



FIRST AID POLICY

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Introduction.

The aim of this policy is to provide staff with information regarding routines and procedures connected with first aid and various related issues.

This policy will become effective immediately and will replace the previous first aid policy. It applies to the whole school including the EYFS.

Key points.

*Every child who attends the medical room must have details of their visit recorded in the treatment book. This book constitutes a legal document and therefore needs to be completed in ink. Please remember that all information recorded is confidential and the treatment book needs to be locked away in the blue filing cabinet at the end of each school day. The yellow accident book, for severe (not minor) accidents/injuries should remain on top of the fridge in the medical room. **Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995, the School has an obligation to report injuries which cause an absence from work for more than 3 days.** Children at school are deemed 'members of the public' and different rules apply, please ask Health and Safety Officers or the School Nurse for details if needed.*

*A brief description of the complaint/injury (noting 'left' or 'right' where relevant) plus the action taken, needs to be recorded in the treatment book together with the date; time; initials of the attendee; location of the incident and whether or not parents were contacted. If any medicine is given, the dosage also needs to be noted. All bumps to heads need a note in the register and the affected child to wear an 'I have bumped my head' sticker. **If in any doubt as to the seriousness of a head injury, do not hesitate to contact parents and phone for an ambulance.** All parents of EYFS aged children are informed of any accidents or injuries sustained by the child whilst in our care (this is done orally). Parents of older children are informed of any serious condition.*

Parents need to complete a 'Request for school to administer medication' (please refer to the Administration of Medication Policy) for each medicine and hand both the form and medicine into the office. All medicine should be in the original containers. Calpol or Piriton may be given with telephone consent. Please record that telephone consent has been given in the treatment book and by whom.

In the case of children requesting analgesics or antihistamines in the morning, first confirm with parents when the last dose was given and follow directions on the box for timing of doses.

*Epipens and asthma medication are 'bagged up' according to class. Blue bags for boys and red bags for girls. These bags are stored in top cupboards No.2 & No.3, in the medical room. Relevant bags **MUST** accompany children on all off site trips and a designated adult needs to ensure bags are returned, after each trip, to afore mentioned cupboards.*

For health and safety reasons medication should not be kept in classrooms.

Individual children who have special medical needs have Health Care Plans on view in the medical room; in classrooms (but not on public view to comply with Safeguarding Children criteria) and summaries are on display in the Staffroom and the PE office.

The medical room is located within the reception area of the Mavis Gotto building. The School Nurse is available between 10:00 and 14:00, and in addition there are 13 first aiders on site; of whom 6 hold Early Years (EY (paediatric – 2 day course min. 12 hours)) certificates; 6 First Aid at Work (FAW) certificates and 1 who holds an Appointed Persons for Schools (APS) certificate. There will always be at least one Early Years first aider on the school site at any time when children are present.

CERTIFICATE HELD BY:-	EXPIRY DATE.
<input type="checkbox"/> Sheila Bailey (EY)	9.3.2013
<input type="checkbox"/> Jo Blunt (FAW)	15.6.2014
<input type="checkbox"/> Charlotte Boggis (EY)	3.2.2014
<input type="checkbox"/> Kate Chubb (EY)	20.5.2013
<input type="checkbox"/> Jenny Courteney Clack (FAW)	17.6.2012
<input type="checkbox"/> Gillie Craigie (EY)	22.2.2013
<input type="checkbox"/> Craig Davies (APS)	8.3.2012
<input type="checkbox"/> Alistair Gerry (EY)	21.1.2013
<input type="checkbox"/> Samantha King (EY)	31.3.2014
<input type="checkbox"/> Mario Laos (FAW)	26.2.2014
<input type="checkbox"/> Michele Leslie (School Nurse) (FAW) / (EY)	19.6.2013 / 22.2.2013
<input type="checkbox"/> Louise Nicholson (EY)	22.2.2013
<input type="checkbox"/> Georgina Oates (EY)	17.11.2011
<input type="checkbox"/> Geraldine Peacock (FAW)	17.6.2012
<input type="checkbox"/> Alison Stanton (EY)	6.10.2014
<input type="checkbox"/> Carol Wymark (EY)	22.2.2013

First aid certificates need to be updated every 3 years by attending a 2-day refresher course. In the event of a FAW certificate lapsing by more than 28 days it will be necessary to attend a 3-day foundation course.

Location & maintenance of first aid bags.

*Fully stocked first aid (medical) room (Mavis Gotto building)
Science room (Nightingale building)
Lower School (Lower School building)*

For off-site activities, PE teachers have been provided with 2 games bags. A dedicated first aid box is available for overnight or longer trips and 10 'bum bags' are in use for games and swimming. Each of the 5 mini buses also has a first aid box.

PE teachers are responsible for their 2 games bags. Other first aid bags (for off-site activities) are stored in the medical room in cupboard No.1.

All first aid bags are checked at the beginning of each term and the date recorded, both in the box itself and on computer, a copy is then forwarded to the Health & Safety Officer (HSO). When removing a first aid box/bum bag from the medical room, please ensure it is signed out and back in again, on the sheet clearly marked for this purpose.

It is the responsibility of staff to inform the School Nurse of first aid items which may need to be replaced during the term.

Red card system.

During school hours the medical room is open for children to receive first aid treatment and the school nurse is available between the hours of 10:00 and 14:00. However, if an emergency situation occurs in a classroom at any time throughout the school day a designated adult or child should bring the RED CARD directly to the school office and state clearly and concisely what constitutes the emergency. A course of action will then be established.

Head injuries.

A number of (largely minor) head injuries occur during break times. Treatment for bruises consists of applying a cold compress for 10 minutes, during which time the child can be monitored for signs or concussion. All bumps to the head must have the time of the incident recorded in the treatment book and a note with the child's name, date and time, together with a brief description of the incident given to the relevant class teacher via the register. Each child must wear an "I've bumped my head" sticker. If the injury has resulted in broken skin, apply pressure for 5 minutes with a sterile dressing moistened with sterile saline. After 5 minutes remove dressing to access and without exception contact parents and advise follow through at an A & E department. Recover the wound with a new, sterile, moistened (with sterile saline) dressing.

Concussion is a temporary and reversible disturbance of the brains normal function. It occurs when the brain moves or shakes inside the skull and is usually caused by a blow to the head or jaw.

Signs of concussion are-: feeling dizzy, blurred vision, headache and nausea.

If a child losses consciousness or you suspect a skull fracture he/she must be referred to hospital and parents notified immediately.

When to call an ambulance.

In addition to serious head injuries (i.e. fractured skull/loss of consciousness from head injury) and loss of consciousness generally, an ambulance should be considered for the following reasons:

- *Any suspected fracture.*
- *Severe allergic reactions and always if an EpiPen has been used.*
- *Asthma attacks where breathing is severely compromised.*
- *Epileptic seizures.*
- *Open wounds requiring substantial suturing.*
- *If in any doubt as to the patient's safety.*

Medical conditions of children (lists for all teachers – intranet connection).

All available details concerning medical conditions of children are available to access on the intranet. These details are updated as information is received. All such amendments should be made via the office, the information will then be forwarded to the School Nurse and all relevant staff.

Asthma class list and quick reference allergy lists.

Children who have asthma/allergies are recorded on the appropriate list, a copy of which (by year group) can be found on the inside of class registers. Complete lists are also on view in the staffroom, given to the PE teachers, in the medical room and in every first aid bag. These lists are updated as information is received (mainly reflecting new expiry dates of asthma medication). The asthma list also includes children who use EpiPens.

Absence letters.

Absence letters provided by parents should be initialled by the class teacher and forwarded to the school office for the School Nurse to file.

COSHH.

To comply with COSHH regulations, copies of data sheets relating to medication given to children whilst at school are located in the medical room (to the left hand side of the fridge).

Spillage of body fluids.

Hygiene procedures for dealing with the spillage of body fluids require the Premises manager or his assistant to be contacted and the use of specialised Emergency Spill Compound to be used.