



FIRST AID POLICY (Health & Safety) 2023 – 2024

- It is our policy to provide a healthy and safe environment for staff, children, and visitors.
- At all times our staff will co-operate fully in implementing health and safety regulations to ensure it is a safe environment. They will do everything possible to make sure injuries do not occur to themselves or to others.
- We expect our staff to always take responsible care of their own health and safety.
- Only a trained First Aider from the published River School list may perform First Aid (referred to as First Aider in this document).
- A qualified First Aider will be available for all school activities.
- The First Aid Co-ordinator is Jo Mistry, responsible to the Health and Safety Officer.

First Aiders: (First Aid Co-ordinator: Jo Mistry)

See APPENDIX A

- First Aid boxes are always available, and are in:

Small Kits

Early Years Kitchen
Reception Classroom
Class 3/4
Class 6 Classroom
Sports Hall
Art Room
Science Lab
Maintenance Workshop

Medium kits

Main Reception
First Aid Room
Early Years main room
Main Staff Kitchen
Science Prep Room

Rachel Edwards will restock First Aid boxes and is responsible to the First Aid co-ordinator.

Rachel has a list with dates of when the boxes are checked, this is kept in the first aid folder in the office. The main boxes (Staff Room, Early Years main room and the Office) will be checked each half term. All other boxes will be checked once a year. If supplies from a box are used, please inform the First Aid Co-ordinator (Jo Mistry).

- ET-Aims Accident form or paper accident for (found in the office and carried by Carol Parry) must be filled in if any child, member of staff or visitor sustains an injury whilst on the premises. Details of the name and year of child, date, time and place of incident, of the injury/illness and what first aid was given. This should be done as soon as the accident is dealt with, while the details are still clearly remembered.
- If the child has sustained a head bump, then a head bump letter must ALSO be filled out and given to a Parent/Carer to sign.

- There are stickers that can be put on children to say they have had a head bump. Senior School students should be given the head bump letter and be asked to pass it on to their Parents/Carers. The First Aider needs to record on the accident form that a Head Bump letter has been given to the child to go home and to be shown to class teachers for the remainder of the day. The signed slip must be given back to the office.
- All accident/incident forms will be monitored by the First Aid Co-ordinator to check that there are no recurring accidents due to equipment within the school.
- If a child becomes ill staff will take every step possible to contact Parents/Carers, but where this is not possible, responsible measures to care for the child will be taken. We will expect Parents/Carers to co-operate with us by not bringing children into school if they have any infectious or contagious illness or have a temperature. Staff will be asked not to attend work under the same circumstances.
- Serious accidents e.g. someone has died or has had a major injury e.g. broken bone (other than finger, thumb or toes), dislocation, because of a school-related accident or has been taken to hospital due to an accident at school, must be reported to Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) as soon as possible. Please see the Health and Safety Officer to help with this.
- Our policy follows the general Health and Safety guidelines for infectious/contagious diseases as follows:
 - CHICKENPOX for 5 days from onset of rash (until spots are scabbed over)
 - CONJUNCTIVITIS until eyes have recovered and discharge has stopped.
 - DIARRHOEA & VOMITING until symptom free for 48 hours.
 - FIFTH DISEASE (SLAPPED CHEEK) until clinically well.
 - HAND, FOOT & MOUTH until clinically well, the presence of a rash does not indicate infectivity.
 - HEADLICE pupils to be treated, do not need to stay away from school.
 - IMPETIGO until lesions crusted or healed.
- The Health and Safety officer will assess the school premises on a regular basis. Any risks will be dealt with promptly to maintain the safety of the school premises for staff and children.
- We will keep cleaning products/materials for use on the premises in a locked storage cupboard, out of children's reach. Any COSHH forms relating to the aforementioned cleaning products will be kept in the School Office.
- We will act on the advice of agencies such as BSI, Environmental Health and the Fire Brigade.

Medication

- Only medication provided by Parents/Carers can be given to children in our care. All such medication will be kept safe and out of the reach of children. Medication Permission Forms are kept in the Office for The River School, and a book in the Early Years main room for the Early Years Department. These documents must be used to record details by Parents/Carers, regarding the timing and dosage of medicines to be given to their children, as requested by doctor/them. These documents are to be signed and dated by Parents/Carers when request to administer medication is sought and if/when medication is brought in by Parents/Carers to restock or new medication brought in. Pupils **MUST** not carry medication round in their bags in on their person, except for an inhaler or epi pen.
- When medication is given, there must be two people present to witness and sign. If Parents/Carers come in to administer any medication, they need to sign along with a staff witness, stating the time, dosage and medication given.

Procedure to be followed in the event of an onsite accident.

1. If a child, member of staff or visitor has an accident they will be referred as soon as possible to a school appointed First Aider, who will assess them and, where necessary, administer appropriate first aid.
2. Gloves will be worn when dealing with blood or other bodily fluids.
3. The wounds will be cleaned, if necessary.
4. If the accident happens to a child, parents will be informed immediately if deemed appropriate.
5. All accidents will be recorded on ET-Aims (with the exception of the gardening team or forest school who will fill in paper copies).
6. In the event of a head injury, a 'Head Bump' letter will **also** be completed and sent home with the child. The Parent/Carer is to sign the slip and return it to school. 'Head Bump' letters are kept in the school office and main building staff kitchen. Please indicate on the Accident form that you have done a 'Head Bump' letter and given it to the child if this is the case. There are stickers that can be put on the children to say they have had a head bump. Senior School students need to be given a 'Head Bump' form that can be shown their teachers for the remainder of the day.
7. If hospital attention is needed, the First Aider, along with SLT member will make that decision and will call an ambulance. Every effort will be made for the parent to accompany their child to hospital. If no parent is available to accompany the child, a DBS checked member of staff will accompany the child. The child's Medical Consent Form should be collected from the School Office along with any medication the child has been given that day.
8. In the event of death or major injury (e.g. broken bone other than finger, thumb or toes or dislocation) as a result of a school-related accident or being taken to hospital due to an accident at school, then this must be reported to RIDDOR as soon as possible. Please see the Health and Safety Officer for help with this.

Procedure to be followed in the event of an offsite accident or medication administration

- Same as above with the addition of:
- A trip form must be completed
- A First Aider must accompany every offsite activity/trip. Staff will be advised of any medical conditions/medical conditions.
- It is the responsibility of the First Aider accompanying the trip to pick up and check the First Aid kit, and any medication from the school office before leaving site. Any controlled medication to administer must be kept in a lockable box with the details of administering and the Medical Record Form.
- If hospital attention is needed then the First Aider will make that decision and will call an ambulance and make every effort for the Parent/Carer to accompany the to hospital, if no parent/carer is available to accompany a DBS checked member of staff will endeavour to accompany the child. Medical consent and information will be shared with Professional Emergency Personal when required. The Headteacher/SLT must be informed at the first opportunity.
- In the event of death or major injury (e.g. broken bone other than finger thumb or toes or dislocation) off site, inform the Headteacher and the Health and Safety Officer at the first opportunity. A RIDDOR form must also be completed as soon as possible. Please see the Health and Safety Officer for help with this.

The Brook Nursery

For The Brook Nursery policies: The Brook Nursery – The Brook Nursery Policies

Allergy information

Allergy information can be found in:

- SharePoint. SharePoint > River School Staff > Whole School > Pupil Key Information (Office Use) – select the relevant academic year
- In the School Office

APPENDIX A

The River School Trained First Aiders 2023-2024

Paediatric First Aid

Joanne Barron

Martha Free

Claire Smith

Carol Parry

Sophie Proctor

Charlotte Showell

First Aid

Abigail Barron

Elise Barron

Stephanie Boyd

Rachel Edwards

Trina Fernando

Anna Goryczka

Pete Graham

Tania James

Carla Lewis

Jo Mistry

Karen Painting

Chiara Pelazza

Lydia Parsonage

Carolyn Revill

Mandy Rutter

Chris Stacey