



# Odyssey House School

## First Aid Policy

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## 1. Aims

The aims of our first aid policy are to:

- Ensure the health and safety of all staff, pupils and visitors
- Ensure that staff are aware of their responsibilities with regards to health and safety
- Provide a framework for responding to an incident and recording and reporting the outcomes

## 2. Legislation and guidance

This policy is based on advice from the Department for Education on [first aid in schools](#) and [health and safety in schools](#), and the following legislation:

- [The Health and Safety \(First Aid\) Regulations 1981](#), which state that employers must provide adequate and appropriate equipment and facilities to enable first aid to be administered to employees, and qualified first aid personnel
- [The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees
- [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive (HSE), and set out the timeframe for this and how long records of such accidents must be kept
- [Social Security \(Claims and Payments\) Regulations 1979](#), which set out rules on the retention of accident records
- [The Education \(Independent School Standards\) Regulations 2014](#), which require that suitable space is provided to cater for the medical and therapy needs of pupils

### **3. Roles and responsibilities**

#### **3.1 Appointed person(s) and first aiders**

The school's appointed person is the COO. The school has a list of fully trained First Aiders available on site, and all staff also complete EduCare's basic First Aid training online, upon joining the school. Trained first aiders are responsible for:

- Taking charge when someone is injured or becomes ill
- Ensuring that an ambulance or other professional medical help is summoned when appropriate

The School Administrator is additionally responsible for:

- Ensuring there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits
- Acting as first responders to any incidents; they will assess the situation where there is an injured or ill person, and provide immediate and appropriate treatment
- Taking responsibility for the child's welfare when they are unwell. The child can sit or lie in the medical room whilst supervised at all times.
- Sending pupils home to recover, where necessary
- Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident
- Keeping their contact details up to date

Other school staff are trained first aiders and qualified to carry out the role when away from the school building or in the absence of the School Administrator (see section 7) and are responsible for:

- Acting as first responders to any incidents; they will assess the situation where there is an injured or ill person, and provide immediate and appropriate treatment
- Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident
- Taking responsibility for the child's welfare when they are unwell. The child can sit or lie in the medical room whilst supervised at all times.
- Sending pupils home to recover, where necessary

#### **3.2 The proprietor**

The proprietor has ultimate responsibility for health and safety matters in the school, but delegates operational matters and day-to-day tasks to the COO and staff members.

#### **3.3 The Senior Leadership Team**

The SLT is responsible for developing the First Aid Policy and for devising detailed procedures.

The SLT will ensure that teachers and 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 health professionals.

The School Administrator has a medical file containing accident forms, blank 'head bump' letters, consent for medication, spare medication forms, children's medical issues and any care/crisis plans.

### **3.4 The COO**

The COO is responsible for the implementation of this policy, including:

- Ensuring that an appropriate number of trained first aid personnel are present in the school at all times
- Ensuring that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role
- Ensuring all staff are aware of first aid procedures
- Ensuring appropriate risk assessments are completed and appropriate measures are put in place
- Undertaking, or ensuring that managers undertake, risk assessments, as appropriate, and that appropriate measures are put in place
- Ensuring that adequate space is available for catering to the medical needs of pupils
- Reporting specified incidents to the HSE when necessary (see section 6)

### **3.5 Staff**

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in school are
- Completing accident reports for all incidents they attend to where a first aider is not called
- Informing the COO or their line manager of any specific health conditions or first aid needs

## **4. First aid procedures**

### **4.1 In-school procedures**

In the event of an accident resulting in injury:

- The closest member of staff present will assess the seriousness of the injury and seek the assistance of a qualified first aider, if appropriate, who will provide the required first aid treatment
- The first aider, if called, will assess the injury and decide if further assistance is needed from a colleague or the emergency services. They will remain on scene until help arrives

- The first aider will also decide whether the injured person should be moved or placed in a recovery position
- If the first aider judges that a pupil is too unwell to remain in school, parents will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parents
- If emergency services are called, the COO, another member of the SLT or the school administrator will contact parents immediately
- The first aider/school administrator will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury

#### **4.2 Off-site procedures**

When taking pupils off the school premises, staff will ensure they always have the following:

- A school mobile phone
- A portable first aid kit. Teachers are expected to take these with them on any visit including local walks. (See School Outings Policy). Any inhalers and epipens for specific children must also be taken.
- School outings bag.
- Information about the specific medical needs of pupils
- List of children on the off-site visit

Risk assessments will be completed by the trip organiser prior to any educational visit that necessitates taking pupils off school premises.

There will always be at least one first aider on school trips and visits.

#### **5. First aid equipment**

A typical first aid kit in our school will include the following:

- A leaflet with general first aid advice
- Regular and large bandages
- Eye pad bandages
- Triangular bandages
- Adhesive tape
- Safety pins
- Disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes
- Scissors

- Cold compresses
- Burns dressings
  
- Reception (at the desk)

## 6. Record-keeping and reporting

### 6.1 First aid and accident record book (<https://forms.office.com/r/DMakB6G2W2>)

- An accident form will be completed by the first aider/school administrator on the same day or as soon as possible after an incident resulting in an injury
- As much detail as possible should be supplied when reporting an accident, including all of the information included in the accident/incident form
- A copy of the accident report form will also be added to the pupil's educational record by the school administrator.
- The COO/school administrator will inform parents/carer and the class teacher of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable. This may be by telephone or email.
- Parent/carer is asked to sign the accident report form to acknowledge they have been told about the accident.
- A body map is attached and may be used as a tool for reporting accidents or incidents alongside the accident/incident forms.
- Head injury: treatment by first aider, accident form completed and signed by parent or adult who is collecting child from school. 'Head Injury Information Letter' to be given to parent or adult who is collecting child from school. At the First Aider's discretion, parents to be telephoned and informed of the accident.
- Accident requiring treatment and parents called in: treated by first aider until parent arrives. Parent asked to take child for further medical assistance. Accident form completed and signed by parent or adult who is collecting child from school. Accident form to be updated with details of further treatment once known.
- Accident requiring emergency treatment by ambulance: treated by first aider until help arrives, parent called. If the parent/carer is not present, a First Aider or other suitable member of staff to travel with the child in the ambulance. Accident form completed and signed by parent or adult who is collecting child from school. Accident form to be updated with details of further treatment once known.
- If the School has reason to believe that any child is suffering from a notifiable disease identified as such in the Public Health (Infection Diseases) Regulations 1988, they

will inform ISI. The School will act on any advice given by the Public Health England and inform ISI of any action taken.

- The First Aider completing the accident record will be responsible for investigating the causes of the accident and, if necessary, for making recommendations to prevent recurrence.
- Records held in the first aid and accident book will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.

## 6.2 Reporting to the HSE

The School Administrator will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The COO will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident. Reportable injuries, diseases or dangerous occurrences include: • Death

Specified injuries, which are:

- Fractures, other than to fingers, thumbs and toes o Amputations
- Any injury likely to lead to permanent loss of sight or reduction in sight
- Any crush injury to the head or torso causing damage to the brain or internal organs
- Serious burns (including scalding)
- Any scalping requiring hospital treatment
- Any loss of consciousness caused by head injury or asphyxia
- Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident)
- Where an accident leads to someone being taken to hospital
- Near-miss events that do not result in an injury but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
  - o The collapse or failure of load-bearing parts of lifts and lifting equipment o The accidental release of a biological agent likely to cause severe human illness o The accidental release or escape of any substance that may cause a serious injury or damage to health
  - o An electrical short circuit or overload causing a fire or explosion

Information on how to make a RIDDOR report is available here:

[How to make a RIDDOR report, HSE](http://www.hse.gov.uk/riddor/report.htm)

<http://www.hse.gov.uk/riddor/report.htm>

## **7. 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
- Leave for two minutes and carefully mop up with paper towels, disposing of them into waste bag
- Clean the area thoroughly with general purpose disinfectant and hot water
- Once the area has been allowed to dry it is no longer a risk to others
- Remove gloves carefully and dispose of the waste bag
- Wash hands thoroughly; gloves cannot be relied upon as a complete barrier to infection.

## **8. Staff injuries**

Accidents to staff in the workplace should also be treated by a first aider and reported using the accident forms kept in the reception area.

## **9. Training**

All school staff are able to undertake first aid training if they would like to.

All first aiders must have completed a training course and must hold a valid certificate of competence to show this. The school will keep a register of all trained first aiders, what training they have received and when this is valid until (see appendix 3).

Staff will be required to renew their first aid training when it is no longer valid.



## Odyssey House School

### Accident/Incident Reporting Sheet

To be completed by First Aider

Online Form - <https://forms.office.com/r/DMakB6G2W2>

Name of Child ..... Surname.....

Class .....

Name of First Aider ..... Surname.....

Date .....

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What time it happened? .....

Where did it happen (room or place)? .....

How did it happen?

.....  
.....

State any injury which occurred.....

.....  
.

Sign and date the record.....

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Action Taken

Further action taken and date

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Is this accident reportable to RIDDOR? Yes / No

Date reported .....

Name of person reporting the RIDDOR .....

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Signature of Parent or Responsible Adult collecting the child

.....

**DO NOT ALLOW THIS FORM TO BE REMOVED FROM THE SCHOOL PREMISES**

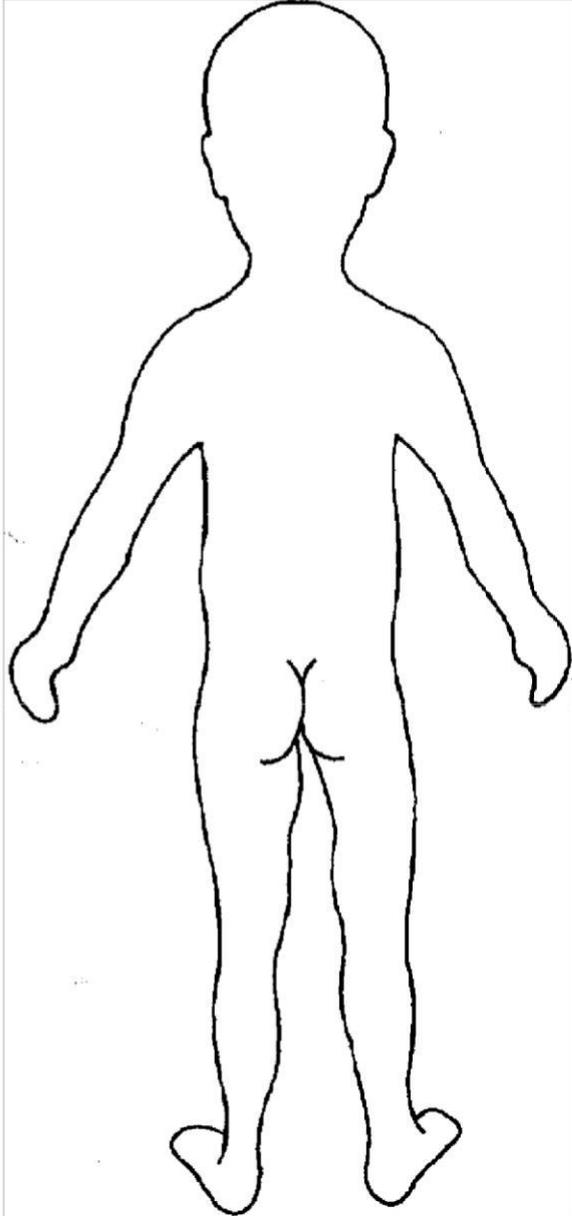
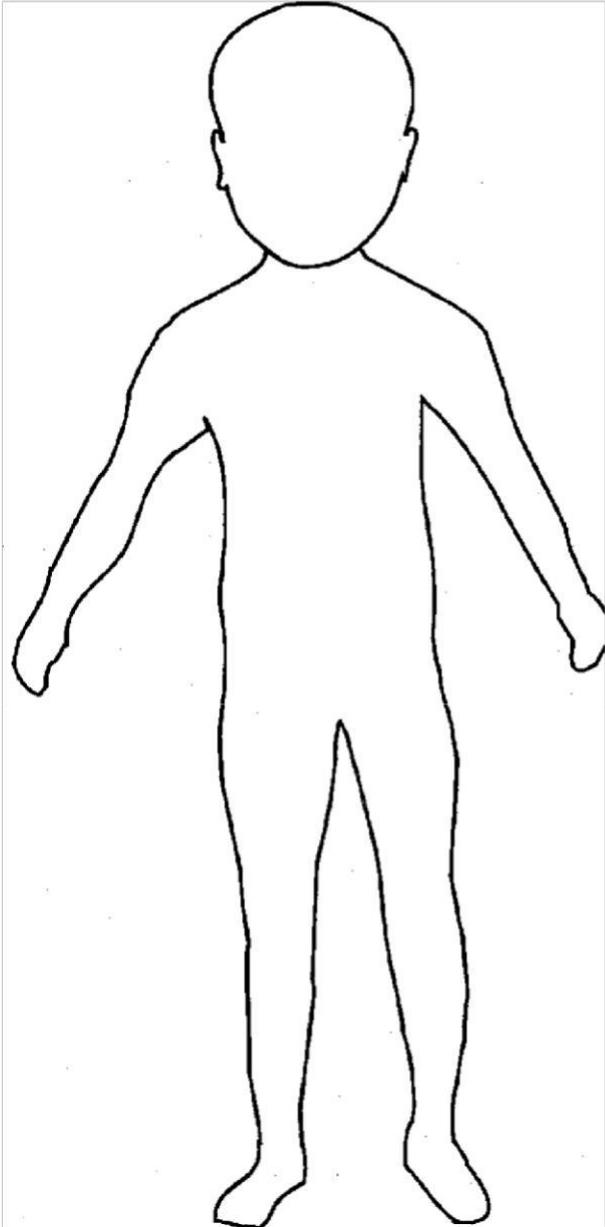
# BODYMAP

(This must be completed at time of observation and attached to the completed accident/incident form)

Name of Pupil: ..... Date of Birth: .....

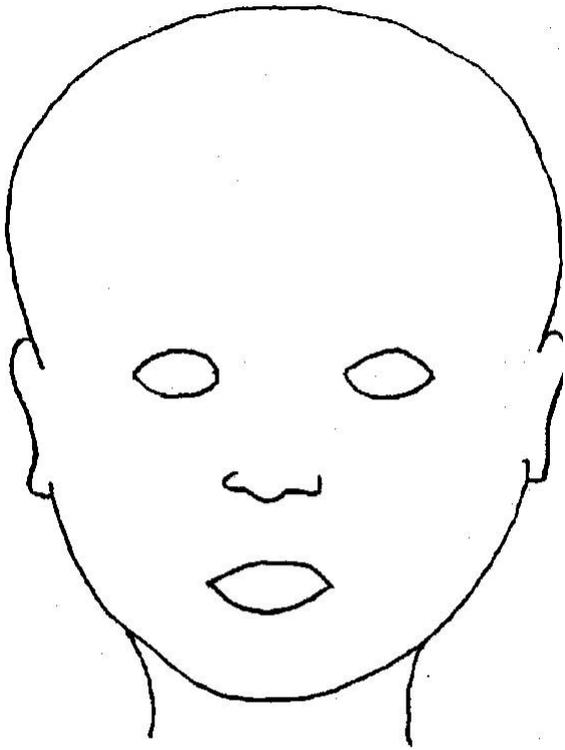
Name of Staff: ..... Job title: ..

Date and time of observation: .....

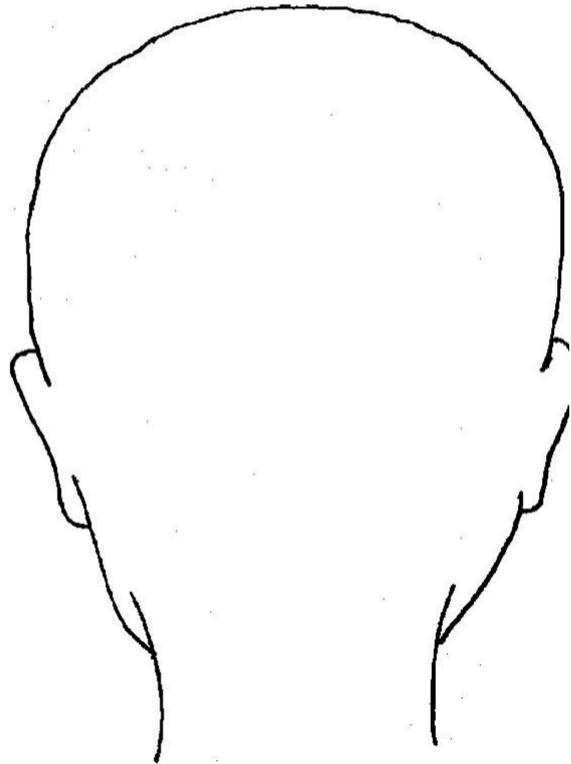


Name of pupil:

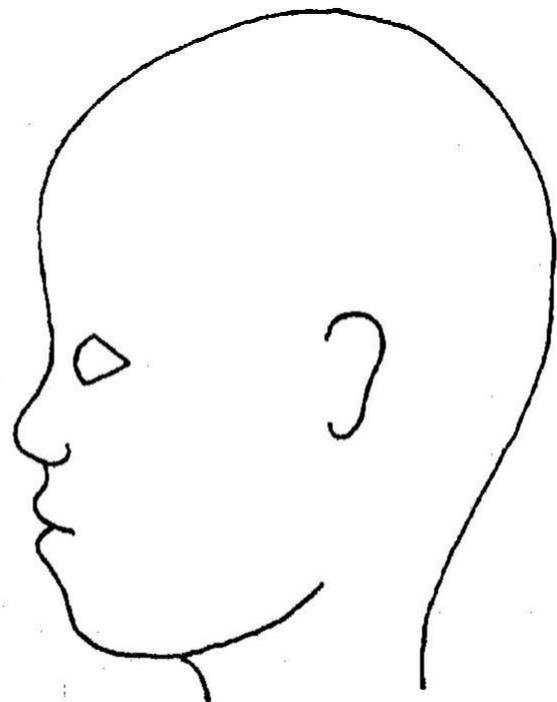
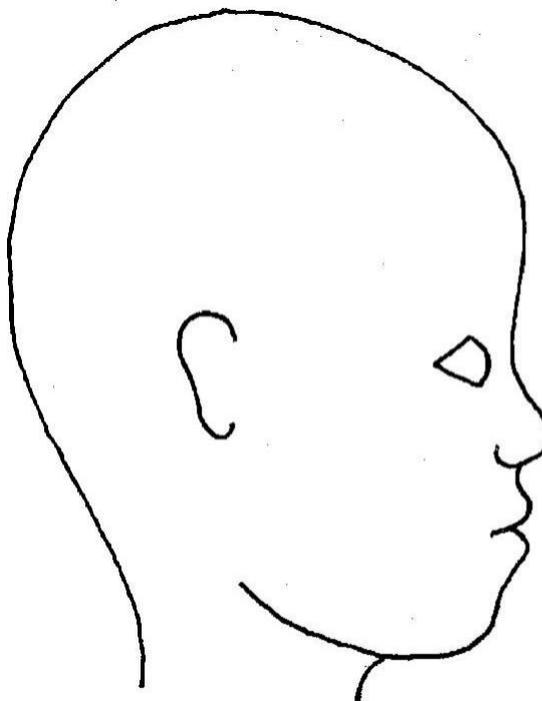
Date and time  
of \_\_\_ observation: .....



FRONT



BACK

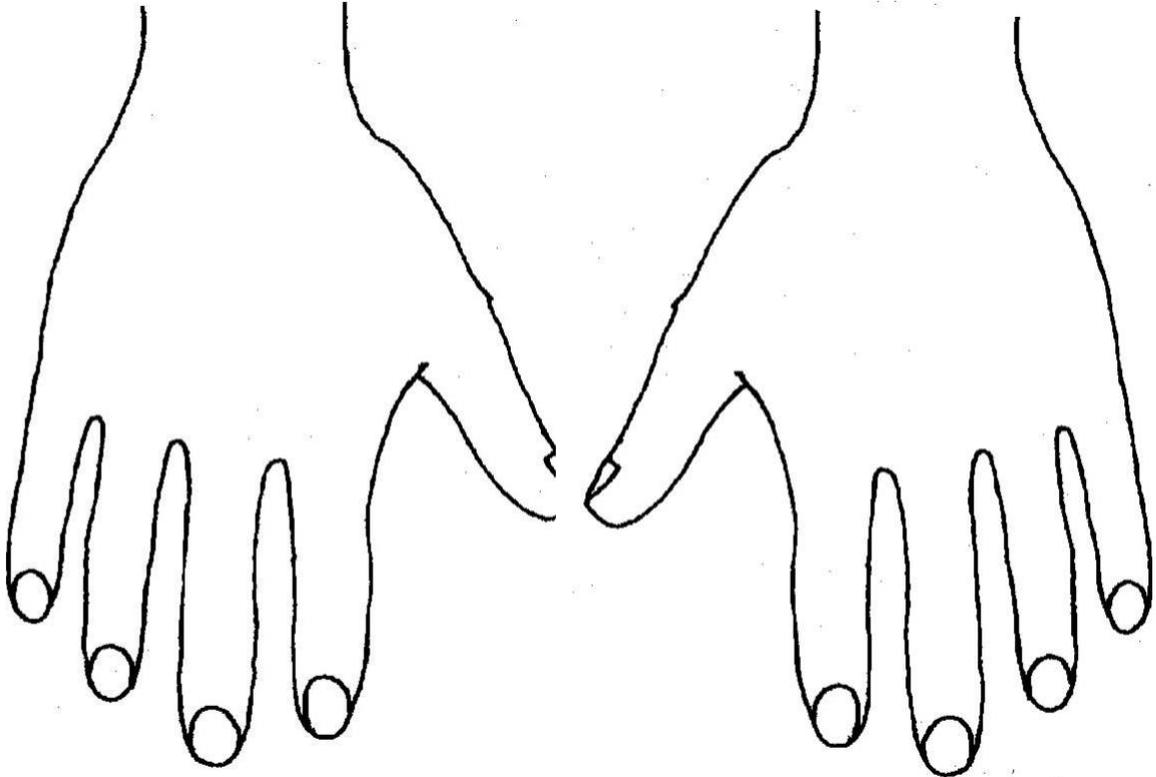


**RIGHT**

**LEFT**

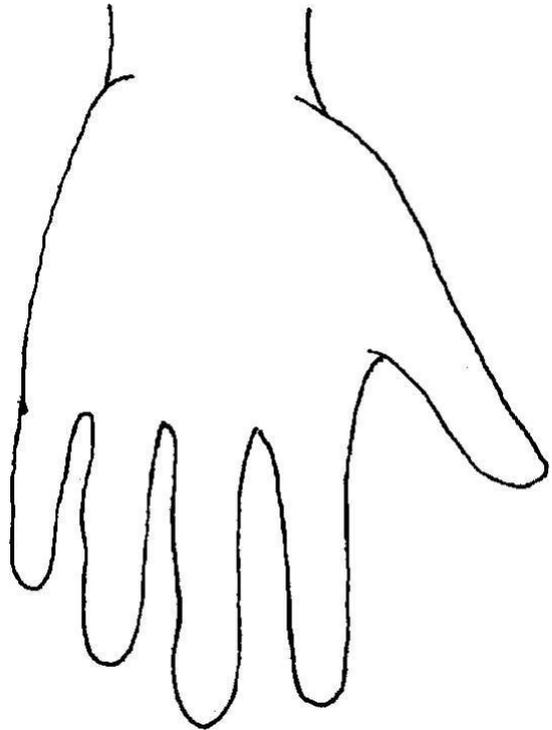
Name of pupil:

Date and time of  
..... observation:



**R**

**L  
BACK**

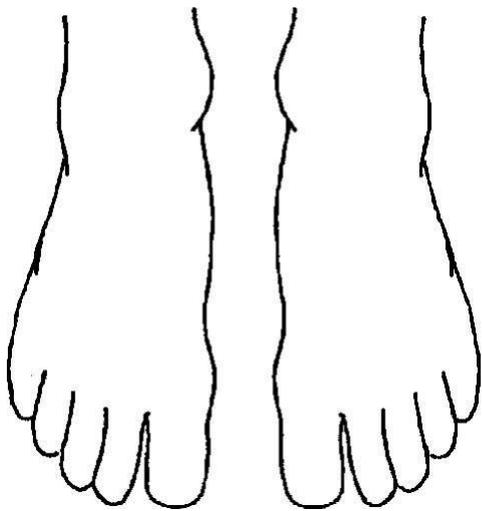


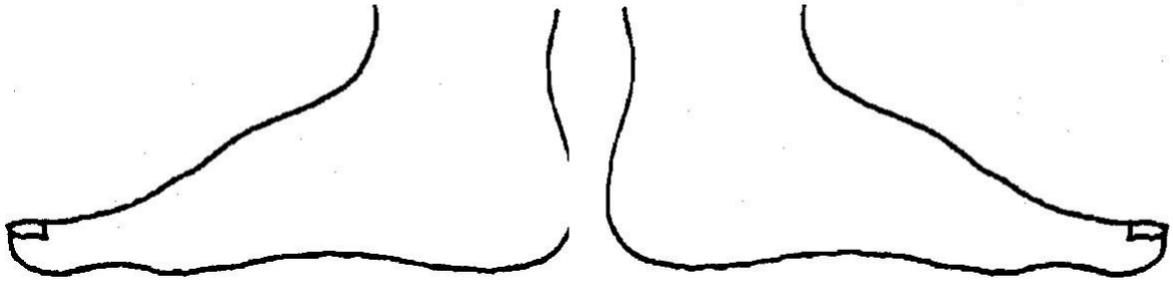
Name of Pupil:

Date and time of observation:

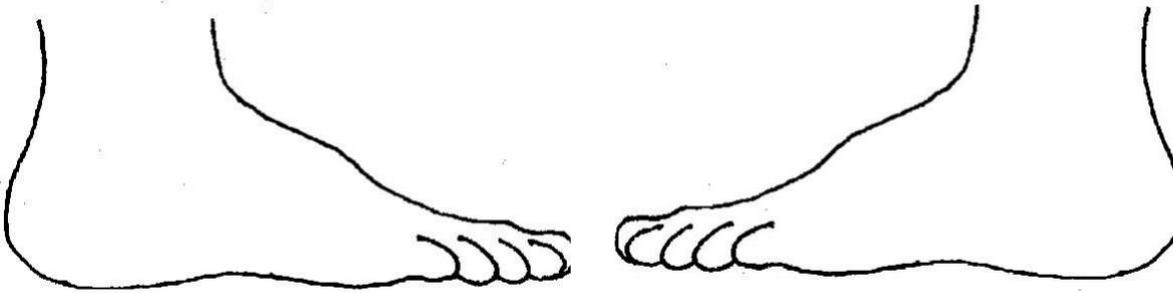
**R**      **TOP**      **L**

**R**      **BOTTOM**      **L**





**R L INNER**



**R**

**L OUTER**

Printed Name,  
Signature and Job title of staff:

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## Template: Letter to parent / carer if child has a head injury

Date:

Dear Parent/Carer

Unfortunately, your child \_\_\_\_\_ has bumped their head at school today.

We have allowed your child to rest and monitored their wellbeing since the incident. Please see that your child is looked at by a doctor as soon as possible if any of the following occur within the next 3 to 4 days.

1. If your child vomits more than twice in one day.
2. If your child complains of a persistent headache after paracetamol.
3. If your child becomes unusually sleepy or is hard to wake up.
4. If your child has a convulsion (fit).
5. If your child has any changes in behaviour or is not his/herself.

If you would like to talk to us about this matter, please do not hesitate to get in touch.

Yours sincerely,

Name  
Job Title