



HEATHSIDE SCHOOL  
HAMPSTEAD

# FIRST AID POLICY

## Introduction

This policy has been drawn up with reference to the DfE's Guidance on First Aid for Schools and the Statutory Framework for the Early Years Foundation Stage.

The person responsible for first aid at Heathside Preparatory School is the Deputy Head - Safeguarding and Inclusion. However, it's practice is delegated through the following system:

The Deputy Head - Safeguarding and Inclusion in conjunction with the Senior Leadership Team (SLT) is responsible for developing the First Aid Policy and for devising detailed procedures.

The Majority of staff will receive Paediatric First Aid training every three years. The last training was in August 2021. Therefore any age group/area of the school out outings will be accounted for.

The Appointed Person takes charge when someone is badly injured, becomes very ill or a more serious incident occurs and decisions need to be made about what treatment to give and whether an ambulance should be called. The appointed people are:

<b>16 New End</b>	<b>Jelena Bogavac</b>
<b>Lower School</b>	<b>Damla Over and Fouzia Elanqaoui</b>

The Senior Leadership Team, led by the DSL will ensure that teachers and teaching assistants who have pupils in their class with specific medical needs are informed of the nature of the condition and when and where the pupil may need extra attention and the necessary procedures to take in an emergency. The pupil's parents should provide this information with the help of medical professionals.

Each class has an orange medical file containing a school accident report duplicate book, spare medication forms and any care/crisis action plans for children in the class. This information is also on CPOMS.

## **FIRST AID**

### **First Aid at the Upper School (16 New End) US**

The person responsible for first aid equipment, including the defibrillator at 16 New End is Carrine Spira.

- A first aid kit is in the Reception area cupboard at 16 New End.
- A small first aid kit is stored in each Heath bag so that children can be treated for minor accidents immediately when outside on the Heath or on school day trips.
- When children are unwell, they can sit or lie in the sick bay in the music room where a first aider will take responsibility for their welfare.

### **First Aid in the Lower School (LS)**

The person responsible for first aid equipment in the Lower School, including the defibrillator, is Fouzia Elanqaoui.

- A first aid kit is in the main office and in Heath Bags in each classroom.
- The first aid kit is stored in each Heath bag so that children can be treated for minor accidents immediately when outside on the Heath or on school day trips.
- When children are unwell, they can sit or lie in the medical room. A first aider will take responsibility for the student's welfare while they are in the medical room.

Sports coaches have their own first aid kits and they can use the first aid kit in the class Heath Bag.

A fully stocked Heath Bag including a small first aid kit must be taken on all school outings. Teachers are expected to take these with them on any visit, including local walks. (See School Outings Policy). Any inhalers, adrenalin auto-injectors or other life saving devices for specific children must also be taken.

### **First Aid Kits**

All first aid kits have appropriate content to meet the needs of children as per the HSE's recommendation in the DfE Guidance on First Aid in Schools.

#### First Aid Kit for School

- Leaflet giving general advice on first aid.
- 20 individually wrapped sterile adhesive dressings (assorted sizes).
- 2 sterile eye pads.
- 4 individually wrapped triangular bandages (preferably sterile).
- 6 safety pins.

- 6 medium (approx.. 12cmx12cm) individually wrapped sterile unmedicated wound dressings.
- 2 large (approx.. 18cmx18cm) individually wrapped sterile unmedicated wound dressings.
- 2 large adhesive dressings.
- 1 pair of disposable gloves.
- 2 eye wash pods.
- Adhesive tape.
- Individually wrapped moist cleaning wipes.
- Face Shield.

#### First Aid Kits for Heath Bags

- Leaflet giving general advice on first aid.
- 6 individually wrapped sterile adhesive dressings (assorted sizes).
- 2 individually wrapped triangular bandages (preferably sterile).
- 4 safety pins.
- 2 large (approx.. 18cmx18cm) individually wrapped sterile unmedicated wound dressings.
- 2 pairs disposable gloves.
- 1 plastic bag for rubbish and waste.

#### **Practical management of spills of blood, vomit, faeces and urine.**

- Wear disposable gloves.
- Cover spills with Sanitaire absorbent crystals to soak up as much spillage as possible. (available from medical rooms).
- Leave for two minutes and carefully mop up with paper towels or cardboard disposing of them into a waste bag.
- Clean the area thoroughly with disinfectant and hot water.
- Remove gloves carefully and dispose of into the waste bag and tie the bag closed.
- Wash hands thoroughly.
- Once the area is allowed to dry naturally it is no longer at risk to others.

#### **Reporting of illness and injuries**

- Any treatment administered to a child must be recorded in the duplicate First Aid Reporting Book that is in each class in the LS and then entered onto CPOMS as soon as possible after the child has been attended to. In the US (16 New End) the accident/incident must be entered onto CPOMS.

- In the lower and upper school the accident report book is signed by both the first aid giver and whoever picks the child up from school. The top copy is then given to the parent/carer. If someone other than the parent or usual carer collects the child then the class teacher must call or email the parents to inform them of the accident/incident. If the child attends an after school club then the class teacher must call or email the child's parent/carer to inform them of the accident/incident and get the book signed at their earliest convenience.
- At Heathside Upper School, staff use CPOMS forms. Parents must be called or emailed about the accident/incident, but do not need to sign.
- To protect confidentiality, when reporting to parents/carers staff must not use the name of any other child or adult involved in the accident/incident. Staff should use terms such as 'another child' or 'a member of staff'.
- A body map is included in the orange medical files and may be used as a tool for reporting accidents or incidents alongside the accident/incident books.
- Completed accident/incident books are collected by the Deputy Head and re-issued as required. New books are issued to teachers each academic year.
- The first aider completing an accident record is responsible for investigating the cause of the accident and if necessary for making recommendations to prevent recurrence.
- Head injury: In the LS, following treatment by a first aider, the accident/incident book must be completed and signed by whoever collects the child from school. A 'Head Injury Information Letter' must be given to this person. If the child is not collected by a parent, the parent must be telephoned and informed of the accident. In the US, the accident is reported online, parents are informed and the 'Head Injury Information Letter' is given. All injuries from all sites must be reported on CPOMS.
- Accident requiring treatment and parents called into school: following treatment by a first aider, the child is monitored and looked after by a first aider until their parent arrives. If necessary, the parent will be advised to take the child for further medical assistance. At LS and the completed accident book must be signed by the parent or adult who collects the child and the accident/incident reported on CPOMS using the Accident Category. At the US the accident/incident is reported on CPOMS. Any updates on further treatment the child receives must be entered on CPOMS.
- Accident requiring ambulance transportation to hospital: the child will be treated by a first aider until help arrives and parents are called. If the parent/carer is not present, a first aider or other member of staff must travel with the child in the ambulance. For LS and the accident book must be completed and signed by the child's parent as soon as possible and for all sites an e-First Aid form completed ensuring that everything is well documented. An e-First Aid form must be completed with updated information of further treatment once known. An accident that necessitates a student being taken directly to a hospital for treatment must be reported to RIDDOR by the Health and Safety Manager in conjunction with the SLT

([www.hse.gov.uk/riddor/report.htm](http://www.hse.gov.uk/riddor/report.htm)) within 10 days. This includes accidents that occur off site and at sports centres where the student is taken directly to a hospital for treatment.

- In EYFS Ofsted must be informed of any serious accident, illness or injury to, or death of, any child whilst in the school's care and of the action taken in respect of it. Notification must be made as soon as reasonably practicable but in any event within 14 days of the incident occurring by the Headteacher or Deputy Head (0300 123 1231).
- For EYFS children, the Headteacher or Deputy Head must also inform the Camden Safeguarding Partnership of any serious accident or injury or the death of any child whilst in the school's care and act on any advice given. 020 7974 6600 (Duty and Assessment Team), out of hours 020 7974 4444.
- If the school has reason to believe that any child is suffering from a notifiable disease identified as such in the Public Health (Infectious Diseases) Regulations 1988, the relevant Head will inform Ofsted. The school will act on any advice given by Public Health | England and inform Ofsted of any action taken.

### **Staff injuries**

- Accidents to staff in the workplace should be treated by a first aider and reported on CPOMS.
- Any accident that results in death or necessitates the staff member going directly to hospital must be reported to RIDDOR by the Health and Safety Manager in conjunction with the SLT without delay.
- Any accident that prevents the injured member of staff from continuing their normal work for more than 7 days (not counting the day of the accident but including weekends and other rest days) must be reported to RIDDOR within 15 days of the accident by the Health and Safety Manager in conjunction with the SLT.
- The Health and Safety Manager in conjunction with the SLT will report to RIDDOR any injury to a member of staff that is specified by RIDDOR as reportable.

### **Appendix 1 - Entering a medical event into CPOMS**

Login to CPOMS at <https://heathsideprep.cpoms.net/> and click 'Add Incident' and the form below will appear.

CPOMS Website CPOMS User Guide Contact Support CPOMS FAQ REMIND ME HIDE NAMES BLANK SCREEN  
It is your responsibility to logout and protect the security of student information.

Heathside Preparatory School Dashboard Reporting Planner Library Admin Account Settings Add Incident LOGOUT

← Back

Student

Incident

Categories

Attainment  Attendance  Behaviour Related Log  Bullying/ Friendship Related Issues  Cause for Concern  Child Contact  
 Child Protection  Communication  Contact with External Agency  Home Issues/ Parenting Issues  Local Area Incident on Note  
 Medical Issues  Mental Health and Wellbeing  Parental Contact  Remote Learning  Safeguarding  SEND  
 Verbal & Aggressive Incidents

**Medical Issues Subcategories**


Accident  EpiPen/ Asthma  First Aid  Medication Administered

Originally reported by:

Linked student(s)

Complete the form in as much detail as possible and select the appropriate medical issues category using the body maps as appropriate.

If you are giving the child any medication then you must put the medication name and dosage - not the brand name, in accordance with the schools policy on medical administration.



Date/Time

Status

Assign to

Files

Alert Staff Members   
Type a colleague's name or select an alert group to alert them to this incident. Colleagues highlighted in red would not normally be able to view this incident.

Agency Involved

Add to planner

**Submit Incident**

Once the form is completed click 'Submit incident'