

All Hampstead Hill School Policies are always to be read and considered in conjunction with Equal Opportunities, Race Equality and Inclusion Policies. This Policy of Hampstead Hill School applies to all sections of the school including the Early Years Foundation Stage.

Hampstead Hill School

Health and Safety Policy:

EYFS



Introduction

First Aid is the initial assistance or treatment given to someone who is injured or suddenly taken ill. At Hampstead Hill School we achieve this by ensuring a number of our staff have training and are qualified First Aiders. We ensure that they are kept up to date with developments, recognise the limits of their competence, have received first aid training from a qualified trainer and are reminded when refresher courses become necessary (usually every three years).

Named First Aiders (In the EYFS All Staff Have Paediatric First Aid)

A list of staff qualified in First Aid and dates of certificates appears on the notice boards in both staff rooms, and the office.

They are up-dated as required. First aid procedures are available to all new members of staff on their induction. The principal First Aider is Sian Hoskins who updates records and administers medicines. She maintains the First Aid Cabinet in the Dining Room and checks First Aid boxes. In their absence, takes over this responsibility.

First Aid Equipment

First Aid boxes are situated in HHS.

A number of portable bags are available for off-site PE, school trips and for playground duties - enough for one per class if the whole school is out on an end of term outing.

When to Call 999

Any accident which is beyond basic First Aid assistance, including serious head injuries, excessive bleeding or unconsciousness, must be treated as an emergency and a call to ambulance assistance must be made. Any member of staff can do this as haste is of the essence. The headmistress is contacted and the incident recorded in RIDDOR.

Records

Any illness or accident occurring whilst the principal First-Aider is off-site should be recorded on a Accident Report Form. Notification should be left on the principal first aider's desk to be entered into their record book.

In addition to this, if the incident results from a Health & Safety issue or necessitates a 999 call, or is otherwise notifiable, then it is also to be entered in the RIDDOR Book held by Sian Hoskins.

**If pupils are taken to hospital by ambulance they will be accompanied whenever possible, by the first-aider or a person designated by the Principal, who will remain with the child until relieved by the parent/guardian.*

The school will contact the parent/guardian after calling the ambulance and if it is not possible for them to reach the school before the ambulance leaves then they should meet their child at the hospital. The accompanying adult will remain with the child until then. If the parent cannot be contacted or fails to arrive at the hospital by the end of the school day, or refuses to come, the school will contact Social Services to arrange for appropriate care for the child.

In the case of accidents involving injuries to the head or neck or severe physical injuries, including facial abrasions, parents/guardians should be notified immediately, whereas with minor head bumps they are informed by a letter which is taken home by the child.

Minor Accidents

Minor accidents will be dealt with by the member of staff on duty and in the case of minor grazes, bumps and bruising, an ice-pack will be sought from HHS. We do not use antiseptic wipes but wash the wound with cold water. Should the member of staff on duty feel that a minor accident is beyond their training and expertise, the principal First Aider should be contacted. Otherwise, the member of staff on duty deals with it there and then.

Hygiene and Infection Control

All persons administering First Aid should take precautions to avoid infection and must follow basic hygiene procedures. It is advisable to wash their hands before and after treatment and wear disposable protective gloves especially when dealing with blood and other bodily fluids. Yellow clinical waste bags are provided for the disposal of both gloves and waste and are to be found in the HHS.

Date adopted: September 2016

Updated September 2016

Name: Andrea Taylor



Signed: