



KAIMHILL School

First Aid Policy

<u>Relevant Performance Indicators</u>				
<i>HGIOELC (2016) & HGIOS4 (2015) Quality Indicators</i>	2.1	Safeguarding and Child Protection		
<i>Health & Social Care Standards (2017)</i>	3.20	I am protected from harm, neglect, abuse, bullying and exploitation by people who have a clear understanding of their responsibilities.		
	3.21	I am protected from harm because people are alert and respond to signs of significant deterioration in my health and wellbeing that I may be unhappy or may be at risk of harm.		
	3.22	I am listened to and taken seriously if I have a concern about the protection and safety of myself or others, with appropriate assessments and referrals made.		
	3.24	If I might harm myself or others, I know that people have a duty to protect me and others, which may involve contacting relevant agencies.		
	3.25	I am helped to feel safe and secure in my local community.		
Policy Written By	In Consultation With	Date(s) of Review & Changed Made	Date of Next Review	Signature(s)
Susie Webster Head Teacher	SLT, PSAs and Nursery Team	<ul style="list-style-type: none"> Created September 2020 	September 2021	

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1. Introduction

Kaimhill School's First Aid policy has been written in consultation with Aberdeen City Council's First Aid Provision Policy and Procedure. This is available on request.

2. Aims

At Kaimhill School, we aim to ensure that everyone in the school community (pupils, parents, staff and community partners) feels:

- happy and healthy, through developing and maintaining strong, positive relationships;
- nurtured and encouraged, promoting resilience and equitable use of support and resources;
- a valued part of the school team, modelling shared, mutual and individual respectful behaviours within the school environment, taking responsibility for actions of self; and ultimately, are
- **safe and cared for in a secure, inclusive environment.**

These aims and rights can be summarised by our school's aims, which are shown below and displayed around the school.



First Aid is an important part of these aims. We define First Aid as:

“The administration of treatment for the purpose of preserving life and minimising the consequences of injury and illness where a person will subsequently need help from a medical practitioner or nurse; and for the treatment of minor injuries which would not need treatment by a medical practitioner or nurse.”

For our children to be happy, healthy, active, etc, Kaimhill School takes a positive benefits approach to play and learning, and associated risk. We are moving away from a traditional deficit model that takes a risk-averse approach, which can unnecessarily restrict children's experiences, towards a more holistic risk-benefit model.

This is in line with current national guidance:

<https://www.careinspectorate.com/index.php/guidance/9-professional/2961-positive-approach-to-risk-in-play>

In a busy, happy school, children and staff may feel or become physical or mentally unwell, be sick or have an accident resulting in an injury. This policy aims to specify what we do to ensure that appropriate care is given if/when these situations arise.

3. Underlying guidance

Nurturing approach

As part of our nurturing culture in the school, the 6 principles of nurture are particularly relevant for First Aid.

- ***The importance of transition in children's lives*** – changes in place, people and situations can affect mood, resilience, awareness of risk, etc, for young and old. Consequently, changes or transitions *may* increase the need for First Aid support being required. Transitions and their potential impact must therefore be carefully considered.
- ***Children's learning is understood developmentally*** – as a school, we understand that learning and development is emotional, psychological and physical, as well as academic. Children learn about risk, emotions and their own body and mind, at individual paces with different levels of understanding. This needs to be considered in the offering of First Aid.
- ***The school environment/classroom offers a safe base*** – safety can be a physical aspect, as well as emotional. The school community needs to be physically safe to reduce risk from harm. It also needs to be a safe, trusted community where emotions can be heard, explored and understood, with dignity and respect.
- ***Importance of nurture for the development of wellbeing*** – being respected and cared for helps wellbeing and mental health. Being nurtured is one of the 8 wellbeing indicators, part of Scotland's national GIRFEC approach in realising children's potential: <https://www.gov.scot/policies/girfec/wellbeing-indicators-shanarri/>
- ***Language is a vital means of communication*** – language is vital in the treatment of First Aid. We use language to explain feelings and symptoms,



offering comfort and explaining treatment. Language should be adapted to suit the needs of the person and/or situation.

- **All behaviour is communication** – mood, body language, demeanour, etc, can all offer clues to supporting effective First Aid treatment. Being mindful of behaviour/actions and what they may be communicating is pertinent for First Aid.

Health and Social Care Standards

In June 2017, the Scottish Government published new health and social care standards – <http://www.newcarestandards.scot/>. The nursery staff use these in their evaluations, in line with Care Inspectorate inspection visits. We also use these standards to guide practice across the school, and as a guide for how to achieve high quality care and continuous improvement.

The principles from the care standards are particularly relevant in administering First Aid. They are fully detailed in appendix 1, and summarised below:

- ◆ Dignity and respect
- ◆ Compassion
- ◆ Be included
- ◆ Responsive care and support
- ◆ Wellbeing

4. Assessment of First Aid Needs

SLT regularly consider the First Aid and health and safety requirements for the school. We review the needs of children and staff, personnel, equipment and facilities, as appropriate. We may seek advice from other personnel in the council, e.g. First Aid trainers, health and safety officers, moving and handling team.

5. Making First Aid Procedures Known

New staff and families are made aware of First Aid procedures on induction. The First Aid Policy and Procedures can also be viewed on the [school website](#).

First Aid notices (appendix 2) are clearly displayed giving information on the names and location of First Aiders and the location of First Aid equipment.

Health and Safety is a standard discussion point in staff meetings and support and supervision meetings. Issues regarding First Aid provision are addressed as

appropriate during these.

6. First Aiders, Qualifications and Training

All qualified First Aiders will be allowed to leave any current duties immediately, to be able to respond rapidly to an emergency.

Before taking up first-aid duties, relevant staff undertake training and have an HSE-approved qualification. This means that they hold a valid certificate of competence in Emergency First Aid at work (EFAW), issued by a training organisation approved by HSE or a recognised awarding body of Ofqual/Scottish Qualifications Authority.

Content of an emergency First Aid at work course

On completion of training, successful candidates should be able to:

- (a)** understand the role of the first-aider including reference to:
 - the importance of preventing cross-infection;
 - the need for recording incidents and actions;
 - use of available equipment;
- (b)** assess the situation and circumstances in order to act safely, promptly and effectively in an emergency;
- (c)** administer First Aid to a casualty who is unconscious (including seizure);
- (d)** administer cardiopulmonary resuscitation;
- (e)** administer First Aid to a casualty who is choking;
- (f)** administer First Aid to a casualty who is wounded and bleeding;
- (g)** administer First Aid to a casualty who is suffering from shock;
- (h)** provide appropriate First Aid for minor injuries.

Refresher Training

Where staffing confidence and requirements demand, first-aiders can undertake annual refresher training during any three-year EFAW certification period. Although not mandatory, this will help qualified first-aiders to maintain their basic skills and keep up to date with any changes to first-aid procedures. Furthermore, when staff attend any training/refreshers, it is expected that all staff will then pass this onto SLT, who will review the current policy.

Training Records

Training Records are kept by SLT. They can be viewed in the DHT and school offices. Nursery staff records can be viewed in the nursery kitchen.

7. First Aid Rooms, Boxes and Containers

Kaimhill School has a medical room situated on entry to the school premises beside the School Office. A First Aid box is also situated in the teacher resource room and next to the infant area. First Aid boxes are also kept in a locked cupboard in the Nursery kitchen. To support the Health and Social Care Standards/Principles above, First Aid can take place in different places. First Aid may take place in the classroom, playground, office, disabled toilet areas, etc.

First Aid boxes/equipment and facilities should contain essential First Aid facilities and equipment and be clearly signposted and identified. They should have washable surfaces and adequate heating, ventilation and lighting and should display a notice on the door advising of the names, locations and, if appropriate, telephone extensions of First Aiders and how to contact them. Hot and cold running water, soap, paper towels and drinking water should also be provided.

Suggested contents of First Aid boxes are detailed in appendix 10. PSAs and our SEYP are tasked on Friday afternoons to check First Aid boxes and replenish as required.

8. Recording, Informing Parents and Notifications

Recording of information

Recording information about incidents and treatment is incredibly important.

The information can help identify accident trends and possible areas for improvement in the control of health and safety risks. It can be used for reference in future **first-aid** needs assessments, and ultimately, can provide evidence if required for any further queries regarding treatment.

At Kaimhill School, the following recording forms are in use:

Appendix 3 – Minor Injury First Aid Log (School)

Appendix 4 – Accident Form (School)

Appendix 5 – Head Bump Letter (School)

Appendix 6 – Whole Class Accident/Incident Monthly Overview (Nursery)

Appendix 7 – Accident Form (Nursery)

Appendix 8 – Incident Form (Nursery)

Appendix 9 – Head Bump Letter (Nursery)

All staff are also asked to complete and submit Near Miss and/or Injury Reports, following the Authority procedures, when required.

Informing Parents

- In small injuries (e.g. things that require a drink of water, some time to relax, or a sticking plaster), there is no need for parents to be informed.
- In injuries that are small or larger and may have a visible injury or scar that could cause alarm on first viewing, it is both courtesy and common sense to call parents to inform them and pre-warn of any injury sustained.
- In case of slight head injuries, that First Aid has treated with success, a head bump letter is necessary.
- In more severe injuries, and where a doctor/emergency treatment is thought required, parents should be called immediately, along with relevant accident forms and head bump letters.

Notifications

In the nursery, Care Inspectorate require to be informed for some accidents, injuries, infection outbreaks, etc. This is through the notifications option on the nursery's Care Inspectorate site. All details should be passed to the PT/Nursery Manager immediately for notifying as detailed below:

Circumstances	Information Required	Timescale
Accidents, incidents or injuries to a person using a service	The Care Inspectorate regards accidents requiring notification as unforeseen events resulting in harm or injury to a person using the service which results in: <ul style="list-style-type: none">• a GP visit• a visit or referral to hospital• an injury reportable under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). Note: record all other accidents and make the information available for inspection. An incident is a serious unplanned event that had the potential to cause harm or loss, physical, financial or material. For example:<ul style="list-style-type: none">• a young person absconding from a care home for children and young people.	Report the incident within 24 hours.
Outbreak of infectious disease.	Providers must notify the Care Inspectorate of a suspected or known outbreak of infection. We define an outbreak as the occurrence of two or more, or a higher than expected number of cases of confirmed or suspected infection, affecting people using the service and/or staff in the same area. Cases of suspected infection include people with diarrhoea and/or vomiting, wound or skin infections, or respiratory illnesses such as flu. A higher than expected number of cases may be a single case if the confirmed or suspected infection is rare or the suspected or confirmed case poses or may pose a significant risk to public health, for example, E.coli 0157, tuberculosis or those described in Appendix A of the Public Health etc. (Scotland) Act 2008, Part 2.	Report immediately.

It must be noted that the above is a **selection** of notifications required, dated November 2019.

Full up-to-date guidance is available from: [Records that all registered care services \(except childminding\) must keep and guidance on notification reporting \(V6\).pdf](#) and <https://www.careinspectorate.com/index.php/notifications>

9. Parent Council Events

In the case of any organised events, it will be the responsibility of the Parent Council to ensure adequate First Aid provision.

10. Links to Other Related Policies

This First Aid Policy links to the following Council and School policies, and national guidance.

Please ask to view these, if required:

- [Good practice guidance: prevention and management of choking episodes in babies and children \(Care Inspectorate, December 2019\)](#)
- Health and Safety
- Healthy Eating and Snack Policy
- Infection Prevention and Control
- Nurture Statement
- Positive Relationships and Behaviour Policy
- Risk Assessment
- Staff Induction

11. COVID-19 Adjustments

COVID-19 Guidance

Administering First Aid in the current climate of COVID-19 is a key concern. At Kaimhill School, we have made the following adjustments to promote reduced risk and positive health and wellbeing to both those administering and receiving First Aid. These adjustments have been made in referring to:

- a. <https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov>
and
- b. <https://www.resus.org.uk/covid-19-resources/covid-19-resources-general-public/resuscitation-council-uk-statement-covid-19>

General First Aid

- Disposable gloves, disposable plastic apron and a disposable mask should be worn to administer all First Aid due to the need for physical contact.

First Aid Rooms/Isolation Spaces

- In the event that children are suspected of showing COVID-19 symptoms, two isolation spaces have been identified in the school: the meeting room and the Rocket Room.

Administering CPR

- In adults, it is recommended that you do not perform mouth-to-mouth ventilation – perform chest compressions only. Compression-only CPR may be as effective as combined ventilation and compression in the first few minutes after non-asphyxial arrest (cardiac arrest not due to lack of oxygen).
- Cardiac arrest in children is more likely to be caused by a respiratory problem (asphyxial arrest), therefore chest compressions alone are unlikely to be effective. During asphyxial arrest mouth-to-mouth compressions will be made, use a resuscitation face shield where available.
- First Aid trained staff who are not deemed as being ‘at greatest risk’ will perform CPR if required. The risk of cross infection is very small and set against the inevitability that a person in cardiac arrest will die if no assistance is given. First Aiders should always shout for help and dial 999 prior to beginning to perform CPR.
- Those who administer CPR require to carefully monitor themselves for symptoms of possible COVID-19 over the following 14 days, unless the individual had been confirmed to be positive for SARS-CoV-2 in the last 10 days. In this scenario of direct mouth-to-mouth contact with a known case, [advice on self-isolation](#) should be followed. Should you develop symptoms you should follow the advice on what to do on the [NHS website](#).
- It is likely that the child/infant having an out-of-hospital cardiac arrest will be known to you. We accept that doing rescue breaths will increase the risk of transmitting the COVID-19 virus, either to the rescuer or the child/infant. However, this risk is small compared to the risk of taking no action as this will result in certain cardiac arrest and the death of the child.

COVID-19 Notifications

SLT are required to notify the Care Inspectorate regularly, to aid data gathering and future planning.

<https://www.careinspectorate.com/index.php/news/5825-covid-19-outbreak-notifications>

COVID-19 Reporting, Informing Parents, etc

In the event of a COVID-19 outbreak at Kaimhill School, the local Health Protection Unit will guide us and parents, ensuring accurate and relevant information is shared with the necessary people.



First Aid Policy

APPENDICES

Appendix 1 – Health and Social Care Standards Principles



What are the principles?

Dignity and respect

- My human rights are respected and promoted.
- I am respected and treated with dignity as an individual.
- I am treated fairly and do not experience discrimination.
- My privacy is respected.

Compassion

- I experience warm, compassionate and nurturing care and support.
- My care is provided by people who understand and are sensitive to my needs and my wishes.

Be included

- I receive the right information, at the right time and in a way that I can understand.
- I am supported to make informed choices, so that I can control my care and support.
- I am included in wider decisions about the way the service is provided, and my suggestions, feedback and concerns are considered.
- I am supported to participate fully and actively in my community.

Responsive care and support

- My health and social care needs are assessed and reviewed to ensure I receive the right support and care at the right time.
- My care and support adapts when my needs, choices and decisions change.
- I experience consistency in who provides my care and support and in how it is provided.
- If I make a complaint it is acted on.

Wellbeing

- I am asked about my lifestyle preferences and aspirations and I am supported to achieve these.
- I am encouraged and helped to achieve my full potential.
- I am supported to make informed choices, even if this means I might be taking personal risks.
- I feel safe and I am protected from neglect, abuse or avoidable harm.

Taken from: http://www.newcarestandards.scot/?page_id=15

Appendix 2 – First Aid Notices

Your First Aiders are:

<u>Name</u>	<u>Role</u>	<u>Location</u>	<u>Expiry Date</u>
Rosie Anderson	PSA	P4/5	Valid until 13/01/23
Wendy Broadhurst	PSA	P6/7 Tues-Wed P3/4 Thur-Fri	Valid until 20/01/23
Madeleine Lee	PSA	P1FH	Valid until 27/01/22
Suzanne Morrison	PSA	P2SM Tues-Fri	Valid until 20/01/23
Glory Okeakwa	PSA	P3MM	Valid until 13/01/22
Snezana Ostojic	PSA	Rainbow Room	Valid until 03/02/22
Amanda Rae	PSA	P6/7 Mon, Thurs P7 Tues, Wed, Fri	Valid until 27/01/22
June Rae	Administrator	School Office	Valid until 24/02/22
Susanne Robinson	PSA	P2/3	Valid until 20/01/23
Angela Smith	PSA	P1EB	Valid until 24/02/22
Arline Walker	PSA	P4MF	Valid until 24/02/22
Anne-Marie Wilson	PSA	P6IQ	Valid until 13/01/23
Linda Yule	PSA	P5LM	Valid until 13/01/22
Lynsey Barron	EYP	Nursery	Valid until 10/21

Fiona Black	PT	Office	Valid until 17/09/22
Lucy Burnett	SEYP	Nursery	Valid until 08/11/23
Natasha Hauzaree	EYP	Nursery	Valid until 01/22
Louise Muir	EYP	Nursery	Valid until 15/11/23
Alex Williams	Teacher	Nursery	Valid until 17/09/22

Appendix 3 - Minor Injury First Aid Log (School)

KAIMHILL SCHOOL MINOR INJURY LOG

*In all cases involving a head injury, a parent/carers must be contacted and an information sheet issued

Date/Time	Pupil Initials and Class	Accident (detail injury, body part, left/right, etc)	Area (Location in school)	Treatment	Name/ Signature of Staff Member	Letter to Parents/ Parents contacted

Appendix 4 – Accident Form (School)



Kaimhill School ACCIDENT FORM

Child's name: _____ Staff Member: _____

Date: _____ Time of incident: _____

Accident Details:

Treatment:

**Please monitor your child as symptoms of
any injury do not always appear immediately**

The following guidelines are for children with head injuries:

IF ANY OF THE FOLLOWING OCCURS SEEK MEDICAL HELP AT ONCE

- Severe headache (not pain from the wound)
- Vomiting
- Drowsiness
- Becoming irritable or violent
- Neck stiffness
- Double vision
- Unconsciousness
- Young child crying continuously

Appendix 5 – Head Bump Letter (School)



Kaimhill School
Pitmedden Terrace
Aberdeen
AB10 7HR
Direct Dial: 01224 498150
kaimhill@aberdeencity.gov.uk



Integrated Children & Family Services
Operations
Marischal College
Broad Street
Aberdeen, AB10 1AB
Switchboard 03000 200 292
www.aberdeencity.gov.uk

Date: _____

Dear Parent/Carer

I write to inform you that your child was involved in an incident today at school in which he/she suffered a knock to the head. This has been dealt with in school as far as we can but it may be that you would wish to seek further medical advice, particularly if your son/daughter shows any of the following symptoms:

- Vomiting
- Unusual drowsiness
- A bad headache
- Pressure in the head
- Sensitivity to light
- Any eyesight problems

Please note, that in line with Sports Scotland Concussion Guidance, for students under the age of 18 who have suffered or are suspected as having suffered from concussion, it is recommended that a rest period of 14 days is observed before the child restarts physical activity. After this point, the Graduated Return to Play protocol (GRTP) should be followed, and the child or young person monitored accordingly.

Please see overleaf for more information, regarding the GRTP Protocol. We would also ask parents/guardians to take this advice into account where out of school sporting activities are concerned.

Yours sincerely

Susie Webster
Head Teacher

GRADUATED RETURN TO PLAY PROTOCOL

Generally, each step should take **at least** 24 hours after the rest period of 14 days.

STAGE	ACTIVITY	OBJECTIVE
1. SYMPTOM-LIMITED ACTIVITY *	DAILY ACTIVITIES THAT DO NOT PROVOKE SYMPTOMS	GRADUAL REINTRODUCTION OF WORK/SCHOOL ACTIVITIES
2. LIGHT AEROBIC EXERCISE	WALKING OR STATIONARY CYCLING AT SLOW TO MEDIUM PACE. NO RESISTANCE TRAINING	INCREASE HEART RATE
3. SPORT-SPECIFIC EXERCISE	SKATING DRILLS IN ICE HOCKEY, RUNNING DRILLS IN SOCCER. NO HEAD IMPACT ACTIVITIES	ADD MOVEMENT
4. NON-CONTACT TRAINING DRILLS	PROGRESSION TO HARDER TRAINING DRILLS, E.G. PASSING DRILLS IN FOOTBALL AND ICE HOCKEY; MAY START PROGRESSIVE RESISTANCE TRAINING	EXERCISE, COORDINATION AND INCREASED THINKING
5. FULL CONTACT PRACTICE	FOLLOWING MEDICAL CLEARANCE, PARTICIPATE IN NORMAL TRAINING ACTIVITIES	RESTORE <u>CONFIDENCE</u> AND ALLOW COACHING STAFF TO ASSESS FUNCTIONAL SKILLS
6. RETURN TO PLAY	NORMAL GAME PLAY	

Appendix 6 – Whole Class Accident/Incident Monthly Overview (Nursery)

Accident Incident Overview

Number of incidents:		
Number of children:		
Areas incidents occurred:	Cloakroom	
	Nursery Room	
	Nursery Garden	
	Playground	
	Wee Green Space	
	Gym Hall	
	Other	
Points to note for staff:		

SR	AW	LBu
NH	LM	LBa
CM	LS	JT
EO		

Appendix 7 - Kaimhill School Nursery – Accident Form (Nursery)

**Kaimhill School Nursery
Accident Record**



Child's full name:	Date:	
	Time:	
Details of injury:		
Action Taken:		
Head bump letter required:	Yes	No

Where the injury occurred		Injury sustained	
Cloakroom		Slip/trip	
Nursery Room		Hit by object	
Nursery Garden		Injured by a pupil	
Playground		Injured on bike/scooter	
Wee Green Space		Other	
Gym Hall			
Other			

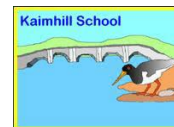
Staff Signature _____ Date _____

Parent/Carer Signature _____ Date _____

Would you like a copy of this record sheet? YES NO
Does this accident need to be reported to the Care Inspectorate? YES NO

Appendix 8 - Incident Form (Nursery)

Kaimhill School Nursery Incident Record



Child's full name:	Date:	
	Time:	
Details of incident;		
Action Taken:		
Head bump letter required:	Yes	No

Where the incident occurred		Injury sustained	
Cloakroom		None	
Nursery Room		Slip/trip	
Nursery Garden		Hit by object	
Playground		Injured by a pupil	
Wee Green Space		Bitten	
Gym Hall		Other	
Other			

Staff Signature _____

Date _____

Parent/Carer Signature _____

Date _____

Would you like a copy of this record sheet? YES NO

Does this incident need to be reported to the Care Inspectorate? YES NO

Appendix 9 – Suggested Contents of First Aid Box

This First Aid kit should be stocked with the recommended **minimum** HSE statutory contents at all times as shown below.

It is also important to check product expiry dates on a regular basis.

ITEM	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	July
First Aid contents card												
Scissors												
Sterile Wipes												
Sterile eye pad, with bandage												
Triangular bandage												
Sterile dressing with pad (medium)												
Sterile dressing with pad (large)												
Sterile wash proof plasters												
Eyewash Bottles												
Resuscitation face shield												
Disposable gloves												
Disposable apron												
Disposable face mask												
Melatonin dressing												
Signature												