

Greenwich House Independent School

Accidents and First Aid Policy and Procedure

At least one member of staff with current Paediatric First Aid will be on the premises or on an outing at any one time. Paediatric First Aid qualifications will be appropriate to caring for infants and young children and approved by the Local Authority (as listed in the Lincolnshire Early Years Training directory).

In addition, Mrs Arran Brindle, Mrs Eloise Brindle and Mrs Michelle Morley hold full and current HSE First Aid at Work certificates covering both adult and paediatric first aid.

Greenwich House Independent School has valid Public and Employer's Liability Insurance cover.

Accidents and Incidents

In order to deal with accidents and incidents we will ensure that:

- The first aid kit complies with the Health and Safety (First Aid) Regulations 1981.
- The first aid kit is regularly checked by a designated person. The designated persons are Mrs Arran Brindle and Mrs Eloise Brindle.
- The first aid kit is clearly marked and is easily accessible to adults and out of reach of children.
- The first aid kits are located:
 1. in the hallway under the stairs.
 2. in the crèche baby changing area on the window ledge.
 3. on the first floor at the top of the stairs outside the girls toilet.
 4. In the kitchen in a clearly marked cupboard.
- Accident/incident and first aid log slips are on the premises at all times and is easily accessible – separate logs are maintained for children attending the setting and adults on the premises.
- The accident/incident and first aid log is completed as required with the date, time, details of the accident/incident, first aid treatment administered and signed by staff. In the case of injuries to children parents will be informed as soon as possible of the accident /incident and asked to sign the log on the day the accident occurred.
- Staff members are aware of the location of the first aid kit, accident/incident log and the procedure for reporting.
- Parents/carers have signed the appropriate consent forms on their child's registration to the setting.
- Medical advice/assistance is sought (GP or Hospital) where necessary.

Emergency Procedure

- 1. ASSESS SITUATION- SECURE FROM DANGER REMOVE OTHER PEOPLE**
- 2. ASSESS CASUALTY: IF NECESSARY- CALL ASSISTANCE [DOCTOR OR AMBULANCE]**
- 3. INJURY- PERFORM ANY TREATMENT NECESSARY**
- 4. INFORM PARENTS- EITHER BY RINGING, OR AT THE END OF THE SESSION, ACCORDING TO THE SEVERITY OF THE INCIDENT**

CATEGORIES OF INCIDENTS AND PROCEDURES

Any pupil complaining of illness or who has been injured is sent to the School Office for the qualified First Aider(s) to inspect and, where appropriate, treat. Constant supervision will be provided. Should the child be too ill to stay at school, parents should be contacted as soon as possible so that the child can be collected and taken home.

Minor Accidents and Injuries

The adult in charge initially looks after the injured party. If deemed necessary, a person other than the teacher will take the child to be treated, either inside, or the bench in the playground. No medicines are administered but cuts are cleaned with water and bandages are applied if deemed appropriate. The use of disposable plastic gloves is mandatory at all times.

***All accidents are recorded on an Accident Report Slip by the member of staff involved initially, parents are always seen at the end of the day, shown the accident report and asked to sign. These are then stored in a child's personal folder and stored in a secure cabinet. If required the parents will be contacted before the end of the school day by telephone.**

Minor Cuts and Bruises

Method:

In all cases of injury it is understood that there is at least one adult present:

- A first aider should administer first aid if appropriate. If the first aider is not available, any member of staff may clean the wound.
- Class teacher is informed by the first aider.
- Teacher observation is maintained
- Children are advised to show/tell parents (school only)
- See above *

Sprains/Bruises

- A first aider should administer first aid if appropriate. If the first aider is not available, any member of staff may implement the process of rest, ice, compress and elevate
- If in doubt, parent/s are contacted
- Teacher observation is maintained
- See above *

More Serious Accidents and Injuries

If considered safe to do so, the injured party is taken to the First Aid Station. Parents are immediately informed, particularly if there is a suspicion of broken bones/head or eye injuries. The child is kept under close observation until parents arrive, with the emphasis on making the child as comfortable and as settled as possible.

Stings/Bites

- If case is serious/ parent/s are contacted – Stings should be removed only by a qualified first aider.
- Adult supervision to monitor for any signs of allergic reaction to sting. If any signs are shown contact parents and assistance (doctor or ambulance) if necessary.

Faints and Shocks

- If a child/adult faints whilst they are unconscious they must be put into the recovery position by a qualified first aider to ensure airways are protected.
- A first aider should administer first aid if appropriate. If the first aider is not available (and the individual is conscious), any member of staff may implement the process of:
 - Lie the casualty down
 - Raise the legs above the level of the heart
 - Loosen any tight clothing
 - Ensure there is fresh air
 - Keep crowds away
 - Reassure casualty when they recover
 - Contact parents – the pupil should go home

Very Serious Injuries

In the event of a very serious injury, parents/guardians are immediately contacted. If the considered opinion of the staff is that immediate professional help is required, an ambulance is called. On rare occasions the staff may agree that taking the child to Accident & Emergency in a private car is a more prudent option particularly in the case of rapid blood loss. This should be on a voluntary basis. In such cases staff should ensure they have specific cover from their insurance company.

Parents are kept informed of developing situations. Very serious injuries are considered to be:

Severe Bleeding

Burns/Scalds

Unconsciousness

The event is subsequently recorded in the Accident Report Book The Accident and First Aid Policy is based on collective teacher input. All staff automatically assist the teacher on break duty and the first-aider in the case of a serious injury.

ANY SERIOUS ACCIDENT WILL BE REPORTED TO THE HEALTH & SAFETY EXECUTIVE (RIDDOR) AND OFSTED.

Signed on behalf of the setting by:

..... Head Teacher

Date Revised : August 2017

