

# Kilburn Infant & Nursery School

## FIRST AID, ACCIDENT & INCIDENT POLICY

Kilburn Infant & Nursery School (KINS) has procedures in place to ensure that every pupil, member of staff or visitor will be well looked after in the event of an accident. KINS provides effective, safe First Aid cover throughout the working hours of the school week, and ensures that all staff and pupils are aware of the systems in place.

### First Aiders

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. KINS qualified First Aiders are:

Name:	Qualification:	From:	Expires:
Rachael Abberley - EYFS TA	- Paediatric First Aid – 2 day	June 2024	Spring 2027
Claire Annable – EYFS TA	- Paediatric First Aid – 2 day	June 2024	Spring 2027
Anna Hallsworth - MDS	- Paediatric First Aid – 2 day	June 2024	Spring 2027
Donna Harrison – KS1 TA + MDS	- Paediatric First Aid – 2 day	June 2024	Spring 2027
Julie Knight – Business Manager	- Paediatric First Aid – 2 day	June 2024	Spring 2027
Gaynor Meakin – TA	- Paediatric First Aid – 2 day	June 2024	Spring 2027
Jo Morrell – TA + Business Assistant	- Paediatric First Aid – 2 day	June 2024	Spring 2027
Sharon Norton – EYFS HLTA	- Paediatric First Aid – 2 day	June 2024	Spring 2027
Helen Parkin – EYFS TA	- Paediatric First Aid – 2 day	June 2024	Spring 2027
Tracey Tiffney – KS1 TA + MDS	- Paediatric First Aid – 2 day	June 2024	Spring 2027
Sally Wilsoncroft – KS1 TA + MDS	- Paediatric First Aid – 2 day	June 2024	Spring 2027

### What will our First Aiders do?

They will:

- ✓ always attend a casualty 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 the school's portable first aid kits are adequately stocked and always to hand
- ✓ ensure that everything is cleared away, using gloves, and every dressing *etc.* be put in a specific yellow bin for contaminated/used items and sealed tightly before disposing of the bag in a bin. No contaminated or used items should be left lying around
- ✓ 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 a child who is sent to hospital by ambulance is accompanied in the ambulance at the request of paramedics or followed to a hospital by a member of staff to act *in loco parentis* if a relative cannot be contacted, and met at hospital by a relative
- ✓ have regard for personal safety

### The Head teacher will..

- ✓ monitor and respond to all matters relating to the health and safety of all persons on school premises
- ✓ ensure all new staff are made aware of First Aid procedures in school
- ✓ provide all staff with a list of pupils with known medical conditions at the start of each academic year, who are known to be e.g. asthmatic, or have any other serious illness. Lead staff discussion of list at September INSET
- ✓ ensure that there is a current medical consent form for every pupil on a school visit which indicates any specific conditions or medications of which they should be aware
- ✓ ensure that a member of staff accompanies a child to hospital when needed, but this does not need to be a First Aider

### Procedures for First Aid, Accidents & Incidents

#### **For accidents with no visible injury/bruise/mark/redness, the staff will:**

1. Check the area of the body identified thoroughly to assess whether First Aid is needed
2. Offer comfort if first aid is not needed e.g. a 'cuddle' for younger children, and reassurance
3. Not complete an 'Incident Reporting' slip for the child to take home
4. Not contact parents/carers unless there has been a 'significant incident' or the child has been upset by what has happened

**For minor injuries and accidents** i.e. minor cuts, grazes, bruises:

1. Staff will send the child with a friend to a First Aider for their building, or to the First Aid room for Infant playtime
2. The First Aider will administer First Aid and complete an 'Incident Reporting' slip for the child to take home
3. Children will be given a sticker to wear to notify parents/carers that there is a letter with the child – 'Injury. Please read my letter'

**For a more serious injury:**

1. The member of staff will stay with the child and send for the First Aider
2. The child will not be moved until they have been assessed by a qualified First Aider unless they are in immediate danger
3. The First Aider will administer First Aid and/or send for help if needed
4. Parents/carers will be contacted immediately to let them know what has happened
5. Children will be assessed by First Aider to see if they are fit and well to remain at school, or are in any discomfort/distress and need to go home, or whether further medical attention is needed

**For all head injuries:**

As '*For a more serious injury*' above. In addition to this:

Parents will be advised to observe the child for 24 hours and seek medical advice if the child suffers from:

- Excessive tiredness (drowsiness)
- Vomiting
- Headache
- Pupil enlargement (or one eye dilated, other not)
- Weakness of limbs

In the case of a serious head injury, the First Aider or Business Manager/Business Assistant or Head teacher will immediately phone for an ambulance to take the child to hospital, and then contact parents.

**Procedure for accidents to adults (including Visitors)**

**If an adult has a minor injury**, i.e. minor cuts, grazes, bruises, KINS will:

- ✓ Administer first aid by a qualified First Aider, if appropriate
- ✓ Record details on the adult Accident Form

- ✓ Pass the Accident Form to the Business Manager to file the report in the *Staff + Adult Accident Folder* held in the Business Manager's Office

**If an adult has a more serious injury:**

- ✓ Administer first aid by a qualified First Aider
- ✓ Send for Mrs Julie Knight (Adult First Aider) if needed
- ✓ An ambulance will be called by the First Aider or the Business Manager or the Head teacher. The adult will be accompanied to hospital by a member of staff
- ✓ Contact the adults next of kin or other appropriate person and arrange to meet them in casualty at the hospital
- ✓ Record details on the adult Accident Form
- ✓ Pass the Accident Form to the Business Manager to file the report in the *Staff + Adult Accident Folder* held in the Business Manager's Office

*Accidents leading to major injuries or more than seven days away from work must be reported to RIDDOR through [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor) by completing the appropriate online report form (F25081E). The form will then be submitted directly to the RIDDOR database. A copy of this form should be kept with the original accident form in the individual's Personnel File. NOTE: RIDDOR only need to be informed of a visitor accident if it results in death or the individual being taken directly to hospital from the school*

**Additional information**

Many policies, practices and procedures are interrelated. Please ask the Head teacher for copies of the following if required:

- Asthma Policy
- Child Protection & Safeguarding Policy
- Critical Incident Plan
- Drugs Policy
- Health & Safety Policy
- Intimate/Personal Care Policy
- Violence Policy

## Additional information:

### Splinters (only wooden objects):

1. If the splinter is loose/out of the skin, and can easily be removed staff will do
2. If the splinter requires tweezers to remove, staff will not do, and parents will be contacted
3. If the splinter is under the skin, parents will be contacted

### Links with additional school policies

All policies of Kilburn Infant & Nursery School are reviewed and adopted by the Governing Board on a three-year cycle. All policies are available to view on request to the Head teacher, and some policies are sent out annually to parents/carers.

Many policies, practices and procedures are inter-related, including:

Accessibility; Administering Medicines; Admissions; Anti-bullying; Arts; Asthma; Assessment; Attendance; Behaviour Principles; Breast Ironing; British Values; CCTV; Charging; Child on Child abuse; Child Protection; Code of Conduct; Complaints; Confidential Reporting Code; Critical Incident Management Plan; Curriculum; Data Protection; Debt Management; Disciplinary Procedure for School Staff; Dinner Money; Disability; Drugs; Educational Visits; Exclusion; External Contributors; Extremism & Radicalisation; EYFS; First Aid; Financial Regulations; Financial Procedures; Food; Freedom of Information; Governors' Expenses; Grievance; Health & Safety; Homework; Home + School Agreements; Intimate/Personal Care; IT & Disaster Recovery; Lockdown Procedures; Looked After Children; Managing Allegations; No Smoking; Online Safety; Pay; PSHE; Physical Intervention; Promoting British Values; Protected Characteristics; Private Fostering; Recruitment; Redundancy; Relationships: Relationship, Sex & Health (RSHE); School Privacy Notice; School Travel Plan; SEN; SMSC; Statement of Internal Control; Stress Management; Supporting Pupils with Medical Conditions; Teacher Appraisal; Uniform & Appearance; Vexatious Complaints; Violence; Violent & Abusive Visitors; Zero Tolerance

### Dissemination, Responsibility & Reviews

All relevant members of staff and the school community will receive a copy of this policy. Policy reviews/amendments will include statutory changes, and school community feedback and ideas.

The Head teacher and relevant staff will keep up to date with developments in this area by attending all relevant training, accessing literature, and cascading information to the school community.

J. Baillie

Headteacher

Policy reviewed by Governors: **Summer 2025**

