



First Aid Policy

Policy Date: _____

Signature of Principal: _____

Signature of Chairperson of Board of Governors: _____

Review Date: _____

FIRST AID POLICY

GORTIN PRIMARY SCHOOL

Introduction

First Aid is care given to an injured person (in order to minimise injury, future disability, to preserve life and to promote recovery) before professional medical care is available. Teachers and other staff are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of pupils in the same way that parents/carers might be expected to act towards their own children. As a school our aim is also to promote health and safety awareness in children and adults, in order to prevent first aid being necessary and to encourage every child and adult to begin taking responsibility for their health needs.

First Aid Provision

- The Principal is responsible for ensuring that there is an adequate number of qualified First Aiders.
- Portable First Aid kits are used any time our pupil's are off site.
- The Appointed First Aiders will ensure the maintenance of the contents of the first aid kits and other supplies.
- All staff will be trained in any aspects of First Aid deemed necessary e.g. asthma, epilepsy, diabetes, the use of an epipen.
- All staff will ensure that they have read the school's First Aid policy

First Aid Boxes

The First Aid Box is located in:

- The Resource Area
- A photo display is kept in the staff room of any child that has a medical condition.

First Aid Boxes contain: scissors, individually wrapped sterile adhesive dressings, triangular bandages, safety pins, medium/large sized wrapped sterile wound dressings, cold compresses, cleansing wipes and disposable gloves. No medication/tablets are kept in the first aid boxes.

Procedures

In school:

- In the event of an injury or medical emergency, if possible contact the appointed First Aider(s).
- Any pupil complaining of illness or who has been injured at playtime/lunchtime is sent to the designated area (outside staff room) for the qualified First Aider to inspect and, where appropriate, treat. Constant supervision will be provided (this designated area has access to a wash basin).
- If there are any doubts over the health or welfare of a pupil the parent/carer will be contacted.
- 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.
- No member of staff or volunteer helper should administer first aid unless they have had proper training.
- Hands should be washed before and after administering first aid. Disposable gloves should be worn.
- All serious accidents should be reported to the Principal or one of the named First Aiders who should call an ambulance and the child's parent/carer ASAP (numbers located in the office).

- In the event of a serious incident an ambulance is called and a member of staff will accompany a pupil to the hospital. A parent/carer is asked to go immediately to the hospital.
- If a pupil sustains a serious injury, they should not be moved.

Out of School

- While on a visit, school staff take a mobile phone and staff also take appropriate medication for the pupil, inhalers etc.
- If the trip is via minibus or coach teachers must take a first aid kit.

Educational Visits

- The Principal has responsibility for ensuring staff have adhered to the school's 'Educational Visits and School Trip Policy' (when organising a visit. All staff should have a copy.)
- A Risk Assessment will need to be carried out as part of an educational trip. **Action at an Emergency** (To be undertaken by a 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 airways 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 for a helper

to call an ambulance and give 30 chest compressions then 2 rescue breaths.

- Continue CPR until the paramedics arrive or until you get a response. This can be quite strenuous and it is best to have another qualified First Aider there to relieve you.

Incident Reporting

- All incidents are reported and major incidents are written in the incident book. These are located in the resource area.
- This paperwork kept for up to three years.
- Parents are informed of head injury or an injury that leaves a mark and advised to seek further medical treatment.
- If a serious incident or death occurs an Accident/Work-related illness Report Form must be completed.
- Staff should complete the accident book if they sustain an injury at work. An injured member of staff or any other supervising adult should not continue to work if there is any possibility that further medical treatment is needed.

Administration of medicines

All medicines administered within school are done so in a safe and monitored environment. This is implemented through our Medication Needs Policy.

Contamination / Hygiene

- No person must treat a pupil who is bleeding, without wearing protective gloves.
- Protective gloves are stored in the staff room in the first aid trolley.
- Cover open cuts or wounds on your own skin with a waterproof band-aid or similar dressing.

- Sponges and water buckets must never be used for first aid to avoid the risk of contamination.
- If blood is spilled onto broken skin or your skin is punctured by a sharp object, wash area thoroughly with soap and water.
- All body fluids (Vomit, diarrhoea and blood) must be cleaned immediately. This is vital if the spread of infections is to be reduced. A dust pan and brush is available for body spillages and is kept in the caretaker's cupboard. Wash the area with warm water and disinfectant and dry. Single use latex gloves should be worn and are available from the first aid trolley. Once spillages have been put into sealed black bags, they must be put in the external dustbins for domestic waste disposal. Hands must be washed and dried after the removal of protective gloves.

Head Lice

- A general letter is sent to the parents/carers of all pupils in a class if there is a case of head lice in class.
- If live lice are noticed in a pupil's hair the parent/carer is contacted by telephone.

Monitoring and Evaluating the Policy

Our policy will be reviewed triennially and/or in the light of changes in legislation or practice following consultation with all staff members, parents and external agencies.