

Oakwood Infant and Nursery School



First Aid Policy (OAK044/03/2024)

School Mission Statement

At Oakwood Infant and Nursery School we provide a safe, healthy, happy and creative learning environment for everyone, through high expectations and mutual respect

We are all stars watch us shine.

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Introduction

- **This document** sets out procedures for implementing first aid and reporting of accidents at Oakwood Infants School.

Oakwood Infant School follows the Code of Practice 25 (Health and Safety in the Primary School Section A.8)

The school's Health and Safety Coordinator is Mrs L. Overton (Deputy Head).

Qualified First Aiders in school are listed on the notice board outside the Deputy Head's office.

First Aid Boxes

There are four first aid boxes in school, plus one travel first aid box. They are stocked in accordance with Checklist 2 – First Aid Box Contents on the Essex Health and Safety Infolink and with the school's First Aid needs assessment. The boxes are checked fortnightly by the appointed person and a check sheet completed. The boxes are located –

- Main Office
- Medical Room (outside Inclusion Room)
- Nursery Unit
- Y1 Corridor

There is also a First Aid box, Burns kit and Eye Injury kit located in the kitchen.

Reporting of Accidents

Minor accidents – Minor /superficial injuries (bumps, bruises, grazes etc) arising from play/leisure activities do not need reporting on the Health and Safety Incident Form. However, such injuries are recorded on the school's accident forms, which are then kept in a central file in the medical area. The form will include details of:

- the injured person's name, including surname;
- date, time and place of the incident;
- nature of the injury/illness;
- how the injury occurred;
- first aid given or other action taken. (e.g. informed parent);
- name and signature of person dealing with the incident;
- the injured person's address (if they are not a pupil or regular employee).

Blank forms are stored in all the first aid boxes.

Class teachers are informed of all minor injuries through medical record books which are filled in by the member of staff on duty in the medical area. This ensures that teachers are able to inform parents / carers about how the injury was sustained and the treatment their child has received.

Bumped heads/ facial injuries – these will be recorded as above, plus a bumped head form will be filled in by the First Aider, or person on duty. The form will be given to the pupil's class teacher, ensuring that the teacher is aware and the child is carefully monitored. The class teacher will inform the pupil's parent at the end of the

day and give them the form. In the event of a serious bump to the head / facial injury the pupil's parent or carer will be informed immediately by telephone.

Serious Accidents - Any accident resulting in a child or adult being sent home, or a parent / carer being advised to see a doctor, will be recorded on the school's internal accident forms, which are kept on the notice board outside the Deputy Head's office. In addition, any incident that caused significant harm or could potentially have caused significant harm must be reported using Essex's online incident reporting form. These include -

- accidents to employees;
- accidents to pupils;
- work related accidents to non employees;
- work-related ill health;
- acts of violence (including physical and verbal abuse and threats);
- road traffic accidents;
- non injury incidents that had the potential to cause harm (also known as "dangerous occurrences" or "near misses")
- emergency procedures being instigated e.g. for the loss of a child on a school trip

Any serious accident occurring on the school premises should be reported immediately to a first aider, then to the Deputy Head who will ensure that the internal accident form is completed by the relevant member of staff and that the online reporting procedure is followed. Copies of both forms will be kept in the blue accident reporting folder in the Deputy Head's office.

The First Aider will deal with the accident according to advice received in their training. Immediate aid will be given, and a decision taken by the First Aider and/or member of the senior management team whether or not to call an ambulance. The next of kin (or, in the case of a pupil, parent/carer) will be informed. Where parents cannot be contacted, a known member of staff will accompany the child in the ambulance. A member of the office staff will continue to try to contact the parent or family member throughout the day.

Major Injuries - The following incidents must be reported to the Health and Safety Service (tel. 01245 436896) as soon as practicable, so that they can ensure an appropriate investigation takes place:

- Fatalities;
- Major incidents affecting 10 or more people (e.g. fire, release of hazardous substance);
- Loss of a limb;
- Act of violence requiring the emergency attendance of the police (a 999 incident);
- Incidents reportable under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) as Dangerous Occurrences;
- Incidents resulting in loss of consciousness for more than 15 minutes (except epileptic fits);
- Falls from height greater than 3 metres.

For further information, please see the school's Emergency Procedures Policy.

RIDDOR - in addition to the above, the following will be reported to RIDDOR as soon as practicable by phoning 0845 3009923

- Deaths and Major Injuries, as listed above
- "Over 3 Day" Injuries, where an adult is unable to work, or a child unable to attend school, for 3 days following an injury
- Dangerous Occurrences, or near misses, with the potential to cause major injury
- Reportable Diseases, such as carpal tunnel syndrome, hand arm vibration syndrome, beat elbow, hand or knee, or other repetitive strain injuries caused or inflamed by work conditions

Hygiene and First Aid

A high standard of hygiene will be maintained at all times when dealing with accidents and injuries. It will be assumed that bodily fluids may be infectious and therefore the following procedures will be followed at all times.

- Wear non-latex disposable gloves
- Wear plastic apron
- Wash hands with soap before and after treating injury
- Wash any areas of the body that have been in contact with bodily fluids with soap immediately.
- Splashes into eyes and mouth should be rinsed immediately with clean, cold water
- Resusciate should be used for mouth to mouth resuscitation. However, if Resusciate is not available, resuscitation should not be withheld.
- Spillages should be cleaned according to the procedures set out on the noticeboard outside the Head teacher's office. When in doubt, the area should be cordoned off and the site manager asked to deal with the spillage appropriately.

The following equipment is available and kept in the medical room –

- Non-latex disposable gloves
- plastic aprons
- sterilising tablets

Disposal of Medical Waste

Oakwood Infants School has a contract with Cannon Hygiene for the disposal of medical waste. Waste is deposited in the bins provided and collected monthly.

This policy has been written in accordance with the school's Equality Duty Statement.