



Policy Area:	Accidents and First Aid Policy		
Date:	September 2016	Policy code:	A1
Last reviewed:	January 2022	Reviewed by:	Esmá Izzidien
Next review:	January 2023	<i>(For all review dates see end of document)</i>	

We aim to keep children safe however, at times accidents may occur. These can be very distressing for anyone involved so at Cardiff Montessori School we follow this policy and procedure to ensure all parties are supported and cared for and their health, safety and welfare is protected throughout their time in the school.

At all times, at least one person caring for the children must have a current first aid qualification in first aid for children. This ratio should never fall below 1:10 and our aim is to have 100% of staff with first aid training.

First aid kits location

Location	Person responsible for weekly check	Kit number	Kit present
Reception	Michelle (Admin)	1	First aid box and staff first aid box
Dinning Hall	Tasneem (TA Float)	2	First aid box and Burns kit
Toddler Community (red bag)	Toddler TA	3	First aid box
Children’s House (red bag)	3-6 TA	4	First aid box
Lower Elementary (red bag)	6-9 TA	5	First aid box
Upper Elementary (red bag)	9-12 TA	6	First aid box (travel)
Office	Esmá (Headteacher)	7	First aid box

Please note that spill kits for urine / vomit etc are located in: The utility room

First aid kit contents

First aid kits should contain the following items to be British Standard Compliant (BS 8599-1)

Item	Number of item
Guidance leaflet	1
Medium sterile dressing 12x 12 cm	4
Large sterile dressing 18 x18 cm	1
Triangular dressing	2
Safety pins	6
Eye dressing	2
Adhesive dressing	40
Sterile wet wipe	20
Microporous tape	1
Nitrile gloves	6
Face shield	1
Foil blanket	1
Burns dressing 10x10cm	1
Clothing shears	1
Conforming bandage	1
Finger dressing	2
Sterile water	0

First Aid kit locations should be checked **weekly on a Friday morning**. **If any items are missing they should be replaced from the stock which is kept in the medical room in the box under the medical bed**. The person for checking the spare first aid box in the medical room is well stocked is **Michelle Thomson** on Fridays.

Staff must ensure they complete the order record each time they use an item from stock to replenish a used item. This is kept on the top of the spare first aid box. It is the responsibility of the person using an item to re-stock the first aid kit as soon as practically possible and no later the end of the day.

Accidents

Location of accident files: *[Management Office, Locked Cabinet]*

- The person responsible for reporting accidents, incidents or near misses is the member of staff who witnesses the incident. They must record it in the Accident File and report it to their line manager Serious accidents must be reported to the First Aid Manager: **Esma Izzidien** or their deputy: **Claire Waters**. Staff who have witnessed the accident may also countersign the form and in more serious cases provide a statement. This should be done as soon as the accident is dealt with, whilst the details are still clearly remembered.
- Parents must be shown the Accident Report, informed of any first aid treatment given and asked to sign the first aid report as soon as they collect their child
- Accident forms are checked termly for patterns, e.g. one child having a repeated number of accidents, a particular area in the setting or a particular time of the day when most accidents happen. Completion of the accident audit is the responsibility of **Michelle Thompson**. Any patterns will be investigated by the First Aid Manager: **Esma Izzidien** or their deputy: **Claire Waters**.
- **The Accident File will be kept for at least 21 years and three months**

- Where medical attention is required, a senior member of staff will notify the parent/guardian(s) as soon as possible whilst caring for the child appropriately
- Where medical treatment is required the First Aid Manager: **Esma Izzidien** or their deputy: **Claire Waters** will follow the insurance company procedures, which may involve informing them in writing of the accident.
- The Registered provider will report any accidents of a serious nature to Estyn and the local authority child protection team, where necessary, following the guidance set out in serious accidents, injuries and deaths that registered providers must notify to Estyn and local child protection agencies. Where relevant such accidents will also be reported to the local authority environmental health department or the Health and Safety Executive and their advice followed.

Child protection contact details: (See also safeguarding policy)

Organisation – local authority numbers	Contact Number
Where the school has an urgent and immediate concern for the safety and welfare of a pupil, during office hours the school will contact the Child Access Point (CAP) of Cardiff County Council Education Services	029 2053 6490
For pupils who already have an allocated social worker the contact will be with Cardiff County Council Children’s Services, Intake and Assessment Team on	029 2053 6400
For urgent referrals out of office hours the telephone number is	029 2078 8570
The Cardiff County Council’s Education Safeguarding Team is able to provide advice and support. Their contact number is	02922 330879 or email SLLSSafeguardingTeamInformation@cardiff.gov.uk

POLICE (CHILD PROTECTION) Telephone 029 2022 2111

External accident reporting

In accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (Last updated 2013) (RIDDOR), the following must be reported to the HSE in writing by the school office within 10 days of occurring:

<http://www.hse.gov.uk/riddor/>

- Deaths (to be reported by telephone without delay).
- Major injuries (see HSE website for definitions - to be reported by telephone without delay).
- Injuries to an employee resulting in them being unable to work for 3 or more consecutive days (including weekends).
- Injuries to pupils, and other non-employees, through activities connected to the school's activities, that lead to a hospital visit.
- Specified occupational diseases (see HSE website for guidance - to be reported by telephone without delay).
- Specified dangerous occurrences (see HSE website for guidance - to be reported by telephone without delay).

Transporting children to hospital procedure

- Check for any immediate danger to the pupil.
- Assess the pupil's condition.
- If you are not a trained first aider, request help from the nearest trained staff member. (Send a pupil (only applicable to elementary students) or another member of staff to the school office)
- If necessary, call 999 - ask for an ambulance and answer all questions calmly. If the injury is severe, call for an ambulance immediately. DO NOT attempt to transport the sick child in your own vehicle
- Administer first aid as appropriate until help arrives.
- Arrange for a member of staff to contact the pupil's parents/carer and make them aware of the situation.
- If parents/carer cannot be contacted, leave a message asking them to contact the school urgently. The child's emergency contact person may have to be informed in the case of parents being unavailable.
- The most appropriate member of staff must accompany the child and collect together registration forms, relevant medication sheets and medication. A member of the senior management team must also be informed immediately
- Remain calm at all times. Children who witness an incident may well be affected by it and may need lots of and reassurance. Staff may also require additional support following the accident.
- Inform the headteacher as soon as possible of any serious accidents or injuries.
- Complete an accident form and (in the event of needing to go to hospital) an incident Form and hand to the school office as soon as possible.

First aid

First aid boxes are located in the areas mentioned at the start of this policy. These are accessible at all times with appropriate content for use with children. The content of the boxes is checked regularly and items replaced that have been used or are out of date.

First aid boxes should only contain items permitted by the Health and Safety (First Aid) Regulations Act 1981, such as sterile dressing, bandages and eye pads. No other medical items, such as paracetamol should be kept in the first aid box.

The appointed person(s) responsible for first aid is [Esma Izzidien](#). The Deputy is [Claire Waters](#).

We aim for all staff to be trained in paediatric first aid and this training to be updated every three years. As a minimum there should at least be one staff member for every 10 children in a class trained in first aid.

When children are taken on an outing away from our school, we will always ensure they are accompanied by at least one member of staff who is trained in first aid. A first aid box is taken on all outings.

Personal protective equipment (PPE)

CMS provides staff with PPE according to the need of the task or activity. Staff must wear PPE to protect themselves and the children during tasks that involve contact with bodily fluids. PPE is also provided for domestic tasks. Staff are consulted when choosing PPE to ensure all allergies and individual needs are supported and this is evaluated on an ongoing basis. (Details of PPE provision related to COVID19 can be found C4-Coronavirus policy).

Dealing with blood

Always take precautions when cleaning wounds as some conditions such as hepatitis or the HIV virus can be transmitted via blood. Wear disposable gloves and wipe up any blood spillage with disposable cloths, neat sterilising fluid or freshly diluted bleach (one part diluted with 10 parts water). Such solutions must be carefully disposed of immediately after use. The school will not necessarily be aware if there is a child on their register carrying hepatitis or who is HIV positive.

Needle puncture and sharps injury

Blood-borne infections may be transmitted to employees who injure themselves with needles, broken glass etc. For this reason great care must be taken in the collection and disposal of this type of material. For the safety and well-being of the employees, all needles, broken glass etc. should be treated as contaminated waste. If a needle is found the local authority must be contacted to deal with its disposal.

The school treats its responsibilities and obligations in respect of health and safety as a priority and will provide ongoing training to all members of staff which reflects best practice and is in line with current health and safety legislation.

Accidents at home

When children attend school with evidence of an existing injury the parent should be asked to complete an accident at home form. See safeguarding policy for more information.

Other relevant policies: Allergy and allergic reactions, infection control, health and safety, medication policy, food hygiene, managing risk, coronavirus.

An accident internal operation procedure document is also available to staff to supplement first aid training. This contains details such as how to manage bleeding, choking etc.

Review of policy dates:

Date of review	Reviewed by	Notes
01/2017	Esma Izzidien	
04/2018	Esma Izzidien	
12/2018	Esma Izzidien	
01/2020	Esma Izzidien	
01/2021	Esma Izzidien	No significant changes
01/2022	Esma Izzidien	