

First Aid Policy

Introduction

Because of our concern for the well-being of others who are involved in our school community, Heritage is committed to the provision of adequate first aid for all students, staff and, where reasonably possible, for visitors as well. Our aim is to provide professional and appropriate first aid and to secure 'secondary' aid when necessary as quickly as possible. We seek always to treat a casualty, relatives and others involved in an incident with care, compassion and courtesy.

General Policies

Heritage will ensure that:

1. a sufficient number of staff (i.e. so that a qualified first aider is on site for the duration of each school day) are adequately qualified in first aid and therefore able to provide treatment in a professional manner.
2. 'duty first aiders', with the lead responsibility for provision of first aid, are identified.
3. first aiders regularly review their first aid skills, including refresher training courses.
4. first aid information is readily available and that all users of the school know how to call for help.
5. first aid kits for minor injuries are available for use throughout the school by all staff and that they are regularly maintained.
6. first aid kits are taken to games lessons and to other off site activities.
7. first aid 'accident books' are readily available and that recorded incident forms are kept on file.

Qualified First Aiders at Heritage

HERITAGE SCHOOL - FIRST AID TRAINING 2020-2021				
Surname	First Name	Course Attended	Date Attended	Expiry Date
Appleyard	Pete	Emergency First Aid at Work	24-Apr-19	23-Apr-22
Atkinson	Pete	Emergency First Aid at Work	24-Apr-19	23-Apr-22
Bell	Janet	Emergency First Aid at Work	8-Jan-18	7-Jan-21
Burden	Isobel	Emergency First Aid at Work	15-Oct-18	14-Oct-21
Burden	Jonathan	Emergency First Aid at Work	24-Apr-19	23-Apr-22
Cage	Helen	Paediatric First Aid	4-Oct-17	3-Oct-20
Carter	Jean	Emergency First Aid at Work	24-Apr-19	23-Apr-22
Carter	Megan	Emergency First Aid at Work	24-Apr-19	23-Apr-22
Duffett	Ruth	Emergency First Aid at Work	16-Oct-19	15-Oct-22
Eastwood	Jemma	Emergency First Aid at Work	8-Jan-18	7-Jan-21
Eldridge	Helen	Emergency First Aid at Work	24-Apr-19	23-Apr-22
Fleck	Jenny	Emergency First Aid at Work	8-Jan-18	7-Jan-21
Fletcher	Jason	Emergency First Aid at Work	24-Apr-19	23-Apr-22
Hayward	Rebecca	Emergency First Aid at Work	8-Jan-18	7-Jan-21
Hulett	Colin	Emergency First Aid at Work	24-Apr-19	23-Apr-22
Hulett	Jacky	Emergency First Aid at Work	24-Apr-19	23-Apr-22
Irwin	Lisa	Paediatric First Aid	28-Oct-17	27-Oct-20

Lawless	Catherine	Emergency First Aid at Work	17-Mar-20	17-Mar-23
Martin	Paul	Emergency First Aid at Work	24-Apr-19	23-Apr-22
Parkinson	Laura	Emergency First Aid at Work	8-Jan-18	7-Jan-21
Pluke	Rebecca	Emergency First Aid at Work	24-Apr-19	23-Apr-22
Rowland	Ruth	Emergency First Aid at Work	24-Apr-19	23-Apr-22
Scarlata	Bettina	Emergency First Aid at Work	8-Jan-18	7-Jan-21
Stevenson	Julia	Emergency First Aid at Work	16-Oct-19	15-Oct-22
Taylor	Evelyn	Emergency First Aid at Work	24-Apr-19	23-Apr-22
Watkins	Jenny	Emergency First Aid at Work	24-Apr-19	23-Apr-22
Wren	Caroline	Emergency First Aid at Work	24-Apr-19	23-Apr-22

First Aid Procedures

1. Once informed of an incident the duty first aider will go to the casualty(s) without delay and provide emergency care [SEE COVID-19 Emergency First Aid addition below](#).
2. Responding First Aiders will consider whether pre-existing conditions (e.g. asthma, diabetes, epilepsy) might affect their response. Any student with particular medical conditions will be recorded on the student database and displayed on the board in the 'quiet staffroom'. Staff will be made aware of any updates to this information. Each child has a folder with all the relevant information. A summary of this information is also distributed to staff annually (or when there are any updates).
3. Secondary aid will then be sought immediately if necessary. This will apply immediately in the case of serious head injury, a broken bone or a serious burn, or for other obvious reasons.
4. If secondary aid is sought a parent/guardian (or other appropriate adult) will be informed immediately.
5. If an appropriate adult cannot accompany a casualty to hospital a member of staff will accompany him/her if this is deemed appropriate.
6. All appropriate precautions will be taken by the support staff when cleaning up after an incident involving blood, vomit, etc. [SEE COVID-19 Update below](#)
7. The first aider who handles an incident (together with witnesses) will record what happened in an 'accident book', which can be found in all classrooms, the staff room or the School Office. Maintaining records of accidents is a statutory obligation.
8. Where there is a head injury a staff member will communicate this in person to the parent/guardian (at the end of the day, or by phone) and what symptoms parents/guardians should watch for. Such children will be given a wristband to wear as a reminder to staff and parents/guardians to be alert to worsening symptoms.
9. An ambulance will be called in the event that we feel doubt about our ability to treat an injury. In the event of a pupil feeling unwell during a lesson, he/she should be sent to the Headmaster or a member of staff in the school office. The student may be permitted to rest in the designated 'sick room' under supervision. Where this occurs the parent/guardian will be notified. [SEE COVID-19 Update below](#)

Staff should always call an ambulance when there is a medical emergency and / or serious injury. Examples of medical emergencies include: ·

- a significant head injury
- fitting
- unconsciousness or concussion
- difficulty in breathing and / or chest pains
- a severe allergic reaction
- a severe loss of blood
- severe burns or scalds

- the possibility of a serious fracture

First Aid Boxes

First Aid kits are readily available in the following locations:

- LP – Y6, each classroom has their own first aid kit,
- PE Department,
- Trips x 2, given to teachers when ready to depart for a trip/enrichment,
- In the School Office,
- Infant & Junior Art Room,
- Senior Art Room.

Recording & Reporting

All accidents where first aid has been given must be recorded in the School Accident Books which are kept in the following locations:

1. School Office
2. Trips First Aid Bag
3. PE First aid Bag
4. Staffroom (A4 size)
5. Trips First Aid Bag
6. School Office
7. Panton Hall
8. Playground First Aid Bag
9. Science Lab

COVID 19 Protocols

Who should deliver first aid:

To avoid potential cross-contamination between bubbles when administering first aid, it is best if:

-the teacher/TA in the same bubble, or if this is not possible, superbubble, as the injured/unwell child administers the first-aid, provided the teacher/TA is qualified to do so.

Should PPE be worn for low-level first aid (eg minor bleeding cut) when the child has no symptoms of Covid (see symptom list below)?

Protective clothing of any sort over and above what would normally be used (e.g. disposable gloves when dealing with a bleeding cut) with individuals who are not showing any symptoms is not recommended when first-aid is administered by someone from within the child's bubble, provided the child is in the primary school. Good hand washing and regular cleaning of surfaces is the best approach to take.

However, if the first-aid is administered by someone from outside the child's bubble, or if the child is in the secondary school, a face mask and disposable gloves should be worn.

If possible, try and maintain distance while providing first aid:

Examples of maintaining some distance - hand over the plaster, wipe, ice pack for the pupil to deal with the affected area, especially for older children.

What happens if someone starts to exhibit symptoms of COVID 19 while at school?

What are the symptoms of Coronavirus?

- a new continuous cough (this means coughing a lot, for more than an hour, or 3 or more coughing episodes in 24 hours)

- a high temperature (this means you feel hot to touch on your chest or back, temperature likely to be 37.8 C or higher)
- a loss of, or change in, your normal sense of taste or smell (anosmia)

Who should stay with the child?

If there are 2 adults in the classroom, 1 adult should immediately take the child to the medical room and should phone Jason once they are there. Jason will inform the office who will contact the child's parents to come and pick them up. Jason will also ensure that a cleaner comes to the classroom to immediately clean.

If there is only 1 adult in the classroom, they should phone Jason, who will ensure that someone comes to the classroom to take the child to the medical room.

If anyone becomes unwell with any of the symptoms of COVID 19 while at school, they will be sent home and advised to follow the [COVID-19: guidance for households with possible coronavirus infection guidance](#). We will ask them to undergo a test as a matter of urgency for Covid-19.

While waiting for collection:

We have set aside the meeting room as a sick room. While the symptomatic person is awaiting collection, they will be moved, if possible, to the sick room where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required. Ideally, a window will be opened for ventilation. If it is not possible to isolate them, they will be moved to an area which is at least 2 metres away from other people.

If the symptomatic child is in the secondary school they should put their mask on - both in the classroom and the medical room, and as they move through the school.

If the symptomatic person needs to go to the bathroom while waiting to be collected, they will use a staff bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else, in line with [COVID-19: cleaning of non-healthcare settings guidance](#). A sign stating that the bathroom must not be used should be placed on the door until the appropriate cleaning has been completed.

PPE (fluid resistant face mask, disposable gloves, disposable apron and goggles) will be worn by staff caring for the symptomatic person while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). PPE can be found in each First Aid pack.

In an emergency, call 999

Once the symptomatic person has been picked up, the staff member who has looked after the child should ensure the sick room is carefully cleaned (by themselves or by one of the cleaners) in line with [COVID-19: cleaning of non-healthcare settings guidance](#) and that all PPE, cleaning materials etc are disposed of in the bin in the Medical Room.

If protective eyewear has been used, it should be cleaned and placed in the 'quarantine' box in the Medical Room.

The staff member should wash their own hands thoroughly for 20 seconds after doing this. The staff member does not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive.

Emergency First Aid during the Coronavirus Pandemic

(Guidelines from HSE

<https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm>
accessed 07/09/2020)

Guidance for first aiders

Try to assist at a safe distance from the casualty as much as you can and minimise the time you share a breathing zone.

If they are capable, tell them to do things for you, but treating the casualty properly should be your first concern. Remember the 3P model – preserve life, prevent worsening, promote recovery.

Preserve life: CPR

- Call 999 immediately – tell the call handler if the patient has any COVID-19 symptoms
- Ask for help. If a portable defibrillator is available, ask for it
- Before starting CPR, to minimise transmission risk, use a cloth or towel to cover the patient's mouth and nose, while still permitting breathing to restart following successful resuscitation
- If available, use:
 - a fluid-repellent surgical mask
 - disposable gloves
 - eye protection
 - apron or other suitable covering
- Only deliver CPR by chest compressions and use a defibrillator (if available) – **don't** do rescue breaths if there is a perceived risk of COVID-19 infection
- However, with children rescue breaths should still be given based on the following advice found here ([Resuscitation Council UK](#)): "We accept that doing rescue breaths will increase the risk of transmitting the COVID-19 virus, either to the rescuer or the child/infant. However, this risk is small compared to the risk of taking no action as this will result in certain cardiac arrest and the death of the child."

Prevent worsening, promote recovery: all other injuries or illnesses

- If you suspect a serious illness or injury, call 999 immediately – tell the call handler if the patient has any COVID-19 symptoms
- If giving first aid to someone, you should use the recommended equipment listed above if it is available
- You should minimise the time you share a breathing zone with the casualty and direct them to do things for you where possible

After delivering any first aid

- Ensure you safely discard disposable items and clean reusable ones thoroughly
- Wash your hands thoroughly with soap and water or an alcohol-based hand sanitiser as soon as possible

Further Information

The School Office holds the accident book for staff and visitors.

The school will inform parents of any accident or injury where first aid has been given on the same day or as soon as reasonably practicable via an accident form.

Reporting to HSE: The Company is legally required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (SI 2013/1471) (RIDDOR).

More information on how and what to report to the HSE, can be found in Incident Reporting in Schools (EDIS1 (revision 3)) and at <http://www.hse.gov.uk/riddor/resources.htm>.

It is possible to report online via the following link: <http://www.hse.gov.uk/riddor/index.htm>.

Fatal and specified injuries involving employees can also be reported 0845 300 9933

Review of incidents

Regular reviews of the accident books are discussed at half-termly Health & Safety Meetings, any trends are identified and discussed. Relevant action will be taken when necessary.

Local hospital details

The nearest hospital is:

Cambridge University Hospital
NHS Foundation Trust
Cambridge Biomedical Campus
Hills Road
Cambridge
CB2 0QQ

Telephone Number: 01223 245151 OR **999**

Should a child need to be taken to hospital in an ambulance, a member of staff will accompany the child. The person who saw the accident and can explain what happened to paramedics and hospital staff. Whoever accompanies the child must have a charged mobile phone with them.

If a child needs to be taken to hospital follow the following steps:

- Phone for an ambulance.
- Inform Head of Department/Headmaster.
- On returning to school, a detailed account of the accident will be completed, given to Evelyn Taylor, Office & Facilities Manager and Jason Fletcher the Headmaster.

This will be evaluated and where appropriate a risk assessment will be undertaken. If there are any risks identified further action will be taken to eliminate any problems.

Authorised by	Jason Fletcher
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