



## **Chard School**

### **First Aid & Accident Policy**

<b>Date of last review:</b>	<b>January 2019</b>
<b>Date of next review:</b>	<b>January 2020</b>

At Chard School we aim to protect children at all times. We recognise that accidents or incidents may sometimes occur. This policy ensures that all parties are supported and cared for when accidents or incidents happen; and that the circumstances of the accident or incident are reviewed with a view to minimising any future risks.

#### **Illness**

If a pupil is taken ill whilst at school, they are escorted to the school office and the school secretary telephones home so they can be collected. If a wait is necessary then the pupil can either sit in the office or, if they need to lie down whilst awaiting collection, they can use the bed and blanket in the medical room where they can be supervised by the school secretary until they are collected. The medical room has both hot and cold running water and there is a toilet with hot and cold running water nearby.

#### **Accidents**

The accident file is located in the Medical Room in School House.

- The person responsible for reporting accidents, incidents or near misses is the member of staff who saw the incident or was first to find the child where there are no witnesses. They must record it on an Accident Form. Other staff who have witnessed the accident may also countersign the form and, in more serious cases, provide a statement. This should be done as soon as the accident is dealt with, whilst the details are still clearly remembered. Parents are informed of first aid treatment given upon collection of their child.
- The Head reviews the accident forms termly for patterns, e.g. one child having a repeated number of accidents, a particular area in the school or a particular time of the day when most accidents happen. Any patterns will be investigated by the Head and all necessary steps to reduce risks are put in place.

- The Head will report serious accidents to the registered person 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).
- 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/guardian as soon as possible whilst caring for the child appropriately.
- Where medical treatment is required, the Head will follow the insurance company procedures, which may involve informing them in writing of the accident.
- The Head will report any accidents of a serious nature to ISI and the local authority children's social care team (as the local child protection agency), where necessary. Where relevant such accidents will also be reported to the local authority environmental health department or the Health and Safety Executive and their advice followed.

### **First aid**

- The first aid boxes are located in the Medical Room in School House, Science Lab and PE Department.
- These are accessible at all times with appropriate content for use with children.
- The appointed person responsible for first aid checks the contents of the boxes half termly and replaces items that have been used or are out of date. Only items permitted by the Health and Safety (First Aid) Regulations Act 1981, such as sterile dressings, bandages and eye pads are stored in boxes.

### **Transporting a child to hospital procedure**

The Head will:

- Call for an ambulance immediately if the injury is severe. There will be no attempt to transport the sick child in a private vehicle.
- Contact the parent/guardian and arrange to meet them at the hospital.
- Arrange for the most appropriate member of staff to accompany the child taking with them any relevant information such as registration forms, relevant medication sheets, and medication.
- Redeploy staff if necessary to ensure there is adequate staff to care for the remaining children. This may mean temporarily grouping the children together.

Children who witness an incident may well be affected by it and may need reassurance. Staff may also require additional support following the accident.

### **Appointed staff responsible for first aid**

- Amanda Downing
- Ann Taswell

□ Louise Dymond

These staff are trained in paediatric first aid and this training is updated every three years. All staff receive First Aid in the workplace training which is renewed every two years.

When children are taken on an outing away from school, they are accompanied by at least one member of staff who is trained in first aid. A first aid box is taken on all outings.

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

The 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 domestic tasks. Staff are consulted when choosing PPE to ensure all allergies and individual needs are supported and this is evaluated on an ongoing basis.

### **Dealing with blood**

We may not be aware that a child attending school has a condition that may be transmitted via blood. Any staff member dealing with blood must:

- Always take precautions when cleaning wounds as some conditions such as hepatitis or the HIV virus can be transmitted via blood.
- Wear disposable gloves and wipe up any blood spillage with disposable cloths, neat sterilising fluid or freshly diluted bleach (one part diluted with 10 parts water). Such solutions must be carefully disposed of immediately after use.

### **Needle puncture and sharp injury**

We recognise that injuries from needles, broken glass and so on may result in blood-borne infections and that staff must take great care in the collection and disposal of this type of material. For the safety and well-being of the employees, any staff member dealing with needles, broken glass etc. must treat them as contaminated waste. If a needle is found the local authority must be contacted to deal with its disposal.

At Chard School we treat our responsibilities and obligations in respect of health and safety as a priority and we provide ongoing training to all members of staff which reflects best practice and is in line with current health and safety legislation.

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Next Review Due: January 2020  
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