

Chacombe CEVA Primary Academy
First Aid Policy

Purpose

- *To limit worsening of the condition.*
- *To promote recovery.*
- *To preserve life.*
- *To promote health and safety awareness in children and adults as prevention.*
- *To encourage every child and adult to be responsible for their health.*

First Aid Provision

- *The Headteacher is responsible for ensuring that there is an adequate number of qualified First Aiders.*
- *The First Aiders will ensure the maintenance of the contents of the first aid boxes and other supplies.*
- *Staff will be trained regularly in any aspects of First Aid deemed necessary e.g. asthma, epilepsy, the use of an epipen.*
- *All staff will ensure that they have read the school's First Aid Policy.*
- *A portable First Aid kit is taken on the playground at lunch time to deal with minor injuries quickly (gloves, water, paper towels and ice pack).*
- *A portable First Aid kit is taken on educational visits.*

First Aid Procedures

In school

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.

- *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 seen by the qualified First Aider(s) to inspect and, where appropriate, treat.*
- *If an injury is sustained to or near an intimate part of the body, older children should be encouraged to check themselves with support. When this is not appropriate and with younger children two adults should be present.*
- *Any child displaying an illness that is potentially serious/contagious should be sent to the office where supervision will be given at all times.*
- *Symptoms less severe can be managed in the classroom –eg lying down in the book corner until collected by a parent.*
- *Parents should be contacted as soon as possible so that the child can be collected and taken home, calmly as to not cause undue alarm.*
- *Parents are contacted if there are any doubts over the health or welfare of a pupil.*
- *Staff or volunteer helpers should not administer First Aid unless he or she has received proper training.*

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 First Aider and Headteacher (Senior Teacher in Headteacher absence).*
- *The First Aider should direct another to call an ambulance and the child's parents ASAP (numbers located in office).*
- *In the event of a serious incident an ambulance is called and a suitable member of staff or parent accompanies the pupil to hospital. A child should not be transported in a staff member's car in an emergency unless verbal permission has been given by the parent and two members of staff accompany the child.*

We recognise that no two injuries/incidents are the same and that the First Aider uses their professional judgement as to the best way to proceed in initially treating an injury.

Out of School

- *Whenever possible take a MOBILE TELEPHONE on trips out of school. Teachers to check that pupils who have asthma take their inhalers.*
- *If the trip is via minibus or coach teachers must take a First Aid kit.*
- *The Head Teacher and/or EVC have responsibility for ensuring staff have adhered to the school's 'Educational Visits Procedures' (as set out in the Health & Safety Handbook) 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. Particular attention needs to be paid to:*
 1. *Outdoor Educational Visits*
 2. *Hazardous Activities*
 3. *Class Visits*
 4. *Swimming Pool Lessons. Swimming instruction is provided by qualified swimming instructors.*

Action at an Emergency

(To be undertaken by trained First Aider)

PRIMARY SURVEY:

1. *DANGER Environment, Casualty themselves, other people?*
2. *Remove other children from the area.*
3. *RESPONSE Alert (can respond vocally to simple questions)*
Voice (can respond to a voice command with a physical response) Pain (can respond to a cuticle pinch)
Unresponsive (responds to none of the above)
4. *AIRWAY visually check*
5. *BREATHING look, listen and feel*
6. *Get help from others and an ambulance. Follow instructions/answer questions from the paramedic if given.*

Incident Reporting

- *Injuries, including head injuries and ailments of a more serious nature are reported in the main accident book.*

- *Following an accident or injury at lunchtime, the red injury record will be completed on the playground and then later checked, more serious injuries are copied into the main book. An 'Injury Report Slip' will be completed and sent home. This will be taken to the child's class teacher to be sent home. In the event of a bumped head, parents will be informed by telephone. The same procedure will apply for injuries sustained in class and play time. The injury record book and 'Injury Report Slip' will be completed by the treating teacher or TA and a phone call made if necessary.*
- *Staff should complete the accident book if they sustain an injury at work.*
- *Serious injuries are reported to Plumsun (Health and Safety) for advice and review.*

Monitoring

Accidents are regularly monitored by the Headteacher and reported to Governors.

Administration of Medicines

- *Our trained First Aiders can oversee children self administering medicine. Children unable to self administer will need to have parents present to administer.*
- *Before any of these medications are given, written permission from parents must be given.*
- *Teachers/TAs should not take medicines from parents. Parents should be sent directly to the office with medicines.*
- *Other prescribed medicines are not stored or administered by the school.*
- *If any medications (such as, asthma inhalers) are brought into the school it is a parent's responsibility to ensure that they inform the school, and that they understand that their child will take responsibility for it. If there are any doubts about a child's ability to take responsibility for their own medication then a parent should be advised to maintain that responsibility and make arrangements to administer*

Body Fluids/HIV

- *No person must treat a pupil who is bleeding, without protective gloves.*
- *Protective gloves are stored in First Aid kits.*
- *Sponges and water buckets must never be used for First Aid to avoid the risk of HIV contamination.*
- *All body fluid spillages (vomit, diarrhoea and blood) must be cleaned immediately. This is vital if the spread of infection is to be reduced.*
- *Gloves should be worn when in contact with blood or body fluid is likely.*
- *Wash the affected area with warm water, detergent and dry. Single use latex gloves should be used for First Aid and hygiene care procedures*
- *Once spillages have been put into newspaper, hands must be washed and dried after removal of protective gloves.*
- *Once spillages 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.*
- *Cloths/wipes containing blood can be disposed of in the sanitary bin in the ladies toilet.*



Injury Report Slip

Your child.....

was treated today for a

| | | |
|---------------------------|---------------------------|---------------------|
| <i>Bumped head</i> | <i>Nose bleed</i> | <i>Graze</i> |
| <i>Cut</i> | <i>Bruise/bump</i> | |
| <i>Other:</i> | | |

on the.....(body part) at..... (time)

Signed..... Date.....