

This policy should be read in conjunction with the following policies: Child Protection, Educational Visits, Health and Safety, Medical Conditions and Complaints and SEND.

### **Purpose**

- To preserve life
- To limit worsening of the condition
- To promote recovery
- To provide first aid as necessary from trained adults
- To promote health and safety awareness in children and adults, in order to prevent first aid being necessary
- To encourage every child and adult to begin to take responsibility for their health needs

### **First Aid Provision**

- The Head Teacher is responsible for ensuring that there is an adequate number of qualified First Aiders.
- Portable First Aid kits are taken on educational visits and are available from the School Office.
- The First Aiders will ensure the maintenance of the contents of the first aid boxes and other supplies.
- The school nurse team now offer corporate training to schools in the locality. Thus staff will be trained in any aspects of First Aid deemed necessary e.g. asthma, epilepsy, the use of an epipen, stings.
- In addition the school funds other first aid training opportunities to identified staff.
- All staff will ensure that they have read the school's First Aid Policy available in the staffroom.
- Where there is a concern reference will be made to the school nurse and/or the NHS website for information and guidance.

### **First Aid Boxes**

First Aid Boxes are located in:

- Main Office
- Corridor wall mounted boxes by Classroom 1 and 8

First Aid Boxes contain: micropore, scissors, wound dressing/bandage and gloves and medical waste bags. No medicine/tablets are to be kept in the first aid boxes.

### **Procedures**

In school:

- In the event of minor cuts and grazes, members of staff (TAs, MDAs) administer first aid to their best endeavour
- In the case of more serious injury or medical emergency, staff should contact / refer on, to the appointed First Aider(s) / Headteacher.
- Any pupil complaining of illness or who has been injured is sent to the School Office for the First Aider(s) to inspect and, where appropriate, treat. At lunchtime the First Aider is located in the corridor area. Constant supervision will be provided (this designated facility has access to a wash basin and toilet

facilities). Parents should be contacted by a senior member of staff as soon as possible so that the child can be collected and taken home.

- Parents are contacted if there are any doubts over the health or welfare of a pupil i.e. by note, bumped head sticker and text or call
- IF THE SITUATION IS LIFE THREATENING THEN AN AMBULANCE SHOULD BE CALLED BY THE APPOINTED PERSON/HEADTEACHER.
- The school recommends that, unless it cannot possibly be avoided, no member of staff should administer first aid without a witness (i.e. another member of staff).
- No member of staff or volunteer helper should administer first aid unless he or she has received proper training, except in the case of minor cuts and grazes.
- For their own protection and the protection of the patient, staff who administer first aid should take the following precautions. Exposed cuts and abrasions should be cleaned under running water and patted dry with a sterile dressing. Hands should be washed before and after administering first aid. Disposable gloves should be worn.
- All serious accidents should be reported to Headteacher or Appointed First Aider who should call an ambulance and the child's parents ASAP (numbers located in office).
- In the event of a serious incident an ambulance is called and a member of staff accompanies the pupil to hospital if parents are some distance away.
- If staff are concerned about the welfare of a pupil they should contact the School Office immediately. If a serious injury has been sustained, the pupil should not be moved.

#### **Out of School:**

- Take the MOBILE TELEPHONE on trips out of school. Teachers to check that pupils who have medication/asthma take their inhalers.
- If the trip is a walking trip or a trip via Minibus, train or coach, teachers must take a First Aid Kit.
- Where a care plan is in place i.e. anaphylaxis, a member of the child's family is asked to accompany the trip.
- The Deputy Headteacher has responsibility for ensuring staff have adhered to the school's Educational Visits Procedures when organising a visit.
- A Risk Assessment will need to be carried out as part of an educational trip and signed by the Headteacher before the trip leaves school.

#### **Action at an Emergency** (To be undertaken by trained First Aider)

- Assess the situation: Are there dangers to the First Aider or the casualty? Make the area safe, look at injury: Is there likely to be a neck injury?
- Assess the casualty for responsiveness: Does the casualty respond.
- IF THERE IS NO RESPONSE: CALL AN AMBULANCE.
- Open airway by placing one hand on the forehead and gently tilt the head back.
- Remove any obvious obstructions from the mouth and lift the chin.
- Check for breathing. If the casualty is breathing assess for life threatening injuries and then place in the recovery position. If the casualty is not breathing give 5 initial rescue breaths then 30 chest compressions then 2 rescue breaths then 30 chest compressions. (**Note:** For children start 1

minute CPR and then call for help; for adults call for help first and then begin CPR (do not include 5 initial rescue breaths)

- Assess for signs of circulation. Look for breathing, coughing or movement. If present, continue rescue breathing and check signs for circulation every minute. If breathing is absent continue Cardio Pulmonary Resuscitation (CPR).

### **Incident Reporting**

- All head injuries and significant incidents, injuries, ailments and treatment are reported in the accident book, kept in the main office.
- Parents are informed of a head injury by letter and text and the child receives a bumped head sticker.
- First Aiders contact parents by phone if they have concerns about the injury.
- If the child goes straight to hospital a FULL accident form is completed. A Riddor form may be applicable if required under current guidance.
- If Staff sustain an injury at work the Headteacher must be informed and she will complete a LA accident form.

### **Administration of Medicines**

- Where other prescribed medicines are brought into the school it is a parent's responsibility to ensure that they inform the school and sign a consent form. Our trained First Aiders administer medicines in line with LA guidance and this currently includes the emergency administration of adrenalin via Epipens. A record will be kept of any medicine administered and parents are informed. A care plan is completed in the case of serious medical conditions.
- Where other medicines are brought in to school it is parents' responsibility to ensure that they inform the school and sign the relevant consent form.

### **Body Spillages/HIV**

- No person must treat a pupil who is bleeding, without protective gloves which are stored in First Aid Boxes.
- All body fluid spillage's (vomit, diarrhoea and blood) must be cleaned immediately. Gloves should be worn.
- Absorbent granules should be dispersed over spillage and the area cleaned thoroughly as soon as possible.

### **Head Lice / Threadworms**

- A general letter is sent to the parents of all pupils in a class if there is a case of head lice or threadworm in the class.
- If live lice are noticed in a pupil's hair the parents are contacted by telephone.
- A child can be present as long as they are treated

### **Other**

Guidance on infection control in schools and the treatment of stings are attached as appendices. The list is by no means exhaustive and further advice can be sought from the school nurse service and the NHS website.

Signed \_\_\_\_\_ September