

Safeguarding - First Aid Policy

It is our policy to ensure that appropriate first aid arrangements are in place for our children, staff and any visitors to our premises.

Aims

1. To provide adequate first aid provision and medical care for pupils and staff.
2. To have in place qualified first aid staff.
3. To have in place adequate first aid equipment.

'First aid' means medical treatment for an injured person for the purpose of preserving and stabilising life and minimising the consequences of injury or illness until further medical treatment can be administered.

'First aider' means: a person who holds a valid First Aid at Work Certificate or equivalent qualification.

Minor Accidents/Incidents

All minor accidents/incidents need to be recorded in the Accident file located in the staff room. Appropriate first aid needs to be applied and a slip sent home informing parents of the accident.

Administration of Medicines

Procedures are in place for the administration of medicines for pupils (see Health & Safety Policy). Before the school administers any medication the parent must complete the necessary form. Records are kept of the administration of medicines in the accident/incident file in the office.

Record Keeping

At the beginning of each school year or when a pupil joins the school, parents are asked to indicate any medical conditions their child might have including asthma on an enrolment form.

Staff will be given a list of known medical conditions at the beginning of the year.

House Keeping

All medicines must be securely stored in the cupboard in the sick room. Contents of First Aid Box need to be checked regularly and replaced as necessary.

Major Accidents Requiring Hospitalisation

Accidents that require hospitalisation – an ambulance needs to be called immediately and parents informed. A member of staff needs to accompany the child to hospital and stay with them until a parent gets there. The head teacher also needs to be informed.

Intimate care

In the event of an injury/soreness in an area of the body that could be described as intimate, 2 or more first aiders must be present to assess and treat.

First Aid in School

All staff, both teaching and non-teaching are responsible for dealing with minor incidents requiring first aid.

During lesson time if first aid is required the class teacher should send for one of the registered first aiders, preferably one of the non-teaching staff. If an accident occurs in the playground during breaks or lunchtimes and first aid is required, then one of the staff on duty in the playground should send for one of the first aiders.

Should a pupil refuse first aid treatment the headteacher, parents/carers must be informed immediately.

Safety/HIV Protection

Always wear disposable gloves when treating any accidents/incidents, which involve body fluids. Make sure any waste (wipes, pads, paper, towels etc) are placed in a disposable bag and fastened securely. Any pupils' clothes should be placed in a plastic bag and fastened securely ready to take home.

First Aid Boxes

There are first aid boxes located in the sick room and the cupboard outside the office. The box in the cupboard outside the office is to be taken out at break times. The one in the sick room is to be used inside. A designated person is responsible for regularly checking the contents of the first aid boxes and re-filling as necessary.

Each first aid box should contain:

- Sterile gauze pads of different sizes
- Adhesive tape
- Adhesive bandages (Band Aids) in several sizes
- Elastic bandage
- Antiseptic Wipes
- Tweezers
- Sharp scissors
- Safety pins
- Plastic non-latex gloves (at least 2 pairs)
- Mouth piece

First Aiders

A qualified first aider must be on the premises at all times. A valid certificate needs to be obtained every three years. ALL staff need to be trained on basic first aid.

Staff Accidents

Any accidents/injuries involving staff need to be recorded in the Staff Accident Book and appropriate first aid given.

Asthma

- When a child joins the school they have to declare if they suffer from asthma and require inhalers.

- Parents are asked to supply a spare inhaler to be kept in school at all times and fill out a medical administration form giving permission to administer the medication.
- Inhalers need to be labelled clearly with the child's name and class and kept in the child's class with easy access at all times should they need it.
- Staff are responsible for taking relevant inhalers with them to break times and trips.
- All inhalers are checked regularly to make sure they are in date.
- Spare inhalers are kept in school, in case needed.

Diabetics

After consultation with parents the school requires the following actions to be taken:

- All members of staff should be aware of a pupil's condition and relevant symptoms. Should a diabetic pupil be taken off the school premises, for any length of time, the staff member in charge is responsible for ensuring the required medicines are taken. **NO RISKS SHOULD BE TAKEN.**
- Pupil should always have a supply of dextrose tablets or equivalent on their person.
- A further store of these items should be made available in a named secure plastic container.
- If applicable a supply of emergency insulin should be in the office fridge.
- All relevant items should be taken on Educational Visits.

Anaphylaxis

- When a child joins the school they have to declare if they suffer from a severe allergy requiring the use of an epi-pen.
- Parents are asked to supply a spare epi-pen to be kept in school at all times and fill out a medical administration form giving permission to administer the medication.
- Epi-pens need to be labelled clearly with the child's name and class and kept in the child's class with easy access at all times should they need it.
- Staff are responsible for taking relevant epi-pens with them to break times and trips.
- All epi-pens are checked regularly to make sure they are in date.
- School also keeps a spare epi pen in case one is needed.

Allergies/ Long Term Illnesses

A record is kept in the administration office of any child's allergy to anything and if there is medication in school should they have a reaction or Epi-pen should they need one.

Covid-19

The first Aid Room is the isolation room for students who are experiencing Covid symptoms.

PPE is available for staff who are looking after children with Covid symptoms until they are collected from school.