

Millbrook Primary School



First Aid Policy

Date policy reviewed: March 2014

Policy review period: 3 Years

Date of next review: March 2017

1. Statement of Intent

This school is conscious of its obligations under the Health and Safety (First Aid) Regulations, 1981 and guidance from the Department for Education and Skills, the Education Service Advisory Committee and the Local Education Authority to provide adequate and appropriate first aid facilities and personnel for members of staff, pupils and visitors. As a result, this Statement has been drawn up to give details of the first aid arrangements which have been made in the school.

2. Principles and Practice of First Aid

First Aid is the skilled application of accepted principles of treatment on the occurrence of any injury or sudden illness, using facilities or materials available at the time. It is the approved method of treating a casualty until placed, if necessary, in the care of a doctor or removed to hospital. First Aid treatment is given to a casualty to preserve life, to prevent the condition worsening and to promote recovery.

3. First Aid Arrangements

3.1 Trained and Qualified First Aiders

a) Trained and qualified First aiders are those members of staff who have attended a course of training on first aid (ie First Aid at Work or Refresher Course) and have a valid current first aid certificate issued by an organisation approved by the Health and Safety Executive under the Health and Safety (First Aid) regulations 1981.

b) The First Aid certificate is valid for three years and has to be updated by means of a refresher course.

c) The duties of the trained and qualified first aiders are:

ci) to assess the situation where there is an injured or ill person

cii) to give immediate, appropriate treatment bearing in mind that a casualty may have more than one injury and that some casualties will require more urgent attention.

ciii) to arrange, without delay, for the casualty to be transported to a doctor, hospital or home, according to the seriousness of the condition. The first aiders responsibility ends when the casualty is handed to the care of the doctor, a nurse or other appropriate person. The first aider should not leave the incident scene until they have reported to whoever takes charge and have ascertained whether they could be of any further help.

civ) ensuring that there is an adequate supply of all the prescribed materials in the first aid boxes and kits and that the contents of first aid boxes and kits are replenished after use and the items are not used after the expiry date which is shown on the packets.

cv) completing the Accident Report Folder

d) The treatment of minor illnesses such as the administration of tablets and/or medicines falls outside the definition of first aid. (Guidelines on the administration of medicines are provided for parents on the school website).

e) The names of the trained and qualified first aiders are as follows:

Mandy Hewitt – *Appointed Person (First Aid at work)*

Jakki Suden – (First Aid at work)

Kerrie McGlynn

Aimee Forrester

Lisa McLean

Emma Treanor

Vicky Fernandes

Litsa Kitching

Sarah Francis

f) The names of those qualified to administer medicines are:

Tracey OKeefee

Treatment of injuries

The following ailments / injuries are treated as set out below:-

- Minor grazes and cuts are cleaned with water / sterile wipes/gauze and where deemed appropriate covered with a plaster. All staff are aware of the need for good hygiene practices when dealing with spillage of bodily fluids (as detailed in main section of whole school policy). Details of pupil, date, time, injury, treatment and signature of the attending member of staff are recorded in the 'injuries book'.

Please use pen to complete first aid slips and ensure it has copied through to carbon copy.

- Bumps to the head are initially looked at by a first aider: where bumps other symptoms are present please refer to Appointed Person 'Mrs Hewitt' for further assessment. Where there is a major bump to the head the Appointed Person will instruct parents to be contacted and where necessary arrangements will be made for the pupil to be taken to A&E.
 - All bumps to the head must be seen by a First Aider
 - Pupils must receive a 'Bumped Head Letter'
 - Incident/accident must be recorded in the first aid book
 - An advisory call must be made home
- Where a suspected broken bone or dislocation has occurred the Appointed Person assesses the pupil(s) situation/condition. Parents are then contacted. In extreme cases it may be necessary to call for the assistance of ambulance.
- Where a child presents themselves as unwell an initial assessment of their condition is made & they may then be monitored in Reception for a period of time. If deemed necessary the parent(s) are contacted to collect the pupil and take them home.
- Where a pupil is physically sick, the parent(s) are contacted as a matter of course and asked to collect their child. The parent(s) are then asked to keep their child at home for at least 48 hours.
- Headaches may be treated by contacting the parents to bring in and administer pain relief.
- Where a more serious accident has occurred involving pupil(s), staff, parents or other adults, the details of the accident / incident is recorded on a specific form and kept in the accident / incident file in Reception.
- Mrs Hewitt may make contact with the parent(s) of a pupil who has presented as possibly needing first aid. This would be to inform them of the details of the accident / incident prior to the child going home at the end of the school day. It may also be to inform them that further treatment may be necessary, for example a trip to the dentist.

3.2 First Aid Boxes, Travelling First Aid Kits and other Supplementary Equipment

The location of first aid boxes, travelling first aid kits and other supplementary equipment are as follows: First Aid Boxes are situated in all practical areas and in the link corridor and medical Room. First Aid Kits for off site visits are available from the School Office or the Health and Safety Governor.

3.3 Blood and Spillages

In the event of an accident in the workplace or members of staff or the children becoming ill, it may be necessary for you to deal with spillages of blood, vomit, urine or faeces. This should be done by following the instructions below.

- Remove watches and rings if appropriate and put on disposable gloves.
- Clean up the spillage with water and paper towels followed by protect spray, or if larger quantities are needed use Milton until all trace of the spillage etc. has been removed. Finally wipe the surface clean with fresh paper towels and Anti-Bacterial spray fluid.
- Dispose of the towels, gloves and any other discarded articles in a nappy sack and put in a clinical waste bag or nappy bin which should be tied at the top to seal.

- If articles are heavily soiled and cannot be dealt with, as above, they should be sealed in a plastic bag to be disposed of or laundered.
- Clothing can be washed in a normal machine after being treated as above. Do not use Milton on clothing.
- Finally DO NOT forget to wash your hands.

As standard routine, any the changing mats should be wiped down with sterilising spray between each and every nappy change and hands washed.

Any cuts or rashes on the hands MUST be covered at all times.

THESE RULES ARE AS MUCH FOR YOUR OWN SAFETY AS PREVENTING CROSS INFECTION BETWEEN CHILDREN. IT IS IMPERATIVE THAT THEY ARE FOLLOWED.

3.4 School Visits

The first aid requirements and procedures for calling for help or skilled assistance in the event of an accident or other emergency will be laid down when school visits are being planned. Travelling first aid kits will be provided for all school visits and are available from the Office. First Aid provision must be available at all times while people are on school premises and also off the premises whilst on school visits. Any trip involving a child who carries an Epi-pen must be accompanied by a member of staff trained in administering an Epi-pen.

All staff must be made aware of pupils with a medical condition and included on the risk assessment. All pupils with Asthma will carry their inhaler with them at all times.

3.5 Out of Hours use of School Premises

The level of first aid cover, first aid equipment and access to a telephone is in line with that required when the school is in use.

3.6 Contact with the Ambulance Service

The Ambulance Service.

If an ambulance is required the call will be made by the lead first aider: Mandy Hewitt or Senior Leader in her absence.

Dial 999 or the emergency number shown on the number label

Tell the operator that you want the Ambulance Service

Give the telephone number shown on the phone

Wait for the Ambulance Service to answer

Give the address where help is needed

Give any other necessary information.

The nearest doctor

The nearest doctors to the school is Leegomery Medical Practice; Tel 01952 255855

The nearest hospital

The nearest hospital to the school is Princess Royal Hospital :

Tel 01952 641222 A & E Dept

Tel: 0844406888 Shropdoc

Tel: 08454647 NHS Direct

4. Headlice

Transmission of lice within the classroom can be a common occurrence. When it does occur, it is usually from a 'best friend' as lice are only transmitted by direct, prolonged, head-to head contact. When a case of headlice is detected a letter is sent out to all parents in the particular class giving treatment advice.