
Grantham Farm Montessori School

Accidents and First Aid Policy

At Grantham Farm Montessori School, we aim to protect children at all times. We recognise that accidents or incidents may sometimes occur. We follow this policy and the procedures set out herewith to ensure all parties are supported and cared for when accidents or incidents happen, and that the circumstances of the accident or incident are reviewed with a view to minimising any future risks.

Accidents

Location of accident files: Staff cupboard top shelf

- The person responsible for reporting accidents, incidents or near misses is the member of staff who saw the accident/incident or was first to find the child, where there are no witnesses. They must record it on an Accident or Incident Form and report it to the head teacher at the earliest opportunity. Other staff who have witnessed the accident/incident may also countersign the form and, in more serious cases, provide a statement. This should be done as soon as the accident is dealt with, whilst the details are still clearly remembered. Parents must be shown the Accident/Incident Report, informed of any first aid treatment given and asked to sign it on the same day, or as soon as reasonably practicable thereafter. Parents must then be given a copy of the Accident/Incident Report form
- The head teacher will review accident forms termly, looking for patterns which may help to minimise the probability of accidents happening in the future, e.g. one child having a repeated number of accidents, accidents happening in a particular area of the school, or at a particular time of day. Any patterns will be investigated by the head teacher and all necessary steps to reduce risks will be put in place
- In accordance with RIDDOR guidelines, the head teacher will report serious work-related accidents that occur on school premises to RIDDOR for further investigation/action to be taken (i.e. a full risk assessment or report under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)). Not all accidents need to be reported, other than those that are work-related and result in a reportable injury, e.g.: fractures (other than fingers and toes), amputations, crush injury, serious burns or scalds (covering more than 10% of the body), loss of consciousness caused by head injury or asphyxia, any other injury which leads to hypothermia or requires resuscitation or admittance to hospital for more than 24 hours. For further information on 3-day and 5-day incapacitation, and occupational diseases can be found at: <http://www.hse.gov.uk/riddor/reportable-incidents.htm>
- The Accident File will be kept for at least 21 years and three months
- Where medical attention is required, a senior member of staff will notify the parent(s) as soon as possible whilst ensuring appropriate care is given to the child(ren) involved
- Where medical treatment is required the head teacher will follow the school's insurance company procedures, which may involve informing them in writing of the accident
- The head teacher will report any serious accident, illness or injury to, or death of, a child to Ofsted and the local authority Children's Social Care team (as the local Child Protection Agency), where necessary. Where relevant, such accidents will also be reported to the local authority Environmental Health Department or the Health and Safety Executive and their advice followed. Notification to Ofsted, and the aforementioned authorities, where applicable, must be made as soon as is reasonably practical, but in any event within 14 days of the incident occurring

Organisation	Contact
Ofsted	0300 123 123

Local authority children's social care team	0300 555 1384 (office hours) 0300 555 1373 (out of hours) In an emergency call 999
Local authority environmental health department	0300 555 1386
Health and Safety Executive	0845 300 9923 (fatal and major injuries only) 0151 951 4000 (switchboard)
RIDDOR report form	http://www.hse.gov.uk/riddor/report.htm

Transporting children to hospital procedure

The head teacher/staff member must:

- Call for an ambulance immediately if the injury is severe. DO NOT attempt to transport the sick child in your own vehicle
- Whilst waiting for the ambulance, contact the parent(s) and arrange to meet them at the hospital
- Arrange for the most appropriate member of staff to accompany the child taking with them any relevant information such as registration forms, relevant medication sheets, medication and the child's comforter
- Re-deploy staff if necessary to ensure there is adequate staff deployment to care for the remaining children. This may mean temporarily grouping the children together
- Inform a member of the management team immediately (Emma Wetherley, Caroline Imi, Caroline Wheeler)
- Remain calm at all times; children who witness an incident may well be affected by it and may need lots of reassurance. Staff may also require additional support following the accident.

First aid

The first aid boxes are located in: the bathroom cupboard marked 'FIRST AID'.

These are accessible at all times with appropriate content for use with children, marked CHILDREN'S FIRST AID and a separate first aid box for adults marked ADULTS FIRST AID.

The appointed **person responsible for first aid (Sue Higgs)** checks the contents of the boxes termly and replaces items that have been used, are out of date or will run out of date within the coming term.

The staff first aid box is kept in the bathroom cupboard marked FIRST AID. This is kept out of reach of the children.

First aid boxes should only contain items permitted by the Health and Safety (First Aid) Regulations Act 1981, such as sterile dressings, bandages and eye pads. No other medical items, such as paracetamol should be kept in them.

The appointed person(s) responsible for first aid are Sue Higgs (Senior First Aider) and Emma Wetherley; all other staff members have received Emergency First Aid training as a minimum.

At least one qualified Paediatric First Aider is on site at all times. All of the staff are trained in paediatric first aid or emergency paediatric first aid and this training is updated every three years.

All first aid trained staff are listed in both classrooms. When children are taken on an outing away from school premises, we will always ensure they are accompanied by at least one member of staff who is qualified in Paediatric First Aid. A first aid box is taken on all outings.

Personal protective equipment (PPE)

The school provides staff with PPE according to the need of the task or activity. Staff must wear PPE to protect themselves and the children during tasks that involve contact with bodily fluids. PPE is also provided for domestic tasks. Staff are consulted when choosing PPE to ensure all allergies and individual needs are supported and this is evaluated on an ongoing basis.

Dealing with blood

We may not be aware that any child attending the school has a condition that may be transmitted via blood. Any staff member dealing with blood must:

- Always take precautions when cleaning wounds as some conditions such as hepatitis or the HIV virus can be transmitted via blood.
- Wear disposable gloves and wipe up any blood spillage with disposable cloths, neat sterilising fluid or freshly diluted bleach (one part diluted with 10 parts water). Such solutions must be carefully disposed of immediately after use.

Needle punctures and sharps injury

We recognise that injuries from needles, broken glass and so on may result in blood-borne infections and that staff must take great care in the collection and disposal of this type of material. For the safety and well-being of the employees, any staff member dealing with needles, broken glass etc. must treat them as contaminated waste. If a needle is found the local authority must be contacted to deal with its disposal.

At Grantham Farm Montessori School, we treat our responsibilities and obligations in respect of health and safety as a priority and we provide ongoing training to all members of staff which reflects best practice and is in line with current health and safety legislation.

August 2017

Review date: August 2019

Adopted by: Emma Wetherley, Head Teacher

Read and understood by senior first aider: Sue Higgs