

# The Rydal Academy

## First Aid and Accident Policy

**Accepted by:** The Rydal Academy LGB April 2016

**Approving Body :** Local Governing Body

**Committee :** LGB

**Review Cycle:** 1 year

**Last reviewed:** October 2021

**Date for next review:** October 2022

### Introduction

The Rydal Academy recognises that the safety and wellbeing of its pupils and staff is of paramount importance. It is committed to ensuring that the children are kept safe, but that when accidents do happen that they are dealt with quickly and the appropriate records are made, kept and maintained.

### Objectives

The objectives of this policy are:

- To establish an easy to use process for treating children when they have accidents.
- That the system of recording the accidents is easy to understand by all staff.
- That a robust process is in place and followed consistently by all staff.
- That the system meets the legal requirements of the Reporting of Injuries Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- That the maintaining of the records of the accidents is kept up to date and easily retrievable.

### Policy & Process

#### **Accident**



Child goes to class teacher/member of staff on duty in yard or whoever is supervising the activity.



Child is checked and an assessment of the injury is made. Appropriate action / treatment is given by a qualified first aider. There will usually be a qualified first aider in each of Early Years, KS1 and KS2.



Usually, after treatment, a green accident slip is filled out by the staff member who dealt with the incident with as much information about the injury and treatment as possible. This is given to the child to take home. If the child has a bump to the head the member of staff informs the class teacher of the injury so that they can keep an eye on them. Head injuries are reported to office staff who contact parents/carers - if there is no answer but an answer phone comes on a message is left with the school's phone number and the time of the call. If there is no answer at all then the second contact will be rung and again a message left.



If the injury is serious and requires urgent attention, then all emergency contact numbers are tried and messages are also left with a request to urgently contact the school.



If the child needs to be checked by either the walk-in centre or by the casualty department at the hospital, the parent/carer is advised of this when they are contacted and also as they collect the child. Parents/carers are also asked to report back to school so that school knows what has happened to the child. If the child requires hospital treatment but no one can be contacted, then members of staff will take the child for treatment whilst contact tries to be made with parents / carers.



If a serious accident occurs, then in addition to the above, a white Academy Trust accident form needs to be completed. These are kept in the resource room (old kitchen) in the KS1 building and in the medical room of the KS2 building. This must be completed by the witness or first member of staff at the scene and then passed to the admin office as quickly as possible. It must be then be forwarded to the Head Teacher and then the person responsible for the Academy Trust Health & Safety.

### **Protection of children and staff during COVID-19**

If a child requires First Aid while in school and close contact is needed to administer First Aid, personal protective equipment (PPE) consisting of face mask and disposable gloves will be issued and must be disposed of in line with training and guidance.

If a child becomes unwell with symptoms of coronavirus while in school and needs direct personal care until they can return home, personal protective equipment (PPE) consisting of: face mask, disposable gloves, disposable apron and a full face shield will be issued and must be worn and disposed of in-line with training and guidance.

### **Sickness**

If a child has been sick or has diarrhoea, the primary carer is contacted and they are asked to collect the child as soon as possible.

### **Headlice**

If a child is found to have live head lice in their hair, school policy is that a phone call is made to the primary carer who is asked to treat their child after school. They are also told that free solutions are available at local pharmacies. If it is a regular occurrence, then the help of the school nurse is also offered.

### **Filing of Records**

When the green slips have been used up, the counterfoil is returned to the main office. It is then stored in numerical order to assist with retrieval at a later date if required.

The person responsible for Academy Trust Health & Safety will ensure that both green slips and Academy Trust Accident forms are kept as required to comply with legal guidelines.