



Wetherby School  
Reception  
19 Pembridge Villas  
London  
W11 3EP

Wetherby School  
Years 1, 2 and 3  
11 Pembridge Square  
London  
W2 4ED

# First Aid Policy

13a First Aid - Written policy on first aid

**Policy reviewed by:** Samuel Birch

**Review date:** June 2024

**Submission:** June 2024

**Policy actioned from:** September 2024 – August 2025

**Next review date:** June 2025

**Reviewer's Signature:** 

**Head Teacher's Signature:** 

**Circulation:** This policy is addressed to all members of staff and volunteers, is available to parents on request. It applies wherever staff or volunteers are working with pupils.

Please note: 'School' refers to Wetherby School; 'parents' refers to parents, guardians and carers.



# Wetherby School

## First Aid Policy Accident & Emergency Procedure

### AIMS

Wetherby School aims to use first aid in response to accidents and injuries that have occurred to pupils, staff and visitors to the site. This policy applies to all children in the school, including those in the EYFS.

### PERSONNEL

Office staff and the SMT are responsible for dealing with minor incidents.

During lesson time the office staff and/or a qualified first-aider will administer first aid. If an accident occurs out of school and first aid is required, then one of the staff on duty will administer first aid.

### RECORDING OF ACCIDENTS

- Any accidents that occur must be recorded in the accident book. These are kept in the school offices. Once completed these are signed by either the Headmaster or a member of the SMT at 11 Pembridge Square or the Headmaster or a member of the SMT at 19 Pembridge Villas. The accident report must be photocopied. The original is filed in the accident folder in the school offices; the photocopy is placed in the boy's book bag to be taken home that day.
- A head injury form for any injury to the head must be completed, no matter how minor. This form must be countersigned by either the Headmaster or a member of the SMT at 11 Pembridge Square or the Headmaster or a member of the SMT at 19 Pembridge Villas. The parent/carer are always called should a boy receive a bump to the head. The parent/carer must sign the form if the office have not been able to speak to them. If they have this will be noted on the head injury form and no signature is required.
- In the case of a serious accident an Internal Accident Investigation Report Form (A2) must be completed. Copies of these are kept in the Accident Folder in the school offices or can be found on the staff shared area.
- Accidents occurring at off site venues should also be recorded. First aid provision at such venues should always be identified but first aid kits are always taken on school trips. On returning to school further recording should take place using the school's own accident book.
- At the end of each half term a summary of accidents will be reviewed as part of the health and safety committee meeting.
- At Wetherby School any accident that requires a RIDDOR report will be completed correctly and in the required time. Before a report is completed Law at Work will be contacted regarding the accident.
- Copies of all reported accidents and near misses will be kept in the Accident Folder in the school offices

## **FIRST AIDERS**

At Wetherby School there are some members of staff who are paediatric first aid trained. Staff are trained as and when is necessary, we ensure that there is a balance of first aiders within each year group. There is a rolling programme of training for first aid. First aid training will be updated at least every three years. At Wetherby School we aim to achieve paediatric first aid training for as many staff as possible, in particular all EYFS staff. There is a paediatric trained first aider on the school site at all times and the welfare requirements of the EYFS framework mean that a qualified paediatric first aider should accompany all EYFS off site visits.

One member of staff with first aid training must be on site until all children have left.

## **FIRST AID BOXES**

At 11 Pembridge Square first aid boxes are situated:

- 1) In the basement
- 2) On the ground floor
- 3) In the school kitchen
- 4) In the first aid room
- 5) On the first floor landing
- 6) One the second floor landing
- 7) On the third floor landing
- 8) Inside the front door (this is taken to square)
- 9) Head of Sport's office
- 10) In the school office

At 19 Pembridge Villas first aid boxes are situated:

- 1) In the basement
- 2) In the school office
- 3) In every classroom
- 4) Outside during each gym lesson and playtime
- 5) In the school kitchen

A first aid bag is to be taken on all school trips and to all games/gym sessions, including matches.

## **FIRST AID SUPPLIES**

A designated member of staff is responsible for checking the contents of the first aid boxes on a regular basis (monthly) and for placing orders to replenish stock. The supplies are stored in the first aid room. The school cook is responsible for reporting her requirements to the catering manager for replenishment. All staff are responsible for notifying the designated member of staff if the supplies in any of the first aid boxes are running low. The designated member of staff will then order more supplies to ensure that all first aid boxes meet the legal requirements. First aid boxes must not contain any soiled goods.

## **FIRST AID KITS**

The suggested minimum contents of the first aid boxes from the HSE Publication Approved Code of Practice The Health and Safety (First Aid) Regulations 1981 First Aid at Work are:

- A leaflet giving general guidance on first aid
- Twenty plasters individually wrapped, assorted sizes. Blue waterproof plasters for food handlers
- Two sterile eye pads
- Four triangular bandages
- Six medium sterile dressings
- Disposable gloves
- Six safety pins

## **HYGIENE**

To prevent the spread of infection, adults will ensure that the following good practices are observed:

Any spills of blood or vomit will be wiped up and disposed of using the biohazard kits provided on each floor in both buildings. Excrement will be flushed down the loo. Disposable gloves are always used when cleaning up spills of body fluids. Floors and other affected surfaces are cleaned as necessary using manufacturer's instructions. All cleaning equipment has been COSHH assessed and is kept out of reach of the children.

The assistant from each class is responsible for cleaning up after a child has been ill, ensuring that hygiene procedures are followed.

When treating any accident protective clothing (gloves) must be worn.

## **SICKNESS**

If the child has any of the following he must be sent home:

- Temperature
- Sickness or diarrhoea
- Unexplained rash
- Conjunctivitis
- Any infectious condition

If a child needs to go home his parent/carer will be contacted and asked to come and collect him. Whilst the child waits for his parent/carer to arrive the boys will either wait in the first aid room or in the school office with a member of staff from the school office.

If the child needs regular use of the bathroom, the Music Room/Library and/or the basement meeting room will be converted to a First Aid Room with a temporary bed and bathroom opposite. A camp bed with blankets and pillows is stored in the basement for this eventuality along with a First Aid kit in each room. In the event of this happening, the music lesson would take place in classrooms.

Please note that a child cannot be sent home until the Headmaster or the Deputy Head (Pastoral) has been consulted.

## **ACCIDENTS and INCIDENTS**

At Wetherby School, the reporting of accidents and incidents falls into four categories:

- Minor accidents
- Major accidents
- Near miss accidents
- Accidents reportable to RIDDOR

If the accident is more than a minor one for child or adult, it is reported immediately to the Headmaster/SMT or the school administrator who sends for an ambulance, if needed and contacts the parents.

### **1. MINOR ACCIDENTS**

#### **Minor Accidents to a child**

If a minor accident occurs the procedure is as follows:

- The child is taken to the school office
- The injury is assessed by a first aider and, if necessary, the Deputy Head (Pastoral)
- A first aider treats the injury
- The boy is resettled into their classroom and observed closely
- The accident book is completed. These are kept in the school offices.
- Once completed these are signed by either the Headmaster or a member of the SMT at 11 Pembridge Square or the Headmaster or a member of the SMT at 19 Pembridge Villas
- The accident report must be photocopied. The original is filed in the accident folder in the school offices; the photocopy is placed in the boy's book bag to be taken home that day.

#### **Head injuries**

- A head injury form for any injury to the head must be completed, no matter how minor. This form must be countersigned by either the Headmaster or a member of the SMT at 11 Pembridge Square or the Headmaster or a member of the SMT at 19 Pembridge Villas.
- **PARENTS MUST BE INFORMED, BY PHONE, OF ANY INJURY THAT THEIR SON RECEIVES TO HIS HEAD. The school office will contact the parent or carer concerned. If the head injury is severe parents will be asked to collect their son to seek medical advice.**
- The parent/carer must sign the form if the office have not been able to speak to them. If they have this will be noted on the head injury form and no signature is required.
- If the boy is not sent home, he is resettled into their classroom and observed very closely
- If a head injury occurs during a games session and the boy is picked up by the parent / carer from the session then the head injury form can be countersigned by a member of the sports department. When the boy is handed over to the parent/carer the form must be signed by them.

**If a child is sent home for any reason this must be recorded in the accident or illness log on the staff shared area and the time of leaving recorded in the 'Day Book'.**

## **Minor Accidents to Adults**

Minor accidents will follow the same procedures as outlined above for a child.

## **2. MAJOR ACCIDENTS**

### **Major accidents to a child**

If a major accident occurs the procedure is as follows:

- Wherever possible, the child should be made comfortable in the location that the accident occurred, if that location is safe. Other children should be moved away from the scene.
- However, if it is safer to move the child and/or the child can walk on their own, the child should be taken to the first aid room on the ground floor or the Headmaster's office at 11 Pembridge Square or the school office at 19 Pembridge Villas or the first aid room on the mezzanine level.
- The first priority is the child's health and safety. If the situation is critical, an ambulance must be called without delay
- The Headmaster must be contacted immediately, or a member of SMT in his absence
- The Headmaster, or member of SMT, will assess the situation with another first aider and decide whether the child needs immediate hospital attention or whether the child can wait for the parent to come
- If the child needs to go straight to hospital either an ambulance will be called or the child will be taken by taxi. The parent/carer will be called and arrangements will be made to meet the parent/carer at the hospital. The Headmaster or a member of SMT will accompany the child to hospital and stay with them until the parent/carer arrives
- If the child can wait for the parent/carer to come then the parent/carer will be contacted and the child made as comfortable as possible. A member of staff must be with the child at all times until the parent/carer arrives
- It will then be the parent/carer's decision whether or not to take the child to hospital
- As soon as possible after the accident an 'Internal Accident Investigation Report Form' (A2) will be completed. These can be found in the school offices in the Accident Folder. The Headmaster will sign the form and a copy will be given to the parent /carer and the original in the boy's file.

### **The nearest hospitals are:**

#### **St Mary's Hospital**

Praed Street

London

W2 1NY

#### **Chelsea and Westminster Hospital**

369 Fulham Road

London

SW10 9NH

Dial 999 if immediate assistance is needed for a serious accident or incident

## **Major Accidents to Adults**

- The person in charge is notified who will with another first aider assess the situation and decide whether the adult needs immediate hospital attention or whether the situation can be dealt with by the adult concerned
- If the adult needs to go straight to hospital an ambulance will be called or he/she will be sent by taxi with another member of staff
- The adult emergency contact or a person of their choosing will be telephoned and if possible arrangements made for them to meet the adult at the hospital.
- An Internal Accident Investigation Report Form (A2) will be completed and a copy given to the adult concerned
- The Headmaster or member of SMT must decide if the matter is reported to Inspired Education Head Office

### **3. NEAR MISS INCIDENTS**

At Wetherby School we are aware that some accidents could potentially have been more serious had a child been injured. This would be described as a near miss incident. As a school we believe that all near miss incidents should be followed up.

If a near miss incident occurs the procedure is as follows:

- All near miss incidents must be reported to the Headmaster or member of SMT, in his absence
- An 'Internal Near Miss Incident Report Form' (A3) will be completed
- The Headmaster or, in his absence, the Deputy Head (Pastoral) will sign the form
- Inspired Education Head Office will be contacted
- This must be reported and recorded as soon as possible after the event

### **4. ACCIDENTS REPORTABLE TO RIDDOR**

Certain accidents arising out of or in connection with work are reportable to the Health and Safety Executive (HSE) and Inspired Education Head Office. At Wetherby School we seek advice from Law at Work before any accident is reported to the HSE.

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) places a legal duty on employers to notify and report some work related accidents, diseases and dangerous occurrences to the relevant enforcing authority for their work activity. Should an accident be reportable to RIDDOR this can be done via the RIDDOR Incident Contact Centre (ICC). Before reporting any accidents, Law at Work will have been contacted for advice.

The law requires the following work-related incidents to be reported:

- Deaths
- Major injuries
- Over 7-day injuries
- Work related diseases
- Dangerous occurrences

Reportable over 7-day injuries are those related to an accident connected with work where the employee suffers an over-7-day injury. The incident must be one that is not major but results in the injured person being away from work.

Please refer to: Inspired Health and Safety System for more information about RIDDOR

### **Pupil Accidents**

Fatal and major injuries to pupils on school premises during school hours must be reported immediately to Paul Brereton, Director of Human Resources, at Inspired Education Head Office and the Inspired Education CEO. Law at Work will be contacted for advice and if necessary, the ICC will be contacted. However, injuries during play activities in playgrounds arising from collision, slips and falls and sporting injuries are not reportable unless they are attributable to:

- The necessary condition of the premises (e.g. potholes, ice, damaged or worn steps etc)
- Plant or equipment on the school premises
- The lack of proper supervision

Fatal and major injuries to pupils occurring on school sponsored or controlled activities off the school site (such as field trips, sporting events or holidays in the UK) must be reported if the accident arises out of or in connection with those activities. All staff have been informed of the procedures to follow (crisis management) when a fatal or major injury/injuries occur.

Wetherby School will also notify the Kensington and Chelsea Child Protection Agency of any serious accident or serious injury to, or the death of, any pupil whilst at school and act on any advice given.

### **Employee Accidents**

Any accidents to an employee resulting in a fatal or major injury must be reported immediately to Paul Brereton, Director of Human Resources at Inspired Education Head Office and the Inspired Education CEO. If the accident does not result in a fatal or major injury, but the employee is incapacitated and unable to work for more than three days (excluding the day of the accident) there is still a requirement to contact the HSE.

The Headmaster or Deputy Head (Pastoral), in his absence, will report any accidents that are reportable to the HSE via the RIDDOR Incident Contact Centre. This can be done via telephone or by completing an on-line form. Copies of these can be found in the school office in the Accident Folder. Once again, Law at Work will be contacted before any contact is made with the HSE or the ICC.

**Before any report to the HSE is made, Law At Work must be contacted for advice**

### **PUPILS WITH PARTICULAR MEDICAL CONDITIONS**

Pupils who have particular medical conditions (i.e. asthma, epilepsy, diabetes etc) have all information pertaining to their condition held on a medical form in their personnel file. This will cover medication required in school as and when appropriate including information if appropriate for ambulance crew to attend the child in an emergency.



## **ALLERGIES/ CHRONIC ILLNESSES**

A record is kept in the child's file of any allergy to any form of medication (if notified by the parent) such as penicillin or a dietary allergy or food intolerance. Any chronic illness, such as diabetes, or any illness, such as asthma (on individual asthma cards), or any child whose health might give cause for concern are also recorded.

Please refer to the Medication Policy

**This policy will be reviewed annually**