



FOUNDED 1879

HALLFIELD SCHOOL

FIRST AID POLICY

Head Master	Mr K Morrow	
Chairman of Governors	Mr T Venner	
Staff member with responsibilities	School Nurse	
Subcommittee with responsibilities	Health and Safety	
ISI Regulatory Policy	Yes	
Date adopted by Governing Board		
	Date	Autumn Term 2020
Date for policy review	Autumn Term 2023 (unless new legislation requires amendment)	

HALLFIELD SCHOOL

FIRST AID POLICY

SCOPE

All staff, children including EYFS and Out of Hours Care and visitors.

AIMS

The aims of this policy are to:

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

LEGISLATION AND GUIDANCE

- First aid arrangements are managed following the **DfE Guidance on First Aid for Schools and Health and Safety in Schools** and the following legislation;
- The Statutory Framework for the Early Years Foundation Stage (EYFS)
- **The Health and Safety (First Aid) Regulations Third Edition 2013**, 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 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.
- **The Education (Independent School Standards) Regulations 2014**, which require that suitable space is provided to cater for the medical and therapy needs of children

1. ROLES AND RESPONSIBILITIES

It is our policy to promote the good health of all children and adults and to care for those who become unwell or who are injured while at school or on a school outing, in a timely and competent manner.

There is an appointed person to take charge of first aid arrangements. In the appointed person's absence another member of staff with Paediatric First Aid training is designated.

First aid provision is available at all times when people are on the school premises, on school outings or on residential visits. There are a sufficient number of suitably trained first aiders to care for children and adults in case they are injured.

At least one person who holds a current Paediatric First Aid certificate is available on the premises, on outings at all times when children in the EYFS are present.

At least one person who holds a current First Aid certificate is available on the premises on outings and on residential visits when children from Year 1 – Year 6 are present.

1.1 Appointed Person and First Aiders

The school's appointed person is The School Nurse Mrs. Mian whom is responsible for:

- Taking charge when someone is injured or becomes ill
- Ensuring the up keep of the medical room and medical equipment including maintenance of 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 required.
- Sending children home to recover, where necessary and keeping parents informed of accidents and injuries.
- Ensuring children's personal medical information is kept up to date and stored confidentially in accordance with school policy.
- Arranging staff training so that it is updated in accordance with legislation and DFE guidance and an ensuring that an up to date list of qualified first aiders is displayed.

1.2 First aiders are trained and qualified to carry out the role and are responsible for:

- Acting as first responders to any incidents; assessing the situation where there is an injured or ill person, and providing immediate and appropriate treatment.
- Keeping the School Nurse informed of any incident and treatment given.
- Completing an accident report on the same day, or as soon as is reasonably practicable, after an incident.

The school's appointed person and first aiders are listed in Appendix 1. A list of first aiders is displayed in each area of the School.

1.3 The Executive Team

The Executive Team are responsible for the implementation of this policy including:

- Ensuring that an appropriate number of trained First Aiders are present at school at all times it is operational. This includes ensuring that a member of staff with a current paediatric first aid certificate is available on site at all times, when children from the EYFS are present and when children are on outings or attending residential visits.
- Ensuring all staff are aware of first aid procedures.
- Overseeing the monitoring of risk assessments, and that appropriate measures are put in place and acted upon when needs are identified.
- Ensuring that adequate space is available for treating the medical needs of children and adults.

- Reporting specified incidents to the HSE or OFSTED when required as part of the school's statutory duties.
- Monitoring accident and emergency information/data that is presented at termly Health and Safety meetings and ensuring agreed actions are met.
- Ensuring that information presented at termly Health and Safety meetings is reported to the Governors Compliance Committee each term.

1.4 School Staff

- School staff are responsible for:
- Ensuring they know who the first aiders in school are.
- Ensuring they follow the agreed first aid procedures.
- Completing accident reports as required and informing parents as required.

Informing the Head Master or their line manager of any specific health conditions or first aid needs of any children in their care as new circumstances arise

2. FIRST AID PROCEDURES

2.1 In the event of an accident resulting in minor injury:

- The nearest member of staff present will assess the injury and In the case of minor injuries such as those sustained from trips, slips and falls (bruises, grazes, minor cuts, bumped heads, and nose bleeds) may be treated by a person on duty who is carrying a first aid bag,. They may also be accompanied to the medical room where they will be treated by a member of staff who is a First Aider or the school nurse.
- The School Nurse will contact parents/carers at the time of treatment if it is deemed necessary for them to be informed prior to collecting their child at dismissal time. For example, if the child has an injury affecting their ability to participate fully in activities/ lessons or if the child has sustained a bump to their head causing swelling.

2.2 In the event of an accident resulting in a serious injury:

- In the case of a serious injury such as a suspected broken bone, severe bleeding or concussion the closest member of staff will assess the injury quickly, remain with the casualty and call for immediate assistance from the School Nurse.
- First Aid should be administered as soon as possible and immediately if it is deemed that waiting for help will put the casualty at further risk for example in the case of severe bleeding or an injury resulting in a breathing difficulty.
- A seriously injured person should be made comfortable and only be moved if it is deemed safe to do so due to the risk of exacerbating the injury. If unconscious they must be placed in a recovery position.
- If emergency services are called, the School Nurse will contact parents as soon as is reasonably practicable.
- **Guidance on calling an ambulance (compiled with the approval of West Midlands Ambulance Service) is displayed in the front office, medical room Hallfield First office, staffroom and Pre-Prep Secretary's office.**

3. SUMMONING THE FIRST AID LEADER/DESIGNATED PERSON

The School Nurse is based in the medical room located in the Pre-Prep Department. The nurse carries a radio and her timetable is displayed in the medical room and front office. This is so she is contactable should she be required but is away from the medical room.

The School Nurse/ Designated Person carry a radio and can be summoned in the following ways:

- Radio
- Telephone (ext. 213 or the front office 237, 238 or 239)
- Send a member of staff or Prep child to the medical room
- The red hand emergency summoning help procedure. (red hands are placed in all areas of the school and can be given to a child to take to another adult in an emergency if there is no other way to summon help)

4.RECORD-KEEPING AND REPORTING

4.1 First Aid and Accident Record Book

An accident form is completed by the School Nurse for an incident resulting in an injury.

Parents and/or carers of children including those in the EYFS provision are informed of any accident or injury sustained by a child and of any treatment given through the provision of a copy of the child's entry on Medical Tracker and notified either via email, letter or verbal feedback when the child is collected from school.

Parents of EYFS children are required to sign a copy of the accident/treatment record on the same day or as soon as is reasonably practicable.

Due to the nature of the site more than one accident book is kept. There are accident books at;

- Hallfield*first*
- Foundation
- Medical Room located in Pre-Prep
- Front Office
- Bistro/Upper School Out of Hours Club

These are only used if staff do not have access to Medical Tracker. Any accident remains on the child's electronic medical profile.

Records held electronically on medical tracker will be archived and those in the accident book will be retained by the school for a minimum of 3 years and then securely disposed of.

4.2 Monitoring of Accident Records

During term time the School Nurse uses medical tracker to identify any patterns or concerns and will feed back to the welfare meeting/ Executive Team.

During school holiday periods the manager of Hallfield *first* reviews the nursery accident book/ Medical tracker on a weekly basis and informs the member of the Executive team on call if there are any concerns.

The School Nurse /designated person or Estates and Facilities Manager will notify the Health and Safety Executive (0845 300 99 23) of any diseases and major accidents.

We will report to RIDDOR within 5 working days.

- Serious accidents resulting in injury to children, staff and members of the public.
- Major injury resulting in an absence from school/work of 7 days or more.
- Death

OFSTED will be informed of any serious accident, illness or injury to, or death of any EYFS child while in our care and the action taken. Notification will be made as soon as reasonably practicable but in any event within 14 days of the incident occurring.

All accidents and incidents are monitored and reviewed by the Health and Safety Committee which meets termly. The Health and Safety Committee informs the Governors termly.

5 OUTINGS AND RESIDENTIAL VISITS

The School Nurse /Designated Person supplies first aid kits which include medical information relating to children and contact details of parents/carers that are taken on outings.

All injuries are treated in accordance with school policy and procedure. Advice may be sought from First Aiders at the venue.

6. TREATMENT OF ADULTS WHO ARE UNWELL OR INJURED

Adults who are unwell or who are injured during the school day should see the School Nurse /Designated Person as soon as possible or send for them. The School Nurse /Designated Person will assess the adult and take the appropriate action.

Treatment of adults is documented on Medical tracker in the staff /visitor section.

The Estate's Manager and members of the Estate's and Admin team are First Aiders; they provide staff First Aid during school holiday periods.

7. TRANSPORTING CHILDREN TO HOSPITAL

7.1 Non-Emergency Situation Procedure

The School Nurse /Designated Person will contact parents/carers to inform them and request that they collect their child and take them to hospital.

If the child's parents /carers cannot be summoned, then persons from the nominated persons list will be contacted.

If parents and nominated persons cannot be contacted within a reasonable period of time, then a member of staff usually the School Nurse in agreement with the Head Master will arrange to transport the child to the hospital in a school vehicle or taxi. They will be accompanied by a member of staff to supervise the child.

7.2 The Emergency Situation Procedure

If an ambulance is called The School Nurse /Designated Person will contact (or delegate someone else to contact) the child's parents. If they cannot be contacted, then nominated persons will be contacted.

Parents/carers or nominated persons will be asked to come to school to meet the ambulance if travel time allows or meet the child at the hospital if not.

If the parent/carer/nominated person is unable to travel with their child in the ambulance then a member of staff known to the child will accompany the child and stay with them at the hospital until the parents/carers/nominated person arrive, and they can hand over.

When a child is taken to hospital the School Nurse will remain on site and will inform the Head Master.

8. SCHOOL MEDICAL FACILITIES AND EQUIPMENT

There is a medical room with resting provision located in the Pre-Prep Department where injuries can be treated. There is a wash basin in the room and a toilet has been designated nearby.

First aid kits are held at various locations throughout the school. There are notices around the school highlighting their locations. The stock is checked half-termly by the School Nurse /Designated Person and any deficiencies made good. A record of these checks is kept by the school nurse. It is the responsibility of staff to inform the school nurse if stock needs replenishing at other times.

There is a supply of additional first aid resources in the medical room.

There is a first aid kit in each year group as well as a medical bum bag for staff to attend to minor first aid accidents when on playground duty . There are Emergency Medication kits consisting of: Epipens, Ventolin Inhaler, and anti-histamine located in the following locations. *Medical room, front office, Bistro, Hallfield First, Pavilion and Music department.*

There is an emergency first Aid pack ready in the medical room, as well as a fluorescent jacket and foil blankets. This is to be taken with the School Nurse in the event of a fire alarm or major incident.

See Appendix 2 for location of first aid boxes

9. CLINICAL WASTE AND HYGIENE PROCEDURES FOR DEALING WITH THE SPILLAGE OF BODY FLUIDS

There are clinical waste bins in the medical room, Foundation and Hallfieldfirst for disposal of any contaminated waste.

If there is a spillage of bodily fluid, then the area should be isolated immediately. The member of staff cleaning the spillage should wear disposable gloves and a disposable apron. Spillage compound should be used to clean bodily fluids and the area should then be disinfected. The waste should be placed into a yellow bag, and then disposed of into a clinical waste bin.

Gloves, aprons spillage compound and disinfectant are stored in the medical room, Hallfieldfirst, Foundation and the Bistro.

If a member of staff is unsure of how to safely deal with the spillage of bodily fluid they should contact the School Nurse /Designated Person.

A sharps bin is kept in the medical room for the safe disposal of sharps. This is removed by Inspire, who provide a replacement bin.

10. FIRST AID ARRANGEMENTS FOR CHILDREN WITH MEDICAL NEEDS

The School Nurse informs staff of children in their care who have allergies or any other medical conditions that will effect first aid treatment. For example an allergy to a medicine or an allergy to plasters. A list of children with medical conditions is accessible for staff through Medical tracker with their individual log in. Information is also available from the medical room and Hallfieldfirst office.

A list of children with allergies is displayed in the medical room, Bistro, pre prep hall and the staffroom.

Staff are asked to inform the School Nurse if they have a medical condition that may affect first aid treatment.

11. TRAINING

All first Aiders have completed a training course and hold a valid certificate of competence to demonstrate this. The School keeps a register of all trained staff detailing the training received and when renewal is due. A list of staff with First Aid qualifications is displayed in each area of the School.

The School Nurse is responsible for arranging training for staff. The School Nurse and Managers are responsible for monitoring staff practice. The School Nurse gives updates and regular training updates to staff as required.

Paediatric First Aid (PFA) training undertaken by Hallfield EYFS staff is relevant to young children and babies. Training is HSE compliant and covers the same content as that provided by the Red Cross and Saint John's Ambulance.

Newly qualified EYFS staff (who completed a level 2 or 3 qualification on or after June 30 2016) are required to hold either a full or emergency PFA certificate within three months of starting work if they are included in staff: pupil ratios.

First Aid Training is renewed every three years.

Appendix 1

List of First Aiders

Expiry

Debbie Mian (RSCN)	School Nurse October 2023
Keith Morrow	Headmaster October 2023
Helen Surr	Heads PA – October 2023
Rachel Sperring	School Secretary – September 2023
Sarah Ford	Front Office – October 2023
Miralee Askew	Librarian – April 2022

Hallfield *first* Paediatric First Aid + AED

Expiry

Rachel O'Rourke	Feb 2023
Sarah Linekar	Feb 2023
Elizabeth Singleton	Feb 2023
Victoria Smith	Jan 2023
Maria Khanom	Feb 2023
Anam Mazar	Feb 2023
Bianca Barnet	Feb 2023
Holly Pilling	Feb 2023
Jessica Rainey	Feb 2023
Kellie Gardner	Feb 2023
Michelle Byrne	Feb 2023
Tayyabeh Zaheer	Feb 2021
Elaine Dean	Sept 2023
Raluca Jukes	Sept 2023
Bushra Bibi	Sept 2023
Renee Salmon	Sept 2023
Irim Ahmed	Sept 2023
Stacey Minter	Sept 2023

EYFS (Foundation – Reception) Paediatric First Aid + AED

Josie Davis	June 2021
Somaira Khatoon	April 2022
Alex Morrow	Feb 2023 (Aftercare)
Jodie Small	Feb 2023 (Aftercare)
Lauren Chapman	Feb 2023
Jennifer Palmer	Feb 2023
Pamela Kamari	Sept 2023
Lizzie Sanderson	October 2023
Caitlin Williams	October 2023
Olivia Figgis	October 2023
Sarah Bonham	Sept 2023
Lauren Woodall	Sept 2023
Shelpa Patel	October 2023

First Aiders KS1 & KS2 Paediatric + AED**Expiry**

Hayley O'Hara	March 2021
Eve Kirby	May 2021
Hafsah Ali	October 2021
Di Colley	October 2021
Kamaljit Aujila	October 2021
Tony Jones	Feb 2023 (Paediatric)
Emily Fisher	Feb 2023 (Paediatric)
Donna Dicks	Feb 2023 (Paediatric)
Verity Emms	September 2023 (sports)
Heidi Finnegan	September 2023 (sports)
Jon Moffatt	September 2023 (Sports)
Bethany Castleton	September 2023

Joe Summers	September 2023
Rehana Begum	September 2023
Michelle Horner	September 2023
Lydia Muddiman	September 2023 (Forest School)
Dani Woolley	September 2023
Sarah Ozer	September 2023
Emily Neigah	September 2023
Tim Butcher	October 2023
Lizzie Sanderson	October 2023
Clare Florida James	October 2023
Claire Neville	October 2023
Hannah Watton	October 2023
Daya Bansal	October 2023
Gary Derbyshire	October 2023
Anna Morrow	October 2023

Location of the First Aid Boxes



Medical Room* Located in Pre-Prep

Front Office

ICT Office

DT Room

Pre Prep Kitchen

Bistro

Finance Department

Cleaners' Kitchen

Hallfield*first* (Downstairs)

Hallfield*first* (Upstairs)

Sports Hall

Pavilion

Staff Room

Estates Manager's Office

Lower Science Lab & Upper Science Lab

Art room

Creative cottage

Music Room

School Minibuses x 2

Each class has as mall first aid kit

Each year group has a larger first aid kit as well as a bum bag for when on duty.

