



Hampstead Hill School:

First Aid Policy –

Closure of Royal Free Children’s A&E Department due to Covid-19 September 2020

This policy should be read in conjunction with following policies; Healthy and Safety, Offsite Visits, Risk Assessment, Intimate Care and Assistance, Code of Conduct, Acceptable Use, Equal Opportunities, Race Equality, Inclusion policies, Safeguarding and Child Protection, Teaching and Learning.

Please see highlighted areas for parts of the policy relating specifically to Covid-19 and the closure of the Royal Free Hospital children’s A&E department.

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Aims

The aims of our first aid policy are to:

- Ensure the health and safety of all staff, pupils and visitors
- Ensure that staff are aware of their responsibilities with regards to health and safety
- Provide a framework for responding to an incident and recording and reporting the outcomes

Legislation and guidance

This policy is based on the Statutory Framework for the Early Years Foundation Stage, advice from the Department for Education on first aid in schools and health and safety in schools, and the following legislation:

- The Health and Safety (First Aid) Regulations 1981, which state that employers must provide adequate and appropriate equipment and facilities to enable first aid to be administered to employees, and qualified first aid personnel
- The Management of Health and Safety at Work Regulations 1992, which require employers to make an assessment of the risks to the health and safety of their employees
- The Management of Health and Safety at Work Regulations 1999, which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, which state that some accidents must be reported to the Health and Safety Executive (HSE), and set out the timeframe for this and how long records of such accidents must be kept
- Social Security (Claims and Payments) Regulations 1979, which set out rules on the retention of accident records
- The Education (Independent School Standards) Regulations 2014, which require that suitable space is provided to cater for the medical and therapy needs of pupils

Roles and responsibilities

Appointed persons and first aiders

The school's appointed persons are the Upper School Swimming Teacher & General Assistant and the School Coordinator. They are responsible for:

- Taking charge when someone is injured or becomes ill
- Ensuring there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits
- Ensuring that an ambulance or other professional medical help is summoned when appropriate

First aiders are trained and qualified to carry out the role (see section 7) and are responsible for:

- Acting as first responders to any incidents; they will assess the situation where there is an injured or ill person, and provide immediate and appropriate treatment
- Sending pupils home to recover, where necessary
- Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident (see the template in appendix 2)
- Keeping their contact details up to date

HHS is committed to ensuring there are an adequate number of staff trained as first aiders. First aid provision will be reviewed on a regular basis to ensure that provision remains appropriate.

The principal

The principal is responsible for the implementation of this policy, including:

- Ensuring that an appropriate number of trained first aid personnel are present in the school at all times
- Ensuring that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role
- Ensuring all staff are aware of first aid procedures
- Ensuring appropriate risk assessments are completed and appropriate measures are put in place
- Undertaking, or ensuring that members of SMT undertake, risk assessments, as appropriate, and that appropriate measures are put in place
- Ensuring that adequate space is available for catering to the medical needs of pupils
- Reporting specified incidents to the HSE when necessary (see section 6)

Staff

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in school are
- Completing accident reports (see appendix 2) for all incidents they attend to
- Informing a member of SMT and/or SLT of any specific health conditions or first aid needs

First aid procedures

In-school procedures

In the event of an accident resulting in injury:

- The closest member of staff present will assess the seriousness of the injury and seek the assistance of a qualified first aider, if necessary, who will provide the required first aid treatment
- The first aider, if called, will assess the injury and decide if further assistance is needed from a colleague or the emergency services. They will remain on scene until help arrives
- The first aider will decide to take children to A&E at the Royal Free Hospital when the injury or illness is beyond basic first aid including febrile convulsions. Children who have suffered significant head injuries (more serious than an accidental bump between two children) will be taken to A&E. The first aider will ensure communication with the appointed persons and the Principal or the Head of Upper School (in the Upper School) if children are taken to A&E.
- Due to the closure of the Children's A&E department at the Royal Free Hospital staff will follow these procedures:
 - If a child is seriously injured and needs to go to hospital, the first aider will call parents who will collect their child and take them to A&E
 - If a child's injury needs immediate attention and cannot wait for parents to collect, the first aider will call an ambulance. The first aider will then call the child's parents.
 - If a child's injury is life threatening he/she will be taken to A&E at the Royal Free Hospital
 - The first aider will ensure communication with the class teacher, principal or Head of Upper School
- The first aider will also decide whether the injured person should be moved or placed in a recovery position
- If the first aider judges that a pupil is too unwell to remain in school, parents will be contacted and asked to collect their child. Upon their arrival, the first aider may recommend next steps to the parents

- If emergency services are called or the child is taken to A&E, a member of staff will contact parents immediately
- All children are to be accompanied to hospital by an adult (parent, guardian and/or a member of staff)
- The first aider will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury

Off-site procedures

When taking pupils off the school premises, staff will ensure they always have the following:

- A mobile phone
- A portable first aid kit
- Information about the specific medical needs of pupils
- Medication required by pupils such as inhalers and epipens
- Parents' contact details

Risk assessments will be completed by the visit leader prior to any educational visit that necessitates taking pupils off school premises.

In the Lower School, there will always be at least one first aider with a current paediatric first aid certificate on school visits, as required by the statutory framework for the Early Years Foundation Stage.

In the Upper School, there will always be at least one first aider on school trips and visits.

First aid equipment

A typical first aid kit in our school will include the following:

- Regular and large bandages
- Eye pad bandages
- Triangular bandages
- Disposable gloves
- Antiseptic wipes
- Cold compresses
- Disposable cold packs
- Calpol sachets
- Medical scissors
- Burns gel sachets

First aid kits are stored in:

- The Lower School
 - Medical cabinet in corridor outside School Coordinator's office
 - First aid kits are found in every classroom
- The Upper school
 - First aid kits are found in every classroom
 - Additional first aid kit is stored in the Upper School Office

Grab bags to be used in lockdown and/or emergency situations are stored in the medical cabinet in the Lower School and in the corridor cupboard in the Upper School.

Record-keeping and reporting

- An accident form will be completed by the first aider or relevant member of staff on the same day or as soon as possible after an incident resulting in an injury
- Accident forms should be clearly completed, giving as much information as possible (see Appendix 1)
- Completed Accident report forms will be kept in the Upper School office and the School Coordinator's office

Reporting to the Health and Safety Executive

The School Coordinator will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The School Coordinator will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

Reportable injuries, diseases or dangerous occurrences include:

- Death
- Specified injuries, which are:
 - Fractures, other than to fingers, thumbs and toes
 - Amputations
 - Any injury likely to lead to permanent loss of sight or reduction in sight
 - Any crush injury to the head or torso causing damage to the brain or internal organs
 - Serious burns (including scalding)
 - Any scalping requiring hospital treatment
 - Any loss of consciousness caused by head injury or asphyxia
 - Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours

- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident)
- Where an accident leads to someone being taken to hospital
- Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
 - The collapse or failure of load-bearing parts of lifts and lifting equipment
 - The accidental release of a biological agent likely to cause severe human illness
 - The accidental release or escape of any substance that may cause a serious injury or damage to health
 - An electrical short circuit or overload causing a fire or explosion

Information on how to make a RIDDOR report is available here:

[How to make a RIDDOR report, HSE](http://www.hse.gov.uk/riddor/report.htm)

<http://www.hse.gov.uk/riddor/report.htm>

Notifying parents

- The class teacher or a relevant member of staff will inform parents/guardians of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable.
- If a child suffers an injury their head, parents will be telephoned as soon as possible after the accident has been reported. In the Upper School, the Upper School Coordinator will facilitate this. In the Lower School, teachers will talk to parents directly.

Reporting to Ofsted and child protection agencies

The School Coordinator will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

The School Coordinator will also notify Camden Safeguarding Children Partnership of any serious accident or injury to, or the death of, a pupil while in the school's care.

Training

All school staff are able to undertake first aid training if they would like to.

All first aiders must have completed a training course, and must hold a valid certificate of competence to show this. The school will keep a register of all trained first aiders, what training they have received and when this is valid until (see appendix 2).

Staff are encouraged to renew their first aid training when it is no longer valid.

At all times, at least 1 staff member will have a current paediatric first aid (PFA) certificate which meets the requirements set out in the Early Years Foundation Stage statutory framework and is updated at least every 3 years. HHS acknowledges that it is best practice to have most, if not all staff first aid trained to the appropriate level.

HAMPSTEAD HILL SCHOOL

Accident Report Form



Full Name: _____ Male Female
Accident Date: _____
Time: _____ Place: _____
Child Adult Staff Member

1. Circumstances prior to accident: *(eg: activity in progress/conditions)*

2. Cause of accident and/or hazard:

3. How the accident happened: *(detailed description of what occurred)*

4. Injuries: *(details of ALL injuries – please mark where injuries are on pictures below)*

FRONT BACK

RIGHT/LEFT SIDE
**please delete*

5. Treatment: <i>(exact details of ALL treatment given - eg: ice pack/disinfectant wipe/plaster)</i>	
6. Medical aid sought: <i>(details – eg: Advanced First Aider consulted/hospital)</i>	
7. Administered by: <i>(name & position of ALL persons who administer ANY treatment)</i>	
8. Witnessed by: <i>(name & position of person who witnessed treatment being administered)</i>	
9. Additional Information: <i>(INC DETAILS OE: 'conditions' eg:wet/slippery; any follow up checks)</i>	
10. Contact: <i>(INC: name of person; time & method of contact; whether contact successful or not)</i>	
Name/Signature/Title of who dealt with accident: _____ <i>(Print name)</i> _____ <i>(Signature)</i> _____ <i>(Position)</i> _____ <i>(Date)</i>	Name/Signature/Title of witness: <i>(adult)</i> _____ <i>(Print name)</i> _____ <i>(Signature)</i> _____ <i>(Position)</i> _____ <i>(Date)</i>
Name/Signature/Title of Parent/Carer/Other: _____ <i>(Print name)</i> _____ <i>(Signature)</i> _____ <i>(Title)</i> _____ <i>(Date)</i>	Name/Signature of Year Leader: <i>(Staff accidents)</i> _____ <i>(Print name)</i> _____ <i>(Signature)</i> _____ <i>(Position)</i> _____ <i>(Date)</i>

*Is this an incident which should be reported under RIDDOR? YES NO (*delete)*

To report work-related deaths, major injuries, over three-day injuries, work related diseases and dangerous occurrences (*near miss accidents*) the easiest way to do this is to call the **INCIDENT CONTACT CENTRE (ICC)** on **0845 300 9923** (*local rate*). They will send us a copy of all the information recorded with them and any errors and/or omissions can then be corrected.

Appendix 2: first aid training log

Name/type of training	Staff who attended (individual staff members or groups)	Date attended	Date for training to be updated (where applicable)
<i>E.g. first aid</i>			
<i>E.g. paediatric first aid</i>			
<i>E.g. anaphylaxis</i>			