

Accidents, Incidents and First Aid

We make every effort to minimise the risk of accidents but recognise that it is not possible to eliminate them completely and expect that they will occur occasionally.

First Aid is emergency care given to an injured person (in order to minimise injury and possible future disability) before professional medical care is available. All staff are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of pupils in the same way that parents might be expected to act towards their children. In general, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.

At any time at least one member of staff on the premises or on school trips must have up to date first aid training; in practice, most of the staff have up-to-date training at any time. The school ensures that this is the case by providing Emergency First Aid training for all members of staff in rotation every 3 years. All members of the Early Years team have Paediatric First Aid training.

First Aid kits are available in Reception and in the Kindergartens; portable ones are taken by one of the staff members supervising children in the garden or playground and on off-site P.E. lessons and outings.

Supervising staff in these circumstances will also always have a mobile phone with them in order to summon help if needed.

The Health & Safety Officers are responsible for ensuring that the contents of First Aid boxes conform to current regulations as a minimum and will check at every half term that they are restocked (*see list of contents below*)

In case of injuries that can be treated by First Aiders

- If anyone sustains a minor injury, the attending member of staff will apply cold compress, comfort, and appropriate cleaning/covering of injury etc.¹
- The attending member of staff will ensure that the child's parents are informed about the accident either by email through the accident form on Engage, phone at the time, in the case of more serious accidents, or upon collection of the child at the end of the school day.
- If it is felt necessary, the parents will be asked to come and take the child home.
- Any injury that requires treatment should be recorded in the Engage Accident book by the member of staff responsible for them at the time of the accident.

In case of injuries that require professional medical attention

For injuries which cannot be treated by first aid on site and requires professional medical assistance:

- In serious cases, call 999 using the school Reception phone or the mobile phone carried by the supervising teacher.
- Staff know how to make the patient comfortable and when it is safe/not safe to move them.
- One member of staff will meet the ambulance at the school gate and direct the paramedics to the location of the child.
- The Receptionist will be responsible for notifying a parent or carer.

¹ Recommended treatment for wounds is using water only. Staff are not authorised by the school to administer any remedies or applications beyond this, even with parents' permission, except where an Administration of Medicine form applies (see below)

- If the accident happens off-site, the supervising teacher will notify the Receptionist, who will then contact the parent or carer.
- If the injured child is taken to hospital, one member of staff will go with them unless a parent/carer has arrived, in which case they will go with the child.
- The other children in the group will be supervised away from the incident if possible and, if appropriate, taken into the classroom or other safe place.
- Supervising staff must not leave other children unattended in order to treat an injured child or accompany them to hospital. They should locate another trained member of staff to take over.
- If a member of staff has gone with the child to hospital, they will keep in regular contact with the Receptionist who will update the child's parent(s) about the situation. If the Receptionist is unavailable, this will be done by another member of staff remaining at school.
- In case of accidents that need medical attention but aren't serious enough for an ambulance to be sent, the receptionist will call the parents/carers to come to school and then call a taxi to take the student and parent/carer to hospital, unless the parent prefers to drive the child to hospital themselves. The cost for the taxi will be covered by the school.
- Serious accidents and all treatment administered must be recorded, dated and signed by the person responsible for the child at the time of the accident, in the Engage Accident book.
- All accidents noted in the book will be reported at the next College meeting.
- Accident record books are kept in the school archives for three years after they cease to be used.

Administering Medicines

We can administer medicines after completion of Administration of Medication form has been filled in (see School H&S Policy Appendix).

Wherever possible, children who are prescribed medication should receive their doses at home. If it is necessary for medication to be taken during school hours, children should be encouraged to take personal responsibility for this, where appropriate. Parents/carers and staff should discuss such situations at the earliest possible opportunity and decide together on the best course of action.

Where the administration of prescription medicine requires technical/medical knowledge, individual training will be sought either from medical professionals or the child's parents, where appropriate. The training will be specific to the individual child.

Emergency medication

Emergency medication, such as 'epipen', an inhaler, or Piriton, should be kept in a named bag in the Class Teacher's desk, so that it is available to any teacher who teaches the class. All staff who teach the class should be trained in administering emergency medication such as an epipen.

A second bag containing the emergency medicine should be taken by supervising staff on outings, outdoor lessons and at break times.

Any other medication being taken by a young child should be kept in the Class Teacher's desk, or, if necessary, in one of the fridges in the Kindergartens, staff kitchen or Reception, in a named container.

Sun Protection

School staff understand the dangers posed to children and themselves by overexposure to the sun. In hot weather, parents/carers are encouraged to provide sun hats and sunscreen for their children. A store of sun protection will also be kept at reception. When necessary, staff may apply sunscreen to children who cannot do so for themselves, where prior permission has been given by the parent/carer.

Contents of main school first aid kit

- Guidance leaflet
- 120 assorted plasters
- 12 sterile eye pads
- 16 triangular bandages
- 24 safety pins
- 24 Medium wound dressings
- 8 Large wound dressings
- 36 18cm pads
- 6 pair of disposable gloves
- 1 packet of Antiseptic Cleansing wipes

Contents of off-site and PE first aid kits

- Leaflet for 1st Aid advice
- 10 assorted plasters
- 2 triangular bandages
- 2 safety pins
- 1 Large wound dressings
- 1 pair of disposable gloves
- 1 packet of wipes
- 1 packet tissues

Training

The Health & Safety Officer for 2024/2025 is Eleni Karakonstanti.

The Bursar/Administrator keeps a record of First Aid trained staff and arranges training when needed.

For further information about accidents, safety etc. see the school's Health & Safety Policy.

Review date: August 2026

Approved and signed by Françoise Hascoët, Health and Safety Trustee
August 2024