

# Bryony School



## Accidents and First Aid Policy and Procedure

At Bryony School safety is paramount and every measure will be taken to ensure children, staff, parents and visitors are safeguarded whilst on school premises. However accidents do occasionally happen and the following information sets out how accidents will be dealt with.

### Organisational Responsibilities

- The overall responsibility for Health and Safety in the school is that of the School Proprietor, Mr Edmunds. Mrs Notley has overall day to day responsibility.
- All employees must co-operate to achieve a healthy and safe workplace and to take care of themselves and others. All employees must report any maintenance issues to the Caretaker or Senior Management Team

### Staffing

#### Appointed Persons

- Mrs Notley is the Appointed Person in the Infant site and Mrs Atkins in the Junior site. They do not necessarily have to be a First Aider. However, their role is to:
  - take charge when someone is injured or becomes ill;
  - look after the first-aid equipment e.g. checking stock of the first-aid kits;
  - ensure that an ambulance or other professional medical help is summoned when appropriate.
- Ensure that all staff and pupils are familiar with the school's first aid and medical procedures.
- Ensure that all staff are familiar with measures to provide appropriate care for pupils with particular medical needs (eg. Diabetic needs, Epi-pens, inhalers)
- Ensure that a list is maintained and available to staff of all pupils with particular medical needs and appropriate measures needed to care for them.
- Ensure that the school has an adequate number of appropriately trained First Aiders and arrange for training as necessary.
- Maintain adequate facilities.
- Ensure that correct provision is made for pupils with special medical requirements both in school and on off-site visits.

- On a monthly basis, review First Aid records to identify any trends or patterns and report to the Advisory Board's Health and Safety committee
- Fulfil the school's commitment to report to RIDDOR, as described below
- Liaise with managers of external facilities, such as the local sports facilities, to ensure appropriate first aid provision.
- Maintain an up-to-date knowledge and understanding of guidance and advice from appropriate agencies.

### **First Aider**

At least one member of staff with a current First Aid qualification will be on the premises at any one time. This includes Pediatric First Aid qualifications if children under 5 years old are present. A list of Current First Aiders is on display in each site and located in each medical room. The role of a First Aider is to:

- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school;
  - Record first aid provided in the accident book and accident slip for the child's contact book;
  - When necessary, ensure that an ambulance or other professional medical help is called.
  - Make arrangements with parents/guardians to collect children and take them home if they are deemed too unwell to continue the school day.
  - Inform the appointed person of all incidents where first aid has been administered.
- All teachers and staff members in charge of pupils are expected to use their best endeavors at all times, particularly in emergencies, to secure the welfare of the pupils at the school, in the same way that parents might be expected to act towards their children. In general, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.
  - Staff members are aware of the location of the first aid kits, accident books and the procedure for reporting. Staff members are aware of which children have specific medical conditions.

### **First Aid Kits**

- Our first aid kits are clearly marked and easily accessible to adults.
- Location of First Aid Kits:

#### **Infants:**

- Outside staff toilet on lower corridor
- Bottom of Year 2 stairs
- School Hall
- Nursery (small kit)
- Portable playground (belt bag)

### Juniors:

- o Staff Room
  - o Emergency Medical Room
  - o Portable playground (belt bag)
- Both minibuses are equipped with First aid boxes. First Aid travel packs are to be taken on school trips and off-site activities. These can be obtained from the School office. All packs are maintained by the School Administrators on a regular basis. Members of staff should inform the office when items are running low to ensure timely replenishment. A checklist is kept with first aid kits to ensure all necessary items are stocked.

### Accident books

- We record accidents that occur on the school premises involving children, members of staff or persons not employed by the school in the appropriate accident books. These books are stored with the registers and in the Pre-School and Nursery (Infant site) and the staff room (junior site).
- The accident book will be stored appropriately and will be reviewed regularly by management to monitor trends and identify any areas within the environment that needs to be subjected to further risk assessments
- Accident records are kept for a minimum of 3 years from the date of the incident.
- The Accident Book is completed as required with the date, time, details of the accident/incident, first aid treatment administered and signed by staff and a witness. Pages are numbered and will be dated. Mistakes should be crossed out. **Pages should not be removed.**
- The Accident books for our Early Years children (Pre-School and Reception) also require a signature from parents/carers as soon as reasonably practicable. Parents/carers of children in school will be informed of accidents recorded in the accident book via their child's contact book or homework diary.
- Information on contacting Emergency services is located near the school phone (Juniors) and School Office (Infants).

### Accident and First Aid Procedures

In the event of an accident in Bryony School staff will:

- Reassure and comfort the child
- Assess the extent of the child's injuries and a First Aider will administer first aid treatment. If necessary, medical assistance will be obtained (doctor or ambulance)
- Keep an accurate record in the First Aid book by the person providing First Aid.
- Inform parents of serious injuries including those to the head either by ringing at the time of accident or as soon as practically possible.

- Inform Ambulance staff about the nature of the accident, injuries sustained, first aid given and any further observations.
- Inform the parents/carers via the Form Teacher using a note in the child's daily contact book /homework book on the accident and treatment given.

### **Serious Injuries**

In the event of an incident/accident considered to be more than a minor injury, any head injury, sickness, high temperature or where the child requires attendance at hospital, then parents/carers will be informed by telephone using the telephone numbers provided to the school. In the event that parents/carers cannot be contacted, messages will be left and repeated attempts will be made to make contact. During this time a qualified first aider is to remain with the child until contact is made and the parents/carers arrive.

In the event that a child requires hospital treatment but parents/carers cannot be contacted, a member of staff will accompany the child to hospital and remain with them until parents/carers are contactable and arrive at the hospital.

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), the HSE must be notified of fatal and major injuries and dangerous occurrences without delay by telephone (0845 300 99 23) and be followed up in writing within 10 days on HSE Form 2508 either on-line or by post. The School Principal will refer to the latest HSE guidance on Incident Reporting in Schools (annexed to this policy). In the case of serious injuries, Mrs Notley will also inform:

- Ofsted (*EYFS 3.51 notify of any serious accident, illness, injury to or death of any child in their care and of any action taken*)
- local child protection agencies (*EYFS 3.49 notify of any serious accident or injury to, or death of any child and must act on any advice from those agencies*)
- the school's Insurance Company

### **Blood Spillages**

- Staff who undertake messy jobs, which may involve contact with blood, urine, faeces, vomit or any other bodily fluids should wear disposable plastic gloves and apron. Please refer to the separate school procedure for dealing with bodily fluids.

### **Parental /carer responsibility**

- Parents/carers have signed the appropriate consent forms on their child's registration to Bryony School. They should complete health care plans and any revisions required on an annual basis.
- Parents of children are responsible in checking the contact books /homework diaries of their child/children after every school day for accident/first aid notices. Parents or carers of children in the Pre-School and Reception classes are asked to sign the accident book. In the event we are unable to obtain a signature, we will send a ParentMail.

- Parents must inform staff of any accident at home so that staff can ask parents to complete and sign the pre-existing injuries form. If staff see evidence of injury on a child, that has not occurred in the school and has not been reported to any member of staff, parents will be asked for information on the incident and asked to complete and sign the pre-existing injuries form. If staff are concerned that injuries sustained at home are not consistent with parental explanations, they will follow the Bryony School Safeguarding policy and procedure.

### **Medicines in School**

- If any incidents or accidents are in conjunction with medicines or ongoing medical conditions please see *Bryony School Medications and Medical Conditions policy and procedure*.

Policy reviewed by Headteacher, Mrs Gee: January 2020

Policy adopted by Mr Edmunds, School Proprietor January 2020

Date of Next review: January 2022