



# **KEREM SCHOOL**

## **(Including Kerem Early Years Unit)**

### **First Aid Policy**

#### **1. Provision of First Aid**

The Appointed Person is the person who takes charge in the event that a pupil or staff member is involved in an accident or becomes ill. The Welfare Officer (Lindsay Elliott) undertakes this role at Kerem School (Norrice Lea site) and the Early Years Co-ordinator at the Kerem Early Years Unit.

The Appointed Person (Lindsay Elliott) will ensure that:-

- (a) All First Aid boxes contain adequate and up to date contents and are marked with a white cross on a green background. List as advised by First Aid Trainers.
- (b) In the event of an accident or illness that an Ambulance or other professional help is summoned if required.
- (c) The Nominated First Aiders are adequately and periodically trained in the provision of First Aid every 3 years.
- (d) Early Years staff have Paediatric First Aid training every 3 years.
- (e) All teachers have a basic knowledge of First Aid and Paediatric First Aid training.
- (f) A portable First Aid kit accompanies all offsite activities.
- (g) There are up to date health plans for each child with a specific medical condition and staff are aware of medication and treatment needed. (See Administration of Medicines Policy)

In Kerem School, Norrice Lea site, First Aid boxes are provided in the dining room, the office and the outdoor sports cupboard. In Kerem Early Years Unit, First Aid boxes are provided in both the upstairs and downstairs toilets. At the EYU, all staff have Paediatric First Aid training and all staff will have been trained in basic First Aid. The Nominated First Aiders at Kerem School (synagogue premises) are currently Mrs Elliott and Mrs Simble and, at the Kerem Early Years Unit Miss Cowen has full training and all of members of staff are trained in paediatric first aid (see appendix 2). Other staff may become Nominated First Aiders upon completion of appropriate training and award of a First Aid certificate. There will always be at least one qualified first aid (paediatric in EYFS) on each school site, whenever children are present.

#### **2. Emergency Procedures**

##### **2.1 Illness or Accident**

If anyone should become ill or suffer injury the procedures below should be followed.

- (a) First Aid should be rendered wherever possible by a Nominated First Aider. Therefore a Nominated First Aider should be immediately summoned in the event that someone becomes ill or suffers and injury. The patient should be given all possible reassurances, and if absolutely necessary, removed from danger.
- (b) The First Aid posts are the Dining Room and the office in Kerem School and the office in Kerem Early Years Unit. However it may be necessary to administer First Aid at the location of person requiring it. In an emergency if the person requiring First Aid needs to lie down, the School Medical room is used (located downstairs

in the female cloakroom). Careful hygiene procedures are in place for dealing with spillage of bodily fluids. The area is sealed off quickly to avoid contamination and a caretaker informed as soon as possible to remove any spillage on the floor. Gloves are worn when disposing of bloody or soiled tissues. These are then disposed off through a double bagging system and placed in a sanitised box near the Medical Room.

- (c) If an ambulance is required, the emergency “999” service should be used. Hatzola (number on office phones) should be contacted first as their response is usually faster. If the Appointed Person decides that calling an ambulance is not appropriate, then she will make contact with the pupil's parent to pick the pupil up from the school premises.
- (d) As soon as possible after the incident, every case of injury or accident must be fully and accurately reported in the Accident Book and, where possible, detailed statements should be obtained from witnesses. The Accident Book is kept in the school office on both sites. The Head Teacher will investigate all accidents that require an entry to be made in the Accident Book and will report periodically to the Vice Chairman of Governors.
- (e) An accident report must be completed in the Accident Book in the school office for accidents or incidents requiring an ambulance to be called, whether for employees, pupils, members of the public. Where necessary, the accident/incident should be reported in accordance with RIDDOR requirements. (See Appendix 1 for classification of serious/major injuries requiring reporting for RIDDOR). All records will be kept for three years after the date of an incident.
- (f) A central record will be kept of all instances where First Aid has been given to staff, pupils or visitors by either Nominated First Aiders or the Appointed Person.
- (g) All pupils with identified specific medical needs must have an Individual Health Plan in accordance with the administration of Medicines policy. The School will be responsible for following the procedures set down in a pupil's Individual Health Plan.
- (h) Medical records shall be kept in the School offices.

Appendix 3 gives clear instructions on Kerem's accident reporting procedure and should be followed.

Reviewed September 2016. Next review September 2017.

## Appendix 1

### Definition of Major Injury Accidents

The following accidents must be reported to the HSE as quickly as is possible. A report must also be sent within 15 days using the HSE's website at [www.hse.gov.uk/riddor/reportable-incidents.htm](http://www.hse.gov.uk/riddor/reportable-incidents.htm).

The incident Contact Centre (ICC) is open from 8.30am to 5pm Monday to Friday on 0845 300 9923.

- fractures, other than to fingers, thumbs and toes
- amputations
- any injury likely to lead to permanent loss of sight or reduction in sight
- any crush injury to the head or torso causing damage to the brain or internal organs
- serious burns (including scalding) which:
  - covers more than 10% of the body
  - causes significant damage to the eyes, respiratory system or other vital organs
- any scalding requiring hospital treatment
- any loss of consciousness caused by head injury or asphyxia
- any other injury arising from working in an enclosed space which:
  - leads to hypothermia or heat-induced illness
  - requires resuscitation or admittance to hospital for more than 24 hours

Injuries that lead to a person being incapacitated (absent, or unable to do their normal work which he or she would reasonably be expected to do) for over seven consecutive days (starting the day after the accident and includes weekends and rest days) must also be reported to HSE. The report must be made within 15 days of the accident.

## **Appendix 2**

### **Safe and Sound Paediatric First Aid Blended Course Completed on Monday 4<sup>th</sup> January 2016**

Participants:

Lindsay Elliott  
Emma Simble  
Judith Wolinsky  
Tracey Cowen  
Sabiha Dalwai  
Sharon Walters  
Shosh Hill  
Ruth Stahl  
Sarah Brand  
Chaya Gorman  
Gideon Forbes  
Hayley Rosenberg  
Carly Vinokur  
Zach Ford  
Alyson Burns  
Lindsay Elliott  
Gill Borman  
Anna Godfarb  
Nicole Teacher  
Nikki Hersh  
Michele Ellis  
Rachel Barbanel  
Avital Fisher  
Nicole Wise

### **Safe and Sound Paediatric First Aid Blended Course Completed on Friday 2<sup>nd</sup> September 2016**

Hannah Landsberg  
Julia Dagul  
Rita Gigi  
Nadine Stalick  
Hayley Wise  
Aviva Haziza  
Karen Leader  
Aviva Shoolman  
Zoë Halpern  
Emily Gittelmon  
Dani Rindor  
Charlene Kirschner

### **First Aid in the Work Place**

Emma Simble November 2015  
Lindsay Elliott May 2014

### **Sports First Aid**

Daniel Moses March 2015