



## **FIRST AID POLICY**

### **(including EYFS Policy on Accidents)**

The First Aid Policy at Terra Nova is in operation to ensure that every pupil, member of staff and visitor will be well looked after in the event of an accident, no matter how minor or major. The DfE Guidance on First Aid has been used to write this policy, and should be referred to if there is a need to expand further on any area.

It is emphasised that the team of 'First Aiders' consists of a number of staff (including a Matrons Department) who are qualified in First Aid at Work, Paediatric First Aid and Emergency First Aid at Work. They are not fully trained doctors or nurses, although the school is supported and advised by a School Medical Officer, Dr. Janie La Coste, All those with First Aid at Work Qualifications must update them every three years

In the event of an accident all members of the school community should be aware of the support available and the procedures available to activate this.

### **Purpose of the Policy**

- To provide effective, safe First Aid cover for pupils, staff and visitors at all times when there are pupils and staff on the school premises.
- To ensure that all staff and pupils are aware of the system in place.
- To provide awareness of Health & Safety issues within school and on school trips, to prevent, where possible, potential dangers or accidents.
- To meet HSE regulations on the reporting of accidents, diseases and occurrences.

### **Responsibilities**

#### **The Governing Body will:**

- Provide adequate First Aid cover as outlined in the Health & Safety (First Aid) Regulations 1981.
- Monitor and respond to all matters relating to the health and safety of all persons on school premises.

#### **The Senior Leadership Team will:**

- Ensure at least one qualified person on each school site when children are present.
- Ensure accidents are recorded with name, time and place and an incident form completed.

- Ensure parents are informed at the earliest opportunity, on the same day in a calm and informed manner.
- Ensure all staff (including new staff) are made aware of First Aid procedures in school.
- Ensure regular first aid training for all staff at an appropriate level.
- First Aid cover is available throughout the working hours of the school (including during the holidays).
- Signs indicating the location of first aid kits are prominently displayed around the school.
- First aid kits are located on walls in appropriate working areas of the school.
- All accidents that are covered by RIDDOR are reported to the Bursar, Mrs Caroline Davidson.

### **Matrons Department will:**

- Ensure that portable first aid kits in various locations in school are checked regularly, adequately stocked and always to hand. The Matrons must be informed if any items are running low.
- Maintain a database with detailed and up to date information on all pupils with particular medical conditions such as asthma, epilepsy, allergies and diabetes. They will ensure they have discussed the condition fully with parents, and ensure the medical needs of the child are met and referred to the DfE guidance "supporting Pupils with Medical Needs" when detailing their Health Care Plan. A brief guide to dealing with these conditions is attached at Appendix 4.
- Maintain a database of up to date Medical Forms for every pupil in each year and ensure that relevant details are given to staff responsible for school trips/outings. Matrons will liaise with staff and outside venues with specific details of any medical problems, when relevant.
- Ensure that first aid needs are assessed and addressed.
- Take charge when someone is hurt or becomes ill.
- If the illness is suspected to be infectious, then the parents will need to be informed, and after proper medical advice the parents should be asked to keep the pupil away from school for the recommended time as recommended by the Health Protection Agency Guidelines ([www.gov.uk/government/organisations/public-health-englandhpa.org](http://www.gov.uk/government/organisations/public-health-englandhpa.org)).
- Always attend a casualty when requested to do so and treat the casualty to the best of their ability in the safest way possible. This includes wearing gloves where any loss of blood or body fluid is evident, calling for help from other First Aiders or Emergency Services.
- Insist that any casualty who has sustained a significant head injury is seen by professionals at the hospital, either by sending them directly to hospital or by asking parents to pick up a child to take them to hospital; ensure that parents are aware of all head injuries promptly. Ensure that a child who is sent to hospital by ambulance is either:
  - Where practical, accompanied in the ambulance at the request of paramedics, together with the relevant medical details.
  - They or the School Office will contact the family and inform them which hospital the child has been taken to.
  - Followed to a hospital by a member of staff to act in loco parentis if a relative cannot be contacted.
  - Met at the hospital by a relative.
- Keep a record of each pupil attended to, the nature of the injury and any treatment given, in the Surgery Book provided in the Surgery. In the case of an accident, an Accident Form must be completed by the appropriate person. If necessary under RIDDOR, notify the Bursar. The School Medical Officer for

Health reviews the Surgery Book regularly and all Accidents Forms. (EYFS and Pre-Prep have a separate book in which first aid, minor accidents and communication with parents are recorded).

- When dealing with bodily fluids, staff should have access to single-use disposable gloves and hand washing facilities, and should take care when dealing with blood or other body fluids and disposing of dressings or equipment.
- Ensure that everything is cleared away properly, using gloves, into a bin. Any bloodstains on the ground must be washed away thoroughly. No contaminated or used items should be left lying around.
- Ensure that they always obtain the history relating to a pupil not feeling well, particularly in the cases of headaches, to ensure that no injury has caused the pupil to feel unwell. Information is available on School Manager. (Matrons keep a hard copy of medical information).
- **At the start of each academic year, provide the staff with a list of pupils who are known to be asthmatic, anaphylactic, diabetic, epileptic or have any other serious illness. School Manager must be updated accordingly.**

### **First Aiders (including Matrons) will:**

- Ensure, through the Bursar, that their qualifications are always up to date.
- Respond promptly to calls for assistance.
- Help fellow First Aiders at an incident and provide support during the aftermath.
- Act as a person who can be relied upon to help when the need arises.
- Record details of treatment given.

A qualified First Aider need not necessarily be the member of staff to accompany the casualty to hospital. However, an appropriate person should be sent.

### **Other Staff (without First Aid training) will:**

- Be clear that the Matrons Department has overall responsibility for First Aid throughout the school.
- Reassure, but never treat, a casualty.
- Staff with specific First Aid training (choking, sports injury, epi-pen, asthma) should use their training where appropriate.
- Not attempt to offer any First Aid treatment unless they have received appropriate training.
- Find or call the Duty Matron on either:  
Sandra Blackhurst - 07522 147680  
Avril Clews - 07484 314162
- Dial 9-999 if no qualified help is at hand and ask for an ambulance.
- Familiarise themselves and comply with, the first aid procedures in operation and ensure that they know who the current First Aiders are.
- Be aware of specific medical details of individual pupils when publicised by the Matron. This information is also available on School Manager.
- Report any accident which happens under their care to the Matrons Department.
- Ensure that the pupils in their care are aware of the procedures.
- Never move a casualty until they have been assessed by a qualified First Aider or the Matron unless the casualty is in immediate danger.
- Send a pupil who has minor injuries to Matron (accompanied by another if necessary) if they are able to walk where a Matron will see them; this pupil should be accompanied. (In EYFS an adult will accompany a pupil to locate the Matron).

- Accompany or send a pupil who feels generally 'unwell' to the Matron.
- Ensure that they have any current medical information for every pupil that they take out on a school trip which indicates any specific conditions or medications of which they should be aware. This information is available on School Manger and is provided by the Matrons.
- Have regard to personal safety.
- Carry out an appropriate risk assessment if in charge of a trip and ensure suitable first aid equipment is taken.
- NOT administer paracetamol or other medications, unless on school trips and specifically instructed to do so.

## **Risk Assessment**

The School's First Aid Policy is reviewed annually through risk assessment and monitored by the Matron and the School Medical Officer for Health.

## **EYFS (Reception and Nursery)**

Under Early Years Foundation Stage requirements, all members of staff will have a paediatric first aid qualification.

## **Associated Policies and Procedures:**

- Health and Safety Policy
- Administration of Medicine Policy
- Procedures for the Administration of Medicine
- Off Games Policy
- Medical Emergency Procedure

## **Appendices:**

1. EYFS – Policy on Accidents
2. List of Qualified First Aiders.
3. List of Medical Contacts.
4. Common Medical Conditions and Treatments.
5. List of First Aid Boxes.



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## Appendix 1

### POLICY ON ACCIDENTS

**(Appendix to whole school First Aid Policy)  
Terra Nova School EYFS Department**

Reference to - EYFS 3.25 & 3.50 / 3.51

Accidents can be very distressing for anyone involved. Staff in the EYFS Department at Terra Nova School follow this policy and procedure to ensure that all parties are supported and cared for, and their health, safety and welfare is protected throughout their time in the EYFS department.

#### **Accidents**

Location of accident files: Middle Room, Nursery setting;  
Entrance to Reception Classrooms

- The person responsible for reporting accidents or incidents is the member of staff who **witnesses** the incident. They must record it in the Accident File and report it to the Nursery Manager/coordinator; Reception class teachers. This should be done as soon as the accident is dealt with, whilst the details are still clearly remembered. Matron must also be notified of serious incidents. Parents must be shown the Accident Report, and informed of any first aid treatment given.
- Accident forms are checked regularly for patterns e.g. one child having a repeated number of accidents, a particular area in the Nursery/Reception or a particular time of the day when most accidents happen. Any patterns will be investigated by the Head of Early Years/Coordinator/Reception class teachers.
- The Head of Early Years will report serious accidents to the Bursar (Health and Safety Officer) for investigation for further action to be taken (i.e. a full risk assessment or report under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) Serious accidents will be reported to the Headmaster and the Bursar.
- The Accident File will be kept for at least 21 years and three months.
- Where medical attention is required, a senior member of staff will notify the parent(s) as soon as possible whilst caring for the child appropriately.
- Where medical treatment is required the Nursery coordinator/teacher on duty/Reception class teachers will also inform the Bursar, Headmaster and

Matron and a written report will be submitted to the School Insurance Company. This process will be supervised by the Head of EYFS and Bursar.

- The Head of EYFS will report any accidents of a serious nature to ISI and IAPS.

## **Transporting children to hospital**

- If the injury is severe, an ambulance is called for immediately. A child will **not** be transported by staff in a private vehicle. Emergency Services are the primary source for transporting a child to receive treatment.
- Whilst waiting for the ambulance, contact is made to parents and arrangements are made to meet at the hospital.
- A senior member of staff must accompany the child and collect together registration forms, relevant medication sheets, medication and the child's possessions, should this be appropriate. The Headmaster and Deputy Head must also be informed immediately.
- Staff should remain calm at all times. Staff and children who witness an incident may well be affected by it and may need reassurance.

## **First aid**

The first aid boxes are located in:

- Top room in Nursery;
- Dining Room (Super Nova room) in Nursery;
- Outdoor classroom, Nursery
- Both Reception Classrooms

These are accessible at all times with appropriate content for use with children

Emergency first aid information is located in:

- Middle Room in Nursery;
- Reception Classes

All of EYFS staff are trained in paediatric first aid and this training will be updated every three years to ensure this remains current.

A list of first aid trained staff is located in the EYFS Department – Nursery and Reception sites.

When children are taken on an outing away from Terra Nova School, we always ensure they are accompanied by *at least* one member of staff who is trained in first aid and who carries an appropriate first aid box at all times.

## **Personal protective equipment (PPE)**

The EYFS department at Terra Nova School provides staff with PPE according to the need of the task or activity. Staff must wear PPE to protect themselves and the children during tasks that involve contact with bodily fluids. PPE is also provided for

other tasks, such as food contact and general waste exposure. This is chosen according to need and will be regularly reviewed to ensure it is suitable and effective. Staff are consulted when choosing PPE to ensure all allergies and individual needs are supported.

## **Dealing with blood**

Staff always take precautions when cleaning wounds as some conditions such as Hepatitis or the HIV Virus can be transmitted via blood.

Staff wear disposable gloves and wipe up any blood spillage with disposable cloths.

The EYFS Department at Terra Nova School will not necessarily be aware if there is a child carrying Hepatitis or who is HIV Positive on their register.

## **Needle puncture and sharp injury**

Blood-borne infections may be transmitted to employees who injure themselves with needles, broken glass etc. For this reason, great care must be taken in the collection and disposal of this type of material. For the safety and well-being of the employees, ALL NEEDLES, BROKEN GLASS etc. SHOULD BE TREATED AS CONTAMINATED WASTE.

The EYFS Department treats its responsibilities and obligations in respect of health and safety as a priority and will provide ongoing training to all members of staff which reflects best practice and which shall be in line with current health and safety legislation.

<i>Internal use only</i>			
<b>This policy was reviewed</b>	<b>Signed on behalf of the EYFS</b>	<b>Date disseminated to staff</b>	<b>Date for review</b>
March 2019	Carol Roach		March 2020



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## Appendix 2

### LIST OF QUALIFIED FIRST AIDERS

(Remember to update this list in School Medical Policies)

Name	Position	Qualification(s)	Review Date
Sandra Blackhurst	Matron	First Aid at Work Paediatric 1 <sup>st</sup> Aider	18/05/2018 11/05/2018
Averil Clews	Matron	First Aid at Work Paediatric 1 <sup>st</sup> Aider	18/05/2018 15/12/2020
Caroline Kirby	Reception	Paediatric 1 <sup>st</sup> Aid	01/04/2021
Pip Smith	Nursery Coordinator	Paediatric 1 <sup>st</sup> Aid	01/04/2021
Claire Clark	Teaching Assistant	Paediatric 1 <sup>st</sup> Aid	13/11/2020
Karen Potts	Teaching Assistant	Paediatric 1 <sup>st</sup> Aid	14/11/2019
Su Hawkes	Tempos Staff	Paediatric 1 <sup>st</sup> Aid	16/05/2019
Kathryn Aynsley	Tempos Staff	Paediatric 1 <sup>st</sup> Aid	19/06/2019
Carol Roach	Head EYFS	Paediatric 1 <sup>st</sup> Aid	11/09/2019
Gemma Jackson	Teaching Assistant	Paediatric 1 <sup>st</sup> Aid	19/05/2020
Beth Cragg	Junior teacher	Paediatric First Aid	19/05/2020
Natalie Walton	Junior TA	Paediatric First Aid	19/05/2020
Jenny Walker	H+Junior TA	Paediatric First Aid	19/05/2020
Rosie Machin	Teaching Assistant	Paediatric 1 <sup>st</sup> Aid	14/05/2020
Rachel Lee	Junior teacher/ Boarding	Paediatric First Aid	19/05/2020
Rebecca Harper	Junior teacher	Paediatric First Aid	19/05/2020
Danielle Camp	EYFS Teacher	Paediatric First Aid	15/12/2020
Louise Heaton	EYFS	Paediatric First Aid	10/02/2021
Nicola Fox	EYFS	Paediatric First Aid	23/01/2021



Rachael Deighton	Games Teacher/Boarding	Paediatric First Aid	20/11/2021
Sarah Capewell	English Teacher	Paediatric First Aid	20/11/2021
Bethanie Kellet-Gibson	Science Intern	Paediatric First Aid	20/11/2021
Ayisha Ramkelawan	Sports Intern	Paediatric First Aid	20/11/2021
Michelle Vincent	Teaching Assistnt	Paediatric First Aid	20/11/2021
Anna Taylor	One to One Support	Paediatric First Aid	19/11/2021



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## Appendix 3

### MEDICAL CONTACT INFORMATION

<b>Ambulance</b>	Tel: 999 or 112
<b>School Doctor</b>	Dr Janie La Coste Mobile: 07831 091717
<b>Matrons</b>	Sandra Blackhurst Mobile: 07522 147680 Averil Clews Mobile: 07484 314162
<b>Doctors Surgery</b>	Holmes Chapel Health Centre London Road Holmes Chapel CW4 7BB Tel: 01477 533100  <b>Opening Hours:</b> Mon, Thurs 07.30 - 20.00hrs Tues, Wed 0800 - 1830hrs Fri 0800 - 1830hrs
<b>NHS Direct</b>	Tel: 0845 46 47
<b>A &amp; E</b>	Macclesfield District General Hospital Victoria Road Macclesfield SK10 3BL Tel: 01625 421000
<b>Minor Injuries Units</b>	Congleton War Memorial Hospital Canal Road Congleton CW12 3AR Tel: 01260 294800  <b>Opening Hours</b> Mon-Fri 1000 - 1800hrs Sat/Sun 0800 - 2030hrs
<b>Victoria Infirmary</b>	Winnington Hill Northwich CW8 1AW Tel: 01606 564000  <b>Opening Hours:</b> 0900 - 2200hrs



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## **Appendix 4**

### **COMMON MEDICAL CONDITIONS AND BASIC TREATMENTS**

#### **Epilepsy**

Nothing must be done to stop or alter the course of a seizure once it has begun except when medication is being given by appropriately trained staff. The pupil should not be moved unless he or she is in a dangerous place, although something soft can be placed under his or her head. The pupil's airway must be maintained at all times. The pupil should not be restrained and there should be no attempt to put anything into the mouth. Once the convulsion has stopped, the pupil should be turned on his or her side and put into recovery position. Someone should stay with the pupil until he or she recovers and re-orientates.

#### **Asthma**

If a pupil is having an asthma attack, the person in charge should prompt them to use their reliever inhaler if they are not already doing so. It is also good practice to reassure and comfort them whilst, at the same time, encouraging them to breathe slowly and deeply. The person in charge should not put his/her arm around the pupil, as this may restrict breathing. The pupil should sit rather than lie down. If the medication has had no effect after 5-10 minutes, or if the pupil appears very distressed, is unable to talk and is becoming exhausted, then medical advice must be sought and/or an ambulance called.

Preventer inhalers should be administered by Matron, or qualified first aider in special circumstances e.g. trip. Except in children Y3 and above where, in conjunction with parent, they are deemed responsible to administer their own. In these circumstances Matron will conduct an Assessment of Competence.

#### **Diabetes**

Pupils with diabetes must be allowed to eat regularly during the day. This may include eating snacks during class-time or prior to exercise. Schools may need to make special arrangements for pupils with diabetes if the school has staggered lunchtimes. If a meal or snack is missed, or after strenuous activity, the pupil may experience a hypoglycaemia episode (a hypo) during which his or her blood sugar level falls to too low a level. Staff in charge of physical education classes or other physical activity sessions should be aware of the need for pupils with diabetes to have glucose tablets or a sugary drink to hand.

If a pupil has a Hypoglycaemic Reaction, it is important that a fast acting sugar, such as glucose tablets, a glucose rich gel, a sugary drink or a chocolate bar, is given immediately. Slower acting starchy food, such as a sandwich or two biscuits and a

glass of milk, should be given once the pupil has recovered, some 10-15 minutes later. If the pupil's recovery takes longer, or in cases of uncertainty, call an ambulance.

## **Allergies**

Allergic Reactions Symptoms and signs will normally appear within seconds or minutes after exposure to the allergen. These may include:

- a metallic taste or itching in the mouth
- swelling of the face, throat, tongue and lips
- difficulty in swallowing
- flushed complexion
- abdominal cramps and nausea
- a rise in heart rate
- collapse or unconsciousness
- wheezing or difficulty breathing

Each pupil's symptoms and allergens will vary and will need to be discussed when drawing up the health care plan. Call an ambulance immediately particularly if there is any doubt about the severity of the reaction or if the pupil does not respond to the medication inform the Medical Officer Dr. Janie La Coste.



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## Appendix 5

### FIRST AID BOX LOCATION

Location					
Nursery 1 – Dining					
Nursery 2 – Main					
Reception Classroom					
Year 1 Classroom					
Year 2 Classroom					
PAC					
DT Lab					
Maintenance Cabin					
Staff Changing Room					
Reprographics Room					
Small Pavilion					
Swimming Pool					
Mini Bus 2015					
Mini Bus 2012					
Shooting Range					
Tembos					
Science Lab					
Forest School					