



Hazelwood School

## FIRST AID POLICY

*This Policy includes the Nursery and Early Years Foundation Stage*

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### LEGAL BACKGROUND

- 1.1 Under the Health & Safety (First Aid) Regulations 1981, Hazelwood School has a duty to ensure that adequate and appropriate equipment and facilities are available in the workplace, and that satisfactory arrangements and procedures exist to ensure that First Aid is discharged in accordance with statutory duties.
- 1.2 Providing First Aid for the children in their care is a key consideration for the Governors and Directors of both Hazelwood School and the Nursery and Early Years site (HNEY). It is a role which requires, and receives focus from the entire school team. Currently there are a significant number of staff across both sites who are trained in either First Aid at Work, or in Paediatric First Aid (a full list appears at end of this Policy). From May 2017, all key workers working with children hold a Paediatric First Aid certificate to comply with EYFS statutory framework.

### RESPONSIBILITIES

- 2.1 The Board of Governors is responsible for ensuring statutory compliance. The Head has powers delegated by the Board for ensuring that the policy is effectively discharged through agreed procedures, and (s)he delegates the routine management of the School's First Aid Policy to the Bursar, the Health & Safety Committee and the School's Welfare Assistant.
- 2.2. *The Board of Governors*
  - Reviewing policy from time to time to ensure that it falls within statutory requirements. This is done each year at the Summer Term Board Meeting and recorded in the minutes.
  - Delegating to the Head the power to draw up suitable procedures in line with the School's policy.
- 2.3 *The Head and Bursar*
  - Ensuring that suitable procedures are in place to discharge the School's policy.
  - Delegating to the Welfare Assistant (Hazelwood) and First Aid Co-ordinator (HNEY site) the day-to-day running of the School's Policy. This will include:
    - Ensuring that there are adequate numbers of suitably qualified and trained staff.

- Ensuring that there is adequate provision for First Aid not only on a daily basis in School, but also on away visits and at sports matches.
- Ensuring, through the Bursar, that suitable and adequate insurance cover exists to protect the School's employees whilst discharging First Aid duties.
- Informing staff and pupils, at least annually, about the School's policy and procedures. This information is also included in the Staff Handbook.
- Ensuring that all staff are aware of the schedule of cover for First Aid provision.
- Convening once a term on each site, the Health & Safety Committees who support the overseeing and evaluation of onsite first aid and safety.

#### 2.4 *Welfare Assistant – Hazelwood School*

- Ensuring that nominated and volunteer staff are suitably trained and that training is in-date, and for keeping the appropriate records.
- Ensuring that there is suitable signage around the School premises informing pupils and staff about First Aid facilities.
- In co-operation with the Health & Safety Committee, ensuring that there is adequate First Aid provision for School events on site, for away visits, and for sports matches.
- Ensuring the First Aid Room is maintained in a tidy and clean manner.
- Ensuring the Accident Books and adequate First Aid Records are kept up to date in a chronological order.
- Ensuring that all medicines within the First Aid Room are kept in a locked cabinet at all times.
- Ensuring that stocks of medicines for general use are adequate at all times.
- Ensuring that all First Aid Boxes (fixed and portable) and travel packs (for offsite visits and activities) are fully equipped at all times.
- Ensuring the Daily Record Book detailing what medicine has been given to whom and when is kept up to date.
- Maintaining a liaison with First Aid organisations.
- Maintaining an accident register
- Presenting accident reviews at Health & Safety Committee meetings in order to identify common causes so remedial (eg maintenance) action can be taken.

#### 2.5 *First Aid Co-ordinator – HNEY site*

- Ensuring the First Aid boxes are maintained to ensure adequate supplies.
- Ensuring the Accident Books and adequate First Aid Records are kept up to date in a chronological order.
- Ensuring the Daily Record Books detailing what medicine has been given to whom and when are kept up to date.
- Maintaining a liaison with Welfare Assistant on main site and Assistant Head (Early Years) HNEY site.
- In conjunction with Assistant Head, maintaining an accident register and a "Near Miss" register.
- Presenting accident reviews at Health & Safety Committee meetings in order to identify common causes so remedial (maintenance) action can be taken.

## THE AIMS OF FIRST AID

3.0 The aims of First Aid provision is to give immediate and effective help to casualties with common injuries or illnesses and those arising from specific hazards, and where necessary to seek professional help from the ambulance service or a doctor. Staff should only act within the limits of their trained competence.

## QUALIFICATION AND TRAINING

4.1 There are three types of qualification and training available to staff:

- *First Aider* The First Aid at Work course, which normally lasts for four days, must be conducted by an organisation recognised by the Health & Safety Executive, such as the British Red Cross and St John Ambulance. A First Aid at Work Certificate is issued at the end of a course successfully completed. It is normally valid for three years, during which time the First Aider should attend a refresher course to maintain the qualification. Hazelwood School (with a staff of 91) requires a minimum of 2 x First Aid at Work. From September 2016 a change in requirements will mean that all Nursery Nurses have to be qualified in paediatric first aid. (This change has already been implemented at the HNEY site.) First Aid at Work qualification is required for the children in Year 8 as they turn 13 years old.
- *Appointed Person* The Appointed Persons (AP) course normally lasts for one day. It is designed to give staff a very basic understanding of First Aid, but more importantly this includes the immediate management of a casualty or of an incident which may necessitate calling for assistance from a qualified First Aider or a professional medical unit.
- *Paediatric First Aid.* Schools which provide Early Years Foundation Stage Education are required to have all room staff and those newly qualified Level 2 & 3 (post 30<sup>th</sup> June 2016) trained in PFA. The course lasts for 2 full days and covers how to deal with accidents and emergencies involving young children. With the majority of the Hazelwood School children and all of the Nursery and Early Years' children being under 12 years of age, Paediatric First Aid training is the required qualification.

Hazelwood will ensure that at least one qualified person is on the Hazelwood site and at least one paediatric first aider is on the HNEY site when pupils are present.

4.2 Our aim is to ensure that all school departments are covered directly with qualified first aiders. For trips away from school, and subject to the separate risk assessment carried out, a qualified person should accompany the children. For EYFS trips, a paediatric first aider will accompany the children.

- Hazelwood School

The following departments are covered:

○	School Admin	4
○	Kitchen	3
○	Estates staff	3
○	Sports Dept	8
○	Science/DT/Art	2
○	Lower School	16
○	Upper School	6

- HNEY site (Incl. TA's in Oak, and staff members in each of the rooms)
  - Nursery and Early Years Foundation Stage 28

4.3 The Welfare Assistant on the Hazelwood site and the Assistant Head on the HNEY site keep a register of those who have attended courses and recommend to the Bursar additional individuals to be trained as necessary in accordance with the quotas shown in paragraph 4.2. They are also responsible for arranging appropriate courses as required, to ensure that updated training is completed within the specified time periods.

## **STANDARD INCIDENT PROCEDURES**

5.1 It is best practice that incidents are handled by qualified staff only. However, an AP or attending responsible adult is qualified to make a judgement on how best to immediately manage a situation; options will range from escorting the patient to the First Aid Room (Hazelwood site only) for further treatment, waiting at the scene of the incident for the qualified First Aider to arrive or calling for professional medical help (including an ambulance) via the School Office. In all cases it is their responsibility to wait with the patient. If required, basic remedial action should be taken by the attending adult to ensure the patient is comfortable and their symptoms do not worsen. Information is given to staff at the annual Health and Safety briefing.

5.2 First Aiders may treat patients at the incident location if necessary, but normally this would be conducted in the Medical Room on the Hazelwood School site or in individual rooms on the HNEY site where medicines and equipment are available.

5.3 At Hazelwood School, all incidents and accidents are recorded on the special forms provided. The First Aider should provide enough detail on the forms for the diagnosis and subsequent treatment of the ailment. These should be clearly dated and signed by the attending individual. These forms are to be collated in the Medical Room and entered onto the pupils' school records. A copy is to be sent home to the parent if required. On the HNEY site all incidents and accidents are recorded in Accident Books that are kept in each room. These are all signed by parents/carers on the day of the incident. These are archived in a central location on site.

5.4 Please see Appendix 1 for procedures for dealing with accidents.

## **INFORMING STAFF AND PUPILS**

6.1 *Signage* Signs displaying the usual location of First Aid are to be located around both sites. The Welfare Assistant is responsible for ensuring that these signs are in-date. On the Hazelwood site, Form Tutors should ensure that pupils are aware of these locations on a termly basis.

6.2 *Staff and the Policy* The Policy is to be included in the Staff Handbook. A copy of the Policy is to be made available in the Staff Room at Hazelwood School and in the School Office on the HNEY site, and at the start of each school year staff are to be verbally reminded about the Policy and procedures at the INSET training.

6.3 *Pupils and the Policy* Relevant extracts of the Policy as they may affect pupils are to be made known to the pupils on a termly basis by form teachers.

## **INSURANCE**

7.1 The Bursar is to ensure that adequate insurance is in place to mitigate any claim made upon the School in the cases of alleged negligence as a direct result of a school error in terms of management of an incident or treatment of a patient.

## **SPECIAL NEEDS**

As part of the school enrolment procedure, every parent receives a detailed medical form requesting key essential information about their child. This is an important document and the School Office ensures it is received and the details added onto the electronic data system. A request for an information update is sent out annually to parents. The data received, and captured, forms the basis of a number of key reports created, and circulated, to staff members.

8.1 A register of those with special medical needs is to be maintained by the School Offices. All relevant staff are to be made aware about those on the register, and also about action required in case of an emergency involving someone on the register. The information is available on the School database and is circulated to staff in the report prepared by the Welfare Assistant and First Aid Coordinator. This report is available in the staff rooms on both sites. In addition, a list of these conditions is circulated to all staff and displayed in key areas of the school. At Hazelwood School this includes: staff room, School Office, sports office, kitchen, Chestnut building and the Pavilion. For the HNEY site this includes: School Office, kitchen, staff room and individual class rooms.

These conditions can cover food allergies and medical conditions all of which could require emergency treatment.

8.2 Once it has been established that a child has special medical needs, the School's Welfare Assistant is to prepare a policy of care, including the administration of medicines, in conjunction with the pupil's parents and, if necessary, with the pupil's doctor. Before such a policy is to be brought into effect, it is to be authorised first by the Senior Leadership Team.

Specialist training is given to all staff in the administration of eg EpiPens (see attached policy). On the Hazelwood site it is the Welfare Assistant's role to ensure all inhalers are kept up to date and current. Parents of those children whose inhalers have past their expiry date are contacted to arrange their replacement.

There is a separate EpiPen Policy and anaphylaxis reaction treatment plan at the end of this Policy.

## **THE PROVISION OF FIRST AID**

### **FIRST AID ROOM**

9.1 The School is to maintain a First Aid room which will allow casualties to rest whilst either waiting for an ambulance or parents. The Welfare Assistant is to be responsible for the management of the room. On the HNEY site, the children will remain in their rooms under the supervision of the first aid trained room staff. Under certain circumstances they will be brought, if appropriate, to the Assistant Head's office to await collection.

## FIRST AID EQUIPMENT

10.1 The School makes available First Aid equipment packs as follows:

- Hazelwood School site:
- PE x 8 Mobile kits
- Sports Pavilion
- Swimming Pool
- Sports Hall Foyer
- Theatre Props Room
- School Kitchen
- Chestnut Kitchen
- Design Technology Room
- Science Room 1
- Science Room 2
- School Office
- Groundsmen Shed
- Maintenance Staff Shed
- Estates Staff Office
- Food Tech Room/Kitchen (Baily)
- Bawtree Hall (Baily)
- Lower School Art Room (Baily)
- Lobby area (Baily)
- Middle classrooms on each floor (Baily)
- 5 Mini Buses

In addition there are a number of portable kits, available from the medical room. For offsite visits and activities

HNEY site:

- School Office
- All rooms
- The kitchen

10.2 The minimum content in each pack is designated by DfES in association with HSE and each pack, dependant on whether it is to employed on site, in vehicles or for visits, is to comply with that provision. (*DfES Guidance On First Aid For Schools.*)

10.3 There are two defibrillators available on the Hazelwood School site. One is positioned securely outside the Sports Hall in a central position and the other is in the Pavilion. There is one defibrillator on the HNEY site. The School's Welfare Assistant has undertaken training in its use and in turn has disseminated this information to First Aiders and staff members.

~~10.4~~ The HNEY site defibrillator is positioned ~~W~~ithin the Staff Room.

## HYGIENE AND INFECTION CONTROL

11.1 All staff must take precautions to avoid infection and they must follow basic hygiene procedures. Staff should have access to single-use disposable gloves and hand washing facilities. They should take particular care whilst dealing with blood or other body fluids in respect of the disposal of dressings and equipment. The Welfare Assistant and First Aid Co-ordinator retain a copy of the DfES publication *HIV and AIDS: A Guide for the Education Service*.

## **REPORTING ACCIDENTS**

12.1 *Major Accidents* Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), the School is obliged to report to the Health and Safety Executive information about major accidents. A “major” accident is one where:

- Death (within one year of incident), fracture (except to fingers, thumbs and toes), amputation, loss of sight, chemical or hot metal burn to the eyes, penetrating eye injury, major dislocations, or any other injury leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours occurs.
- An accident connected with work or an act of violence at the work place which, as a result, causes the pupil or employee to be absent for more than four days.
- A pupil or employee suffers from a notifiable disease (notified by the doctor).
- An electrical failure, or any incident involving equipment, likely to cause an accident.

Should any of the above occur, the Head or the Bursar is to be informed immediately.

12.2 *Minor Accidents* All other accidents are considered minor, and reporting to the Health and Safety Executive is not necessary. However, good practice requires that a record is kept of all incidents which may have an impact on Health and Safety issues. This implies that where an accident is caused by bad practice or it is a regular hazard, it should be reported.

12.3 Accidents are to be recorded using the Accident Report Forms provided in the School Staff Room, Chestnut Staff Room, The First Aid Room, the School Office, Sports Office and HNEY Office. Reporting incidents to the HSE is to be conducted by the Bursar on the On Line facility for doing so.

## **FIRST AID RECORD**

13.1 At the School site, the Welfare Assistant is to maintain a record of all First Aid assistance provided by staff. This should include the date, time and place of incident; the name of the casualty; details of the illness and treatment provided; post-treatment action by casualty; name and signature of First Aider involved. These are to be kept centrally and reviewed on a regular basis so that any common traits can be identified and remedial action taken if necessary. On the HNEY site, the First Aid Co-ordinator ensures that all records relating to First Aid are reported in a First Aid book in each room.

## **THE PROVISION OF FIRST AID – HAZELWOOD SITE**

All qualified first aid staff understand the need to administer first aid to children in a calm and supportive environment.

When a child is feeling sick he/she will report to the nearest teacher or adult staff member. If within the classroom, the teacher will first of all ascertain whether the ailment is of significant scale and validity to require the nominated first aider to be called upon. Wherever possible basic remedial action (fresh air and water) should be taken within the classroom so that the child can return to the lesson, feeling fit and well, with minimal disruption to the class.

If the child requires specialist first aid attention, he/she will be taken to the Welfare Officer on duty by another responsible child or teaching assistant.

The qualified First Aider will:

- Be sympathetic and supportive
- Focus on the child and give him/her priority attention
- Carry out basic health checks in line with stated symptoms
- Draw on his/her training to make a preliminary diagnosis
- Administer remedial treatment in the first instance to alleviate the symptoms
- Keep talking to the child to reassure and calm
- Keep a record of the symptoms, diagnosis and treatment by completing the Medical Record Form at the time of treatment
- Review the symptoms and over time assess their efficacy
- Evaluate if symptoms persist and the child is considered too unwell to return to class (but not so unwell as to require hospital treatment), the First Aider will call the parent or nominated emergency contact number for the child to be collected. He/she will stay with the child until the parent arrives for collection.
- Ensure that the child will sign out in the normal way. The form teacher will be informed.
- Provide a copy of the medical form to be sent home with the child. The information on it should be written in a way, and to such depth, that it would prove useful for a consulting medical practitioner if required.

If a child is considered requiring of emergency treatment, the First Aider will stay with the child whilst an ambulance is called by the School Office. Should the Parents not be able to attend, a decision regarding who should accompany the child in the ambulance will be made on a case by case basis.

Occasions where this may be considered requisite or prudent could be:

- Continual concussion after a blow to the head.
- Extensive loss of blood and difficulty in stemming the bleeding.
- Suspected fracture of bone or muscle tear where an x-ray may be required.

Where appropriate the qualified first aider will wear latex or vinyl gloves as supplied (please note that supplies of both latex and vinyl gloves are provided in all classrooms where a First Aid Box is located. For those children with latex allergies, vinyl gloves are to be worn).

All waste materials produced in the treatment of a child will be disposed of in the correct and safe manner. The medical waste disposal bins are emptied on a regular basis by a recognised third party.

## **THE PROVISION OF FIRST AID – HNEY SITE**

The EYFS specific 'Unwell Child Policy' lays out how first aid will be administered on the HNEY site:

**If a child becomes unwell during the day the staff will implement the following procedure:**

- Nursery staff must inform the Room Leader or Nursery Manager of a child who is or seems unwell.
- Teaching Assistants will inform the child's teacher if a child seems unwell.
- The Manager/Room Leader/ Teacher will use their discretion as to whether the child will be sent home immediately or if the situation will be monitored.



- Parents/carers will be contacted (or the named emergency contact in their absence) to inform them of their child's condition.
- Parents/carers will either be asked to arrange for the child to be collected as soon as possible or informed of the monitoring process in place.
- If there is likely to be a delay in the collection of an unwell child, nursery staff should record information on the '**Unwell child monitoring form**'.
- The Assistant Head, with responsibility for Early Years or Nursery Manager or Deputy Manager to be informed if the child's condition deteriorates significantly.
- If a child has a temperature, they are kept cool, by removing top clothing, applying a cold compress to their heads, but kept away from any draughts. In extreme cases Calpol may be administered (see EYFS Medication Policy).
- If the child is taken to the GP, parents/carers are asked to inform the nursery of the outcome.
- As necessary parents/carers to be made aware of the EYFS Medication Policy and Procedures and the Exclusion List.
- Wherever possible, subject to staffing ratios, children who are unwell will be separated (with an adult) from the other children.
- Staff will wear protective vinyl gloves and aprons when clearing up vomit, when changing nappies, clothing that are soiled with blood, faeces or vomit.
- Protective rubber gloves are used for cleaning/sludging clothing after changing. Soiled clothing is rinsed and bagged for parents to collect.
- An antibacterial solution will be used to sterilise the area. Disposable paper cloths used are disposed of with the clinical waste.

The EYFS specific 'Medication Policy' lays out how medicine will be administered on the HNEY site:

We promote the good health of children in the Early Years Foundation Stage. We have a procedure outlined below that is discussed with parents and carers. Staff will only administer medicine prescribed by a child's GP or other medical professional (see exclusion).

### **Exclusion**

If a child has a high/rising temperature, and parents are unavoidably held up, provided we have consent from parents, we may decide to administer a dose of liquid paracetamol in order to reduce fever and risk of convulsion. If we are unable to contact the parents, in extreme cases, we may administer a dose of liquid paracetamol.

### **Procedures**

- Parents must complete consent forms to permit staff to administer medication. The exact dosage to be given for medicine prescribed by the child's GP must be clearly marked on the container with the date and child's name. These are the only instructions that staff will follow.

- If a child has been given any type of medication at home prior to attending nursery or school, (eg. Tixilyx or Calpol) the staff must be informed. If Calpol has been administered at home to a child, he/she should not return to the Nursery until all symptoms have cleared up and full health is restored.
- In the case of prescribed medication, a period of 24 hours must pass between the first dose being given and the child's return to the Nursery or Early Years. This is to ensure that there is no adverse reaction to the prescribed medicine and because the staff cannot cater for children who are unwell.
- Parents must inform staff if bringing medication onto the HNEY site, so that it may be stored safely out of reach of the children in the lockable medicine cabinet or in a lockable fridge if necessary.
- Medication must not be left in the child's bag.
- Medication books are kept within each room of the nursery and in each classroom in Oak Reception and must be correctly completed. They must be dated and signed by the staff member giving the medicine and include dosage and method of administration. The Room Leader, Teacher or Nursery Manager must witness the administration of any medication and countersign the book.
- The parent/carer must countersign the medication record on collection of their child so that they are aware of when the last dose was given.
- Medication books are checked by our first aid co-ordinator half termly.
- Specialist training in use of EpiPen will be provided for staff and other specialised training would be sought if required.
- All parents are issued with Public Health England guidelines on infectious diseases along with the relevant exclusion times.

### **If a child becomes unwell during the day**

- The parent/carer will be telephoned immediately.
- A medical monitoring form will be completed.
- Staff inform management who will provide support in rooms if necessary.
- The child is kept away from the other children under the constant care of an adult wherever possible (within the room).
- The child will be made comfortable while awaiting collection by the parents/carers.
- The monitoring form will be continued until the child is collected.
- In cases of sickness and diarrhoea we follow infection control measures as advised by Public Health England, which include disinfecting surfaces and door handles and washing absorbent materials.
- Children and staff are not permitted to return to Nursery/School for 48 hours after the last incidence of sickness or diarrhoea.
- All staff and children show extra vigilance with hand washing. Posters are displayed in the washrooms to encourage good hygiene.

**If a parent/carer calls to advise that a child is unwell and will not be attending nursery/school the staff member taking the call will implement the following procedure:**

- They will ask for the symptoms of illness.
- If they are advised of any infectious symptoms/illness the parent/carer will be made aware of the procedures and exclusion list.
- If the child is taken to the GP, parents/carers are asked to inform us of the outcome.
- When we become aware of, or are formally informed of a notifiable disease or any infectious ailment, our setting will display a poster advising that a confirmed case/s of the disease/ailment has been notified and remind the parents/carers of the exclusion procedures for this. We will also make information available relating to this, if appropriate.

## **LOCAL CONTACT NUMBERS**

The following hospitals offer emergency and minor injury facilities:

### **Minor Injuries**

Edenbridge Hospital  
Mill Hill  
Edenbridge  
Kent  
TN8 5DA  
Tel: 01732 862137

Queen Victoria Hospital  
Holtye Road  
East Grinstead  
East Sussex  
RH19 3DZ  
Tel: 01342 414000

### **Accident & Emergency**

East Surrey Hospital  
Canada Avenue  
Redhill  
Surrey  
RH1 5RH  
Tel: 01737 768511

**NICK TAPPIN**  
**BURSAR**

## Annex A to First Aid Policy

### First Aid at Hazelwood School

STAFF MEMBER			LOCATION
BEAN	GEORGINA	HEAD OF DT	WILLOW
BRIGHTING	LYNNE	HO SCIENCE/HO YR 7	WILLOW
CARTWRIGHT	NEIL	ESTATES MANAGER	ADMIN OFFICES
CHISHOLM	SUE	TA YEAR 5	YEAR 5
CORSTON	FI	CATERING STAFF	KITCHEN
DANCY	CHARLOTTE	ASSISTANT TUTOR	GAMES PITCHES
DICKERSON	SHEILA	TA FOR YEAR 1	CHESTNUT
FITZPATRICK	SHARON	CATERING STAFF	KITCHEN
FOTHERINGHAM	DUNCAN	ASSISTANT TUTOR	YEAR 5
GREENWOOD	GAIL	HEADS PA	PA OFFICE
HARDGRAVE	CLARE	HEAD OF GIRLS' GAMES	SPORTS HALL
HARVIE	FI	TA FOR YEAR 1	CHESTNUT
HARWIN	JOANNA	TA FOR YEAR 2	CHESTNUT
HAYDOCK	MEGAN	YEAR 2 FORM TUTOR	CHESTNUT
HOOD	JULIE	TA FOR YEAR 5	YR 5 CLASSROOMS
JORDAN	ALI	TA YEAR 2	CHESTNUT
KANCERZ	GOSIA	CATERING STAFF	KITCHEN
KEMP	EDWARD	AT STAFF	YEAR 3
LEFEVRE	KAREN	TA YEAR 1	CHESTNUT
LLOYD	TOM	YEAR 6 FORM TUTOR	GAMES / WILLOW
LLOYD	AMY	SWIMMING TEACHER	SWIMMING POOL
LOWE	SARAH	GIRLS' GAMES	SPORTS HALL
MACDOUGALL	JAMES	YEAR 3 FORM TUTOR	YEAR 3
MCBARRON	YVONNE	CATERING STAFF	KITCHEN
MORGAN	GEORGINA	TA FOR YEAR 2	CHESTNUT
NAPODANO	MARTA	ASSISTANT TUTOR	OFFICE PM
NICHOLSON	MARTIN	GAMES TEACHER	SPORTS HALL
POWELL	NIKKI	ADMIN ASSISTANT	SCHOOL OFFICE
RAPSON	KAREN	ACCOUNTS ASSISTANT	FINANCE OFFICE
REAY	MARK	DIRECTOR OF SPORT	SPORTS HALL
SMITH	STEPHEN	GROUNDS STAFF	MAINTENANCE
SONE	GARY	GROUNDS STAFF	MAINTENANCE
STAFFORD	KAREN	TA YEAR 3	YEAR 3
TULETT	KATE	ART TEACHER	ART ROOM
VARCOE	PAULA	WELFARE ASSISTANT	MEDICAL/CHESTNUT
WALTON	JAMES	HEAD OF LOWER SCHOOL	ADMIN OFFICES
WILLS	KATIE	GAMES TEACHER	SPORTS HALL
WISNIEWSKI	NICKI	LIBRARIAN	LIBRARY

### Annex B to First Aid Policy

**First Aid at HNEY site (all these staff hold a current paediatric first aid certificate).**

<b>STAFF MEMBER</b>	<b>Expires</b>	<b>Room</b>
Howard Garlick	Sept 2019	Assistant Head (Head of EYFS)
Jane O'Keefe	Oct 2019	Nursery Manager
Sarah Pike	Feb 2019	Deputy Nursery Manager
Caroline Simons	Nov 2018	Fledglings 1
Hayley Mussai	Nov 2018	Fledglings 1
Alex Ecott	2019	Fledglings 1
Kelly Charman	2019	Fledglings 1
Sue Johnson	2018	Fledglings 2
Laura Colbron	Jan 2018	Fledglings 2
Jenny Ottman	Nov 2018	Fledglings 2
Aimee Bence	Feb 2019	Fledglings 2
Bronty Staples	June 2019	Fledglings 2
Lacie Walker	2018	Upper Robins
Sophie Watkins	Nov 2018	Upper Robins
Sam Williams	May 2018	Upper Robins
Helen Burton	2018	Upper Robins
Matthew Weeks	Jan 2018	Lower Robins
Paula Rutter	Jan 2018	Lower Robins
Jenny Stagg	June 2017	Lower Robins
Barbara Toulson	2018	Acting Skylarks/First Aid Co-ordinator
Trudi Steele	Nov 2018	Skylarks
Camilla Everington	Jan 2018	Skylarks
Lindsay Harman	Sept 2019	Skylarks
Sarah Bradley	2019	Skylarks
Michelle Devereux	Sept 2019	Skylarks
Sarah Bradley	(completed May 2017)	Skylarks
Debbie Sanger	Nov 2018	Oak
Debbie Crosse	Nov 2018	Oak
Kelly Kidson	Nov 2018	Oak
Steph Taylor	2018	Oak
Monica Vaquinhos	Nov 2018	Oak
Sam Ward	Nov 2018	Floater
Caroline Briant	Nov 2018	Robins
Adele Saunders	(completed May 2017)	Reception

## **Appendix C: Dealing with accidents procedure**

The Hazelwood School site has a Welfare Assistant who is on site from 10:30am until 5pm every day. The Welfare Assistant is a fully qualified casualty sister and as such makes decisions on dealing with accidents. When not onsite she is contactable by telephone. The HNEY site procedure, outlined below, will take effect should she not be available:

In the event of an accident to a child the following actions should be taken:

1. Reassure the child.
2. Assess the situation regarding first aid and care for other children and take appropriate action, e.g. call for a qualified first aider/phone for help.
3. Another staff member should report to the Head, Deputy Head, Nursery Manager or Assistant Head.
4. Give first aid as appropriate.
5. Assess the injury and decide on further action.
6. If child's injury appears to require immediate medical attention, beyond the remit of a first aider, then the Ambulance service should be contacted in the first instance. If not serious go to step 11.
7. Child's parents should be contacted and asked if they can come.
8. If it becomes necessary for the child to attend the hospital/minor injuries unit without parents attending the child's records should be taken along. A decision regarding who should accompany the child in the ambulance will be made on a case by case basis.
9. The child's parents should be contacted again with the details of the hospital/minor injuries unit.
10. The member of staff should fill in the Accident/Incident Report Book at the earliest opportunity. No child should be taken from the premises to see medical attention without management being aware.
11. If the injury is not serious enough to consult the Ambulance Service then the accident book should be completed and the child's parent or carer should also sign it when they are collected. Parents will be contacted if child becomes distressed or deteriorates.
12. All Accident/Incidents will be filed by the Welfare Assistant or first aid co-ordinator.

## Annex D to First Aid Policy



# Hazelwood School

## EPIPEN POLICY

If a child has been prescribed an EpiPen by a doctor, that child has a Very Severe Allergy which could be life threatening. A serious reaction could mean a child having an Anaphylactic Shock. The symptoms usually occur within minutes of exposure to the allergen. However, there is also a risk that a delayed reaction may occur.

### SYMPTOMS INCLUDE:

- Swelling of the throat and tongue.
- Difficulty in breathing.
- Difficulty in swallowing.
- Generalised flushing of the skin.
- Increased heart rate.
- Sudden feeling of weakness.
- Itching or a strange metallic taste in the mouth.
- Abdominal cramps and nausea.
- Hives anywhere in the body.
- Sense of doom.
- Collapse and unconscious.

No child would necessarily experience all these symptoms.

It is vital that treatment is given immediately

1. Antihistamine (Piriton)
2. EpiPen (Adrenalin). Make a note of the time, the EpiPen is used.

At the same time that treatment is being given, the School Office should be asked to Dial 999 and ask for an ambulance, stating that we have a child in Anaphylactic Shock and that an EpiPen has been used.

It is extremely important that each member of staff who responds to an incident feels competent in dealing with an EpiPen and is willing to give this treatment. Training has been given by a qualified medical professional.



## **SAFETY PRECAUTIONS**

1. For our most vulnerable pupils, an epipen is carried by the child at all times. A second epipen is kept in the Medical Room or School Office.
2. The EpiPen must be kept in a suitable Named Container with Treatment Plan inside, this will stay in the Medical Room or School Office.
3. For Hazelwood School children, the child must collect their EpiPen container before games lessons, sporting fixture, (home/away) or School Trips. It is the responsibility of the Teacher in charge to make sure that the child has been given the EpiPen. That member of staff and only that member of staff will retain responsibility for the EpiPen until either the child returns to with the EpiPen or goes home with it.
4. For Saturday fixtures/School trips, an EpiPen will be brought from home and given to the Teacher in charge.
5. If the child is staying at school after normal hours, he or she should collect their EpiPen container just before classes finish, put it in their school bag and keep it with them. A parent or child will return it to school in the morning. After school activities on the games field, the EpiPen should be given to the Teacher in charge and then taken home. It should be returned to school by parent or child, the next day.
6. If a member of staff is given an EpiPen by a child to look after, only that member of staff is to be responsible for it, until it is returned to the child, to be taken home or returned to the School Office.
7. Members of staff are trained in how to use an EpiPen and know where EpiPen containers are kept.
8. Only the child's own EpiPen may be used on that child, as the strengths may vary.

Paula Varcoe  
Welfare Assistant

**Annex E to First Aid Policy**



**Hazelwood School**

**Anaphylactic Treatment Plan**

**Name**.....

**Date of birth**.....

**Class in September 2015**.....

**Doctor**.....

**G.P phone number**.....

**Name**..... **may suffer from an anaphylaxis**

**reaction if he/she is exposed to** .....

**His/her usual allergic symptoms are**.....

**Procedures**

In the event of an acute allergic reaction, where there is no other alternative explanation, staff will follow this procedure:

**One adult will inform the School Office immediately, who will contact emergency services via 999.**

**Inform the following contact numbers in order of priority:**

**Contact 1**

**Name**.....

**Telephone numbers**.....

**Relationship**.....

**Contact 2**

**Name**.....

**Telephone numbers**.....

**Relationship**.....

**Contact 3**

**Name**.....

**Telephone numbers**.....

**Relationship**.....

One adult will stay with the child and assess the severity of the symptoms and the Duty First Aider will be informed.

Symptom Scenario 1

- In the case of - Itchiness  
Tingling of lips and face  
Tummy cramps  
Vomiting  
Blotchiness of skin

Will give .....(oral antihistamine) mls at once.

Symptom Scenario 2

- In the case of - Wheeziness  
Swelling of face and throat  
Difficulty in breathing / swelling  
Feeling faint

**Place child on the floor in the recovery position  
Give EpiPen injection to outer thigh**

**If not breathing, start CPR**

1. Continue until arrival of emergency services or stop if casualty recovers.
2. Hand over child's care to ambulance team / parents upon their arrival.
3. Hand over used EpiPen to ambulance staff.
4. Record all medication given, including date and times given.

**Staff are trained to administer EpiPens**

Parent / Guardian signature.....

Date.....

## Annex F to First Aid Policy



### Hazelwood School

#### DIABETES POLICY

To look after a child with diabetes effectively Hazelwood provides:

- An individual healthcare plan (HP) for each child.
- Appropriate training for staff.
- A working relationship between the child, their parent or carer and their Paediatric Diabetes Specialist (PDSN)
- An environment in which they can feel safe, supported and able to best manage their condition with appropriate levels of privacy and understanding.

Every child with Type 1 diabetes is listened to and their views taken into account:

- No child with Type 1 diabetes will be excluded from any part of the school curriculum.
- Every child with Type 1 diabetes has access to all extracurricular activities, including overnight stays and trips abroad.
- Every child with Type 1 diabetes is allowed to inject insulin, in public or in private depending on their wishes.
- They will have an individual healthcare plan (HP) which details exactly what their needs are and who will help them.
- We never assume that all children with Type 1 diabetes have the same needs.

The School works in partnership with parents to ensure appropriate levels of insight and training:

- Parents provide up to date information about their child's needs and all the supplies needed to manage diabetes.
- School and Nursery staff know what to do in case of emergency.

The School's Welfare Assistant and two other key members of staff (relevant to a child with diabetes) are currently trained (Nov 2015) in how to deliver an effective and sympathetic care programme. If a child was diagnosed with Type 1 diabetes on the HNEY site, we would ensure that relevant members of staff were trained in the appropriate delivery of care.

- The child will never be left alone if having a hypoglycaemic attack or be prevented from eating or drinking to help or treat an attack.
- Special plans are put in place during examination week(s) to ensure that the child is able to cope with extended periods of academic study.

## Annex G to First Aid Policy



Hazelwood School

### DIALLING 999 DOWN ON THE SPORTS FIELDS



- We have met with the First Response Team to ascertain how we can help the Ambulance Service deliver the very best and effective care for any pupil involved in an accident on either Pavilion or New Field.
- They have visited the site and recognise the difficulty which the terrain presents. They have taken notes which they will add to their computer system.
- When they receive a call from Hazelwood School this information will flash up on their screen.
- When you dial 999 to report an accident, you must state **VERY CLEARLY** whether the patient is on New Field or Pavilion Field.
- **If on Pavilion**, the ambulance will come into the main car park and park outside the Sports Hall. It is not always considered safe to drive the ambulance down to the field. The uneven nature of the track could also exacerbate the patient's injury if bones are suspected of being broken. A member of staff should go up to the Sports Hall to meet the crew and direct them down to the patient. They will assess if conditions and injury allow the ambulance to be driven onto the Field closer to the patient.
- **If on New Field**, the ambulance will park by the five bar gate leading into the field. They should be met and if possible, the gate opened to allow easier access.
- If conditions and access prove impossible, the crew will radio for further support and alternative means of transporting the patient to hospital.
- **PLEASE NOTE, from 1<sup>st</sup> July 2016, there will be a set of walkie talkies available to be used, if required, to contact the School Office in cases of emergency. One is held in the School Office. The other is left, charging, in the Pavilion.** There is poor mobile phone reception on the fields and this will ensure the most prompt attention is able to be sought on all occasions for all injuries. Mrs Varcoe will be contacted and sent down to attend, in the first instance, the injured pupil or member of staff. Please do not take the device out of the charging cradle. Always replace it after use.
- **The safety of our pupils is paramount.** Please read and put this procedure into action with IMMEDIATE effect.