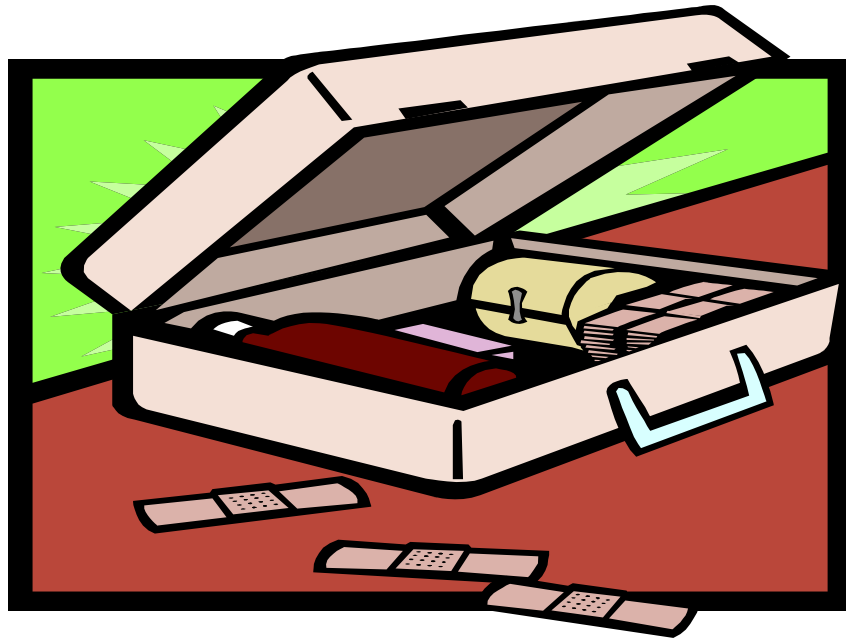


St Andrew's CEVC Primary School, Great Yeldham

First Aid Policy



Written Spring Term, 2011

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Introduction

It is St Andrew's duty to provide first aid and care to the children and to any visitors to the school premises during the school day. This policy addresses medical issues involving children at the school, but it may also be applied to any member of staff or visitor to the school premises. The curriculum will cover basic first aid and actions that need to be taken to stay safe in all environments, by making this information available to the children at all ages, the risk of incidents occurring will be minimised.

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.

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. Parents should be contacted as soon as possible so that the child can be collected and taken home. See Appendix 1 (*GUIDELINES FOR PUPIL SAFETY IN SCHOOL PROCEDURES FOR DEALING WITH ACCIDENTS*) for additional detail.
- 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.
- 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.
- 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 the Head teacher or First Aider who should call

an ambulance and the child's parents ASAP (numbers located in office in blue folders on filing cabinet).

- In the event of a serious incident an ambulance is called 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 it may be necessary to keep the child immobile.

Out of School:

Particular attention needs to be paid to:

- Outdoor Educational Visits
- Hazardous Activities
- Class Visits

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. The Head Teacher has responsibility for ensuring staff have adhered to the school's 'Educational Visits Procedures' (as set out in the Educational Visits Policy) when organising a visit. A Risk Assessment will need to be carried out as part of an educational trip.

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).

First Aid Provisions

A qualified first-aider will be on the premises at all times to ensure quick and efficient aid can be given to any persons who are in need of medical attention. The school will have available a suitably stocked first aid kit that the assigned first-aider will have easy access to. The first aid kit will be checked each term and replenished as necessary. The school first-

aider will only act as far as they are trained, they will not attempt to perform medical procedures that they are not qualified to do. If a situation requires further medical care, an ambulance will be called.

- 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 and provisions are located in:

- The kitchen/severy.
- The school office.
- The staffroom
- The Early Years Classbase.
- At the swimming pool, when the pool is operational.
- First Aid Belts are carried at lunchtime by all mid-day supervisors.

Contents of First Aid Boxes

- 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

Allergies

Any special requirements or allergies must be disclosed to the school management team before the child begins their time at the school in order for the members of staff to provide adequate individual care.

Body Spillages/HIV

- Ideally protective gloves should be used when treating a pupil who is bleeding.
- Protective gloves are stored in the School Office and Staffroom.
- All body fluid spillages (Vomit, diarrhoea and Blood) must be cleaned immediately. This is vital if the spread of infection is to be reduced. Gloves should be worn when in contact with blood or body fluid is likely.
- 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 spillages and is kept in the Caretaker's 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 School Office and Staffroom). Once spillages

have been put into newspaper, hands must be washed and dried after removal of protective gloves.

- Once spillages 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

- If live lice are noticed in a pupil's hair the parents are contacted by telephone, for treatment by the parent.
- A general alert is also posted in the weekly newsletter.

Medication

We will only administer prescribed medication 4 times a day to children and only as explicitly instructed by parents. All medicines brought to school to be administered must be clearly labelled with the child's name. A medicine form must be filled in by a parent to provide the school staff with clear instructions on how to administer the medicine. No member of staff will go beyond the instructions provided in administering medication. When following instructions in administering medication, the member of staff must sign and date the medicine form, which is kept in the school office, to confirm the medicine has been given as instructed. Medicines brought into school for a child must be stored securely out of reach of the children. Creams such as sun cream or treatment for skin conditions must be applied as agreed by the parents and where possible the child will be encouraged to apply their own cream.

See Appendix 2 (*GUIDELINES RELATING TO SCHOOL ENTRY HEALTH ASSESSMENT, EXISTING HEALTH CONDITIONS AND MEDICINES IN SCHOOLS*) for additional details.

Treatment and Care

- Cuts and grazes will be cleaned and covered where necessary. All other accidents not deemed to be insignificant will be recorded in the accident book. Each entry will contain details of the child or children involved, the situation as reported by any witnesses and any actions taken as well as recommendations for continuing care.
- All relatively serious incidents will be reported to the parents of the child involved.
- All bumps to the head are considered serious in this context.
- Reports given to parents will contain any relevant recommendations or signs to look out for following an injury.
- Following any significant incident, the child's class teacher will keep a close eye on the child and make notes of any unusual behaviour which arises as a possible consequence of the injury.
- If a child is suspected of having a contagious condition, we will ask the parents to examine their child and treat the condition appropriately or seek medical assistance.

- All staff and children are expected to adhere to basic hygiene procedures, however, in situations where a child has a contagious condition, all will be expected to take more thorough actions to prevent the condition spreading.
- If a child vomits or has diarrhoea in school, we will treat the situation seriously and send the child home if necessary.
- In emergency medical situations which the school is not able to resolve, an ambulance will be called to provide treatment. If it is decided that a child needs further medical care, they may travel to hospital in an ambulance only, never in a member of staff's car.

Incident Reporting

- All incidents, injuries, head injuries, ailments and treatment are reported in the accident book, kept in the office.
- Parents are informed of a head injury by telephone, and the injury is then recorded in the incidence register, which is kept in the school office, with a copy sent to parents.
- 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.

Serious incidences are reported on-line to Essex County Council (ECC) through the 'Health & Safety Incident Form' and/or RIDDOR (RIDDOR is the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995).

Appendices

1. GUIDELINES FOR PUPIL SAFETY IN SCHOOL PROCEDURES FOR DEALING WITH ACCIDENTS
2. GUIDELINES RELATING TO SCHOOL ENTRY HEALTH ASSESSMENT, EXISTING HEALTH CONDITIONS AND MEDICINES IN SCHOOLS
3. GUIDANCE ON FIRST AID FOR SCHOOLS (A good practice guide) - DfE

Written by Ms Trappitt **January 2011**

Shared with staff **January 2011**

Shared with Governors **March 2011**

Next review date **January 2014**