



Policy for First Aid

This Policy includes the Pre-Prep Department and Little School

General Policy Statement

This policy was written with regard to the DfE's *Guidance on First Aid*. The Governors and Headmistress of Greenfield School accept their responsibility under the Health and Safety (First Aid) Regulations and acknowledge the importance of providing First Aid for staff, children and visitors of the School. The Governors are committed to the procedure for reporting accidents and recognise their statutory duty to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations.

There will always be a qualified first aider on site when children are present and when children are taken off site. There will always be a qualified paediatric first aider on site when Little School and Pre-Prep children are present and when children are taken off site. 'The Procedures for Children who are sick or infectious' document for Little School parents and the Parent Handbook instructs parents to inform the school if their child is ill or infectious and also provides school guidelines for the length of time that a child should be absent for particular illnesses.

Parents of children are informed of any significant accident or injury sustained by their child on the day it occurred. It is the responsibility of the member of staff reporting the accident to take steps to ensure the parents are informed.

This policy is made in order to comply with the School's Health and Safety Policy.

NB. Parents of Little School children will be asked to complete an Existing Injury Form for any injury which has occurred outside of school.

First Aid Organisation at Greenfield School

The School's arrangement for carrying out the policy includes nine key principles:

1. Places a duty on the Governing Body to approve, implement and review the policy
2. Place individual duties on all employees
3. To report, record and where appropriate investigate all accidents
4. Record appropriate occasions when first aid is administered to employees, pupils and visitors
5. Provide equipment and materials to carry out first aid treatment
6. Make arrangements to provide training to employees, maintain a record of that training and review annually

7. Establish a procedure for managing accidents in school which require first aid treatment
8. Provide information for employees on the arrangements for first aid
9. Undertake a risk assessment of the first aid requirements of the School

1. Materials, equipment and facilities

The School will provide adequate materials, equipment and facilities to administer first aid to pupils, staff and visitors.

The school has a Medical Room with a bed, washbasin and First Aid supply cupboard. This is used, whenever practical, to allow a sick child to be treated or to have time to recuperate. A child will always be accompanied by a member of staff whilst in the Medical Room; they will not be left alone.

First Aid containers are in every classroom, except for Year 6 where there are two in the neighbouring corridor. There are also first aid containers in the following locations:

- Little School
- Art Room
- Dining Room
- DT Room (Blue First Aid Kit)
- Forest School Leader (packaged in a way that it can be taken off site)
- Grounds Shed
- Head's PA's office (Four Grab Bags containing first aid supplies and foil blankets to be taken in the event of an evacuation)
- Learning Enrichment workroom/office
- Minibuses (one in each)
- Music Room
- P.E. Department (one is packaged in a way that it can be taken off site and one is in the Sports Hall)
- Science Room
- Staff Room
- 15 Martinsyde (SEN work room, kitchen and stairwell)

One outside First Aid bag is stored in the corridor by the Head of Pre-Prep's office and two are stored in the corridor by the changing rooms.

The labelled first aid cupboard in the School Office has further first aid items and all individual pupils' medication is labelled and stored in there.

If children are taken off site, the relevant first aid bag listed above should accompany them. The Trip Leader is responsible for organising this.

The contents of the first aid boxes/bags will be checked on a regular basis by the Lead First Aider.

2. Administering First Aid - guidelines

- A list of staff trained in First Aid can be found at Appendix 2 to this Policy.
- A list of Staff who are trained to administer Medicines can be found at Appendix 3 to this Policy.
- If there is about an injury/illness, a second opinion should be sought by a qualified member of staff.
- Medical gloves should be worn for all blood and bodily fluid incidents and the area thoroughly cleaned afterwards
- In the event that there is a spillage of bodily fluids, cover the spillage with absorbent material and contact an Estates Assistant who will clear up the spillage in an appropriate manner.
- All head injuries should be taken seriously. Children should be carefully monitored, given a 'head injury' sticker and a parent contacted.
- Parents should be informed of any injury that may require further treatment, including bumps to the head and must be informed of any head/face injury before that child is collected.
- Children in Little School who have been injured will be monitored closely and recorded on an 'Unwell child' observation sheet until the parent collects their child.
- **All injuries that require the parent to take their child to hospital/doctors will be given information about the accident.**

3. Serious Injury / Illness – calling an Ambulance

- If there is any doubt about the seriousness of an injury or an illness, especially to the head or spine, the member of staff should send for help and call an ambulance immediately
- If 999 is called
 - a member of staff must be responsible for giving as much information as possible
 - the P1 form/medication form/medication must be collected and kept with the casualty
 - a member of staff must go outside to meet the ambulance and direct them to the nearest door/gate
 - the parents/next of kin must be informed as soon as possible
 - the casualty should be reassured and kept as comfortable as possible if conscious
 - CPR should commence if necessary
 - Greenfield has a fully automated external defibrillator installed. It is supplied, fitted and maintained by Doc UK, which is the world's first fully connected and operational defibrillator. Any person, medically-trained or not, is authorised to use the automated external defibrillator. This is located in the Medical Room.
 - A member of staff will go in the ambulance and stay with the casualty until a responsible adult arrives in hospital

4. Reporting of any accident/injury on site

- An injury sustained to a child must be recorded on the Engage Portal by the member of staff who reported the accident.

- An injury sustained to a member of staff must be recorded on the Engage Portal by the injured member of staff.
- A step by step guide of how to use the Engage Portal for this function can be found in Appendix 1.
- An injury sustained to a visitor must be recorded on a hard copy form which can be found at the School Office.
- In the event of a serious injury the completed electronic form (or hard copy form for visitors) should be copied to the Headmistress, Bursar and parent of the child.

5. RIDDOR

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 outline that certain injuries must be reported to the Health and Safety Executive. These injuries are set out <https://www.hse.gov.uk/riddor/reportable-incidents.htm> but include:

- Death of any person
- Specified injuries to workers:
 - fractures (other than to fingers, thumbs and toes)
 - amputations
 - any injury likely to lead to permanent loss of sight or reduction in sight
 - any crush injury to the head or torso causing damage to the brain or internal organs
 - serious burns (including scalding), which:
 - cover more than 10% of the body; or
 - causes significant damage to the eyes, respiratory system or other vital organs;
 - any scalping requiring hospital treatment;
 - any loss of consciousness caused by head injury or asphyxia;
 - any other injury arising from working in an enclosed space which:
 - leads to hypothermia or heat-induced illness
 - requires resuscitation or admittance to hospital for more than 24 hours;
- Over seven-day work related injuries
Accidents must be reported where they result in an employee or self-employed person being away from work, or unable to perform their normal work duties, for more than seven consecutive days as a result of their injury. This seven day period does not include the day of the accident but does include weekends and rest days. The report must be made within 15 days of the accident.
- Over three-day incapacitation
Accidents must be recorded, but not reported, where they result in a worker being incapacitated for more than three consecutive days.
- Non-fatal accidents to non-workers (e.g. members of the public)
Accidents to members of the public or others who are not at work must be reported if they result in an injury and the person is taken directly from the scene of the accident to hospital for treatment to that injury. Examinations and diagnostic tests do not constitute 'treatment' in such circumstances.
- Occupational diseases where these are likely to have been caused or made worse by work:

- Carpel tunnel syndrome
- Severe cramp of the hand or forearm
- Occupational dermatitis
- Hand-arm vibration syndrome
- Occupational asthma
- Tendonitis or tenosynovitis of the hand or forearm
- Any occupational cancer
- Any disease attributed to an occupational exposure to a biological agent
- Dangerous occurrences are certain, specified, near-miss events. Not all such events require reporting. There are 27 categories of dangerous occurrences that are relevant to most workplaces for example:
 - the collapse, overturning or failure of load-bearing parts of lifts and lifting equipment
 - plant or equipment coming into contact with overhead power lines
 - the accidental release of any substance which could cause injury to any person

6. Medication

- All medical issues and medication relevant to a child should be reported to school via the P1 form when they start at Greenfield and Little School or, in writing to the school, subsequently.
- A list of Staff who are trained to administer Medicines can be found at Appendix 3 to this Policy.
- Where a child has medication provided by parents, this is either kept in the locked first aid cupboard in Little School, the School Office or in their Classroom. The location of the medication is known by the School Office, or the Nursery Manager in the case of Little school children.
- Where a child has an adrenaline injector pen, parents must provide two. These will be kept in the locked first aid cupboard in the School Office area and the locked first aid cupboard in the school dining room. For Little School children, this will be kept in the locked medicine cupboard in the Little School store room.
- In case of emergencies, the school retains two inhalers (kept in the School Office and PE Mobile first aid bag) and two adrenaline auto-injector pens (one for administering to children to 6 years old and the other for administering to children from 6 to 12 years old). These are kept in the School Office and can be used if the child's prescribed medication is unavailable.
- At the beginning of each year, Parents are requested to supply the school with medication that is in date. The 'use by dates' are ongoingly monitored by the School Office.
- The School Office will ensure that each medication is accompanied by:
 - 'Medication in School' form
 - picture of the child
 - 'Medication Record in School' form
- All medication held in school is returned to the parent at the end of each term.
- When medication is administered at school, the member of staff administering it will complete the 'Medication Record in School' form (kept with the medication) and the

weekly 'Medication Sheet' (kept in the Medical Room). For Little School children, this will be kept in the Nursery Manager's office.

- A list of children requiring medication is attached to the inside of the first aid cupboard in the School Office and in the Nursery Manager's office in Little School. In addition photographs of those children who are diabetic or who have an allergic reaction to allergens, which require the use of an adrenaline injector pen, are clearly displayed. This list is also displayed in the staff room and on the locked first aid cupboard in the school dining hall.
- Pupils with a severe medical condition, for example epilepsy or diabetes will be made known to relevant staff.
- Pupils who are diabetic will only be treated/monitored by staff that have been fully trained.
- All relevant medication must be carried by a member of staff when the child is off site – e.g. for PE lessons, swimming or a trip. Any medication administered off site should be recorded in the same way as if the medication was administered in school.
- Where a child has an increasingly high and rising temperature, is in pain or has had an allergic reaction, Calpol, Nurofen or Piriton can be administered with the parent's prior verbal permission. The administration of this medicine will be recorded in the weekly Medication Sheet kept in the Medical Room by the member of staff who administered it.
- For the administering of medication for children in Little school see the separate Medication Policy.
- Staff with a severe medical condition, for example epilepsy or diabetes will be responsible for making themselves known to colleagues.
- Staff who require medication through the school day will keep their medication in the medical cupboard at the School Office or in a locked cupboard elsewhere in school. Staff who require use of an adrenaline injector pen are responsible for bringing two into school. These should be kept in the locked cupboard in the School Office and the locked cupboard in the dining room along with a photo of the member of staff.

Reviewed January 2022



Chair

Chair of the Board of Governors

Next review date: **April 2022**

Appendix 1

How to report accidents to Pupils and Staff

Reporting Accidents to Pupils and Staff

1. Go to <https://portal.greenfield.surrey.sch.uk/Login.aspx?ReturnUrl=%2f>
2. Type in your username and password. All staff are provided with a username and password when they start at Greenfield. If you do not know your username and password, please email support@imscomputing.co.uk and they will share this with you
3. Along the blue ribbon at the top, click on “Day Book”

Reporting Accidents to Pupils

4. Click on “Pupil Daybook”
5. Click on “Add new Entry”
6. Choose “Accident Form” from the dropdown menu
7. Click “Add new Entry”
8. Type in the Child’s name in the search box, or select from the available pupils and click on the arrow to move the name across to the right-hand box called “Selected Pupil Recipients”
9. Input the date and time of the accident
10. Complete accident details in the box provided
11. Use the dropdown box to select the location that the accident took place
12. Fill in the treatment given in the box provided
13. Select “Accident” from the drop-down list for Incident type
14. Click on an area of the body map to show the whereabouts of the injury
15. Where the parents have been contacted, use the drop-down list to show how they have been contacted
16. Type your name in the “Form Completed by” box
17. Add any additional comments
18. Ensure that the “Send Notice” box is ticked before click “Save and Close” in the bottom left of the screen
19. On the next page, you will be given the opportunity to send the notice to members of staff. Please complete the following members of staff:
 - Class Teacher
 - School Office (for all accidents)
 - Head of Pre-Prep (for Little School to year 2)
 - Assistant Head (for Year 3 to Year 6)
 - Headmistress (for serious accidents)
20. If there are any updates required to an accident form after it has been completed, the School Office will do this.

Reporting Accidents to Staff

21. Click on "Staff Daybook"
22. Click on "Create Staff Accident Form"
23. Double click on the name of the member of staff who has had an accident. You will see their name appear in the selected staff recipients list on the right-hand side with the title "Selected Staff Recipients"
24. "Item Date Time" - Input the Date and time of the incident
25. "Item Sub Type" – this should read "Accident"
26. "Name of person completing the Accident Form" - Input the name of the person completing the entry
27. "Location" – Input the location of the Accident from the Drop down menu
28. "Details of Accident" – Input details of the accident
29. "Treatment Given" – input details of the treatment given
30. "Body Map – input information about all of the areas where injuries were sustained
31. "Additional Treatment Required" – input information about any additional treatment required including follow up treatment
32. "Select members of staff to share this accident form with" – include Sarah Close, Debbie Sopp, Headmistress and Bursar on all staff accidents.
33. Save the entry by clicking "Save and Close" – make sure that the "Send Notice" icon is ticked

Appendix 2

Staff Qualified to deliver First Aid

Emergency First Aid at work training (including Epi Pen and Defib training)		Paediatric First Aid Training (including Epi Pen and Defib training)		Other first aid training		
Staff Name	Expiry	Staff Name	Expiry	Staff Name	Name of Course	Expiry
George Armstrong	Sep 2023	Tracy Grant	Feb 2022	S Charman	Outdoor First Aid	Jun 22
Sophie Charman	Sep 2023	Gemma Collins	Sep 2022	E Edser	Outdoor First Aid	
Sophia Corbyn	Sep 2023	Claudia Palacio	Oct 2022	G Sharkey	Level 3 FA at work	Oct 23
Susan Damianopolous	Sep 2023	Hannah Shaw	Jan 2023	L Botting	Mental Health FA	N/A ¹
Melissa Evans	Sep 2023	Karen Morgan	Jun 2023	T Cooke	Mental Health FA	N/A
Stephanie Johnson	Sep 2023	John Butler	Sep 2023	M Evans	Mental Health FA	N/A
Richard Lewsza	Sep 2023	Sarah Close	Sep 2023	M Gardiner	Mental Health FA	N/A
	Sep 2023	Tina Cooke		B Snowden-Reeve		N/A
Daniel Maxwell			Sep 2023		Mental Health FA	
Juliet Mayes	Sep 2023	Debra Croft	Sep 2023	L Rust	Mental Health FA	N/A
Beth Snowden - Reeve	Sep 2023	Emma Heredge	Sep 2023	H Shaw	Mental Health FA	N/A
Karen Smith	Sep 2023	Sarah Hudd	Sep 2023			
Peter Szabo	Sep 2023	Peter Lovejoy	Sep 2023			
Glauco Vallarino	Sep 2023	Clare MacVean	Sep 2023			
G Von Blumencron	Sep 2023	Karina Mason	Sep 2023			
Rosie Weighill	Sep 2023	Rebecca Rogers	Sep 2023			
Mary Dey	Sep 2024	Hayley Shepherd	Sep 2023			
		Ben Upcott	Sep 2023			
		Roberta Varriale	Sep 2023			
		Sophia Winter	Sep 2023			
		Ella Worsfold	Oct 2023			
		Katie Price	Dec 2023			
		Julie Swords	Dec 2023			
		Charlotte Lake	Mar 2024			
		Katie McLoughlin	May 2024			
		Paula Shaw	July 2024			
		Alicia White	Sep 2024			
		Lucy Bunyan	Sep 2024			
		Alice Pepe	Oct 2024			
		Charlotte Lake	Oct 2024			
		Ana Vieira	Oct 2024			
		Shannon White	Oct 2024			
		Orsi Berki	Oct 2024			
		Helen Sproston	Nov 2024			
		Liz Rust	Dec 2024			

¹ Mental Health First Aid qualification does not expire. LB, TC, ME, MG, WG, BS-B, LR and HS completed the course in November 2020

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Appendix 2
Staff Qualified to Administer Medicines

Administration of Medicines	
<i>Staff Name</i>	<i>Expiry</i>
Sarah Close	January 2024
Tracy Grant	June 2024
Charlotte Lake	June 2024
Liz Rust	June 2024
Helen Sproston	July 2024
Ella Worsfold	July 2024
Karen Morgan	July 2024
Katie Price	July 2024
Julie Swords	July 2024
Paula Shaw	July 2024
Claudia Palacio	July 2024
Katie McLoughlin	July 2024
Alicia White	August 2024
Shannon White	August 2024
Jessica Spink	September 2024
Sophia Winter	September 2024
Orsi Berki	September 2024
Alice Pepe	October 2024
Mary Dey	October 2024
Anna Vieira	November 2024
Hayley Shepherd	January 2025