



## FIRST AID POLICY

### Policy Review dates:

Review Date	Changes made	By whom	Date Shared with staff
<b>/10/07</b>			

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### 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.
- All staff will be trained in any aspects of First Aid deemed necessary e.g. asthma, epilepsy, the use of an epipen.
- All staff will ensure that they have read the school's First Aid Policy.

### **First Aid Boxes**

First Aid Boxes are located in:

- The Nursery
- Main Office
- The Hall

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

### **Procedures**

In school:

- In the event of injury or medical emergency, if possible contact the appointed First Aider(s) or other Teacher.
- Any pupil complaining of illness or who has been injured is sent to the School Office for the qualified First Aider(s) to inspect and, where appropriate, treat. Constant supervision will be provided (this designated facility has access to a wash basin and toilet facilities). Parents should be contacted 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.
- IF THE SITUATION IS LIFE THREATENING THEN AN AMBULANCE SHOULD BE CALLED AT THE EARLIEST OPPORTUNITY WITHOUT

WAITING FOR THE APPOINTED PERSON TO ARRIVE ON THE SCENE. HERE, THE SCHOOL'S 999 POLICY SHOULD BE ADOPTED.

- The school recommends that, unless it cannot possibly be avoided, no member of staff should administer first aid without a witness (preferably 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, which can be dealt with by members of staff under St. John's Ambulance guidelines.
- 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 Head Teacher or First Aider who should call an ambulance and the child's parents ASAP (numbers located in office black box, pupil contact numbers on window sill).
- In the event of a serious incident an ambulance is called (the school's 999 Policy should be implemented here) and a member of staff accompanies the pupil to hospital. Parents are asked to go immediately to the hospital. It may be appropriate to transport a pupil to hospital without using an ambulance. This should be on a voluntary basis. In such cases staff should ensure they have specific cover from their insurance company.
- If staff are concerned about the welfare of a pupil they should contact the School Office immediately. If an injury has been sustained, the pupil should not be moved.

#### Out of School:

- Whenever possible take a MOBILE TELEPHONE on trips out of school. Teachers to check that pupils who have asthma take their inhalers.
- If the trip is via Minibus or coach teachers must take a first aid kit.

#### Educational Visits

- a) The Head Teacher has responsibility for ensuring staff have adhered to the school's 'Educational Visits Procedures' (as set out in the Health & Safety Handbook) when organising a visit. All staff should have a copy.
- b) A Risk Assessment will need to be carried out as part of an educational trip. Particular attention needs to be paid to:
  - The school's Should A Child Be Lost on an Educational Trip Policy
  - Outdoor Educational Visits
  - Hazardous Activities
  - Class Visits
  - Swimming Pool Lessons. Swimming instruction is provided by qualified

swimming instructors. We use Southam Swimming Pool for swimming lessons, and we ensure that pupils adhere to the swimming pool rules.

### **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:
- 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 send a helper to call an ambulance and give 2 rescue breaths making 5 attempts at least.
- 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 begin Cardio Pulmonary Resuscitation (CPR).

### **Incident Reporting**

- All incidents, injuries, head injuries, ailments and treatment are reported in the accident book, kept in Head Teacher's desk in left hand draw in office.
- Parents are informed of a head injury by letter. The letter outlines the injury and symptoms to look out for.
- First Aiders contact parents by phone if they have concerns about the injury.
- Staff should complete the accident book if they sustain an injury at work. An injured member of staff or other supervising adult should not continue to work if there is any possibility that further medical treatment is needed. The member of staff or other supervising adult concerned should seek medical advice without delay.

### **Administration of Medicines**

- a) Our trained First Aiders administer medicines (stored in Head Teacher's draw) for cases of epilepsy and anaphylaxis **only**, and will adhere to the school's rectal diazepam policy and administration of adrenaline via the epipen policy where appropriate. A record will kept of any medicine administered under these circumstances, and parents will be informed. Before any of these medications are given, written permission from parents must be given.
- b) Other prescribed medicines are not stored or administered by the school. If any medications (such as, asthma inhalers) are brought into the school it

is a parent's responsibility to ensure that they inform the school, and that they understand that their child will take responsibility for it. If there are any doubts about a child's ability to take responsibility for their own medication then a parent should be advised to maintain that responsibility and make arrangements to administer the medication themselves.

### **Body Spillages/HIV**

- No person must treat a pupil who is bleeding, without protective gloves.
- Protective gloves are stored in the School Office.
- Sponges and water buckets must never be used for first aid to avoid the risk of HIV contamination.
- All body fluid spillage's (Vomit, diarrhoea and Blood) must be cleaned immediately. This is vital if spread of infections to be reduced. Gloves should be worn when in contact with blood or body fluid is likely. Ordinary rubber gloves (located with Body Spillage granules in the Caretaker cupboard) are suitable for dealing with spillage's. They must be kept for this purpose only. Following use, gloves must be rinsed and left to dry.
- Absorbent granules should be dispersed over spillage and left to absorb for a few minutes then swept up into newspaper. A designated dust pan and brush is available for body spillage's and is kept in the Caretakers Cupboard. Wash the affected area with warm water and detergent and dry. Single use latex gloves should be available for first aid and hygiene care procedures (these are available in the Office /Nursery first aid area. Once spillage's has been put into newspaper, hands must be washed and dried after removal after removal of protective gloves.
- Once spillage's has been put into newspaper it must then be placed in a sealed black plastic bag and put in the external dustbins for domestic waste disposal.

### **Head Lice**

- A general letter is sent to the parents of all pupils in a class if there is a case of head lice in the class.
- If live lice are noticed in a pupil's hair the parents are contacted by telephone and asked to collect him/her from class.