



St James CE Primary School, Haslingden

FIRST AID POLICY	
Written By	L Brewer
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Growing in God's Love, Learning as we go.

ENDURANCE FORGIVENESS PEACE
FRIENDSHIP TRUST KOINONIA
THANKFULNESS

Rationale

Children in our care need good quality first aid provision. This care should extend to emergency first aid provision, the administration of medicines and asthma management.

Guidelines

This policy is regularly reviewed and updated. This policy has safety as its priority. Safety for the children and adults receiving first aid and safety for the adults who administer first aid.

Conclusion

The administration and organisation of first aid provision is taken very seriously at Haslingden St James' C of E Primary School. There are annual procedures that check on the safety and systems that are in place in this policy. The school takes part in the Health and Safety checks by Lancashire County Council. The school also discusses its first aid procedures with the school nurse when necessary and adjustments are made immediately if required.

First Aid Policy Guidelines

First aid in school

At school, the main duties of a first aider are to:

Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school;

When necessary, ensure that an ambulance or other professional medical help is called.

Training

All teaching staff and teaching Assistants are Paediatric first aid trained. This ensures adequate provision for lunchtimes, breaks, in case of absences and for off-site activities ie school trips.

First aid kits

A first aid kit is located in every classroom store cupboard with a first aid logo on the door, in the school office, hall, staff room and in the Junior Resource Area. Small emergency first aid kits are available for use out of school visits and on the playground.

Cuts

All adults can deal with small cuts. All open cuts should be covered after they have been treated with a medi wipe. Children should always be asked if they can wear plasters BEFORE one is applied. Children who are allergic to plasters will be given an alternative dressing.

Minor cuts should be recorded in the accident book within the kit and parents informed.
ANYONE TREATING AN OPEN CUT SHOULD USE PROTECTIVE GLOVES.

Bumped heads

Any bump to the head, no matter how minor is treated as important. All bumped heads should be treated with an ice pack. Parents and guardians must be informed. A bumped head letter is sent home and children are given a sticker to wear to alert parents. Parents are informed by phone if the incident is considered to be serious. The child's teacher should be informed and keep a close eye on the progress of the child. ALL bumped head incidents should be recorded in the accident book within the classroom first aid kit.

Hygiene & Infection control

All staff should take precautions to avoid infection and must follow basic hygiene procedures. Staff have access to single-use disposable gloves, aprons and hand washing facilities, and should take care when dealing with blood or other body fluids and disposing of dressings or equipment. There are yellow buckets for high risk clean up and it is the first aiders responsibility to clean up any fluids left by the injured person. Bio-hazard disposal bags are placed in every first aid kit and absorbent crystals and virucidal/sterilising spray are stored securely in school.

Accident Reporting & Recording

An accident book is located in each first aid kits. Staff should make verbal communication with the parent in the event of all accidents/injuries, except very minor incidents/injuries. This should be done on the same day that the injury was received. If a child has a bump to the head advice for parents on head injuries is also found with the accident books. Old accident books are stored in the stock store cupboard with first aid supplies.

More serious injuries such as fractures, lacerations and potential concussion require parents to be immediately notified, and the child collected from school to receive appropriate medical care. These incidents are recorded separately on an LCC Accident/Incident/Near Miss Report Form (available via the school office and filed electronically in the Health & Safety file by the Office Manager with the paper copy filed in the child's green file).

Some serious injuries/incidents which require immediate hospital treatment (or fatalities) require RIDDOR reporting. Advice regarding this is available from the office. The office staff complete the RIDDOR report online following the instruction of the member of staff who witnessed the accident/incident. (In addition, an up-to-date list of reportable accidents/incidents can be found on the Lancashire Schools Portal under 'Accidents and Incidents', 'How do I report an accident/incident that falls under RIDDOR?')

Statutory accident records are readily accessible in written form (duplicated book) and are kept for a minimum of 3 years.

Calling the emergency services

In the case of major accidents, it is the decision of the first aider if the emergency services are to be called. Staff are expected to support and assist the trained first aider in their decision.

If a member of staff is asked to call the emergency services, they must,

- 1. State what has happened**
- 2. The name & age of the child**
- 3. Whether the casualty is breathing and/or unconscious**
- 4. The location of the school**
- 5. Remain on the line and follow the advise of the responder**

In the event of the emergency services being called, a member of the staff, should wait by the school gate and guide the emergency vehicle into the school. If the casualty is a child, their parents should

be contacted immediately and given all the information required. If the casualty is an adult, their next of kin should be called immediately. All contact numbers for children are clearly located in the school office and in the back of each class register. Staff contact numbers are available from the school office.

This policy should be read in conjunction with the Medication in School Policy, Intimate Care Policy, Educational Visits Policy and the DfE guidance 'Supporting Pupils with Medical Conditions' Sept 2014.

Created by L Brewer
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