

# Hanover Street School



## First Aid Policy

<u>Relevant Performance Indicators</u>		
<i>HGIOELC (2016) &amp; HGIOS4 (2015) Quality Indicators</i>	2.1	Safeguarding and Child Protection
<i>Health &amp; 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.

<b>Policy Written By</b>	<b>In Consultation With</b>	<b>Date(s) of Review &amp; Changed Made</b>	<b>Date of Next Review</b>	<b>Signature(s)</b>
Gillian Forbes, Depute Head Teacher	Pupils (3C's group) and school staff (teaching, nursery and PSAs)	created December 2019 January 2020 – Addition: Care Inspectorate guidance re choking Addition of notification/duty of candour triggers on nursery incident forms	August 2020	<i>Gillian Forbes</i>



## **Contents**

- 1. Introduction**
- 2. Aims**
- 3. Underlying Guidance**
- 4. Mental Health First Aid**
- 5. Assessment of First Aid Needs**
- 6. Making First Aid Procedures Known**
- 7. First Aiders, Qualifications and Training**
- 8. First Aid Rooms, Boxes and Containers**
- 9. Recording, Informing Parents and Notifications**
- 10. Parent Council**
- 11. Links to Other Related Policies**

## **Appendices**

- Appendix 1 – Health and Social Care Standards Principles
- Appendix 2 – First Aid Notices
- Appendix 3 – Minor Injury First Aid Log (School)
- Appendix 4 – Accident Form (School)
- Appendix 5 – Head Bump Letter (School)
- Appendix 6 – Whole Class Minor Injury and Incident First Aid Log (Nursery)
- Appendix 7 – Hanover Street School – Individual First Aid Record (Nursery)
- Appendix 8 – Accident/Biting Incident Form (Nursery)
- Appendix 9 – Head Bump/Accident/Biting Incident Form (Nursery)
- Appendix 10 – Suggested Contents of First Aid Box

## 1. Introduction

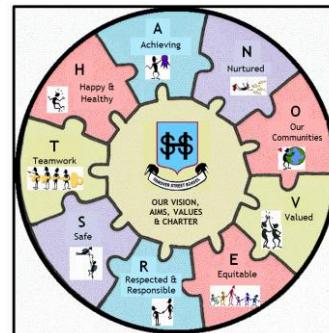
Hanover Street School's First Aid policy has been written in consultation with Aberdeen City Council's First Aid Provision Policy and Procedure. This is available on request.

## 2. Aims

At Hanover Street, 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 the school's charter, which is 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, Hanover Street 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 to 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, symptoms, offering comfort, 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, as the Care Inspectorate inspect using them. However, we also use these standards to guide our practices through the school, as a guideline 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.

Below is a summary:

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



#### **4. Mental Health First Aid**

At Hanover Street, we are committed to supporting children, families and staff when they need help. We aim to raise awareness and help reduce the negative stigma that can surround mental health.

In January 2020 a member of staff will undergo training in Mental Health First Aid to support and guide this process. More information can be found on: <http://www.smhfa.com/>

\*It is important to remember that Mental Health First Aiders are not therapists or counsellors, but they can provide valuable non-judgemental support, help and comfort to a child, family or staff member in the school community.

#### **5. 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.

#### **6. Making First Aid Procedures Known**

New staff and families are made aware of first aid procedures on induction. They 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.

#### **7. 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 either:

- (a) first aid at work (FAW), issued by a training organisation approved by HSE: or
- (b) 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 undertake annual refresher training during any three-year FAW/EFAW certification period. Although not mandatory, this will help qualified first-aiders 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 on the nursery notice board, HT and DHT offices.

## **8. First Aid Rooms, Boxes and Containers**

Hanover Street School has a medical room on the first floor. Nevertheless, 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, be easily accessible to stretchers 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 box is detailed in appendix 10. PSAs are tasked on Friday afternoons to check first aid boxes in the school and replenish as required.

## **9. 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 Hanover Street 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 Minor Injury First Aid Log (Nursery)





Appendix 7 – Hanover Street School – Individual First Aid Record (Nursery)

Appendix 8 – Accident/Biting Incident Form (Nursery)

Appendix 9 – Head Bump/Accident/Biting Incident Form (Nursery)

### 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 DHT 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"> <li>• a GP visit</li> <li>• a visit or referral to hospital</li> <li>• 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:</li> <li>• a young person absconding from a care home for children and young people.</li> </ul>	Report the incident within 24 hours.



<p>Outbreak of infectious disease.</p>	<p>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.</p>	<p>Report immediately.</p>
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It must be noted that this 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>

### **10. 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.

### **11. 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:

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



# 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](http://www.newcarestandards.scot/?page_id=15)

## Appendix 2 – First Aid Notices



### **Qualified First Aiders** **(updated March 2019 by G FORBES)**

<b>Name</b>	<b>Role</b>	<b>Where/When to Find Them</b>	<b>Certificate and Date (Valid From/Until)</b>
<b>Gillian Forbes</b>	Depute Head Teacher	DHT Office, 1 <sup>st</sup> Floor Monday to Friday	Paediatric First Aid - 2-day course May 2018 - May 2021
<b>Sarah Lemmon</b>	Senior Early Years Practitioner	Nursery, 1 <sup>st</sup> floor Monday to Friday	1 Day Emergency First Aid at Work Oct 2018 - Oct 2021
<b>Rhonda Gauld</b>	Early Years Practitioner	Nursery, 1 <sup>st</sup> floor Monday & Tuesday	1 Day Emergency First Aid at Work Nov 2018 - Nov 2021
<b>Morag Scott</b>	Early Years Practitioner	Nursery, 1 <sup>st</sup> floor Wednesday to Friday	Paediatric First Aid - 2-day course May 2018 - May 2021
<b>Sandra Anderson</b>	Pupil Support Assistant	2 <sup>nd</sup> /3 <sup>rd</sup> Floor/ Playground Monday & Tuesday	1 Day Emergency First Aid at Work May 2017 – May 2020
<b>Susan Shepherd</b>	Pupil Support Assistant	Office/P1D/Playground Monday to Friday	1 Day Emergency First Aid at Work Dec 2017 – Dec 2020
<b>Michelle McLeman</b>	Pupil Support Assistant	P1M/Playground Monday to Friday	1 Day Emergency First Aid at Work Nov 2017 – Nov 2020
<b>Shelly Aros</b>	Pupil Support Assistant	2 <sup>nd</sup> /3 <sup>rd</sup> Floor/ Playground Tues - Thurs	1 Day Emergency First Aid at Work Jan 2018 - Jan 2021
<b>Kirsteen Coutts</b>	Pupil Support Assistant	2 <sup>nd</sup> /3 <sup>rd</sup> Floor/ Playground Monday to Friday	1 Day Emergency First Aid at Work Feb 2018 - Feb 2021
<b>Nicola Bannerman</b>	Pupil Support Assistant	2 <sup>nd</sup> /3 <sup>rd</sup> Floor/ Playground Monday to Thursday	1 Day Emergency First Aid at Work Oct 2018 - Oct 2021
<b>Agata Shafi</b>	Pupil Support Assistant	Morning - P1M Afternoon - Nursery	Paediatric First Aid - 2-day course April 2017 - April 2020

Your nearest first aid kit is:



**Appendix 3 - Minor Injury First Aid Log (School)**

**HANOVER STREET SCHOOL MINOR INJURY LOG**

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

Date/Time	Pupil Name	Accident (detail injury, body part, left/right, etc)	Area (Location in school)	Treatment	Name/Signatu re of Staff Member	Letter to Parents/Paren ts contacted



**Appendix 4 – Accident Form (School)**



**Hanover Street School  
ACCIDENT FORM**

Child's name: \_\_\_\_\_ Staff Member: \_\_\_\_\_

Date: \_\_\_\_\_ Time of incident \_\_\_\_\_

<b>Accident Details:</b>          
<b>Treatment:</b>          

**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)



Hanover Street School  
Beach Boulevard  
Aberdeen  
AB24 5HN  
Direct Dial: 01224 569880  
hanover@aberdeencity.gov.uk



Integrated Children & Family Services  
Operations  
Marischal College  
Broad Street  
Aberdeen, AB10 1AB  
Switchboard 03000 200 292  
[www.aberdeencity.gov.uk](http://www.aberdeencity.gov.uk)

Date: \_\_\_\_\_

Dear Parent/Guardian

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

Alan Markey  
Head Teacher





**Appendix 6 – Whole Class Minor Injury and Incident First Aid Log (Nursery)**

**HANOVER STREET SCHOOL MINOR INJURY LOG**

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

<b>Date/Time</b>	<b>Pupil Name</b>	<b>Accident (detail injury, body part, left/right, etc)</b>	<b>Area (Location in nursery)</b>	<b>Treatment</b>	<b>Name/Signat ure of Staff Member</b>	<b>Letter to Parents/Pare nts contacted</b>	<b>Does this incident trigger: - Care Inspectorate Notification requirement? - Duty of Candour?</b>



**Appendix 7 - Hanover Street School – Individual First Aid Record (Nursery)**

**HANOVER STREET SCHOOL – INDIVIDUAL FIRST AID RECORD**

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

<b>Date/Time</b>	<b>Nature of Injury</b>	<b>Details of First Aid</b>	<b>Name of Staff Member &amp; Signature</b>	<b>Parent's Signature</b>



**Appendix 8 - Accident/Biting Incident Form (Nursery)**



**Hanover Street School Nursery  
ACCIDENT/BITING INCIDENT FORM**

Child's name: \_\_\_\_\_ Staff Member: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

**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

The following guidelines are for children with **biting injuries:**

**Immediate first aid procedure:**

- If the skin is broken encourage bleeding from wound, do not suck!
- Wash the area thoroughly with soap and water, do not scrub.
- Cover any wound with a waterproof dressing.



**Appendix 9 – Head Bump/Accident/Biting Incident Form (Nursery)**



Hanover Street School  
Beach Boulevard  
Aberdeen  
AB24 5HN  
Direct Dial: 01224 569880  
hanover@aberdeencity.gov.uk



Integrated Children & Family Services  
Operations  
Marischal College  
Broad Street  
Aberdeen, AB10 1AB  
Switchboard 03000 200 292  
[www.aberdeencity.gov.uk](http://www.aberdeencity.gov.uk)

Date: \_\_\_\_\_

Dear Parent/Guardian

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

Alan Markey  
Head Teacher



## Appendix 10 – 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	QTY	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	July
First Aid Guidance Leaflet	1												
Scissors	1pr												
Moist Wipes	10												
Sterile eye pads, with bandages	2												
Triangular bandages	4												
Safety pins	6												
Sterile dressings with pad (medium)	6												
Sterile dressings with pad (large)	2												
Sterile Wash proof Plasters	20												
Disposable gloves	1 pr												
Eyewash Bottles	2												
Signature													