

## Accident and First Aid Policy

It is our policy to provide a safe and healthy environment for staff, pupils and visitors to the school. We expect that at all times our staff and pupils will cooperate fully in implementing health and safety initiatives, do everything possible to make sure injuries do not occur to themselves and others and take responsible care of their own health and safety at all times.

- All staff members undertake relevant first aid training and certificates are revalidated in line with legislation.
- It is our intention to ensure that there is a qualified first aider on the premises at all times who has undertaken a three day "First Aider at Work" Training Course.

The named First Aiders are:

**Stella Koupadi,  
Anastasia Misirli  
Barbara Masourou**

The named Paediatric First Aiders are:

**Barbara Masourou  
Anastasia Misirli**

- First aid boxes are located in the following areas:  
**Ground floor:** Preschool Classroom  
**Ground floor:** First Aid Room, Art room  
**2<sup>nd</sup> floor:** Staff room

First aid travel packs are to be taken on school trips and on "off-site activities" these can be requested from the School Administrators. All first aid boxes and packs are maintained by the above teachers, but it is the responsibility of all staff members who use provisions to ensure they request timely replenishment of items.

- All accidents that occur on the school premises involving members of staff, pupils or persons not employed by the school must be recorded in the appropriate accident book which are kept in the School Office. Accident books will be made available to the Head Teacher regularly to check for trends.
- In the case of all serious accidents, the injured person or their parent or guardian should be advised to seek professional medical advice from either their doctor or the hospital accident and emergency department. Any such recommendation should be recorded in the accident book.

- If an examination of a child in an intimate area is required as a result of an emergency first aid situation another adult should be present and parents must be informed. If the situation is not an emergency the school will contact parents/ guardians and request collection of the child or that the parents/guardians attend the school to undertake the examination of their child.
- If a pupil becomes ill we will take every step possible to contact parents or the emergency contact listed on the pupil detail system, but if this is not possible, we will take responsible measures to care for that pupil.
- We expect parents to cooperate with us by not permitting children to attend school if they have any infectious or contagious illness or are showing signs of illness before attending school. Staff will also be asked not to attend work under the same circumstances.
- Any individual (either staff or child) who has head lice should not attend the school until the treatment to remove lice and eggs (nits) has been successful.

### **Procedure to be followed in the event of an accident**

- A trained first aider will deal with minor injuries if a pupil or member of staff has an accident, but if hospital attention is needed then the trained first aider will make that decision and will take the necessary action to get that person in hospital.
- Disposable gloves and aprons will be worn when dealing with blood or any other bodily fluids, and these are disposed of in separate waste bags.
- The accident will be recorded in the accident book. It will state the time it happened, the date, how it happened, first aid given and any recommendations arising.
- If the accident has happened to a pupil, the parents will be informed immediately by a member of staff should it be necessary. All dead bumps will be reported to parents.
- Serious accidents will be reported to the Head Teacher.

- Serious accidents will also be reported following the Accident and Incident Reporting Policy.

This policy was updated on the 14<sup>th</sup> of September 2018.