

Accidents, First Aid and Illnesses Policy

This policy applies to the following year group at Heath House: EYFS, Year 1, Year 2, Year 3, Year 4, Year 5 and Year 6. This policy has regard for the Department for Education (DfE) *Guidance on First Aid for Schools (2022)*. The First Aid procedure at Heath House Prep School is in operation to ensure that every pupil, member of staff and visitor will be well looked after in a timely and competent manner in the event of an accident, no matter how minor or major.

It is emphasised that the team consists of **qualified First Aiders** and **not** trained doctors or nurses. In the event of an accident all members of the school community should be aware of the support available and the procedures available to activate this.

The purpose of the Policy is therefore:

- To provide effective, safe First Aid cover for pupils, staff and visitors;
- To ensure that all staff and pupils are aware of the system in place.

NB The term FIRST AIDER refers to those members of the school community who are in possession of a valid Paediatric First Aid Certificate or equivalent.

Named persons who oversee First Aid: Mr Mark Pearce, Head Teacher

Staff Qualified in First Aid

Staff are trained by the Red Cross in Paediatric First Aid. Training is updated every 3 years. Each building has a First Aiders chart of staff qualified in first aid. Staff currently holding valid Paediatric First Aid Certificates are:

Building	Staff Name	Certificate	Valid Until
Tranquil Hall	Micaela Barrionuevo	Paediatric First Aid	09/02/29
	Lucy Borg	Paediatric First Aid	18/07/27
Wemyss Road	Natalie Pearce	Paediatric First Aid	09/02/29
	Tida Sullivan	Paediatric First Aid	18/07/27
The Old Library	Mark Pearce	Paediatric First Aid	17/05/26
	Anna Rokakis	Paediatric First Aid	18/07/27
	Damian Williams	Paediatric First Aid	18/07/27
	Gemma Meeking	Paediatric First Aid	18/07/27
	Carl Semple	Paediatric First Aid	18/07/27
	Supinya Khanairum	Paediatric First Aid	18/07/27
	Emily Reid	Paediatric First Aid	18/07/27

FIRST AIDERS will:

- Ensure that their qualification and insurance [provided by the school] are always up to date;
- Ensure that first aid cover is available throughout the working hours of the school week;
- Always attend to a casualty when requested to do so and treat the casualty to the best of their ability in the safest way possible. This includes wearing gloves where any loss of blood or body fluid is evident, calling for help from other First Aiders or Emergency Services;
- Help fellow First Aiders at an incident and provide support after the incident;
- Act as a person who can be relied upon to help when the need arises;
- Ensure that their portable first aid kits are adequately stocked and always to hand;
- Log any and all head injuries on a Head Injury Form: the original form must be filed in the Office, and a photocopy given to the child's parents. A child who has sustained a head injury will wear a sticker indicating they have received first aid for a head injury;
- Insist that any casualty who has sustained a significant head injury is seen by professionals at the hospital, either by sending them directly to hospital or by asking parents to pick up a child to take them to hospital; ensure that parents are aware of all head injuries promptly;
- Ensure that a child who is sent to hospital by ambulance is either:
 1. Accompanied in the ambulance at the request of paramedics
 2. Followed to a hospital by a member of staff to act in loco parentis if a relative cannot be contacted.
- Met at hospital by a relative;
- The First Aider need not be the member of staff to accompany the casualty to hospital, however, an appropriate person should be sent;
- Liaison must occur with the teacher in charge of cover, to ensure that lessons are covered in the event of an absent teacher;
- Keep a record of each pupil attended to, the nature of the injury and any treatment given, in the book provided in the First Aid bag. In the case of an accident, the Accident Book (located in the Office) must be completed by the appropriate person.
- Ensure that everything is cleared away, using gloves, and any dressing used to be put in a yellow bag for contaminated/used items and sealed tightly before disposing of the bag in a bin. Any bloodstains on the ground must be washed away thoroughly. No contaminated or used items should be left lying around. See the Infection Control Policy available from the school office.

THE HEAD TEACHER OF THE SCHOOL will:

- Provide adequate First Aid cover as outlined in the Health and Safety [First Aid] Regulations 1981;
- Monitor and respond to all matters relating to the health and safety of all persons on school premises;
- Ensure all new staff are made aware of First Aid procedures in school;
- Ensure that they always obtain the history relating to a student not feeling well, particularly in the cases of headaches, to ensure that no injury has caused the pupil to feel unwell;
- Ensure that in the event that an injury has caused a problem, the pupil **must** be referred to a First Aider for examination;
- At the start of each academic year, provide the first aid team with a list of pupils who are known to be asthmatic, anaphylactic, diabetic, epileptic or have any other serious illness;

- Have a file of up to date medical consent forms for every pupil in each year and ensure that these are readily available for staff responsible for school trips/outings.

TEACHERS will:

- Familiarise themselves with the first aid procedures in operation and ensure that they know who the current First Aiders are;
- Be aware of specific medical details of individual students when publicised by the Head;
- Ensure that their pupils are aware of the procedures in operation;
- Never move a casualty until they have been assessed by a qualified First Aider unless the casualty is in immediate danger;
- Send for help to the Office, as soon as possible either by a person or telephone, ensuring that the messenger knows the precise location of the casualty. Where possible, confirmation that the message has been received must be obtained;
- Reassure, but never treat, a casualty unless staff are in possession of a valid Paediatric First Aid Certificate or know the correct procedures; such staff can start emergency aid until a First Aider arrives at the scene or instigate simple airway measures if clearly needed;
- Send a pupil who has minor injuries to the Office if they are able to walk where a First Aider will see them; this pupil should be accompanied;
- Send a pupil who feels generally 'unwell' to the Head and not to a First Aider, unless their deterioration seems uncharacteristic and is causing concern;
- Ensure that they have a current medical consent form for every pupil that they take out on a school trip which indicates any specific conditions or medications of which they should be aware;
- Have regard to personal safety.

When to call an ambulance

Staff should call an ambulance without delay when someone is seriously ill or injured and their life is at risk. An ambulance should be called without delay if:

- The area isn't safe for a member of staff to assess the casualty;
- The casualty is unresponsive and breathing;
- The casualty is unresponsive and not breathing, appears not to be breathing, or is having difficulty breathing;
- The casualty is bleeding heavily;
- The casualty has severe chest pain;
- The casualty has had/is having a heart attack;
- The casualty has had/is having a stroke;
- The casualty has a spinal injury;
- Following a head injury the casualty vomits, becomes unresponsive, is bleeding heavily, or shows other signs that a head injury might be serious;
- The casualty is in an acute confused state;
- The casualty is having a severe allergic reaction;
- The casualty is having a fit/fits that is/are not stopping;
- The casualty has severe burns or scalds.

OFFICE STAFF will:

- Call for a qualified First Aider, unless they are one themselves, to treat any injured pupil. This should be done by telephone in all cases of minor and serious injuries, giving the specific location of the casualty;
- Support the First Aiders in calling for an ambulance or contacting relatives in an emergency;
- Send pupils who simply do not feel well to the Head Teacher;
- **NOT** administer any or other medication.

In all instances Parents are shown the accident report form for their child on the day the accident occurred or as soon as reasonably practical and asked to sign it.

Medication

First aid bags 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 prescription or non-prescription medicine for children, paracetamol, or staff medication, should be kept in the first aid bags.

When dealing with medication of any kind in school, strict guidelines should be followed. Please see the Medication Policy for full information on the school's policy and procedures for the administration of medication.

The school **DOES NOT** administer any medication unless prior written consent is given for each and every medicine. The school has a separate medication consent form for parents to complete. Please ask your child's teacher for one when necessary. Please see the Medication Policy.

Provisions for children with particular medical conditions

The school makes provision for pupils with particular medical conditions that may require emergency medication e.g. Asthma, epilepsy, diabetes, allergies that require having an EpiPen. Their access to the full school curriculum is not hindered in any way.

Every child with a severe allergy has an 'Allergy Action Plan' in place which is completed by the parent and provided to the school. Children with Asthma have an 'Asthma Plan' which is completed by the parent and provided to the school.

There are charts in every building with the child's photo and their medical condition so that they are easily identified. Those children are aware of their condition and have the relevant equipment with them at all times.

Storage of emergency medications

Emergency medication, such as inhalers and Epi-Pens, will be within easy reach of staff in case of an immediate need, but will remain out of other children's reach and under supervision at all times. Allergy Action Plans are in place for all children who have been prescribed an Epi-Pen.

The school stores emergency medications in waist-bags ('bum-bags') that are kept in the child's class room alongside the first aid bag, and are taken out when he or she is participating in activities outside of the school

buildings e.g. on the Heath, or on an educational visit/school trip. We encourage children to carry their emergency medication in a brightly coloured waist bag ('bum-bags') on their person. Additional emergency medications will be stored in the medication cabinet of the building the child's form room is located in.

Parents must provide the school with in-date emergency medication for their child. If a child's medication is out of date, the child's form tutor should notify the school office who will contact the child's parents. It remains the parents responsibility to ensure that all medication provided to the school is in date and replaced as needed.

Automated External Defibrillator (AED)

Heath House owns one Automated External Defibrillator (AED) which is located in the Old Library building. In the event of an individual suffering from a sudden cardiac arrest, a member of the Heath House team will:

- Dial 999 and call for help from another member of the Heath House team.
- Explain to the 999 operator that an AED is available.
- Following the advice of the 999 operator use the AED if appropriate.

As part of Paediatric First Aid training, staff members have received basic AED training. There is however, no need for the person using the AED to be trained as the device clearly delivers instructions to the user. Consumable items that accompany the AED (such as the electrode pads or protective gloves) will be replaced as they are used or reach their expiry date. The AED undergoes regular maintenance checks to ensure that it remains fit for purpose.

The battery life in the defibrillator owned by Heath House lasts for approximately 5 years. The current battery will be replaced on or before **21/06/2026**. All equipment stored with the defibrillator (such as gloves, face shields, scissors etc.) are also checked regularly to ensure they remain in date and are replaced as needed.

Injections, pessaries, suppositories

As the administration of injections, pessaries and suppositories represents intrusive nursing, they should not be administered by any member of staff.

The execution of this policy will be monitored by the Head Teacher, All Teachers, and Office staff.

Hygiene procedures for dealing with the spillage of bodily fluids

Please see the Infection Control Policy.

Accident Reporting Procedures, including those reportable under RIDDOR

In line with the Health and Safety Policy, all First Aiders record any treatment that they have given to a pupil in the First Aid Record book which is kept in the First Aid Bag. Alongside this, First Aiders complete Head Injury Forms and Accident Forms as applicable. Copies of any forms completed are sent home with the child and stored in the School Office. The Head Teacher is responsible for reporting incidents to RIDDOR/ HSE.

Please see the Health and Safety Policy for further detail on reporting procedures.

Staff medication/other substances

All staff must be fit to work. All staff must sign a medical declaration before starting work at the school (these are stored in personnel files).

Staff must not be under the influence of alcohol or any other substance that may affect their ability to care for children. Staff must seek medical advice if they are taking medication which may affect their ability to care for children, and those staff may only work directly with children if medical advice confirms that the medication is unlikely to impair that staff member's ability to look after children properly. Any staff medication must be securely stored at all times. Staff medication must be clearly labelled and stored in the medication cabinet (one in each building).

First aid bags 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, ibuprofen or aspirin or any staff medication, should be kept in the first aid bags.

Respiratory Infections

The school follows current UKHSA guidance regarding respiratory infections. Staff/pupils who are unwell with a fever should stay home until they feel better.

Accident Reporting & Record Keeping

Location of Accident Book: School Office and First Aid Bags

- **Responsibility:** The witnessing staff member must record all accidents, incidents, or "near misses" in the Accident Book in their first aid bag or, for more serious accidents, the Accident Book in the School Office and notify the Head Teacher immediately.
- **Parental Notification:** Parents must be shown the Accident Report and provide a signature upon collection. For injuries requiring medical attention, the Head Teacher will notify parents immediately.
- **Monitoring:** The Head Teacher reviews accident forms termly to identify patterns (locations, times, or specific pupils) and implement corrective risk assessments.
- **Statutory Reporting:** The Head Teacher is responsible for notifying RIDDOR, ISI, and the school's insurance providers regarding serious incidents.
- **Data Retention:** In accordance with legal limitation periods, all accident records are kept for 21 years and 3 months.

Emergency & Hospital Procedures

- **Transport:** If an injury is severe, dial **999** for an ambulance immediately. **Staff must not use personal vehicles** to transport a casualty.
- **Escort:** A senior staff member must accompany the pupil in the ambulance, carrying the pupil's registration forms, medical consent sheets, and any required medication.
- **Off-site Activities:** All educational visits must be accompanied by at least one qualified Paediatric First Aider carrying a mobile first aid kit.
- **Head Injuries:** A Head Injury Form must be completed (Original to parent, copy to Office).

- The pupil must wear a head injury sticker to alert all staff.
- Significant injuries require immediate professional medical assessment.

Hygiene & Infection Control

- **Blood & Body Fluids:** Always use disposable gloves. Clean spillages with disposable cloths and appropriate cleaning solution. Dispose of all waste in Clinical Waste Bins immediately.
- **Sharps & Needles:** All needles or broken glass must be treated as contaminated waste. If a needle is found on the premises, do not handle it; contact the local authority for specialist disposal.
- **Universal Precautions:** Staff must assume all body fluids are potentially infectious (e.g., Hepatitis, HIV) and follow the school's *Infection Control Policy*.

Illness & Infection Management

- **Contagious Illness:** If a child is infectious, the school will email all parents to advise on symptoms. Pupils must stay home until they are no longer contagious, following medical advice.
- **Illness at School:** If a pupil becomes unwell, they will be supervised in the 'Sick Bay' (isolated from other pupils) until a parent/guardian collects them.

Intimate and Personal Care

Principles of Care

Toileting, changing, and specialist medical support are conducted to meet the individual needs of the child while maintaining their privacy and dignity.

- **Staffing:** Care is typically provided on a one-to-one basis by the child's key person (EYFS) or class teacher.
- **First Aid:** Clinical or first aid treatments are reserved for qualified First Aiders though Heath House staff are *not* nurses/ doctors.
- **Parental Partnership:** For children with complex needs, the school will hold a formal meeting with parents to create an individualised care plan, ensuring all specific requirements are met.

Safeguarding and Staff Requirements

The school ensures the safety of both children and staff through the following statutory measures:

- **Safe Recruitment:** All staff performing intimate care must hold an Enhanced DBS certificate with barred list checks.
- **Training & Induction:** Staff receive induction and ongoing training in intimate care techniques (where required), safeguarding, and identifying signs of abuse.
- **Supervision:** Procedures are monitored through regular observations, supervision meetings, and appraisals to ensure best practices are maintained.
- **Whistleblowing:** Staff are encouraged to use the *Whistleblowing Policy* to report any concerns regarding peer practice during private care routines.

Risk Management and Physical Intervention

- **Risk Assessment:** The school maintains comprehensive risk assessments for all personal care routines to mitigate hazards to pupils and staff. These are conducted alongside parents for individual children as relevant and required.
- **Restraint:** Staff are trained in approved behaviour management and physical restraint/ reasonable force techniques, used only as a last resort to prevent a child from harming themselves or others, in accordance with the *Behaviour and Anti-Bullying Policy*.

Sickness, Illness and Immunisations

This section of the policy has regard for UKHSA (UK Health Security Agency) *Guidance on Infection Control in Schools and other Childcare Settings, 'Health protection in schools and other childcare facilities'* and links to the school's Infection Control Policy.

The school has a responsibility for the welfare of each and every child at the school. Children should not be left at school if they are unwell. If a child is unwell then they will prefer to be at home with their parent(s) where appropriate care can be given, rather than at school with their peers. Furthermore, if a child is unwell with an infection that may spread to other children or staff, then the school requests that the child will remain at home to control the spread of infection within the school (see the procedures set out below).

Please see the Infection Control Policy.

We will follow these procedures to ensure the welfare of all children within the school:

- If a child becomes ill during the school day, their parent(s) will be contacted and asked to pick their child up as soon as possible;
- During this time the child will be cared for in a quiet, calm area;
- Should a child have an infectious disease, such as an eye/ear infection or vomiting and diarrhoea, they will be cared for in the sick bay and should not return to school until they have been clear for at least 48 hours.

Contagious/Infectious Conditions

- It is vital that we exclude specific contagious conditions, e.g. vomiting and diarrhoea, conjunctivitis, Covid-19 and chicken pox to protect other children and staff in the school. Illnesses of this nature are very contagious and it is exceedingly unfair to expose other children or staff to the risk of an infection;
- If a contagious infection is identified in the school, parents will be informed immediately and guidance will be given by the Head Teacher to enable them to spot the early signs of this illness;
- If a contagious infection is identified at home, parents must contact the school immediately to inform the School of the infection and its potential to have infected others;
- All equipment and resources that may have come into contact with a contagious child will be cleaned and sterilised thoroughly to reduce the spread of infection.

Antibiotics

It is important that children are not subjected to the rigours of the school day, which amongst learning, requires socialising with other children and being part of a group setting, when they have first become ill and require a course of antibiotics.

Our policy is to exclude children on antibiotics for the first 48 hours of the course to ensure the child is well enough to participate and to monitor for any adverse reactions to the medication.

Head Lice

- If a case of head lice is identified in school, the school will contact the child's parents immediately and request that they collect their child and take them home to apply an appropriate treatment;
- The school will advise parents if necessary about appropriate treatments;
- Once the head lice have been treated then the child may return to school;
- The school will send an email out to all parents alerting them to check their child's hair for head lice and take the necessary action;
- If a parent finds that their child has head lice we would be grateful if they could inform the school so that other parents can be alerted to check their child's hair;
- An email will then be sent out to all parents advising them to check their child's hair and take the necessary action.

Refusing Admission

The school has the right to refuse admission to a child who is unwell. This decision will be taken by the Head Teacher and is non-negotiable. The decision will be taken with the child's welfare as the focus and UKHSA guidance in mind.

Meningitis procedure

If a parent informs the school that their child has meningitis, the Head Teacher should contact the Infection Control (IC) Nurse for their area, and Ofsted. The IC Nurse will give guidance and support in each individual case. If parents do not inform the school, we will be contacted directly by the IC Nurse and the appropriate support will be given.

Transporting children to hospital procedure

If a child becomes severely sick during school, the school will use the following procedure:

- Call for an ambulance immediately. The school will NOT attempt to transport the sick child in a private vehicle;
- A member of the Senior Leadership Team will be informed immediately;
- Whilst waiting for the ambulance, contact parent(s) and arrange to meet them at the hospital. The accompanying staff member will remain with the child until a parent or legal guardian arrives and takes over responsibility;

- A member of staff will accompany the child and collect together registration forms, relevant medication sheets and medication if applicable;
- Remain calm at all times. Children who witness an incident may well be affected by it and may need lots of reassurance.

Immunisations

UKHSA states that schools can prevent the spread of infections by ensuring:

- Routine immunisation;
- High standards of personal hygiene and practice, particularly handwashing (see the Infection Control Policy);
- Maintaining a clean environment (see the Infection Control Policy and the Health and Safety Policy).

We recognise, where possible, that children are immunised in accordance with their age. If children are not immunised, it is the responsibility of the parents to inform the school to ensure that children/staff/parents are not exposed to any unnecessary infection or health risks of any sort. The Head Teacher must be aware of any children who are not immunised within the school in accordance with their age.

Parents are encouraged to have their child immunised and any immunisation missed or further catch-up doses organised through the child's GP. For the most up-to-date immunisation advice see the NHS Choices website at www.nhs.uk or the school health service (the local School Aged Service is managed by Lewisham and Greenwich NHS Trust and can be contacted on: 020 8333 3000 they are able to advise on the latest national immunisation schedule).

Parents need to be aware that some children in the school will not be immunised. This may be due to their age, medical reasons or parental choice. Our school does not discriminate against children who have not received their immunisations and will not disclose individual details to other parents.

Information regarding immunisations should be recorded on children's medical forms as part of the registration documents and updated as and when necessary, including when the child reaches the age for the appropriate immunisations.

Staff immunisations policy

Staff are strongly advised to be up to date with immunisations, including MMR, before starting work. It is the responsibility of all staff to ensure they have had their vaccinations for:

- MMR;
- Tetanus;
- Tuberculosis;
- Rubella;
- Hepatitis;
- Polio.

All staff are encouraged to take up the annual Flu vaccine, Covid-19 vaccine and subsequent booster vaccines.

There are some vaccines that aren't routinely available to everyone on the NHS, but that are available for people who fall into certain risk groups, such as vaccines for pregnant women, and people with long-term health conditions. Staff that fall into these risk groups should contact their GP or consult the NHS choices website <http://www.nhs.uk/Conditions/vaccinations/Pages/vaccination-schedule-age-checklist.aspx>

Emergency contact information

Emergency contact information should be kept for every child and parents should update the school as and when this information changes.

Internal use only

Last reviewed	January 2026
Date for review	January 2027