

ST. JOHN'S C OF E



PRIMARY SCHOOL

Guidance for First Aid

Last Reviewed by Governing Body: Feb 2018

Date of next review : Feb 2020

Mission and Vision Statement

Our mission is that:

Each of us is special; each of us is unique.

We aim to provide pupils with high quality teaching and learning, so that they can become effective life-long learners, striving for excellence.

We aim to demonstrate clear Christian characteristics and values, whilst at the same time, encouraging recognition of and respect for other faiths.

We value greatly school, home and parish connections.

We believe in "Living, Loving and Learning" together in God's World.

Our vision is to:

Empower creative independent thinkers, who are resilient to challenges, in readiness for our diverse and ever-changing world.

Procedure

The First Aid Procedure at St. John's CE Primary School is in operation to ensure that every pupil, member of staff and visitors will be well looked after in the event of an accident, no matter how minor or major.

It is emphasised that the team consists of qualified **First Aiders** and **not** trained doctors or nurses.

In the event of an accident all members of the staff should be aware of the support available and the procedures available to activate this.

The purpose of the Policy is therefore:

- To provide effective, safe First Aid cover for pupils, staff and visitors.
- To ensure that all staff and pupils are aware of the system in place.
- To provide awareness of Health & Safety issues within school and on school trips, to prevent, where possible, potential dangers or accidents.

NB : The term **First Aider** refers to those members of staff who are in possession of a valid First Aid at work certificate e.g paediatric first aid or emergency first aid.

Materials, Equipment and Facilities

The School will provide materials, equipment and facilities.

The location of first aid containers in the school are:

Infant Site

- Entrance Hall

Junior Site

- The disabled toilet/first aid room.
- Every classroom.
- Midday Supervisors First Aid Bags.

These should contain

- 1 leaflet/booklet giving general guidance on first aid.
- 1 protective face shield for performing CPR.
- 20 individually wrapped sterile adhesive dressings of assorted size (plasters). Only use "hypo-allergenic" plasters for children, and blue coloured plasters for food handlers.
- 2 sterile eye pads.
- 4 triangular bandages, individually wrapped and preferably sterile.
- 6 medium wound dressings (approx 12cm x 12cm), individually wrapped and sterile. These have bandages attached.
- 2 large wound dressings (approx 18cm x 18cm). as above.
- 5 "low adherent" dressings, approx. 10cm x 10cm, as above.
- 5 "low adherent" dressings approx 5cm x 5cm . These have a perforated plastic surface which reduces the likelihood of it sticking to the clotting blood.
- 1 roll hypo-allergenic tape. This can be used to hold a dressing in place or fasten a bandage.
- 3 pairs of disposable gloves.
- 1 pair of scissors with rounded edges.
- 20 individually wrapped sterile wipes.
- First aid recording sheet.
- 10 head bump letters.

This list is not mandatory, so equivalent or similar items can be used.

All TA's and MDS are first aid trained and new starters receive training as soon as possible after induction.

Mrs Parkin and Mrs Moore (Infant Site) and Mrs Fotheringham (Junior Site) are the nominated First Aiders who must deal with adult injuries. They have a First Aid in the workplace qualification.

However, in their absence, all First Aid Qualified Staff will respond to a First Aid incident.

The contents of the first aid boxes will be checked on a regular basis by Mrs. Parkin, Mrs Moore and Mrs Fotheringham.

If supplies are running low when used by another member of staff, it is their duty to inform the relevant First Aider.

Qualified First Aiders in School will:

- Ensure that their qualification and insurance (provided by the school) are always up to date.
- Ensure that first aid cover is available throughout the working hours of the school week.
- Always attend a casualty when requested to do so and treat the casualty to the best of their ability in the safest way possible. This includes wearing gloves where any loss of blood or body fluid is evident, calling for help from other First Aiders or Emergency services.
- Help fellow First Aiders at an incident and provide support during the aftermath.
- Act as a person who can be relied upon to help when the need arises.
- Ensure that first aid kits are adequately stocked and always to hand.
- Insist that **any** casualty who has sustained a significant head injury is seen by professionals at the hospital, either by sending them directly to hospital or by asking parents to pick up a child to take them to hospital; ensure that parents are aware of all head injuries promptly ~ either by phone or head- bump letter.
- Ensure that a child who is sent to hospital by ambulance is either:
 - Accompanied in the ambulance at the request of paramedics.
 - Followed to a hospital by a member of staff to act in loco parentis if a relative cannot be contacted.
 - Met at hospital by a relative.
 - Accompany to hospital or identify an appropriate person to attend.

- Liaise with the teacher in charge of cover to ensure that lessons are covered in the event of an absent teacher.
- Keep a record of each pupil attended to, the nature of injury, any treatment given and whether or not parents were informed. The Accident forms at the appropriate level, must be completed by the person administering first aid.
- Ensure that everything is cleared away, using gloves, and every dressing etc, must be put into the yellow bin, located in the First Aid/ Disabled toilet. Any bloodstains on the ground must be washed away thoroughly. No contaminated or used items should be left lying around.

Using First Aid Equipment

- All members of qualified staff can treat children using basic first aid.
- Disposable gloves must be worn when dealing with bodily fluids.
- Only sterile wipes must be used to clean grazes.
- Anything more serious must be looked at by a qualified paediatric First Aider – This includes all head injuries or severe bleeding.
- Adult injuries must be treated by a nominated First Aider who has a First Aid in the workplace qualification.
- All appropriate accident forms must be completed for every incident as follows :
Appendix 1 : For a minor accident in the classroom
Dinner time spreadsheet : For minor accidents at lunchtime
AIR 1 : Major accidents or if casualty spent more than 24hrs in hospital, if it was a result of defect to premises or equipment, if there is a supervision incident (even if injury is minor)

These forms are in paper form in all the classrooms and on St John`s Conference.

Where pupils are travelling out of school a portable first aid kit must be carried. This needs to be checked before being taken and should include:

- Sterile wipes.
- 2 disposable bandages
- 2 triangular bandages.
- 1 pack of assorted adhesive dressings (hypo-allergenic plasters).
- 3 large sterile unmediated dressings (not less than 15cm x 20cm).
- 2 sterile eye pads with attachments:
- 1 roll of hypo-allergenic tape.
- 1 pair of scissors, round ended.

All Staff will:

- Familiarise themselves with the first aid procedures in operation and ensure that they know who the current First Aiders are (see list on First Aid room).
- Be aware of specific "Care Plans" of individual pupils.
- Never move a casualty until they have been assessed by a qualified First Aider, unless the casualty is in immediate danger.
- Send for help to the office as soon as possible either by a person or telephone, ensuring that the messenger knows the precise location of the casualty. Where possible, confirmation that the message has been received must be obtained.
- Reassure, but never treat, a casualty unless they are in possession of a valid Emergency Aid in Schools Certificate or know the correct procedures; such staff can obviously start emergency aid until a First Aider arrives at the scene or instigate simple airway measures if clearly needed.
- Send a pupil who feels generally "unwell" to their respective class teacher.
- Ensure that they have a current medical consent form for every student that they take out on a school trip which indicates any specific conditions or medications of which they should be aware.
- Have regard to their personal safety and rights.
- Be vigilant and record any signs of abuse as outlined in the child protection policy.

Equal Opportunities

Provision is made for all children regardless of ability, disability, additional needs, medical conditions, gender, faith or ethnicity and reasonable adjustments are made in a range of ways. All children have a right to be treated equally and the school will take measures against those who do not abide by this ethos.

Monitoring and Evaluation

Policy and practice is monitored and evaluated on a regular basis. Monitoring may take the form of questionnaires, discussions with children or learning walks. Feedback will be given to all staff along with recommendations to inform future policy and planning.

The school leadership team have a responsibility to ensure the policy is embedded into the school provision and report to governors on the effectiveness of the policy.