foil Blanket
- 3 (pairs) Disposable gloves
- 10 Alcohol-free moist cleansing wipes
- 1 Adhesive tape roll
- 20 Plasters (various sizes)
- 1 Resuscitation face shield
- 1 Clothing cutters
- 1 Triangular Bandage
- 2 Eye & wound wash pods
- 1 Instant use ice pack
- Safety pins
- 3 Non woven swabs sterile
- 2 Sick bags
- 5 Head injury wristbands
- 5 Sanitary Pads

First Aid Kits are available in the following locations:

- LP – Y6, each classroom has their own first aid kit,
- Kitchen,
- Infant/Junior Toilets,
- PE Department,
- Senior Trips x 2, given to teachers when ready to depart for a trip/enrichment,
- School Office,
- Meeting Room,
- Science Lab,
- Panton Hall,
- Infant & Junior Art Room,
- Senior Art Room.

### ***Trip Leader Responsibilities***

When pupils leave the school site for regular local outings or a school trip, the class teacher or Trip Leader will ensure that suitably stocked first aid kit/s are taken.

Trip Leaders are responsible to identify any additional first aid or medical supplies that may be needed on a trip, given the nature of the activity or the medical needs of particular pupils, as part of the trip risk assessment process.

When items from first aid bags are used:

- Infant/junior staff will replenish items from the First Aid Restock Bags located in the Kitchen and Infant/Junior Toilets. If staff are unable to find items they need to inform the School Office to ensure that items are restocked.
- Senior staff will inform the School Office which items need to be replenished.

### **Recording & Reporting**

All accidents where first aid has been given must be recorded in the School Accident Books which are kept in the following locations:

1. School Office,
2. Senior Trips First Aid Bags,
3. PE First Aid Bags,
4. Quiet Staffroom,
5. Panton Hall
6. Playground First Aid Bag,
7. Science Lab
8. UP First Aid Bag
9. Y6 First Aid Bag

### Further Information

The School Office holds the accident book for staff and visitors.

The school will inform parents of any accident or injury where first aid has been given on the same day or as soon as reasonably practicable. This must include giving the parent the completed accident form (the school retains the carbon copy).

Reporting to HSE: The school is legally required to report certain serious injuries under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (SI 2013/1471) (RIDDOR). More information on how and what to report to the HSE can be found in Incident Reporting in Schools (EDIS1 (revision 3)) and at <http://www.hse.gov.uk/riddor/resources.htm>. It is possible to report online via the following link: <http://www.hse.gov.uk/riddor/index.htm>.

Fatal and specified injuries involving employees can also be reported 0845 300 9933

### Review of incidents

Regular reviews of the accident books are discussed at half-termly Health & Safety Meetings, any trends are identified and discussed. Relevant action will be taken when necessary.

### Local hospital details

The nearest hospital is:

Cambridge University Hospital  
NHS Foundation Trust  
Cambridge Biomedical Campus  
Hills Road  
Cambridge  
CB2 0QQ

Telephone Number: 01223 245151 OR **999**

Should a child need to be taken to hospital in an ambulance, a member of staff will accompany the child. The person who saw the accident and can explain what happened to paramedics and hospital staff. Whoever accompanies the child must have a charged mobile phone with them.

If a child needs to be taken to hospital follow the following steps:

- Phone for an ambulance.
- Inform Head of Department/Headmaster.
- On returning to school, a detailed account of the accident will be completed, given to the Office Manager and the Headmaster.

This will be evaluated and where appropriate a risk assessment will be undertaken. If there are any risks identified further action will be taken to eliminate any problems.

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