Lea Endowed CE School
First Aid Policy

First Aid is care given to an injured person (in order to minimise injury, future disability, to preserve life and to promote recovery) before professional medical care is available. 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 also 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.

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First Aid Provision

- The Head Teacher is responsible for ensuring that there is an adequate number of qualified First Aiders (List at the back of the policy).
- Portable First Aid kits are available and used any time our pupil's are off site.
- The Appointed First Aiders will ensure the maintenance of the contents of the first aid kits and other supplies. Beth Watson and Tracey Gingell have the responsibility for ensuring this is kept up to date.
- All staff will be trained in any aspects of First Aid deemed necessary e.g. asthma, epilepsy, diabetes, the use of an epipen, defibrillator
- A defibrillator is located in the main reception area adjacent to the school office. This is checked by staff on a regular basis to ensure battery is fully charged and in working order.
- All staff will ensure that they have read the school's First Aid policy (in the staffroom).

First Aid Boxes

First Aid Boxes are located

- In all classrooms
- In Year2/3 cloakroom
- Refill resources located in cupboard next to the staffroom
- A photo display is kept in the staff room of any child that has asthma

- A list is created and details are discussed at the start of every school year of all notable allergies and conditions and this is updated as required

First Aid Boxes contain: micro pore, individually wrapped sterile adhesive dressings, sterile eye pads, triangular bandages, medium/large sized wrapped sterile wound dressings and disposable gloves. Also resuscitation face shield, foil blanket, hand gel. No medication/tablets are kept in the first aid boxes.

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 staffroom for the qualified First Aider to inspect and, where appropriate, treat. Constant supervision will be provided (this designated area has access to a wash basin).
- 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 Head Teacher or one of the named First Aiders who should call an ambulance and the child's parent/carer ASAP (numbers are located in the office).
- In the event of a serious incident an ambulance is called and a member of staff will accompany a 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, which is from the school 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, such as inhalers etc.
- If the trip is via minibus or coach teachers must take a first aid kit.

Educational Visits

- Dan Bateman has responsibility for ensuring staff have adhered to the school's '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.

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:

o 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.
o 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 for a helper to call an ambulance and give 30 chest compressions then 2 rescue breaths.
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. (see Appendix 1)

Incident Reporting

- All incidents are reported. Minor incidents are written on a form, kept with First Aid boxes and major incidents are written in the accident book These are located in the school office. Parents/Carers are notified in writing and/or called in to school as appropriate. Parents / carers to return the slip to school as acknowledgement of the incident
- The paperwork for major incidents is filed and retained until the child reaches 25 years of age. It is located in the school office.
- Parents are informed of head injury or an injury that leaves a mark by letter The letter outlines the injury and recommends that the parent/carer gets their child checked out at the GP or hospital. There is also another letter for other types of injury.
- If a serious incident or death occurs an Accident/Work-related illness Report Form must be completed and sent to the Safety Advisers Unit.
- Staff should complete the accident book 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.

Administration of medicines

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

Contamination / Hygiene

- No person must treat a pupil who is bleeding, without wearing protective gloves.
- Protective gloves are stored in all first aid boxes.
- Cover open cuts or wounds on your own skin with a waterproof band-aid or similar dressing.
- Sponges and water buckets must never be used for first aid to avoid the risk of contamination. Emergency spillage compound kept in the Disabled toilet with other specific aids such as buckets.
- 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, diarrhoea and blood) must be cleaned immediately. This is vital if the spread of infections is to be reduced. A designated dust pan and brush is available for body spillages and is kept in the caretaker's cupboard. Wash the area with warm water and disinfectant and dry. Single use latex gloves should be worn and are available from the first aid locker. Once spillages have been put into sealed bags, they must be put in the clinical sanitary bins. Hands must be washed and dried after the removal of protective gloves.

Head Lice

- A general letter or SMS message 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

Lea Endowed Primary School

First Aiders – 2018 – '19
Mr D Bateman
Miss H Turner
Mrs A Edmonds
Mrs S Morris
Miss H Wilson

Paediatric First Aiders – 2018 - '19
Mrs E Smith / Miss G Cronin
Mrs T Gingell
Mrs S Perry
Mrs D Edwards

If the First Aid Cabinets/Kits need additional supplies, please contact:
Beth Watson / Tracey Gingell

Approved by Premises, Resources, Health & Safety Committee

To be reviewed March 2019