

Balmalloch Primary School and Nursery Class



Accident, First Aid and Medical Emergency Policy



responsi**B**ility

gr**A**ttitude

BELIEVE IN YOURSELF

hu**M**ility and forgiveness

persever**A**nce

Love

ACHIEVE YOUR GOALS

h**O**nesty and gener**O**sity

respe**C**t

friends**H**ip & family

A Place of Enthusiastic Learning and Achievement!

Aims:

- It is the aim of Balmalloch Primary School and Nursery Class to keep all children, staff and visitors safe and secure and respond appropriately to unforeseen circumstances. We provide a framework for responding to an incident and recording/reporting the outcomes.
- All staff are aware of their responsibilities and in the event of an emergency, staff will follow school procedures where possible and adhere to North Lanarkshire Council policies.
- In the event of an emergency, whereby a child has an identified medical protocol, all procedures will be followed. Emergency Services (Ambulance) will be called if appropriate. Parents/Carers will be contacted.
- In the event of an emergency, whereby a child does not have any identified conditions or illness staff will contact the Emergency Services (Ambulance) to attend. Parents/Carers will be contacted.
- Where a child receives a head injury, the first aider(s) will assess the situation and advise the office staff to inform parents/carers. All children receiving a head injury will also take home a Head Injury report slip from the school.

Legislation and guidance

- 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 assess 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.

Line Managers

Line Managers are responsible for the implementation of this policy, including

- Ensuring that an appropriate number of appointed persons and/or 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 and complete Learn NL training;

- Ensuring appropriate risk assessments are completed and appropriate measures are put in place;
- Ensuring that adequate space is available for catering to the medical needs of pupils;
- Reporting specified incidents through CIRIS.

Roles and responsibilities

Appointed person(s) and first aiders

The school will appoint a First Aid Lead in nursery and school and Appointed Persons responsible for:

- Ensuring there are competent First Aiders when someone falls ill or is injured;
- Ensuring there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits;
- Ensuring that an ambulance or other professional medical help is summoned when appropriate.

First aiders are trained and qualified to carry out the role and are responsible for:

- Reacting to any incidents; they will assess the situation where there is an injured or ill person, and provide immediate and appropriate treatment;
- Sending pupils home to recover, where necessary;
- Filling in an accident report (CIRIS) on the same day, or as soon as is reasonably practicable, after an incident
- Keeping their contact details up to date

School and Nursery First Aiders are listed on Appendix A.

School Staff

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in school are, which are displayed in the reception area of the school and nursery. Pictures of first aiders are also located beside first aid boxes in agreed locations.
- The location of first aid boxes are displayed in the reception area.

Training

- All school staff are able to undertake first aid training.
- All first aiders must have completed a training course and must hold a valid certificate of competence to show this.
- Through My NL, a record of training is maintained. Details of First Aiders and level of training will be displayed in the main office. The school will keep a register of all trained first aiders, what training they have received and when this is valid until.
- Staff are encouraged to renew their first aid training when it is no longer valid. A reminder is available through Learn NL.

Staff - First aid procedures

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. Contact will be made with parent/carer.
- 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, with consent of the injured party.
- If the first aider judges that a pupil is too unwell to remain in school, parents/carers will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parents/carers.
- If emergency services are called, another member of staff will contact parents/carers immediately.
- The first aider on the scene will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury.

Off-site procedures

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

- A mobile phone
 - A portable first aid kit
 - Information about the specific medical needs of pupils
 - Parents/carers contact details
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- Risk assessments will be completed by the school prior to any educational visit that necessitates taking pupils off school premises.
 - Where possible there will always be at least one first aider.

Minor Injuries

The designated first aiders in school:

- Heather Hourigan (Classroom Assistant) and Katrina Connelly (ASNA)
 - Treat minor injuries such as superficial bumps, cuts, abrasions etc.
 - Particulars should be noted as appropriate.
 - Proper judgement exercised regarding the notification of teachers, support staff and parents/carers.

The designated first aiders in nursery:

- Adele Parker (Principal Lead), Denise Kelso (Principal Lead) and Gayle Fowler (Lead Practitioner)
 - Treat minor injuries such as superficial bumps, cuts, abrasions etc.
 - Particulars should be noted as appropriate.
 - Proper judgement exercised regarding the notification of Early Years Practitioners, support staff and parents/carers.

Injuries that might require professional medical treatment

Injuries, such as, fractures, severe sprains, dislocations, head injuries and cuts requiring stitches will be a cause for parents/carers to be notified. The first aider(s) will exercise appropriate interim first aid care and refer further treatment through the parent/carer to the appropriate doctor/hospital. The school will take the child for medical assistance where it is not possible either to contact the parent/carer or they have no means to take the child themselves.

Serious injuries that might require immediate professional medical attention

Serious injuries that might require immediate professional medical attention in order to safeguard the child will be referred immediately to the HT/DHT/PT/Principal Leads who will take the child to the local Accident and Emergency department where possible, along with a second person, preferably a first aider.

- Where the injury is too severe to remove the child, an ambulance shall be called. Parents/carers will be notified immediately.
- They will be advised that their child will be taken to the local Accident and Emergency department.
- When a child suffers a serious injury such as a compound fracture, a severe head wound, injuries resulting in substantial loss of blood, concussion etc. school staff will use their best judgement in determining the appropriate course of action.
- Appropriate emergency contact information is to be taken to the hospital with the child, where treatment may be administered.

Accident checklist - School

Step 1

- Child/Adult referred to, reports incident through the walkie talkie system/through the school office. All medical conditions are displayed in the medical room and Staff are aware of procedures in place.
- Database is checked by the school office confirming any health conditions

Step 2

- First Aider acknowledges request and responds.

Step 3

- Determine the level of risk (see below), with procedures being followed depending on the risk level.

Accident checklist - Nursery

Step 1

- Child/Adult should report the accident/incident to a member of staff. All medical conditions are displayed within the playroom cupboard and staff are aware of procedures in place.

Step 2

- The child/Adult is then referred to the First Aider who responds quickly. All accidents and incidents are recorded on Online Learning Journals by those who witnessed the accident/incident. All parents are notified and are required to sign off on forms.

Step 3

- Determine the level of risk (see below), with procedures being followed depending on the risk level.

Low Risk	Administer basic first aid and consider risk assessment procedures
Medium Risk	Administer first aid. Inform parent/carer. Parent/carer advises if able to collect their child and take for medical attention. If unable school takes child for treatment. Ensure all emergency information is collected from the office staff. Investigate the incident and complete necessary health and safety paperwork (CIRIS)
High Risk	Child assessed to see if able to be taken to hospital or if requires an ambulance to be called. Parents informed immediately. Medical information taken with the child/passed on to paramedics. Investigate incident in line with council procedures for health and safety. Contact NLC Health and Safety Team to inform of accident/incident. Record information on CIRIS system. Guidance from Health and Safety will determine if the accident/incident should be reported via RIDDOR.

Record-keeping and reporting - First aid and accident record book

- Information about the accident will be recorded on CIRIS by the First Aider on the scene. This will be completed 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 form which is included on CIRIS - NLC reporting format.
- Records held in the first aid and accident book will be retained by the school/nursery for a minimum of 3 years.

Notifying parents/carers

- Parents/carers will be notified 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.
- Any injury to the head **MUST** be treated as high priority: children must take home information from the 'Head Injury' pad notifying the family of the injury. First Aiders provide clerical staff in the main office with details of the injury and office staff will telephone parents/carers.
- The Head Teacher/DHT/PT will notify North Lanarkshire Council of any serious accident, illness or injury to, or death of, a pupil while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.
- The Head Teacher/DHT with responsibility for Health and Safety will also notify local child protection agencies of any serious accident or injury to, or the death of, a pupil while in the school's care.

First aid equipment

- First aid kits will be well stocked and checked regularly. A record sheet is included in the First Aid box which is completed by First Aiders on a weekly basis.
- The location of first aid kits will be displayed in the foyer

Monitoring arrangements

This policy will be reviewed by the Head Teacher/Depute Head Teacher, Principal Teacher and Principal Leads in charge of Health and Safety.

Links with other policies

This first aid policy is linked to the

- Child Protection and Safeguarding Policy
- Health and Safety policy
- Policy on supporting pupils with medical conditions
- Educational Visits policy

Reporting to the HSE - NLC

The Head Teacher, with responsibility for Health and Safety, 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), shared with North Lanarkshire Council.

North Lanarkshire Council 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 defined in:

- Death
- 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)

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)

Ruth McCarthy

Head Teacher

Policy: May 2024

Review: May 2025

Appendix 1

School and Nursery First Aiders/First Aid Lead/Appointed Persons

2023-2024

Employee	Designation	Location	Qualification	Learn NL Module	Date Completed	Expiry Date
Adele Parker	Principal Lead	Nursery				
Denise Kelso	Principal Lead	Nursery				
Gayle Fowler	Lead Practitioner	Nursery				
Heather Hourigan	Classroom Assistant	School				
Katrina Connelly	ASNA	School				
Ruth McCarthy	Head Teacher	School/Nursery				
Erin Diamond	Depute Head Teacher	School/Nursery				
John Paterson	Principal Teacher	School/Nursery				

APPENDIX B



First Aid Kit

Contents Checklist



Area:-

	Date/Initials:	Date/Initials:	Date/Initials:	Date/Initials:	Date/Initials:	Date/Initials:	Date/Initials:
Disposable Gloves							
Large standard HSE dressing							
Medium standard HSE dressing							
Small eye pad dressing							
Finger dressing							
Conforming Gauze Bandage							
Triangular Bandage							
Adhesive tape							
Thermal Emergency Blanket							
Cleansing wipes							
Burn Gel dressing							
Various sized plasters							
Blue plasters							
Safety pins							
Scissors							
Facemasks							
CPR face shield							

Leaflet – Basic Advice on First Aid at Work

Contents should be checked every week.