



## First Aid Policy

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Rocket Productions aims to protect children at all times. We recognise that accidents or incidents may sometimes occur. We follow this policy and procedure to ensure all parties are supported and cared for when accidents or incidents happen; and that the circumstances of the accident or incident are reviewed with a view to minimising any future risks. See also our Illness Policy, Allergies, Medicines and Medical Conditions for more information on how we deal with these.

## Policy

It is a legal requirement to have a member of staff with current (Ofsted approved) paediatric first aid training on the premises or on an outing at any one time.

Our aim is that all our staff undertakes paediatric First Aid training every two years. This is so all staff can take action to administer first aid treatment in the event of an accident involving a child or adult.

Our Office Gurus and Heads are our named First Aid Officers, H&S coordinators can also take the role if nearer or if the OG and Head are absent.

Every class and the garden has their own First Aid kits and a main one being kept in the office. Our Office Gurus will be responsible for ensuring that all items in the First Aid Kits are replaced as necessary. H&S coordinators will carry out annual checks as part of the annual H&S audit/risk assessment.

We follow the guidelines of Ofsted and the Reporting Injuries, Diseases and Dangerous Occurrences (RIDDOR) for the reporting of accidents and incidents.

## Accidents & First Aid Procedures

- Staff and children must practice good hygiene at all times
- In the case of a minor accident or injury first aid will be administered by a trained first aider (most of our staff are fully trained, and we also have named First Aid Officers)
- Every classroom has a First aid kit and a copy of the 'Baby and Child first aid tips' by the British Red Cross to refer to, there is also a kit at the office (to use in the garden)
- If possible, gloves must be worn by staff when dealing with any cuts, saliva or other bodily fluid
- Children having suffered a head injury will wear a sticker to ensure any unusual symptoms are observed (school/home), a handout and a call to let parents know.
- The person responsible for reporting accidents, incidents or near misses is the member of staff who saw the incident or was first to find the child where there are no witnesses. They must record what happened, details of the injury, first aid treatment given and name of the staff who provided first aid. This should be done as soon as the accident is dealt with, whilst the details are still clearly remembered. This is done in the Accident Form (forms in Office).
- Parents or carers collecting the child must be shown the Accident Report, informed of any first aid treatment given and asked to sign it on the same day, or as soon as reasonably practicable after. Copies can be given or uploaded via SeeSaw if needed.
- The Head Teacher will report any accidents of a serious nature to Ofsted and the local authority children's social care team where necessary. 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. Notification must be made as



soon as is reasonably practical, but in any event within 14 days of the incident occurring.

## Useful Links

'Baby and Child first aid tips' by the British Red Cross:

<http://www.redcross.org.uk/~media/BritishRedCross/Documents/What%20we%20do/First%20aid/Baby%20and%20Child%20first%20aid%20tips.pdf>

Videos, First Aid App and further information can be found at:

<http://www.redcross.org.uk/What-we-do/First-aid/Baby-and-Child-First-Aid>

## Useful Contacts

For CPP and KPP the nearest E&A services:

Chelsea and Westminster Hospital NHS

Tel: 020 3315 8000 369 Fulham Rd, London SW10 9NH

[www.chelwest.nhs.uk/](http://www.chelwest.nhs.uk/)

For GW the nearest E&A services:

St Mary's Hospital (HQ)

Tel: 020 3312 6666 Praed Street, London, W2 1NY

<https://www.imperial.nhs.uk/our-locations/st-marys-hospital>

NHS advice 111

Emergency 999

**BritishRedCross**

**For pupils**

### What you need to know

<b>If someone is choking...</b> 	<ul style="list-style-type: none"> <li>Hit the person firmly on the back up to five times</li> <li>Check their mouth</li> <li>If the object does not come out, tell an adult and call 999</li> </ul>	<b>Remember...</b> <b>Hit their back</b>
<b>If someone is unconscious and you need to check if they are breathing...</b> 	<ul style="list-style-type: none"> <li>An unconscious person does not move or answer you</li> <li>Gently tip the person's head back to open their airway</li> <li>Tip their head back and look, listen and feel for breaths</li> <li>If they are not breathing, tell an adult and call 999</li> </ul>	<b>Remember...</b> <b>Look, listen and feel for breaths</b>
<b>If someone is unconscious and breathing...</b> 	<ul style="list-style-type: none"> <li>An unconscious person does not move or answer you</li> <li>Turn them on their side</li> <li>Tip their head back</li> <li>Tell an adult and call 999</li> </ul>	<b>Remember...</b> <b>Roll on side and tip head back</b>
<b>If someone has a broken bone...</b> 	<ul style="list-style-type: none"> <li>Tell the person to keep the injury still</li> <li>Support it to stop it moving - use their hand, clothes or cushions</li> <li>Tell an adult and call 999</li> </ul>	<b>Remember...</b> <b>Keep it still and support it</b>

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**For pupils**

### What you need to know

<b>If someone has a bad bleed...</b> 	<ul style="list-style-type: none"> <li>Press on where the blood is coming from and keep pressing on it</li> <li>Use a t-shirt or any clothing to press on the bleed if possible</li> <li>Tell an adult and call 999</li> </ul>	<b>Remember...</b> <b>Press on it</b>
<b>If someone has an allergic reaction...</b> 	<ul style="list-style-type: none"> <li>Keep away from the cause of their allergy</li> <li>Get the person to sit comfortably</li> <li>Encourage them to take their medication if they have it</li> <li>If this does not seem to help, tell an adult and call 999</li> </ul>	<b>Remember...</b> <b>Get them comfortable and help them to take their medication</b>
<b>If someone is having an asthma attack...</b> 	<ul style="list-style-type: none"> <li>Get the person to sit comfortably</li> <li>Encourage them to use their inhaler</li> <li>If this does not seem to help, tell an adult and call 999</li> </ul>	<b>Remember...</b> <b>Get them comfortable and help them to use their inhaler</b>
<b>If someone is upset...</b> 	<ul style="list-style-type: none"> <li>Keep calm yourself</li> <li>Ask them how you can help</li> <li>Listen to them</li> <li>Help as best you can</li> <li>Afterwards, talk to an adult who you know and trust</li> </ul>	<b>Remember...</b> <b>Keep calm and listen</b>

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