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The Mallard Academy - First Aid Policy

Author/Owner	D Sumner - Executive Principal
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Approved By	Andy Hibbitt - Deputy CEO
Policy Category (Please indicate in bold)	1 - Academy to implement without amendment 2 – Academy specific appendices 3 – Academy personalisation required (highlighted)



Summary of Changes from Previous Version

Version	Date	Author	Summary of Updates
V1	19/2/25	D Sumner	New Policy
V2	1/9/25	D Richardson	Updated appendix 1 to remove reference to medical tracker

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1. Purpose of the policy

Introduction

To set out clearly the principles and procedures for first aid at The Mallard Academy.

Reference:

- Health and Safety (First Aid) Regulations 1981
- Public Health England: Guidance on Infection control in academies and other childcare settings (2014)
- The Education (academy Premises) Regulations 1996
- The Controlled Waste Regulations 1992
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- Social Security (Claims and Payments) Regulations 1979
- Health and Safety at Work Act 1974
- Social Security Administration Act 1992
- Data Protection Act 1998

Status

The Governors and Principal accept their responsibility under the Health and Safety (First Aid) Regulations 1981 and acknowledge the importance of providing First Aid for employees, pupils and visitors within the academy.

The Governors are committed to this procedure for reporting accidents and recognise their statutory duty to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

2. First Aid

The academy's arrangements for carrying out the policy include the following key principles:

- Governors' duty to approve, implement and review this policy
- Individual responsibility on all employees
- Duty to report, record and, where appropriate, investigate all accidents
- Recording of significant occasions where First Aid is administered to employees, pupils and visitors
- Provision of equipment and materials to carry out First Aid treatment

- Arrangements to provide training for employees and to maintain a record of that training, reviewable annually.
- Establishment of a procedure for managing accidents in academy which require First Aid treatment
- Provision of information to employees on the arrangements for First Aid
- Undertaking a risk assessment of the First Aid requirements of the academy

In compliance with Education (academy premises) regulations 1996, the governors will ensure that a room will be made available for medical treatment. This facility contains the following and is readily available for use:

- Sink with running hot and cold water
- Drinking water and disposable cups
- Paper towels
- Range of first aid equipment and proper storage
- Chairs
- Soap
- Clean protective garments for First Aiders
- Suitable refuse container (foot operated) lined with inappropriate bag.
- Appropriate record keeping systems and facilities
- Telephone (main office).

3. Practical First Aid Arrangements

First Aid boxes in the academy are located as follows:

1. Kitchen
2. Academy Office
3. Medical Room

In addition, there are travel kits for visits. The contents of these boxes vary according to location and are checked on a regular basis by the Office Staff, who retains a log of the contents of each box/kit. Lunchtime supervisors will also be equipped with a basic first aid pack.

Staff attending an accident should use the nearest first aid box to access materials to deal with the accident, if possible. If the teacher requires assistance, they should send the pupil accompanied to the academy office for attention of a qualified first aider; or send a pupil to request that a qualified first aider comes to the scene of the accident. If the contents of the boxes become depleted, staff should inform the Office staff.

If a pupil receives, more than a minor cut or graze the accident should be reported to the parent/carer. Staff should, therefore, complete a first aid form (see appendix 1). This should be photocopied with phone copy stored in the First Aid file in the School Office and the second passed to the class teacher to share with parents/carers at the end of the school day. More serious accidents are reported to parents/carers from the academy office via phone call. If a the call is not answered a voicemail will be left and followed up with a text message. Bumps to the head suffered by all pupils must always be reported to parents/carers who should be given the choice whether or not to collect them from academy. Appendix 2 should also be given to parents of children who have received a bump to the head.

4. Head Bumps

Bumps to the head suffered by all pupils must be reported to parents who should be given the choice whether or not to collect them from academy.

If a child should bump their head whilst at school, we will take the following action:

- Where the bump is considered minor and gives no cause for concern, a standard message will be sent to the main parental contact, from the academy office via Arbor, informing them that their child has sustained a bump to the head and to look in the child's bag for the associated first aid slip. There is no requirement for parents to attend the academy at this time unless they want to assess the injury themselves.
- Should we have any concerns regarding the injury, a member of staff will telephone the parents to inform them of the injury and advise them of what steps, if any, need to be taken i.e. collect from school for observation at home.
- In the case of a severe bump causing serious concern, the school will immediately call the ambulance service and inform the parents by telephone.

All children sustaining a head bump will receive a completed first aid slip informing parents of the date, time and nature of the bump, stating how it was received and what treatment was given. We inform parents when a child bumps their head so that parents can keep an eye on their child once they get home from school. This is because it is possible for a more serious internal injury to occur with no obvious symptoms for several hours.

Pupils who begin to feel unwell during the academy day should be sent to the first aid room if unable to participate in class activities. A qualified first aider will assess them and decide whether or not parents need to be informed or be asked to collect them from academy.

5. Transport to Hospital or Home

The Exec Principal, Principal or Deputy Principal in his absence, will determine the sensible and reasonable action to take depending on the circumstances of each case.

Where the injury is an emergency an ambulance will be called, following which the parents/carers will be called.

Where hospital treatment is required but not in an emergency, the academy office will contact the parents/carers in order for them to take over responsibility for the pupil.

6. Duties of Staff

The academy is required to maintain a record of injuries and accidents to employees and pupils. These records are to be retained in the academy Office for a minimum of three years. The academy should not retain copies for longer than necessary in order to comply with the requirements of GDPR. All accidents and dangerous occurrences, however minor, arising out of or in connection with work and academy activities must be reported to the Health and Safety Co-ordinator, the academy Business Manager. The requirement applies to accidents involving staff, pupils, parents, contractors, visitors and members of the public. It applies to accidents and incidents that occur on and off site when an academy activity is involved. A regular report is to be made to the Governing Body by the Business Manager.

Accident/incident report forms produced by The Health and Safety Executive (HSE) are used. Action required by staff is as follows:

- The person reporting the accident/incident completes the relevant parts of the form and submits it to the Business Manager, who may initiate reports. Written notification should be made as soon as possible after the event and no later than the next working day.
- Near incidents/accidents are reported in the same way
- The business manager maintains a central log of all accident report forms
- The business manager considers the report and decides on any further action required before filing the form for retention in the folder of Accident Records in a lockable cabinet.
- Another copy is placed in the pupil's/staff member's individual file
- Serious accidents/incidents should be reported verbally as quickly as possible.

Hygiene Procedures for Disposal of Bodily Fluids (Clinical Waste Management)

The legal definition of clinical waste is given in the Controlled Waste Regulations 1992 as: *"Any waste which consists wholly or partly of human or animal tissue, blood or other bodily fluids, excretions, drugs or other pharmaceutical products, swabs or dressings, or syringes, needles or other sharp instruments, being waste which unless rendered safe may prove hazardous to any person coming into contact with it; and any other waste arising from medical, nursing, dental, veterinary, pharmaceutical or similar practice, investigation, treatment, care, teaching or research, or in the collection of blood for transfusion, being waste which may cause infection to any person coming in contact with it."* The safe

disposal of clinical waste is a shared responsibility of staff attending first aid treatments and the academy Site Manager. Approved 'yellow' bags must be used for the temporary storage of such waste in clearly defined and safe areas prior to removal from the academy by an authorised contractor.

7. Administration of First Aid Information on First Aid Arrangements (See appendix 1)

The Health and Safety Co-ordinator (Business Manager) will inform all employees at the academy of the following:

- The arrangements for reporting and recording accidents
- The arrangements for First Aid
- Those employees with First Aid qualifications
- The location of First Aid boxes

In addition, the Health and Safety Co-ordinator will ensure that signs are displayed throughout the academy providing the following information:

- Those employees with First Aid qualifications
- The location of First Aid boxes

8. Reporting

The Governing Body are aware of their statutory duty under The Reporting of Injuries Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) in respect of reporting the following to the HSE as it applies to employees:

1) The death of any person

All deaths to workers and non-workers, with the exception of suicides, must be reported if they arise from a work-related accident, including an act of physical violence to a worker.

2) Specified injuries to workers

- 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 scalping requiring hospital treatment
- Any loss of consciousness caused by head injury or asphyxia

- Any other injury arising from working in an enclosed space which: O leads to hypothermia or heat-induced illness O requires resuscitation or admittance to hospital for more than 24 hours

3) Over-seven-day incapacitation of a worker

Accidents must be reported where they result in an employee or self-employed person being away from work, or unable to perform their normal work duties, for more than seven consecutive days as the result of their injury. This seven-day period does not include the day of the accident, but does include weekends and rest days. The report must be made within 15 days of the accident.

4) Over-three-day incapacitation

Accidents must be recorded, but not reported where they result in a worker being incapacitated for more than three consecutive days. As we are an employer, who must keep an accident book under the Social Security (Claims and Payments) Regulations 1979, that record will be enough.

5) Non-fatal accidents to non-workers (e.g. members of the public)

Accidents to members of the public or others who are not at work must be reported if they result in an injury and the person is taken directly from the scene of the accident to hospital for treatment to that injury. Examinations and diagnostic tests do not constitute 'treatment' in such circumstances.

There is no need to report incidents where people are taken to hospital purely as a precaution when no injury is apparent.

Detailed information on RIDDOR reporting requirements can be found here:
<http://www.hse.gov.uk/riddor/reportable-incidents.htm>

The Business Manager is responsible for notifying the Health & Safety Executive in applicable cases. All incidents can be reported online but a telephone service is also provided for reporting fatal and specified injuries only - call the Incident Contact Centre on 0345 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm). For out-of-hours incidents involving work-related death, serious incident causing multiple casualties or major disruption, ring the duty officer on 0151 922 9235.

Where an employee, pupil or visitor has been injured or becomes ill as a result of a notifiable accident or dangerous occurrence which is a cause of death within one year of the date of that accident the HSE must be informed in writing as soon as this is known.

It is also a statutory duty to keep a record following enquiries from the DSS concerning claims for any of the prescribed industrial illnesses.

9. First Aid Training

Staff all receive basic First Aid training every three years. Additional First Aiders receive advanced training every three years. To comply with legislation, all Early Years Foundation staff have Paediatric First Aid training

10. Arrangements for pupils with particular medical conditions

Parents are required to give details in writing and discuss with the Academy Office/ SLT any long-term health care needs, for example asthma, allergies, epilepsy and diabetes. This will ensure that the academy; has the necessary medication and that the appropriate information is recorded and held on record

Staff are given lists of pupils with medical conditions who they are likely to work or come into contact with. The kitchen staff have details of children with allergies attached to their photographs.

These are kept out of view to comply with GDPR regulations

Pupils suffering with asthma are required to have an in-date inhaler/reliever in academy.

Pupils suffering with allergies who have been prescribed epi-pens are required to have an in- date epi- pen plus Piriton (if used) in the academy.

11. Communicable Diseases

The academy office should be informed immediately by parents/carers if a child has a communicable disease such as Chicken Pox or Measles.

The academy will inform any parents of children who may have been in contact with this child. The academy works closely with Public Health when making decisions about outbreak management plans.

When can my child return to school?

Chicken Pox 5 days from onset of rash and all the spots have crusted over	Conjunctivitis No need to stay off, but school or nursery should be informed	Diarrhoea & Vomiting 48 hours from the last symptoms	Glandular Fever No need to stay off, but school or nursery should be informed	Flu When recovered
Hand, foot & mouth No need to stay off, but school or nursery should be informed	Head Lice No need to stay off, but school or nursery should be informed	Impetigo When lesions are crusted & healed or 48 hours after starting antibiotics	Measles or German Measles 4 days from onset of rash and recovered	Mumps 5 days from onset of swelling
Scarlet Fever 24 hours after starting antibiotics	Slapped Cheek No need to stay off, but school or nursery should be informed	Threadworms No need to stay off, but school or nursery should be informed	Tonsillitis No need to stay off, but school or nursery should be informed	Whooping Cough 48 hours after starting antibiotics
				Scabies After first treatment

*Vaccine preventable

Hand washing is one of the most important ways of controlling the spread of infections, especially those that cause diarrhoea and vomiting and respiratory disease. Liquid soap, warm water and paper towels are recommended. Supported by the Barnsley Health Protection Board. This information was correct at time of printing (August 2019). This information is based on health protection guidance from Public Health England on managing cases of infectious diseases in schools and other childcare settings. More information can be found at www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities




12. Return to the academy after illness

If a child is ill/unwell they should remain away from the academy until able to fully participate in the academy day. In particular if they have had diarrhoea or vomiting within the last 48 hour period or if a child has a higher than normal temperature, this must be registering within the normal range for a 48 hour period before returning to the academy.

13. Reviewing the First Aid Policy

The Principal will review the First Aid Policy on an annual basis and make recommendations, where appropriate, to the Governors for changes to the academy's policy.

A Hibbitt - Deputy CEO Signed: A Hibbit	D Sumner - Exec Principal Signed: 
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Appendix 1



The Mallard Academy

Accident Form

Name of child:	Class:		
Injury details:			
Is this injury/accident due to:			
☐ Sporting injuries	☐ Slips, trips & falls		
☐ Playground injuries	☐ Equipment failure		
Other (please specify) _____			
Location of accident / incident:			
Description of accident / incident:			
Treatment given:			
Head injury: any injury to the head is treated in accordance with our school procedures. Your child has been checked and shows signs of:			
☐ Dizziness	☐ Drowsiness	☐ Nausea/sickness	☐ Headache
☐ Loss of vision	☐ Unconsciousness		
☐ None of the above but please continue to monitor for these at home			
Date of accident:	Time of accident:		
First aider to whom the accident was reported:			
Signature of person who administered first aid:			
Other information (if necessary):			
Parents / carers informed:			

Please photocopy this accident report and send the report home with the child.

Appendix 2



Head injury

Dear Parent/guardian,

Your child sustained a head injury at school today and has been monitored since the incident we have not identified anything that caused concern up to the time of them going home. If any of these symptoms are present, particularly loss of consciousness (even just for a short time), immediately go to your local accident and emergency (A&E) department or call 999 and ask for an ambulance.

Symptoms in a pre-verbal child

- Unconsciousness, either briefly or for a longer period of time
- Difficulty staying awake or still being sleepy several hours after the injury
- Bruising behind one or both ears
- Vomiting since the injury
- Irritability or unusual behaviour
- Having a seizure or fit (when your body suddenly moves uncontrollably)

Verbal child

- Difficulty speaking, such as slurred speech
- Difficulty understanding what people say
- Reading or writing problems
- Balance problems or difficulty walking
- Persistent Headache
- General weakness
- Vision problems, such as blurred or double vision
- Memory loss (amnesia), such as not being able to remember what happened before or after the injury