



Wetherby Kensington  
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# First Aid Policy

**Policy reviewed by:** Helen Milnes

**Review date:** July 2021

**Submission:** July 2021

**Policy actioned from:** September 2021 – August 2022

**Next review date:** July 2022

**Reviewer's Signature:** *Helen Milnes*

**Head Teacher's Signature:** *Helen Milnes*

**Circulation:** This policy is addressed to all members of staff and volunteers, is available to parents on request. It applies wherever staff or volunteers are working with pupils.

Please note: 'School' refers to Wetherby Kensington; 'parents' refers to parents, guardians and carers.



## **Wetherby Kensington**

# **First Aid Policy Accident and Emergency Procedure**

### **Aims**

Wetherby Kensington aims to use first aid in response to accidents and injuries which have occurred to pupils, staff and visitors to the site. This policy applies to all children in the school, including those in the EYFS (Reception).

### **Personnel**

Office staff and qualified first aiders are responsible for dealing with minor incidents.

During lesson time the office staff and/or a qualified first-aider will administer first aid. If an accident occurs out of school and first aid is required, then one of the staff on duty will administer first aid.

### **Recording of Accidents**

- Any accidents that occur are to be recorded in the accident book. These are kept in the school office. Once completed these are signed by the Headmistress or a member of the Senior Leadership Team (SLT)
- The accident reports are photocopied twice. The original is filed in the accident folder in the school office; two are given to the class teacher. Both of these are signed by the parent/carer picking up the boy who had the accident. One copy is then placed in the boy's file and the other copy is taken home
- In the case of a serious accident an Internal Accident Investigation Report Form (A2) must be completed. Copies of these are kept in the Accident Folder in the school office or can be found on the staff shared area
- The Internal Accident Investigation Report Forms are photocopied twice. The original is filed in the accident folder in the school office; two are given to the class teacher. Both of these are signed by the parent/carer picking up the boy who had the accident. One copy is then placed in the boy's file and the other copy is taken home
- Accidents occurring at off site venues should also be recorded. First aid provision at such venues should always be identified but first aid kits are always taken on school trips. On returning to school further recording should take place using the school's own accident book
- At the end of each term a 'Summary of Accident and Near Miss Activity Report Form' (A7) will be completed and kept on record at school
- At Wetherby Kensington any accident that requires a RIDDOR report will be completed correctly and in the required time. Before a report is completed Law at Work will be contacted regarding the accident
- Copies of all reported accidents and near misses will be kept in the Accident Folder in the school office
- Parents are always contacted should a boy receive a bump to the head

## **First Aiders**

At Wetherby Kensington there are some members of staff who are paediatric first aid trained. Staff are trained as and when is necessary and we ensure that there is a balance of first aiders within each year group. There is a rolling programme of training for first aid. First aid training will be updated at least every three years. At Wetherby Kensington we aim to achieve paediatric first aid training for as many staff as possible, in particular Reception staff. There is a paediatric trained first aider on the school site at all times and the welfare requirements of the EYFS (Reception) framework mean that a qualified paediatric first aider should accompany all EYFS (Reception) off site visits.

One member of staff with first aid training must be on site until all children have left.

## **First Aid Boxes**

At Wetherby Kensington first aid boxes are situated:

- 1) In the basement
- 2) In the school office on the ground floor
- 3) In the school kitchen
- 4) In the first aid room
- 5) In the learning support room on the second floor
- 6) In the staff room on the third floor

A first aid bag is to be taken on all school trips and to all games/gym sessions, including matches.

## **First Aid Supplies**

Each class is responsible for checking the contents of the first aid resources in their class bags on a regular basis. The school office is responsible ordering all first aid supplies. These supplies are stored in the first aid cupboard in the school office. The school chef is responsible for reporting her requirements to the catering manager for replenishment. All staff are responsible for notifying the school office if the supplies in any of the first aid boxes are running low. The designated member of staff will then order more supplies to ensure that all first aid boxes meet the legal requirements. First aid boxes must not contain any soiled goods.

## **First Aid Kits**

The suggested minimum contents of the first aid boxes from the HSE Publication Approved Code of Practice The Health and Safety (First Aid) Regulations 1981 First Aid at Work are:

- A leaflet giving general guidance on first aid
- Twenty plasters individually wrapped, assorted sizes. Blue waterproof for food handlers
- Two sterile eye pads
- Four individually wrapped sterile triangular bandages
- Two large individually wrapped, sterile, unmedicated wound dressings

- Six medium sized individually wrapped sterile dressings
- Disposable gloves (at least three pairs)
- Six safety pins

### **Hygiene**

To prevent the spread of infection, adults will ensure that the following good practices are observed:

Any spills of blood or vomit will be wiped up and disposed of using the biohazard kits provided on each floor. Excrement will be flushed down the loo. Disposable gloves are always used when cleaning up spills of body fluids. Floors and other affected surfaces are cleaned as necessary using manufacturer's instructions. All cleaning equipment has been COSHH assessed and is kept out of reach of the children.

A member of staff and the premises manager are responsible for cleaning up after a child has been ill, ensuring that hygiene procedures are followed.

When treating any accident protective clothing (gloves) must be worn.

### **Sickness**

If the child has any of the following he must be sent home:

- Temperature
- Sickness or diarrhoea
- Unexplained rash
- Conjunctivitis
- Any infectious condition

If a child needs to go home his parent/carer will be contacted and asked to come and collect him. Whilst the child waits for his parent/carer to arrive the boys will either wait in the first aid room or in the school office with a member of staff from the school office.

Please note that a child cannot be sent home until the Headmistress has been consulted, if required.

### **Pupils with Particular Medical Conditions**

Pupils who have particular medical conditions (i.e. asthma, epilepsy, diabetes etc) have all information pertaining to their condition held on a medical form in their personnel file. This will cover medication required in school as and when appropriate including information if appropriate for ambulance crew to attend the child in an emergency. An individual care plan will also be written for the pupil and shared with both the parents and the staff.

## **Accidents and Incidents**

At Wetherby Kensington the reporting of accidents and incidents falls into four categories:

- Minor accidents
- Major accidents
- Near miss accidents
- Accidents reportable to RIDDOR

If the accident is more than a minor one for child or adult, it is reported immediately to the Headmistress or the school office who sends for an ambulance, if needed and the parents are contacted.

### **1. MINOR ACCIDENTS**

#### **Minor Accidents to a child**

If a minor accident occurs the procedure is as follows:

- The child is taken to the school office
- The injury is assessed by a first aider and, if necessary, the Headmistress or Person in Charge, if the Headmistress is not available, is called
- A first aider treats the injury
- The child is resettled in to their classroom and observed closely
- The accident book is completed. These are kept in the school office
- Once completed these are signed by the Headmistress or a member of the SLT
- The original is filed in the accident folder in the school office; two are given to the class teacher. Both of these are signed by the parent/carer picking up the boy who had the accident. One copy is then placed in the boy's file and the other copy is taken home
- The incident is reported to the parent/carer when the child is collected at the end of the school day (where this has not proved possible the parent is telephoned at home or work). When in doubt always contact the parents/carers
- Parents are always contacted should a boy receive a bump to the head
- If there is any concern about the first aid, which should be administered, then the school doctor, Doctor C. Powell-Brett 020 7235 6642, is consulted.

**If a child is sent home for any reason this must be recorded in the accident book in the school offices and the time of leaving recorded in the 'Day Book'.**

#### **Reporting Minor Injuries to Parents**

Communicating with parents regarding minor injuries is done as follows:

- Via a duplicate of the accident report form being sent home
- Via personal contact with the parent or carer when the child is collected at the end of the school day (where this has not proved possible the parent should be telephoned at home or work)

**PARENTS MUST BE INFORMED OF ANY INJURY THAT THEIR SON RECEIVES TO HIS HEAD. The school office will contact the parent or carer concerned. If the head injury is severe parents will be asked collect their son to seek medical advice.**

### **Minor Accidents to Adults**

Minor accidents will follow the same procedures as outlined above for a child.

## **2. MAJOR ACCIDENTS**

### **Major accidents to a child**

If a major accident occurs the procedure is as follows:

- If able to be moved, the child is taken to the first aid room on the first floor
- The Headmistress or, in her absence, a member of the SLT must be contacted immediately
- The Headmistress or, in her absence, a member of the SLT will assess the situation with another first aider and decide whether the child needs immediate hospital attention or whether the child can wait for the parent to come
- If the child needs to go straight to hospital either an ambulance will be called or the child will be taken by taxi. The parent/carer will be called and arrangements will be made to meet the parent/carer at the hospital. The Headmistress or, in her absence, a member of the SLT will accompany the child to hospital and stay with them until the parent/carer arrives
- If the child can wait for the parent/carer to come then the parent/carer will be contacted and the child made as comfortable as possible. A member of staff must be with the child at all times until the parent/carer arrives
- It will then be the parent/carer's decision whether or not to take the child to hospital
- As soon as possible after the accident an 'Internal Accident Investigation Report Form' (A2) will be completed. These can be found in the school offices in the Accident Folder. The Headmistress or member of the SLT will sign the form and a copy will be given to the parent /carer and the original in the boy's file.

### **The nearest hospitals are:**

BUPA Cromwell Hospital 164-178 Cromwell Rd, Kensington, London SW5 0TU  
020 7460 5700

Chelsea and Westminster Hospital 369 Fulham Rd, Chelsea, London SW10 9NH  
020 3315 8000

Royal Marsden Hospital 203 Fulham Rd, Chelsea, London SW3 6JJ  
020 7352 8171

Dial 999 if immediate assistance is needed for a serious accident or incident

## **Major Accidents to Adults**

- The person in charge is notified who will with another first aider assess the situation and decide whether the adult needs immediate hospital attention or whether the situation can be dealt with by the adult concerned
- If the adult needs to go straight to hospital an ambulance will be called or he/she will be sent by taxi with another member of staff
- The adult emergency contact or a person of their choosing will be telephoned and if possible arrangements made for them to meet the adult at the hospital. Emergency contacts can be found on My HR.
- An Internal Accident Investigation Report Form (A2) will be completed and a copy given to the adult concerned
- The Headmistress must decide if the matter is reported to Alpha Plus Head Office

## **3. Near Miss Accidents**

At Wetherby Kensington we are aware that some accidents could potentially have been more serious had a child been injured. This would be described as a near miss incident. As a school we believe that all near miss incidents should be followed up.

If a near miss incident occurs the procedure is as follows:

- All near miss incidents must be reported to the Headmistress
- An 'Internal Near Miss Incident Report Form' (A3) will be completed
- Alpha Plus Head Office will be contacted
- This must be reported and recorded as soon as possible after the event

## **4. Accidents Reportable to RIDDOR**

Certain accidents arising out of or in connection with work are reportable to the Health and Safety Executive (HSE) and Alpha Plus Head Office. At Wetherby Kensington we seek advice from Law at Work before any accident is reported to the HSE.

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) places a legal duty on employers to notify and report some work related accidents, diseases and dangerous occurrences to the relevant enforcing authority for their work activity. Should an accident be reportable to RIDDOR this can be done via the RIDDOR Incident Contact Centre (ICC). Before reporting any accidents, Law at Work will have been contacted for advice.

Please refer to: Alpha Plus Health and Safety System for more information about RIDDOR

## **Pupil Accidents**

Fatal and major injuries to pupils on school premises during school hours must be reported immediately to Paul Brereton, Director of Human Resources, at Alpha Plus Head Office and Richard Jones Director of Property. Law at Work will be contacted for advice and if necessary the ICC will be contacted. However, injuries during play activities in playgrounds arising from collision, slips and falls and sporting injuries are not reportable unless they are attributable to:

- The conditions of the premises (e.g. potholes, ice, damaged or worn steps etc).
- Plant or equipment on the school premises
- The lack of proper supervision

Fatal and major injuries to pupils occurring on school sponsored or controlled activities off the school site (such as field trips, sporting events or holidays in the UK) must be reported if the accident arises out of or in connection with those activities. All staff have been informed of the procedures to follow (crisis management) when a fatal or major injury/injuries occur.

Wetherby Kensington will also notify the Kensington and Chelsea Child Protection Agency of any serious accident or serious injury to, or the death of, any pupil whilst at school and act on any advice given.

## **Employee Accidents**

Any accidents to an employee resulting in a fatal or major injury must be reported immediately to Paul Brereton, Director of Human Resources at Alpha Plus Head Office and Richard Jones, Director of Property. If the accident does not result in a fatal or major injury, but the employee is incapacitated and unable to work for more than three days (excluding the day of the accident) there is still a requirement to contact the HSE.

The Headmistress will report any accidents that are reportable to the HSE via the RIDDOR Incident Contact Centre. This can be done via telephone or by completing an on-line form. Copies of these can be found in the school office in the Accident Folder. Once again, Law at Work will be contacted before any contact is made with the HSE or the ICC.

**BEFORE ANY REPORT TO THE HSE IS MADE, LAW AT WORK MUST BE CONTACTED FOR ADVICE.**

## **Allergies/Chronic Illnesses**

A record is kept in the child's file of any allergy to any form of medication (if notified by the parent) such as penicillin or a dietary allergy or food intolerance. Any chronic illness, such as diabetes, or any illness, such as asthma (on individual asthma cards), or any child whose health might give cause for concern are also recorded.

**This policy will be reviewed annually**