

### H3. First Aid Policy

#### 1 Authority and circulation

This policy has been authorised by Eaton Square School (the **Company**) which operates Eaton Square Pre-Prep and Prep Schools and Eaton Square Nursery Schools (the **Schools**).

It is available to parents and pupils and to all members of School Staff.

- 1.1 The arrangements within this policy (for example the number of First Aiders, Appointed Persons and First Aid boxes and the contents of First Aid boxes) are based on the results of a suitable and sufficient risk assessment carried out by the Schools in regards to all Staff, pupils and visitors.
- 1.2 This policy is drafted in accordance with paragraph 3(6) of the schedule to the Education (Independent School Standards) (England) Regulations 2010 (SI 2010/1997), the Health and Safety at Work etc Act 1974 and subsequent regulations and guidance including the Health and Safety (First Aid) Regulations 1981 (SI 1981/917) and the *First Aid at work: Health and Safety (First Aid) Regulations 1981 approved code of practice and guidance*.
- 1.3 This policy can be made available in large print or other accessible format if required.

#### 2 Definitions

**First Aid:** means the treatment of minor injuries which do not need treatment by a medical practitioner or nurse as well as treatment of more serious injuries prior to assistance from a medical practitioner or nurse for the purpose of preserving life and minimising the consequences of injury or illness. For the avoidance of doubt, First Aid does not include giving any tablets or medicines, the only exception being giving aspirin in accordance with accepted First Aid practice to treat a suspected heart attack.

**First Aiders:** are members of staff who have completed an approved First Aid course and hold a valid certificate of competence in First Aid at Work (**FAW**) or Emergency First Aid at Work (**EFAW**).

**First Aid Guidance:** is the *First Aid at work: Health and Safety (First Aid) Regulations 1981: approved code of practice and guidance* (L74 3<sup>rd</sup> Edition 2013)

**Appointed Persons:** are members of staff who are not qualified First Aiders who are responsible for looking after the First Aid equipment and facilities and calling the emergency services if required. Appointed persons should not administer First Aid.

**Staff:** means any person employed by the Schools, volunteers at the Schools and self employed people working on the premises.

### 3 **Aims of this policy**

- 3.1 To ensure that the Schools have adequate, safe and effective First Aid provision in order for every pupil, member of staff and visitor to be well looked after in the event of any illness, accident or injury, no matter how major or minor.
- 3.2 To ensure that all staff and pupils are aware of the procedures in the event of any illness, accident or injury.
- 3.3 Nothing in this policy should affect the ability of any person to contact the emergency services in the event of a medical emergency. For the avoidance of doubt, Staff should dial 999 for the emergency services in the event of a medical emergency before implementing the terms of this Policy and make clear arrangements for liaison with ambulance services on the School site.

### 4 **Who is responsible?**

- 4.1 The Company as the employer has overall responsibility for ensuring that the Schools have adequate and appropriate First Aid equipment, facilities and First Aid personnel and for ensuring that the correct First Aid procedures are followed.
- 4.2 The Associate / Deputy Head delegates to the SLT and Office Staff the day to day responsibility for ensuring that there are adequate and appropriate First Aid equipment, facilities and appropriately qualified First Aid personnel available to the Schools. The SLT will regularly (at least annually) carry out a First Aid risk assessment and review the Schools' First Aid needs to ensure that the Schools' First Aid provision is adequate.
- 4.3 The Associate / Deputy Head is responsible for ensuring that all staff and pupils (including those with reading and language difficulties) are aware of, and have access to, this policy.
- 4.4 The Associate / Deputy Head delegates to the SLT and Office Staff responsibility for collating medical consent forms and important medical information for each pupil and ensuring the forms and information are accessible to staff as necessary.
- 4.5 The Associate / Deputy Head is responsible for ensuring that staff have the appropriate and necessary First Aid training as required and that they have sufficient understanding, confidence and expertise in relation to First Aid.
- 4.6 **First Aiders:** The Associate / Deputy Head is responsible for ensuring that the Schools have the minimum number of First Aid personnel with reference to the advice given in Appendix 3 of the First Aid Guidance.
- 4.7 In the Early Years Foundation Stage (**EYFS**) settings at least one person who has a current paediatric First Aid certificate must be on the premises at all times when children are present. On outings including children from the EYFS there must be at least one person who has a current paediatric First Aid certificate.

For more information please see <http://www.hse.gov.uk/firstaid/index.htm>.  
The following staff have been completed a HSE approved First Aid course and hold a valid certificate of competence in First Aid at Work (FAW) or Emergency First Aid at Work (EFAW):

The main duties of First Aiders are to give immediate First Aid to pupils, staff or visitors when needed and to ensure that an ambulance or other professional medical help is called when necessary. First Aiders are to ensure that their First Aid certificates are kept up to date through liaison with the Deputy Head. The First Aiders will undergo update training at least every three years. First Aid training in the EYFS setting must be approved. All staff should read and be aware of this policy, know who to contact in the event of any illness, accident or injury and ensure this policy is followed in relation to the administration of First Aid. All staff will use their best endeavours, at all times, to secure the welfare of the pupils.

4.8 **Anyone on School premises:** Anyone on the School premises is expected to take reasonable care for their own and others' safety.

## 5 **First Aid boxes**

5.1 First Aid boxes are marked with a white cross on a green background. The content of the First Aid boxes will be determined by the Schools' First Aid needs assessment and stocked in accordance with *Workplace first aid kits. Specification for the contents of workplace first aid kits*, BS 8599-1:2011, June 2011.

5.2 First Aid boxes are located at these positions around the School site and are as near to hand washing facilities as is practicable (Appendix H2a)

All requirements for the First Aid kits are supplied by the Office Staff and are regularly stocked at request of individual departments.

If staff have used any items from the First Aid kits, staff should email Office Staff who will arrange for the replacement items to be placed in the relevant pigeon hole.

5.3 **School buses (run by Naughtons):** The Schools' buses should have a prominently marked First Aid box on board which is readily available for use and which is maintained in a good condition. The First Aid box should be stocked in accordance with part 2 of schedule 7 of the Road Vehicles (Construction and Use) Regulations 1986 (SI 1986/1078) which is set out in Appendix 4.

5.4 **Off-site activities:** First Aid boxes for any off-site activities are kept in the Medical Room or Office.

## 6 **Information on pupils**

6.1 Parents are requested to provide written consent for the administration of First Aid and medical treatment before pupils are admitted to the Schools. This

requirement will not prevent a child of sufficient understanding and intelligence to understand fully what is proposed, from giving or withholding consent to medical treatment or from seeking advice or treatment in confidence.

- 6.2 The Office staff will be responsible for reviewing pupils' confidential medical records and providing essential medical information regarding allergies, recent accidents or illnesses, or other medical conditions which may affect a pupil's functioning at the Schools to the class teachers and First Aiders on a "need to know" basis. This information should be kept confidential but may be disclosed to the relevant professionals if it is necessary to safeguard or promote the welfare of a pupil or other members of the School community.

## 7 **Procedure in the event of illness**

- 7.1 Pupils may visit the Office if they feel unwell. If a pupil is unwell during lessons then they should consult the member of staff in charge who will assess the situation and decide on the next course of action. The pupil will, accompanied as necessary, be taken to the Medical Room. The First Aider will decide on the next course of action and provide the First Aid as required.
- 7.2 On admission, the Schools will give details to parents the procedure for children who may become ill or infectious. Details of the Schools' procedure can be found in Appendix H3.

## 8 **Procedure in the event of an accident or injury**

- 8.1 If an accident occurs, then the member of staff in charge should be consulted. That person will assess the situation and decide on the next course of action, which may involve calling immediately for an ambulance. If necessary, the a member of the SLT should be called as soon as is possible. Appointed Persons or First Aiders can also be called if necessary and should be called if the SLT is not available immediately. However minor the injury, the SLT should always be informed, even if not called.
- 8.2 In the event that the First Aider does not consider that they can adequately deal with the presenting condition by the administration of First Aid, then they should arrange for the injured person to access appropriate medical treatment without delay. This may involve calling for an ambulance or making arrangements to transport the injured person to A & E or access other appropriate medical services.
- 8.3 **Ambulances:** If an ambulance is called then the First Aider in charge should make arrangements for the ambulance to have access to the accident site. For the avoidance of doubt, the address and / or GPS co-ordinates should be provided and arrangements should be made for the ambulance to be met.
- 8.4 Staff should always call an ambulance when there is a medical emergency and / or serious injury.
- 8.5 Examples of medical emergencies include:
- a significant head injury

- fitting, unconsciousness or concussion
- difficulty in breathing and / or chest pains
- a severe allergic reaction
- a severe loss of blood
- severe burns or scalds
- the possibility of a serious fracture.

8.6 Arrangements should be made to ensure that any pupil is accompanied in the ambulance, or followed to hospital, by a member of staff if it is not possible to contact the parents in time.

8.7 If a spillage of blood or other bodily fluids occurs, the a member of SLT must be informed. The SLT will then arrange for the proper containment, clear up and cleansing of the spillage site.

## 9 **Procedure in the event of contact with blood or other bodily fluids**

9.1 The First Aider should take the following precautions to avoid risk of infection:

- 9.1.1 cover any cuts and grazes on their own skin with a waterproof dressing;
- 9.1.2 wear suitable disposable gloves when dealing with blood or other bodily fluids;
- 9.1.3 use suitable eye protection and a disposable apron where splashing may occur;
- 9.1.4 use devices such as face shields, where appropriate, when giving mouth to mouth resuscitation;
- 9.1.5 wash hands after every procedure.

9.2 If the First Aider suspects that they or any other person may have been contaminated with blood and other bodily fluids which are not their own, the following actions should be taken without delay:

- 9.2.1 wash splashes off skin with soap and running water;
- 9.2.2 wash splashes out of eyes with tap water or an eye wash bottle;
- 9.2.3 wash splashes out of nose or mouth with tap water, taking care not to swallow the water;
- 9.2.4 record details of the contamination;
- 9.2.5 report the incident to the SLT and take medical advice if appropriate.

## 10 **Reporting**

- 10.1 The First Aider should complete a record of First Aid provision in the appropriate Accident Book held in each setting.
  - 10.2 All injuries, accidents and illnesses, however minor, must be reported to the Class Teacher or SLT and she is responsible for ensuring that the accident report forms and books are filled in correctly and that parents and HSE are kept informed as necessary.
  - 10.3 The Schools must inform parents of any accident, injury to or first aid treatment provided on the same day or as soon as reasonably practicable.
  - 10.4 Registered providers must notify Ofsted/ ISI of any serious accident, illness or injury to, or death of, any child whilst in their care, and of the action taken in respect of it. Notification must be made as soon as is reasonably practicable, but in any event within 14 days of the incident occurring. A registered provider who, without reasonable excuse, fails to comply with this requirement, commits an offence.<sup>1</sup>
  - 10.5 **School Accident and Illness book: All injuries, accidents, illnesses and dangerous occurrences (unless very minor) must be recorded in the School Accident Book. The date, time and place of the event or illness must be noted with the personal details of those involved with a brief description of the nature of the event or illness. What happened to the injured or ill person immediately afterwards should also be recorded. Records should be stored for at least three years or if the person injured is a minor (under 18), until they are 21.**
  - 10.6 If a child is involved in an incident, but is not injured and first aid is not required, an accident form will not be necessary, but it should be recorded in the Accident Book.
  - 10.7 In the event of an investigation the Incident form should be used and followed up. Members of the Senior Leadership Team should be kept informed throughout the process.
  - 10.8 **Accident report form:** The First Aider will fill in an accident report form for every serious or significant accident that occurs on or off the School site if in connection with the Schools' activities. The SLT will keep a record of any accident or injury sustained and details of any First Aid treatment given to a pupil on or off the School site. Records should be stored for at least three years or if the person injured is a minor (under 18), until they are 21.
  - 10.9 **Reporting to Parents:** In the event of accident or injury parents must be informed as soon as practicable. The member of staff in charge at the time will decide how and when this information should be communicated, in consultation with the Head if necessary.
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- 10.10 The School will inform parents of any accidents or injury or First Aid treatment that is given to pupils in the EYFS setting on the same day or as soon as is reasonably practicable.
- 10.11 At Eaton Square School, if a pupil has an accident or first aid given, when the parent or legal guardian comes to collect, he or she will be asked to read and sign the Accident form.
- 10.12 At Eaton Square School, parents or guardians will be asked to read and sign the Accident Book.
- 10.13 **Reporting to HSE:** The Company is legally required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (SI 2013/1471) (**RIDDOR**) to report the following to the HSE.

**10.13.1 Accidents involving Staff**

- (a) work related accidents resulting in death or 'specified' injury (including as a result of physical violence) must be reported
- (b) immediately (major injury examples: any loss of consciousness caused by head injury or asphyxia; amputation); or
- (c) work related accidents which prevent the injured person from continuing with his / her normal work for more than seven days; or
- (d) cases of work related diseases that a doctor notifies the School of (for example: certain poisonings; lung diseases; infections such as tuberculosis or hepatitis; occupational cancer); or
- (e) certain dangerous occurrences (near misses - reportable examples: bursting of closed pipes; electrical short circuit causing fire; accidental release of any substance that may cause injury to health).

**10.13.2 Accidents involving pupils or visitors**

- (a) accidents where the person is killed or is taken from the site of the accident to hospital and where the accident arises out of or in connection with:
  - (i) any School activity (on or off the premises)
  - (ii) the way a School activity has been organised or managed (e.g. the supervision of a field trip)
  - (iii) equipment, machinery or substances
  - (iv) the design or condition of the premises.

- 10.14 More information on how and what to report to the HSE, can be found in Incident reporting in schools (EDIS1 (revision 3)) and at <http://www.hse.gov.uk/riddor/resources.htm>.
- 10.15 It is possible to report online via the following link: <http://www.hse.gov.uk/riddor/index.htm>.
- 10.16 Fatal and specified injuries involving employees can also be reported 0845 300 99 23.

## 11 **Monitoring**

- 11.1 The Associate / Deputy Head will organise a regular review of the Schools' Accident and Illness book in order to take note of trends and areas of improvement. This will form part of the (at least) annual First Aid risk assessment. The information may help identify training or other needs and be useful for investigative or insurance purposes. In addition, the Associate / Deputy Head will undertake a review of all procedures following any major incident to check whether the procedures were sufficiently robust to deal with the major occurrence or whether improvements should be made.

<b>Authorised by</b>	The Headmaster
<b>Date</b>	September 2015

<b>Effective date of the policy</b>	September 2015
<b>Circulation</b>	[Governors / all staff / [volunteers] automatically] [Parents on request]
<b>Status</b>	Mandatory Complies with: <i>Blood-borne viruses in the workplace: guidance for employers and employees</i> (Health and Safety Executive, 2001) Control of Substances Hazardous to Health Regulations 2002 (SI 2002/2677) Education (Independent School Standards) (England) Regulations 2010 (SI 2010/1997) <i>First Aid at work: Health and Safety (First Aid) Regulations 1981: approved code of practice and guidance</i> (Health and Safety Executive, 3 <sup>rd</sup> edition, 2013) Health and Safety at Work etc Act 1974 Health and Safety (First-Aid) Regulations 1981 (SI 1981/917) Reporting of Injuries, Diseases and Dangerous

Occurrences Regulations 2013 (SI 2013/1471)  
*Statutory Framework for the Early Years  
 Foundation Stage* (Department for Education,  
 March 2012)

Control of Substances Hazardous to Health  
 Regulations 2002 (SI 2002/2677)  
 Education (Independent School Standards)  
 (England) Regulations 2010 (SI 2010/1997)  
*First Aid at work: Health and Safety (First Aid)  
 Regulations 1981: approved code of practice and  
 guidance* (Health and Safety Executive, 3<sup>rd</sup> edition,  
 2013)

Health and Safety at Work etc Act 1974  
 Health and Safety (First-Aid) Regulations 1981 (SI  
 1981/917)

Reporting of Injuries, Diseases and Dangerous  
 Occurrences Regulations 2013 (SI 2013/1471)  
*Statutory Framework for the Early Years  
 Foundation Stage* (Department for Education,  
 March 2012)

## Appendix H2a

### H2a. First Aid and Medicine Policy

Eaton Square School ensures that there is at least one qualified first aider on each school site or with the children when they are off site at Park, Games or on educational visits. This includes at least one person on the premises or on outings holding a paediatric first aid certificate for those working with pupils in the Early Years Foundation Stage. This training is updated every three years and a list of those qualified in first aid can be found in [H18](#).

#### Location of First Aid Kits

79 Eccleston Square	Ground Floor Inner Office Head of Juniors Office Kitchen Science Laboratory Art Room PE Office
28 / 30 Eccleston Street	School Office Kitchen Hall Staffroom Individual classrooms

29/31 Belgrave Road	Staff Room Ground Floor Office Library
Knightsbridge Nursery, Pimlico Nursery and Twickenham Park Day Nursery	Individual classrooms
School Bus	Behind the driver's seat
Portable Sports First Aid	Ground Floor Inner Office 79 Eccleston Square and 30 Eccleston Street and individual classrooms / nurseries

The Heads of Section will oversee the daily Health and Safety of the School, with the overall responsibility lying with the Headmaster and the School's Directors.

The First Aid Kits are to be used only by senior staff and qualified First Aiders. If an item of the kit is used, it must be replaced at once so that the kit conforms with regulations. Staff must ensure their portable First Aid kits are kept replenished at all times.

It is the responsibility of the Heads of School to ensure that the School based boxes are correctly equipped and checked each half term.

### **Normal first Aid Procedures**

In the event of emergency first aid being required, pupils will follow the normal procedure and be accompanied to the School Office unless the nearest adult considers that even more immediate treatment is necessary and possible, and then send for help. In severe cases an ambulance should be called.

In the event of an injury occurring on the sports fields, in the park or on a school outing, the most senior qualified member of staff available will administer the first aid. The injury must be reported to a senior member of staff (i.e. Headmaster, Associate / Deputy Head, Head of Nursery Schools, Head of Pre-Prep / Juniors / Seniors) on the return to school or by telephone. If there is any doubt as to the course of action, a senior member of staff should be called at school. The school mobile phone should be carried by staff at all times when children are out of the school building. Again, in severe cases an ambulance should be called immediately.

Any head injury must be reported to parents immediately.

### **Record Keeping**

All injuries requiring treatment must be recorded in the Accident Book as soon as possible after the accident. Accident Books which are located in:

29/31 Belgrave Road	Ground Floor Office
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79 Eccleston Square	Head of Junior's Office
28/30 Eccleston Street	Ground Floor Office
And in each Nursery School	

There is a separate accident book for injuries involving members of staff. The Heads of Schools will decide whether risk assessments need to change as the result of any accidents and whether they need to be reported under RIDDOR 95 (Health and Safety Executive – 0845 300 99 23).

In the event of any injury, even of a minor nature, to a pupil at the School, the parents should be informed personally when or before the child is collected or goes home. The Headmaster, Deputy Head, Head of Nursery Schools, Head of Pre-Prep / Juniors / Seniors will contact parents by telephone to inform them of any substantial or serious injuries sustained while at School.

### **Near Miss Reporting Procedure**

Near miss / dangerous occurrences not resulting in injury or damage must be reported and recorded. Near misses frequently indicate risks which may be reduced or eliminated and will form part of updating a building's risk assessment.

### **Illness/Sickness Reporting Procedure**

If a child falls ill, or feels sick during the school day, they are to be escorted to the school office or seen by the Nursery Head in the Satellite Nursery Schools and attended to by a senior member of staff/school office staff.

If necessary, the child's temperature should be taken and the child sent home if required.

There is a First Aid Room at 79 Eccleston Square for any child who requires ongoing attention while at School.

All children who have a rise in temperature or diarrhoea must remain at home for 48 hours, before returning to school.

RIDDOR 95 must be followed in the case of reporting infectious diseases, as detailed in [Appendix H2b](#)

### **Hygiene Procedures**

Staff are reminded that in the event of an injury in which blood is involved, gloves must be worn by the member of staff treating the injury. Gloves must also be worn when dealing with the spillage of body fluids, which should then be bagged in specialist yellow biohazard waste bags. The Head of Section would then arrange for the appropriate disposal of these.

### **Medicines**

Only prescribed medicines are allowed in school, and parents must complete the Medicine Consent Form. Prescribed medicines are to be administered by a senior member of staff or by a member of the School Offices. Medicines must not be kept in any classroom – all prescribed medicines must be kept in the school office or fridge if necessary.

All other medicines, including throat lozenges, must be kept at home.

In no cases are teachers allowed to administer any medication, except in a life-threatening situation.

i.e.

- An inhaler for asthmatic children, where the teacher has been trained by a parent to use it. All inhalers must be kept by the class teacher or in the School Office. When off site at Park, Sport or on trips inhalers must be taken for those children who have them.
- Epi-pen for a severe allergic reaction. (Children with a Health Care Plan –Any Nursery School with an epi-pen should allow the Nursery Head to store the pen in the Nursery School in a designated place. The pen should be taken on all trips out of the building, must carry their epi-pen on their person in a bumbag. A spare epi-pen should be stored safely in the School Office.)

**Only staff trained in this procedure are to administer this medication.**

All staff are briefed on recognising the signs of someone going into anaphylactic shock at a full staff meeting every September by the School doctor. Staff are also shown how to administer an epi-pen in an emergency.

Any staff administering medicine must check:

- pupil's name
- written instructions and dose
- expiry date

A regularly updated list of children with allergies and special diets is circulated to all staff throughout the year. This is drawn up and updated by the Head of Nursery Schools, Head of Pre-Prep and Associate / Deputy Head of Juniors / Seniors.

## **MEDICAL EMERGENCIES**

### **Asthma**

If a pupil is having an asthma attack the person in charge should prompt them to use their reliever inhaler if they are not already doing so. It is also good practice to reassure and comfort them whilst, at the same time, encouraging them to breathe slowly and deeply. The person in charge should not put his/her arm around the pupil, as this may restrict breathing. The pupil should sit rather than lie down.

Assist with prompt administration of medication -

- Give 4 puffs of blue reliever.
- If no improvement after 4 minutes give another 4 puffs
- If still not improvement or if the pupil appears very distressed, is unable to talk and is becoming exhausted, then an ambulance must be called. Dial 999.

### **Diabetes**

Signs and symptoms:

High blood sugar (normally slow onset of symptoms)

- Excessive thirst
- Frequent need to urinate
- Acetone smell on breath
- Drowsiness
- Hot dry skin

#### Low blood sugar (normally quick onset of symptoms)

- Feel dizzy, weak and hungry
- Profuse sweating
- Pale and have rapid pulse
- Numb around lips and fingers
- Aggressive behaviour

#### **Action**

For person with Low blood sugar give sugar, glucose or a sweet drink e.g. coke, squash.

For person with High blood sugar allow casualty to self administer insulin. Do NOT give it yourself but help if necessary.

If unsure if person is suffering high or low blood sugar, give them sugar. If they have high blood sugar it will not harm them further, but if they have low blood sugar it will be vital.

#### Epileptic Seizures

Epileptic seizures are caused by a disturbance of the brain. Seizures can last from 1 to 3 minutes.

#### **Signs and symptoms**

- A 'cry' as air is forced through the vocal chords
- Casualty falls to ground and lies rigid for some seconds
- Congested, blue face and neck
- Jerking, spasmodic muscle movement
- Froth from mouth
- Possible loss of bladder and bowel movement

#### **Action:**

##### **During seizure**

- Do NOT try to restrain the person
- Do NOT push anything in the mouth
- Protect person from obvious injury
- Place something under head and shoulders

##### **After seizure**

- Place in recovery position
- Manage all injuries
- DO NOT disturb if casualty falls asleep but continue to check airway, **breathing and circulation.**

**Phone an ambulance if seizure continues for more than 5 minutes.**

#### Anaphylaxis

**Anaphylaxis is an extreme allergic reaction requiring urgent medical treatment.**

When such severe allergies are diagnosed, the children concerned are made aware from a very early age of what they can and cannot eat and drink and, in the majority of cases, they go through the whole of their school lives without incident. The most common cause is food – in particular nuts, fish, and dairy products. Wasp and bee stings can also cause allergic reaction. In its most severe form the condition can be life-threatening, but it can be treated with medication. This may include antihistamine, adrenaline inhaler or adrenaline injection, depending on the severity of the reaction.

**Signs and Symptoms**

- Swelling and redness of the skin
- Swelling of the face, throat, tongue and lips
- Itchy raised rash or itchiness in the mouth
- Swelling of the throat and difficulty swallowing
- Wheezing and or coughing
- Rapid irregular pulse
- Nausea and vomiting
- Dizziness or unconsciousness
- Flushed complexion

**Action**

- Call 999 for an ambulance
- Observe and record pulse and breathing
- If casualty is carrying medicine for the allergy, assist casualty to use it
- Help casualty sit in position that most relieves breathing difficulty

If these symptoms appear in an affected child the epi-pen must be used and an ambulance called immediately. The pen is pre-loaded and should be injected into the fleshy part of the thigh. Most staff have received training in how to use the epi-pen, which is very simple, but it must be remembered that swift action is ESSENTIAL.

**GUIDANCE ON CALLING AN AMBULANCE**

When managing a casualty, you may need to call for an ambulance. Follow the steps below:

**To call an ambulance dial 999 or 112.**

They will ask you what service you require. Say ambulance.

They will ask where you are located. Be precise as possible.

They will ask you how many casualties. If one, say one.

They will ask what is wrong with casualty. Tell them what you are sure of (to avoid giving misinformation).

They will ask if other services required.

After you hang up you must wait with the casualty until the ambulance arrives.

## Appendix H3

### **H3. Accident, Illness and Infectious Disease Reporting Procedures**

As soon as possible after an accident, any injury or damage must be fully and accurately reported and recorded in the Accident Books which are located in:

29 Belgrave Road	Ground Floor Classroom
79 Eccleston Square	Ground Floor Office
28/30 Eccleston Street	Ground Floor Office
N/ Belgravia N/Knightsbridge N/Pimlico	In the individual Nursery Schools

In the event of any injury, even of a minor nature, to a pupil at the School, the parents should be informed personally when or before the child is collected or goes home, and the parent must read and sign the Accident Book.

There is also a Staff Accident Book kept in the same locations. All accidents must be reported immediately. The Head of Section under the guidance of the Headmaster should then decide by referring to Riddor 95, whether the Incident Contact Centre needs to be informed for more serious accidents or dangerous occurrences.

#### **Near Miss Reporting Procedure**

Near miss / dangerous occurrences not resulting in injury or damage must be reported and recorded. Near misses frequently indicate risks which may be reduced or eliminated and will form part of updating a building's risk assessment.

#### **Illness/Sickness Reporting Procedure**

If a child falls ill, or feels sick during the school day, they are to be attended to by a member of staff/or the Nursery Head.

If necessary, the child's temperature should be taken and the child sent home if required.

All children who have a rise in temperature must remain at home for 48 hours, before returning to school.

RIDDOR 95 must be followed in the case of reporting infectious diseases, as detailed overleaf.

#### **Infectious Diseases Reporting Procedure**

Any infection of children or staff, to be notified to the office immediately. This includes cases of headlice amongst children.

#### **NOTIFICATION OF INFECTIOUS DISEASE OR FOOD POISONING**

**The following diseases are notifiable:**

- |              |                      |
|--------------|----------------------|
| * CHOLERA    | ANTHRAX              |
| * DIPHTHERIA | ENCEPHALITIS (acute) |

* DYSENTERY (amoebic or bacillary)	INFECTIVE JAUNDICE
* FOOD POISONING	LEPROSY
*SUSPECTED FOOD POISONING	LEPTOSPIROSIS
* LASSA FEVER	MALARIA
* MARBURG VIRUS DISEASE	MEASELS
* MENINGITIS (acute)	OPHTHALMIA NEONATORUM
* PARATYPHOID	PLAGUE
* POLIOMYELITIS	RELAPSING FEVER
* RABIES	SCARLET FEVER
* SMALLPOX	TETANUS
* TYPHOID	TUBERCULOSIS
* VIRAL HEAMORRHAGIC FEVER (Ebola)	TYPHUS
	WHOOPING COUGH
	YELLOW FEVER
	MUMPS
	RUBELLA
	MENINGOCOCCAL
	SEPTCAEMIA (without Meningitis)

**All diseases marked with an \* should also be notified urgently by telephoning  
Infectious Disease Clerk  
Department of Environmental Health, by a senior member of staff.**

**Tel. No. : 020 7641 1092**

<b>Authorised by</b>	The Headmaster
<b>Date</b>	September 2015
<b>Review Date</b>	September 2017

