

Frittenden Church of England Primary School

First Aid Policy



Learning for Life in the Light of God

Policy Control	
Responsible Person:	Nichola Costello
Responsible Governor Team:	Circle Model
Approved by Governors:	24 th January 2017
Date due for review:	23 rd January 2019

Our school policies are written with the objective of continuously improving the school in our aim of realising the school's vision:

Our Vision

To engage every child in an exciting and meaningful educational experience.

Our School Values

Frittenden Church of England Primary School values

Compassion • Wisdom • Hope • Trust

All our stakeholders are encouraged to *reflect* upon their learning and their actions

FIRST AID AND MEDICAL NEEDS POLICY

Frittenden CE Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share the same commitment. All staff and volunteers are subject to an enhanced CRB check. Please refer to the school's Child Protection policy.

Context

Staff need to be aware that there may be issues relating to first aid as a result of child protection issues. Where staff has any concerns of this nature, the agreed steps outlined in the school's 'Child Protection Policy' should be followed.

Responsibility

The governing body is responsible for the first aid policy in the school, but this is implemented through the Head teacher.

First-aiders

The qualified first aiders normally give first aid. However, any member of staff can do this voluntarily if there is an emergency where these staff members are not available. All staff are covered by the school's insurance policy and are expected to use their best endeavors in an emergency to secure the welfare of pupils.

Mrs. Helena Jones and Senor Blanco are the appointed people for first aid. The Head teacher Ms. Costello is a qualified first aider and Forest School Leader. Ms Costello will source and keep the Forest School first aid kit up to date. Mrs Jones is in charge of the first aid kits and orders for first aid supplies and equipment for the school. She will call the emergency services if required in relation to events on the school grounds.

All qualified first aiders must update their training every 3 years.

The school will make every effort to ensure that there is at least one qualified first aider in school during school hours.

Paediatric First Aid

Under Early Years Foundation Stage requirements at least one person on the premises and at least one person on outings must have a paediatric first aid certificate. Senor Blanco has completed Paediatric First Aid training (February 2014). This must be updated every 3 years.

Equipment and supplies

First Aid Equipment is kept in the cupboard above the strimmer in the photocopying and office supplies room. This cupboard contains extra first aid supplies.

First aid boxes are located in all classrooms, as well as the hall, the learning zone and the computing room.

Travel first aid packs must be taken on school trips, matches and outings. Mrs. Jones is responsible for restocking first aid boxes and travel packs from the main supply and should request new stock when they see it is running low. Mrs. Kneller will order stock.

First aid equipment for playtime and lunchtime use is kept in the cupboard above the strimmer in the photocopying and office supplies room. Any child requiring attention during these times will be dealt with by a qualified first aider.

Medicines

Inhalers are kept in the classrooms of the children that need them – in a seal, labeled, plastic box. For information regarding medicines and children with pre-existing medical conditions, please see Medical Policy.

First aid boxes

First aid boxes must contain as a minimum:

- a leaflet giving general advice on first-aid
- twenty individually wrapped sterile adhesive dressings (assorted sizes)
- two sterile pads
- four individually wrapped triangular bandages (preferably sterile)
- six safety pins
- six medium-sized (approximately 12cm x 12cm) individually wrapped sterile non-medicated wound dressings
- two large (approximately 18cm x 18cm) individually wrapped non-medicated wound dressings
- one pair of disposable gloves

Travelling first aid containers

Travelling first aid containers must contain as a minimum:

- a leaflet giving general advice on first aid
- six individually wrapped sterile adhesive dressings (assorted sizes)
- one large (approximately 18cm x 18cm) individually wrapped non-medicated wound dressing
- two individually wrapped triangular bandages (preferably sterile)
- two safety pins

- individually wrapped moist cleansing wipes (not for open wounds)
- one pair of disposable gloves

Practical Arrangements and First Aid Procedure

First aid will normally be dealt with by the qualified first aiders. Where possible, make sure another adult is informed of any action taken. Please send the child needing attention (accompanied by a friend) to either of these or send a child to fetch one of them if the injured pupil cannot go him / herself. Treatment will normally be given in the photocopying room where the first aid equipment is situated.

Hands must be washed before and after dealing with any cuts or grazes. Use disposable gloves if the wound is bleeding.

Use water only to clean cuts or grazes. No lotions or creams should be used.

If necessary, cover the cut with a plaster or other dressing.

Enter the child's name, injury and treatment in the accident book (this must be done for all but the very minor scratches and bumps). Please add your name and the date.

There is also a staff accident book.

Accident books are held in the photocopying room (These must be kept and filed until the child reaches 21).

All minor bumps to the head should be recorded and a 'Bumped Head' note sent home with the child.

Any other head injury must be reported to parents immediately and usually by the first aider, Office Manager or the Head teacher.

If a child is feeling unwell and needs to go home the class teacher should be consulted and the parents contacted. Children normally stay with their class until collected, or wait in the office.

Parents must be informed of any accident and/or treatment given during the day, preferably by the person who treated them.

In an emergency follow the Emergency Procedure as identified in the Accident, Emergency and Serious Incident Policy, additionally read RIDDOR guidance. Further information held on the school system and in the Health and Safety folder in the office.

Contact numbers, emergency contact and doctors' details are kept in the office. Details of chronic illness or allergies are also kept here and further details of these conditions are kept in the medical file.

Medical Needs

Many pupils will have short-term medical needs at some time during their school life, involving the need to take medication at school. A few pupils may have long-term medical needs which may involve special requirements and/or medication. The Headteacher is prepared to allow school staff to give medicine to children during the school day, although there is no obligation for staff to do so. Parents must complete forms identified in the Medical Policy, giving permission for staff to give medicine to their child. This is strictly at the head teacher's discretion.

No child should have any medicines in his/her possession.

Any non-prescription medicines which the child may need occasionally (such as creams and throat sweets), which parents feel it is necessary for the child to use should be labelled and given to the Office Manager by the parent, administration paperwork must be completed and Mrs. Jones advised. Please discourage children from bringing these unless they are absolutely essential.

Prescription Medicines

If a child is unwell he/she should not be in school. There are, however, times when a child is recovering but still taking prescription medicines or he/she may have long-term medical needs. In these cases it may be possible to give doses of prescription medicines, provided that these are brought to the OFFICE each day by a parent or other adult who signs a form to state the dosage, etc and that this concurs with the drug's pharmacy label. The medicines will be kept in a locked cupboard (or stored in a fridge) and should be collected each afternoon. Again, this is at the discretion of the Headteacher. Please note that we will not be able to give the medicine without the signature of a parent on the medication form.

For pupils with long-term needs (such as asthma) the forms only need to be filled in at the beginning of each academic year.

Asthma inhalers and epi pens must be taken on trips involving those children with these specific needs.

Children may have inhalers in their classrooms and should take them out at break times and during PE lessons if required.

Any staff administering medicine must check:

- pupil's name
- written instructions
- dose
- expiry date

Guidance on dealing with spillage of body fluids

Spillages of blood, vomit, urine and excreta should be cleaned up promptly. The following general actions must be taken by the person dealing with the spill:

- Clear the immediate area of people. Hazard signs and cordoning may be necessary, according to the circumstances.
- Disposable personal protective equipment (PPE), including gloves (latex or nitrile) or equivalent and a disposable plastic apron must be worn.
- Any spilt blood or other body fluids should be cleaned up with disposable absorbent paper towels.
- Ensure the area is cleansed with a suitable antiseptic solution.
- Dressings should be disposed of in the ladies' sani-bin after double bagging.

For further advice about medical needs and medical emergencies check:

- Medical Policy
- Accident, Emergency and Serious Incident Policy
- Health and Hygiene Policy
- PPE guidance