

# First Aid, Illness and Accident Policy

**Signed:**

**Chair of Governors: A. Jenkins** *A. Jenkins*

**Headteacher: S. Stevenson** *S. Stevenson*

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### FIRST AID

First aid resources are located in the Medical Room, each classroom and the main office. These are regularly checked to ensure that they are well stocked and all stock is in date.

All EYFS staff have a Paediatric First Aid qualification.

Each classroom and communal area has a list of staff who are First Aid trained

The Office Manager is responsible for ensuring that appropriate staff hold the appropriate First Aid qualifications and that it is renewed within the correct time period.

### ILLNESS

If a teacher feels that a child is not well enough to continue working in school, they telephone the main office and ask that parents are contacted and asked to take direct responsibility for the pupil (remove the pupil from the premises). If the child is not well enough to remain in the classroom e.g. vomiting, the child is escorted to the main office and supervised until they are collected by their parent or a known adult nominated by their parent e.g. grandparent. The child remains in reception (except in extreme cases) until they can be collected. The responsibility for deciding whether the pupil should go home or not, primarily resides with the teacher however advice from the Headteacher if the teacher is unsure.

If pupils become ill at break or lunch times they should be escorted to a member of staff on duty and the above protocol followed.

### ACCIDENTS

If a pupil has an accident at break and lunchtime they should be escorted to a first aider to seek medical advice/treatment. The child's class teacher must be informed so that they can be monitored and they can inform parents at the end of the school day.

If a child has a minor head injury that requires medical treatment a "head injury form" will be completed to inform parents of the injury and how to monitor their child when they go home. A text will also be sent to inform the parent that their child has had a bump to the head **and a copy of the form has been sent to their email address.**

For the more serious accidents (other than minor cuts and abrasions) the child's parent will be contacted and asked to take the child for medical assistance.

If an accident resulting in a serious injury takes place, the Headteacher, or in their absence the Deputy Headteacher, must be informed immediately.

If the parents cannot be contacted and the school is concerned about the child's health, then the school will ensure the child receives appropriate medical assistance. It is important that initially the school attempts to contact the parents, inform them of the situation and assess the feasibility of the parent taking the pupil to hospital. When it is not feasible for parents to take the pupil to hospital, the pupil will be driven to hospital by two members of staff (with suitable car insurance) one of which will remain with the pupil until the parent(s) arrive.

Parents should be:

- given the name of the Hospital to which their son/daughter has been taken;
- asked to attend the hospital as a matter of urgency;
- reassured to prevent parental distress and another possible accident as they travel to the hospital.

## Crackley Bank Primary School First Aid, Illness and Accident Policy

Depending upon the severity of the condition, it may not be appropriate for staff to drive the child to hospital and an ambulance would be called. Whilst the ambulance travels to the school a note should be made of 'contact names and telephone numbers' and this information should be given to the ambulance crew on their arrival at the school. The hospital should be telephoned and told of the condition of the incoming patient and any available 'contact names and telephone numbers' - this is best done by the ambulance crew. The hospital will then take responsibility for contacting parents and may use the police if deemed necessary. A member of staff will travel in the ambulance with the child to reassure them and stay with them until their parents arrive.

Pupils must be sent to hospital **immediately** by ambulance in these cases:

- any head injuries and wounds needing stitches when the bleeding cannot be slowed down;
- all suspected fractures must go direct to hospital immediately by ambulance or with parents; if there has been any amount of unconsciousness even for a few seconds.

### RECORDING ACCIDENTS

- Following an accident, the member of staff who witnessed or dealt with the accident should enter details on an accident form which are located in the class medical files or in the medical folder in the medical room. **They are also available online in the Health and Safety folder on Teams.**
- Medical forms must be passed to the office, and office staff will record these on Scholar pack.
- For a serious injury the head teacher will complete a RIDDOR form.
- If the accident involves an injury to the head, this is anywhere above the neck, a head injury note must be completed.
- **Head injury forms are located in the Health and Safety file on Teams. Once completed, the form should then be emailed to the Headteacher and office staff .**

### ADULTS

The same procedures apply for members of staff, contractors or public who are injured on the premises. There is staff accident book located in the main office.