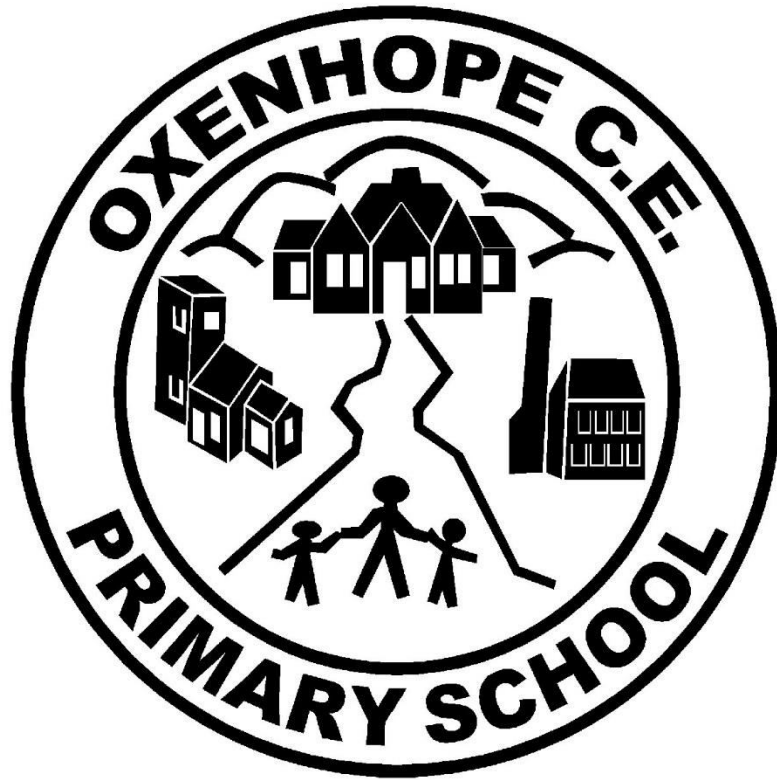


First Aid Policy

March 18



Oxenhope Church of England
Primary School

Written by Alice Jones

FIRST AID POLICY

Purpose

- To preserve life
- To limit worsening of the condition
- To promote recovery
- To provide First Aid as necessary from trained adults
- To promote health and safety awareness in pupils and members of staff, in order to prevent First Aid being necessary
- To encourage every pupil and member of staff to take responsibility for their health needs

First Aid Provision

- The School is responsible for ensuring that there is an adequate number of qualified First Aiders
 - Our first aiders are required to be qualified in Paediatric First Aid or First Aid at Work
- Portable First Aid kits are taken on educational visits and are available from the School Office/Staffroom and Resources cupboard
- The First Aiders will ensure the maintenance of the contents of the First Aid boxes and bags and other supplies
- Regular monitoring of the First aid boxes and bags will take place.
- Key staff will be trained in any aspects of First Aid deemed necessary, e.g. asthma, epilepsy and the use of an epipen
- All staff will ensure that they have read the school's First Aid policy
 - All qualified staff lists will be displayed around school.

First Aid boxes

First Aid boxes are located in:

The staff toilet and toilet for people/children with a disability in KS1.

The long corridor - at the top of school near the resources cupboard – opposite the office.

Kitchen

Spare first aid equipment is stored in the store room at the end of the long corridor.

First Aid boxes should contain:

Micropor, Hypoallergenic Plasters assorted sizes, gauze, 6 x medium sterile dressings and 2 x large, 1 x sterile eye pad, 6 x triangular bandages, 6 x safety pins, disposable gloves, tweezers, adhesive tape, plastic face shield, note pad + pencil, alcohol gel, alcohol free wipes and scissors. No medicine/tablets are to be kept in the First Aid boxes.

Procedures

In school:

- In the event of injury or medical emergency, if possible contact the appointed First Aider(s) or other Teacher
- If any pupil complains of illness or who has been injured a qualified First Aider(s) is to inspect and, where appropriate, treat, unless the injury is such that it is suspected to be so serious that they should not be moved. If this is the case a first aider should be called to the scene. Pupils sent to the First Aid Area (Bottom of the stairs) will be supervised by a responsible adult. Parents will be contacted as soon as possible so that the pupil can be collected and taken home.

- Parents are contacted if there are any doubts over the health or welfare of a pupil.

• IF THE SITUATION IS LIFE-THREATENING THEN AN AMBULANCE SHOULD BE CALLED AT THE EARLIEST OPPORTUNITY WITHOUT WAITING FOR AN APPOINTED FIRST AIDER TO ARRIVE ON THE SCENE

- No member of staff or volunteer helper should administer First Aid unless he or she is a qualified first aider, except in the case of minor cuts and grazes, which can be dealt with by members of staff.
- For their own protection and the protection of the patient, staff administering
- Staff should follow the injury flow chart – See appendix 1

First Aider should take the following precautions:

1. Exposed cuts and abrasions should be cleaned under running water and patted dry with a sterile dressing
2. Hands should be washed before and after administering First Aid
3. Disposable gloves should be worn

- All serious* accidents should be reported to the school office and the school's senior leadership team who should call an ambulance (if appropriate) and the pupil's parents as soon as possible. In such an event, a member of staff accompanies the pupil to hospital and the parents are asked to go immediately to the hospital.

Definition of serious in the case of this policy:

An injury demanding or characterised by careful consideration ie suspected broken bones, concussion, lack of consciousness, extreme vomiting, head injury, un-stoppable bleeding, swelling.

- If staff are concerned about the welfare of a pupil they should contact the Designated Safeguarding Leads (Mrs Alice Jones and/or Mrs Gillian Dyson) immediately.
- All head injuries, minor or serious need to be reported to the child's class teacher, SLT, office staff and parents. Staff should follow the head injury flow chart appendix 2.

IT IS IMPORTANT THAT FIRST AIDERS ONLY ADMINISTER FIRST AID AT THE LEVEL APPROPRIATE TO THEIR TRAINING.

Hygiene Procedures for Dealing with the Spillage of Bodily Fluids

- All bodily fluids are to be cleaned up using adequate cleaning equipment

Out of School

- Mobile telephone's must be available on trips out of school (charged and with credit/roaming profile).
- Teachers should check that pupils who have asthma take their inhalers and children with allergies that need the administration of adrenaline have their epipens with them.
- If the trip is via minibus or a coach, teachers must take a First Aid kit with them.

Educational Visits

- A risk assessment must be completed and assessed before any trip. Specific medical conditions for pupils attending the trip should be detailed separately on the Risk Assessment form.
- Most venues have their own first aid arrangements in place, but this needs to be confirmed before the trip leaves for the venue. Ensure in advance that a trained First Aider or other competent person will be available at the venue.
- If a First Aider is not available at the venue your assessment should consider the risk.

Incident Reporting

All incidents/accidents need to be reported and completed as soon as possible. A central file is held in the First Aid Area (Bottom of the stairs) and additional incident/accident forms are available in the school office.

Staff should follow flow charts – Appendix 1 and 2

Administration of Medicines

Please refer to the Administration of Medication in School Policy.

Policy Review

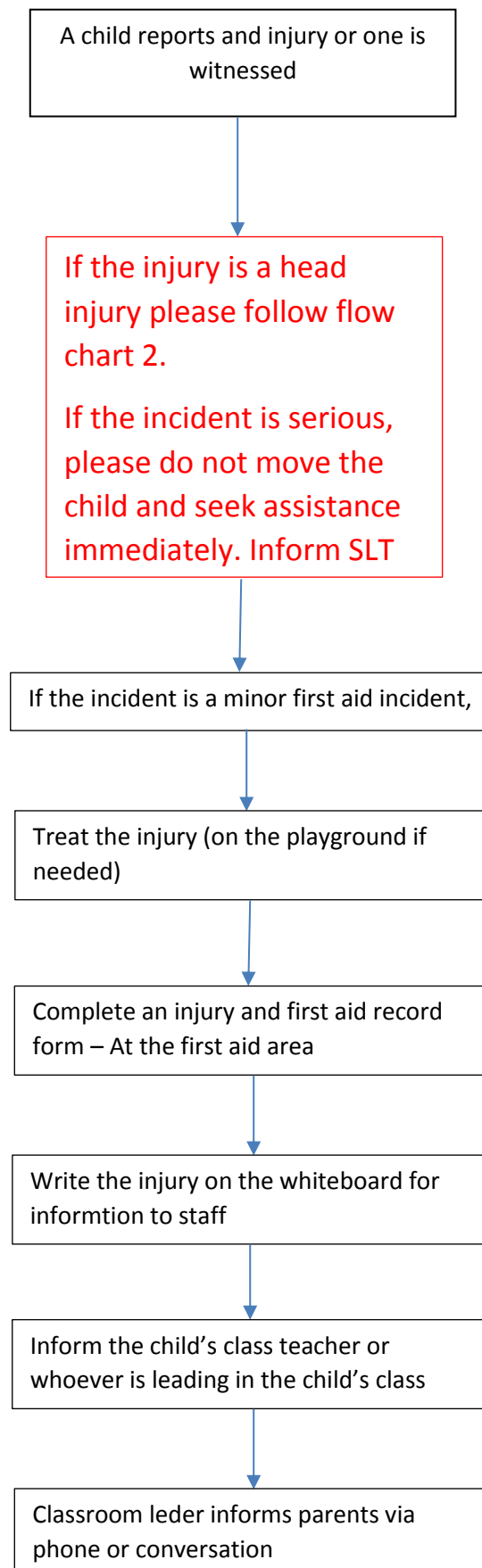
This policy will be reviewed every two years.

The policy was last reviewed in March 2018

It is due for review in March 2020.

Related Policy - Administration of Medicines at School

Flow chart for dealing with and reporting injuries



Flow chart for dealing with head injuries

Note: A **head injury** is any **trauma** to the scalp, skull, or **brain**. The **injury** may be only a minor bump on the skull or a serious **brain injury**.

Throughout this process no child should be left unattended and continuous monitoring should take place while the child remains in school

