

Leicester Preparatory School

First Aid (including Head Injuries)

Policy

Review date: September 2026

Next Review: September 2027

FIRST AID (INCLUDING HEAD INJURIES POLICY AND PROCEDURE)

The First Aid procedure at Leicester Preparatory School, is in operation to ensure that every pupil, member of staff and visitors will be well looked after in the event of an accident, no matter how minor or major.

It is emphasised that the team consists of qualified First Aiders and not trained doctors or nurses.

In the event of an accident all members of the school community should be aware of the support available and the procedures available to activate this.

1. **The purpose of the Policy is:**

- To provide effective, safe First Aid cover for pupils, staff and visitors;
- To ensure that all staff and pupils are aware of the system in place;
- To provide awareness of Health and Safety issues within school and on school trips, to prevent, where possible, potential dangers or accidents.

N.B. the term First Aider refers to those members of the school community who are in possession of a valid First Aid at Work certificate, or equivalent.

2. **First Aiders will:**

- Ensure that their qualifications and insurance (provided by the school) are always up to date;
- Ensure that first aid cover is available throughout the working hours of the school week;
- Always attend a casualty department when requested to do so and treat the casualty to the best of their ability in the safest way possible. This includes wearing gloves where any loss of blood or body fluid is evident, calling for help from other First Aiders or Emergency Services.
- Help fellow First Aiders at an incident and provide support during the aftermath;
- Act as a person who can be relied upon to help when the need arises;
- Ensure that their portable first aid kits are adequately stocked and always to hand;
- Insist that **any** casualty who has sustained a significant head injury is seen by professionals at the hospital, either by sending them directly to hospital or by asking parents to pick up a child to take them to hospital;
- Ensure that parents are aware of **all** head injuries promptly;
- Assess when injuries require further investigation or treatment at hospital;
- Ensure that a child who is sent to hospital by ambulance is either:
    - a) accompanied in the ambulance at the request of paramedics,
      b) followed to hospital by a member of staff to act in loco parentis if a relative cannot be contacted,
    - c) met at hospital by a relative

- The First Aider need not be the member of staff to accompany the casualty to the hospital, however, an appropriate person should be sent.
- Liaison **must** occur with the teacher in charge of cover, to ensure that lessons are covered in the event of an absent teacher.
- Keep a record of each pupil attended to, the nature of the injury and any first aid treatment given, in the record book provided (one in the Staff Room). In the case of an accident, the Accident Book must be completed by the appropriate person.
- Ensure that everything is cleared away, using gloves, and every dressing etc.
- Contaminated/used items must be put in a yellow bag and sealed tightly before disposing of the bag in the bin. Any bloodstains on the ground must be washed away thoroughly. No contaminated or used items should be left lying on the school grounds.

3. Head Injuries Procedures

When dealing with a head injury staff must:

- Attend to the incident using first aid knowledge and assess the extent of the injury.
- Administer first aid appropriate to the injury.
- Complete first aid form with details of injury.
- Inform necessary staff at school to monitor the child.
- Call parent/contacts to inform of injury and explain the nature of accident.
- Monitor the child.
- Hand over to parent upon collection. Sign medical form.

The school will:

- Monitor and respond to all matters relating to the health and safety of all persons on the school premises;
- Ensure all new staff are made aware of First Aid procedures in school.

Senior Management of the school will:

- Ensure that they always obtain the history relating to a pupil not feeling well, particularly in the cases of headaches, to ensure that no injury has caused the pupil to feel unwell;
- Ensure that in the event of an injury causing a problem, the pupil is referred to a First Aider for examination;
- At the start of each academic year, provide the first aid team with a list of pupils who are known to be asthmatic, anaphylactic, diabetic, and epileptic or have any other serious illness.

Teachers will:

- • Familiarise themselves with the first aid procedures in operation and ensure that they know who the current First Aiders are.
- Be aware of specific medical details of individual pupils when publicized;
- Ensure that their pupils/tutees are aware of the procedures in operation;
- Never move a casualty until they have been assessed by a qualified First Aider unless the casualty is in immediate danger.

- Send for help to the office or staffroom as soon as possible either by a person or telephone, ensuring that the messenger knows the precise location of the casualty. Where possible, confirmation that the message has been received must be obtained.
- Reassure, but never treat a casualty unless staff are in possession of a valid Emergency Aid in Schools Certificate or know the correct procedures; such staff can obviously start emergency first aid until a First Aider arrives at the scene or instigate simple airway measures if clearly needed.
- Have regard to personal safety.

Support Staff will:

- Call for a qualified First Aider, unless they are one themselves, to treat any injured pupil.
- Support the First Aiders in calling for an ambulance or contacting relatives in an emergency.
- Take pupils who simply do not feel well to their class teacher, who will make arrangements for them to be supervised in the classroom or designated area.

Appendix 1 – First Aid Policy

This policy is based on the Statutory Framework for the Early Years Foundation Stage, advice from the Department for Education on first aid in schools and health and safety in schools, guidance from the Health and Safety Executive (HSE) on incident reporting 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 time frame 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, require that suitable space is provided to cater for the medical and therapy needs of pupils