



**FIRST AID POLICY
MELLERS PRIMARY SCHOOL
JANUARY 2017**

First Aid is the initial treatment given to an injured person in order to minimise injury, future disability, to preserve life and to promote recovery prior to professional medical assistance arriving and taking over from you. 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 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.

Contents:

1. First Aid Provision
2. First Aid Boxes
3. Procedures
4. Educational Visits
5. Action at an Emergency
6. Incident Reporting
7. Administration of Medicines
8. Contamination/Hygiene
9. Head Lice

1. 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 available and used any time our pupils are off site.
- The Appointed First Aiders will ensure the maintenance of the contents of the first aid kits and other supplies.
- Appropriate staff will be trained in any aspects of First Aid deemed necessary e.g. asthma, epilepsy, diabetes and in the use of an Epi-Pen.
- All staff will ensure that they have read the school's First Aid policy

2. First Aid Boxes

First Aid Boxes are located in:

- The Foundation Unit
- The kitchen area outside year 6
- Outside class 1 (in the corridor)
- Refill drawers located in the disabled toilet
- A photo document is kept in the staff room of any child that has a medical condition.
- The school office

First Aid Boxes contain: a leaflet giving general advice, micro-pore, assorted plasters, scissors, individually wrapped sterile dressings, triangular bandages, safety pins, cold compresses, cleansing wipes, disposable latex-free gloves, sterile eyewash water. **No medicine or tablets are kept in the first aid boxes.**

3. 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 (corridor area outside class 1) for the qualified First Aider to inspect and, where appropriate, treat. Constant supervision will be provided (this designated area has access to a sink).
- 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 Headteacher or one of the named First Aiders who should call an ambulance and the child's parent/carer as soon as possible (phone numbers are located in the school office).
- In the event of a serious incident an ambulance is called and a member of staff will accompany the pupil to the hospital. A parent/carer is asked to go immediately to the hospital. 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 a pupil sustains a serious injury, they should not be moved.

Out of School:

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

4. Educational Visits

- The Headteacher has responsibility for ensuring staff have adhered to the schools 'Educational Visits procedures' as set out in the Educational Off-site Visits 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.

5. 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:
 - 1) 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.
 - 2) Check for breathing. If the casualty is breathing assess for life threatening injuries and then place in the recovery position.
 - 3) If the casualty is not breathing send for a helper to call an ambulance and give 30 chest compressions, then 2 rescue breaths.
 - 4) 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.

6. Incident Reporting

- All incidents are reported.
- Minor incidents are written on a 'bumpletter'.
- Major incidents including a serious incident or death are written in the accident book and reported online to the Local Authority (LA). This paperwork is filed and kept indefinitely.
- Parents are informed of head injury or an injury that leaves a mark by a 'bumpletter'. The letter outlines the injury and recommends that the parent/carer gets their child checked out at the GP.

- Staff should report the incident to the Headteacher 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.

7. Administration of medicines

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

8. Contamination/Hygiene

- No person must treat a pupil who is bleeding, without wearing protective gloves.
- Protective gloves are stored in the foundation unit, on the first aid trolley or in the school office.
- Cover open cuts or wounds on your own skin with a waterproof plaster or similar dressing.
- Sponges and water buckets must never be used for first aid to avoid the risk of contamination.
- Use an air shield for mouth-to-mouth breathing.
- 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, diarrhea and blood) must be cleaned immediately. This is vital if the spread of infections is to be reduced. A designated dustpan and brush is available for body spillages and is kept in the caretaker's cupboard with infection reducing granules.
- 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.

9. 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 and asked to collect him/her

Approved by the governing body:

24th January 2017