



First Aid Policy

Next Review: September 2020

Hawes Down Primary School

This policy should be read in conjunction with the *Supporting Pupils at School with Medical Conditions Policy* and *Educational Visits Policy*

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Introduction

The Health & Safety (First Aid) Regulations 1981 and subsequent amendments of October 2013 require adequate and appropriate equipment, facilities and qualified First Aid personnel to be on site in the workplace for employees. The DfE and Health & Safety Executive also strongly recommend that such a service be provided in schools. First Aid provision must be available at all times while people are on school premises, and also off the premises whilst on school visits.

First-aiders must complete a training course and carry out the following main duties:

- 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.

The minimum First Aid provision is:

- A suitable stocked First Aid container;
- Appropriate numbers of First Aiders/appointed persons to take charge of First Aid arrangements;
- Information for employees on First Aid arrangements, including the location of equipment and facilities.

The recommendation for First Aid cover in a primary school is:

- 1 qualified First Aider
- + 2-4 appointed persons

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 children and adults, in order to prevent First Aid being necessary
- To encourage every child and adult to begin to take responsibility for their health needs

First Aid Provision

- The Head Teacher is responsible for ensuring that there is an adequate number of qualified First Aiders.
- Portable First Aid kits are taken on educational visits and are available from the School Office.
- The First Aiders will ensure the maintenance of the contents of the First Aid boxes and other supplies.
- All staff will be trained in any aspects of First Aid deemed necessary e.g. asthma, epilepsy, the use of an Epi-Pen.
- All staff will ensure that they have read the school's First Aid Policy.

First Aid Boxes

- First Aid Boxes are located in:
- Every Class room has a basic kit

- Main Office
- The Midday Meal Supervisors' room
- First Aid Boxes should contain: micropore, scissors, triangular bandage, wound dressing/bandage and gloves. 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.
- Any pupil complaining of illness or who has been injured is sent to the School Office for the qualified First Aider(s) to inspect and, where appropriate, treat. Constant supervision will be provided (this designated facility has access to a wash basin and toilet facilities). Parents should be contacted as soon as possible so that the child 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 THE APPOINTED PERSON TO ARRIVE ON THE SCENE

. The school recommends that, unless it cannot possibly be avoided, no member of staff should administer First Aid without a witness (preferably another member of staff).

- No member of staff or volunteer helper should administer First Aid unless he or she has received proper training, except in the case of minor cuts and grazes, which can be dealt with by members of staff under St John's Ambulance guidelines.
- For their own protection and the protection of the patient, staff who administer First Aid should take the following precautions: exposed cuts and abrasions should be cleaned under running water and patted dry with a sterile dressing. Hands should be washed before and after administering First Aid. Disposable gloves should be worn.
- All serious accidents should be reported to Head Teacher or First Aider who should call an ambulance and the child's parents ASAP (pupils' contact details are held in the School Office).
- In the event of a serious incident an ambulance is called and a member of staff accompanies the pupil to hospital. Parents are contacted immediately and asked to go to the hospital straightaway.
- It may be appropriate to transport a pupil to hospital without using an ambulance. This should be on a voluntary basis. In such cases staff should ensure they have specific cover from their insurance company.
- If staff are concerned about the welfare of a pupil they should contact the School Office immediately. If an injury has been sustained, the pupil should not be moved.

Out of School (please also refer to the *Educational Visits Policy*):

- A mobile telephone and First Aid kit must be taken on trips out of school.
- Teachers to ensure that pupils have the correct medication with them.

Educational Visits (see also *Educational Visits Policy*)

- The Head Teacher has responsibility for ensuring staff have adhered to the school's 'Educational Visits Procedures' (as set out in the Health & Safety Handbook) when organizing a visit. All staff should have a copy.
- A Risk Assessment will need to be carried out as part of an educational trip. Particular attention needs to be paid to the school's *Should A Child Be Lost on an Educational Trip Policy*
- Outdoor Educational Visits
- Hazardous Activities
- Class Visits
- Swimming Pool Lessons. Swimming instruction is provided by qualified swimming instructors. We use West Wickham Swimming Pool for swimming lessons, and we ensure that pupils adhere to the swimming pool rules.

Action at an Emergency (to be undertaken by 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 airway 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 a helper to call an ambulance and give 2 rescue breaths
- Making 5 attempts at least.
- Assess for signs of circulation. Look for breathing, coughing or movement.
- If present, continue rescue breathing and check signs for circulation every minute. If breathing is absent begin Cardio Pulmonary Resuscitation (CPR).

Incident Reporting

- All incidents, injuries, head injuries, ailments and treatment are reported in the accident book, kept in Midday Meal Supervisors Room.
- Parents are informed of a head injury by letter. The letter outlines the injury and symptoms to look out for.
- First Aiders contact parents by phone if they have concerns about the injury.
- Staff should complete the accident book if they sustain an injury at work.
- An injured member of staff or other supervising adult should not continue to work if there is any possibility that further medical treatment is needed. The member of staff or other supervising adult concerned should seek medical advice without delay.
- We use AR3 and mail the form to H & S at Local Authority.

Administration of Medicines

- a) Our trained First Aiders within the School Office may administer prescribed medicines which are to be taken four times a day (stored in a locked cupboard in the School Office or refrigerator as necessary) where written permission from parents has been given. A record will be kept of any medicine administered under these circumstances.
- b) If any medication is required at school it is a parent's responsibility to ensure that the school is informed as it must be kept in the School Office and not on the pupil's person. The parent must also take responsibility for the child administering the medicine themselves, or come into school to administer the medicine to them (eg Calpol, Paracetamol). The school does not keep a supply of any general medication (painkillers etc) other than Waspeze/Piriton, for which prior agreement by parents is given in the New Starters' Pack.
- c) Other medicines are **not** stored or administered by the school except for a general antihistamine (such as Piriton) or eczema cream if prior written agreement and details of dosage/frequency has been given by the parents.
- d) Eye or ear drops can only be applied by the child or parent.

Epi-Pens

All staff undertake annual training which covers all aspects of administering an Epi-pen or other branded antihistamine. This includes guidance on whom to contact and when. Given the urgency of administering this medication and transfer to hospital, the office staff will contact the child's parents and inform them of the situation once these steps have been taken. An ambulance will be called for in all cases and as soon as a child shows symptoms of anaphylaxis.

Parents/carers must supply the School Office with two Epi-Pens, clearly labelled and in date, along with the pupil's healthcare plan. Epi-Pens are kept in an easy-to-reach, secure area in the School Office.

Asthma Pumps/Spacers

Children should carry an asthma pump with them during the school day, with a spare inhaler kept in the Office locked cupboard for emergencies. It is recommended that children use a "spacer" to ensure effective inhalation. Only blue inhalers should be used at school. The school holds a spare asthma pump for emergency use only.

Individual Healthcare Plans

This is covered under the *Supporting Pupils at School with Medical Conditions* Policy.

Body Spillages/HIV

- No person must treat a pupil who is bleeding, without protective gloves.
- Protective gloves are stored in the School Office and First Aid Boxes.
- Sponges and water buckets must never be used for First Aid to avoid the risk of HIV contamination.

- All body fluid spillage's (vomit, diarrhoea and blood) must be cleaned immediately. This is vital if spread of infections to be reduced. Gloves should be worn when in contact with blood or body fluid is likely.
- Ordinary rubber gloves (located with Body Spillage granules in the Caretaker's cupboard) are suitable for dealing with spillages. They must be kept for this purpose only. Following use, gloves must be rinsed and left to dry.
- Absorbent granules should be dispersed over spillage and left to absorb for a few minutes then swept up into newspaper. A designated dust pan and brush is available for body spillages and is kept in the Caretaker's Cupboard. Wash the affected area with warm water and detergent and dry. Single use latex gloves should be available for First Aid and hygiene care procedures (these are available in the Office/First Aid area).
- Once spillage has been put into newspaper, hands must be washed and dried after removal after removal of protective gloves.
- Once the spillage has been put into newspaper it must then be placed in a sealed black plastic bag and put in the external dustbins for domestic waste disposal.

Head Lice

- A general letter is sent to the parents of all pupils in a year group if there is a case of head lice in the year.
- If live lice are noticed in a pupil's hair the parents are contacted and asked to collect him/her from class.

This policy will be reviewed every two years.

"Our school has due regard to eliminate discrimination, advance equality of opportunity and foster good relations between all parties."

Policy written	March 2010 Revised January 2017
Adopted by Governing Body	To be approved September 2019
Review date	September 2020

ANNEX A

Epi-Pen Training

All staff undertook the required training on 2nd September 2019.

ANNEX B

Dental Emergencies

By the age of 14, one in four children will have broken or knocked out a front tooth. Children can damage their teeth in many different ways through accidents in and around the home, through playing contact sports, playground accidents or violence.

The British Dental Association has issued the following guidance which may assist schools in administering first aid to a pupil who has had a tooth knocked out during the school day.

Can knocked out teeth be put back?

Yes, with a good chance of success and quick action as follows:

- Contact parents immediately.
- Ensure it is a second tooth (baby teeth cannot be replaced).
- If the tooth is clean, wearing sterile gloves, hold it by the crown (not the root) and gently push it back into its socket; if the tooth is dirty, rinse in milk or cold water first.
- Ask the child to hold the tooth in place and/or bite on a handkerchief
- Parents should take the child to a dentist for advice immediately.

If it is not possible to put the tooth back in:

- The tooth should be kept wet - in a cup of milk or, if the child is able, kept in the mouth between cheek and gums (do not place in disinfectant);
- Contact parents to take the child to the dentist immediately.