



Hunwick Primary School

First Aid Policy

At Hunwick School we endeavour to provide the very best possible care for our pupils. Many of our Teaching Assistants, Office Staff and Lunchtime Assistants are First Aid trained in order to deliver this care to the children.

Who?

Mrs. L. Oliver – Higher Level Teaching Assistant - Appointed person for first Aid.

Mrs Oliver organises the ordering of first aid equipment and ensures that the First Aid cupboard and boxes are correctly stocked.

Staff with First Aid Training:

The majority of staff in the school have up to date First Aid At Work training.

Staff with Paediatric First Aid Training:

Miss K. Armstrong Teaching Assistant

Mrs S. Elstob Teaching Assistant

Where?

The First Aid equipment and the area for administering First Aid are in the Medical Room. Children are brought here for treatment. First Aid boxes are also held here and in classrooms.

Procedures

Plastic gloves are to be worn when dealing with all incidents. Bloods/soiled dressing and used gloves should be disposed of in the sharps box in the Medical room.

Minor incidents and accidents should be dealt with and the child returned to the playground or classroom when appropriate. Any incident must be recorded in the accident book, found in the

Medical Room, and a parent or carer informed either by a medical slip, or phone call for more serious incidents. The class teachers should be informed.

An up-to-date file of Care Plans for children with medical conditions, asthma etc is kept in the Office, with a list kept in the Medical room, Staffroom and Office.

Head Injuries

Parents will be informed immediately of any head injury, whether or not there are any visible signs or symptoms such as headache, blurred vision, dizziness, in order that parents/carers can monitor the child's well-being on returning home. In all cases the First Aider will make an informed decision as to treatment. If the child is sent back to class, the teachers and other relevant adults in the classroom will be informed and the child monitored.

Accidents at Lunchtime

The Lunchtime Assistants will deal with any minor accidents in the Medical room. In the case of more serious incidents they will bring it to the attention of the main First Aider or Paediatric-trained First Aiders.

Accidents in the Classroom

If a minor accident happens in the classroom, the child may be dealt with by a First Aid trained member of staff working in that class if this is possible. Alternatively, they will be accompanied to the Office, and will then be dealt with by a First Aider. If a child sustains more serious injuries, a child will be sent to the Office to request the attendance of the Main First Aider or Paediatric-Trained First Aider. Once initial first aid has been administered, a decision will then be made as to which action to take next eg to inform parents, take the child to hospital or send for an ambulance.

Precautions for Offsite Activities

Classes leaving the school premises take a First Aid box, and a bucket containing essential cleaning aids. A person trained in First Aid should accompany the children on the visit. Risk Assessments are carried out for all off-site activities.

Dealing with Emergencies

In the case of an emergency, a person trained in first aid will attend to the casualty and an ambulance will be called for without delay. The parent will then be contacted.

If a child needs hospital treatment in a non urgent situation, the parent will be contacted to accompany the child to hospital. If the parent cannot be contacted, then an insured member of staff, possibly a First Aider, will drive the child to hospital. The child should be strapped into the back seat and another member of staff should sit in the back of the car with the child. Every attempt to contact the parents will be made by the school.

Hygiene Control Guidelines

It is advisable to follow the Hygiene Control Guidelines listed below in all instances to provide protection against a range of infections to which staff in school may be exposed.

The following is the basic hygiene procedure recommended by both Union and the DGES, which should be put into operation in all instances against a range of infections which staff in schools may be exposed to.

Personal Hygiene

Razors, toothbrushes or other implements which could become contaminated with blood must not be shared.

Minor cuts, open or weeping skin lesions and abrasions should be covered with a suitable dressing.

Sanitary towels should be placed in the disposal bins provided.

Accidents Involving External Bleeding

Normal First Aid procedures should be followed, which should include the use of disposable gloves.

Wash the wound immediately and copiously with water. Apply a suitable sterile dressing and pressure pad if needed.

Cotton wool should not be used in cleaning wounds since it is not sterile and could cause infection.

As soon as possible seek medical advice.

Splashes of blood from one person to another;

-Splashes of blood on the skin should be washed off immediately with soap and water.

-Splashes of blood into the eyes or mouth should be washed out immediately with copious amounts of water.

-After accidents resulting in bleeding, contaminated surfaces, e.g. tables or furniture should be disinfected.

Staff Precautions

As a general policy, if staff giving care to infected children have cuts and abrasions, these must be covered with waterproof or other suitable dressings.

Waste Disposal

Urine and faeces should be eliminated or discarded into the toilet in the normal manner.

Soiled waste and bloods should be disposed of in the sharps bin found in the Medical room. These are collected regularly and the contents disposed of by an outside contractor.

Administration of Medicines

A record must be kept of all drugs to be administered at school.

A written request must be made on behalf of the child by someone having parental responsibility.

All medicines must be prescribed by a registered medical practitioner.

Medicines from any other source must not be given.

Except as stated below, medicines should be stored in a safe place when not in use, the Medical room, Staffroom or Office.

School should ensure that medicines held on the pupil's behalf are 'in date'. This is the responsibility of the Main First Aider.

If medicines become out of date, parents should be notified and the medicine returned to them.

Asthma Inhalers

Asthma can be a life threatening disease and attacks can start very rapidly. It is therefore vital that the asthmatic pupils have instant access to their inhalers. It is entirely reasonable to allow pupils to keep their inhalers on their person, in the classroom, or their school bag. See Asthma Policy

Analgesics – (Pain killers)

Staff should never administer analgesics in school unless they are prescribed for specific conditions such as dysmenorrhoea (period pains) or migraine.

Health and Safety Responsibilities

The Health and Safety Executive take the view that provided the school management and staff act in accordance with the health and safety policy and guidelines issued by the LA, asking advice when in doubt, and then there should be no difficulty in meeting Health and Safety obligations. This approach will also ensure that Headteachers, Governors and staff remain with the protection of the LA's insurance policies.

Children with Special Medical Conditions

Children with specific conditions and treatment are placed on a list which is displayed in the following areas; Staffroom, Medical room and the Office. A Care Plan is in place for each child and this is shared and updated with parents/carers at the beginning of the academic year or whenever necessary during an academic year.

S Joyce

November 2017

Review Date: Autumn 2020