

First Aid Policy

1 Introduction

The First Aid Policy at Hanbury CE First School is in operation to ensure that every pupil, member of staff and visitor will be well looked after in the event of an accident, no matter how minor or major.

It is emphasised that incidents will be dealt with by qualified first aiders and **not** trained doctors and nurses.

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

2 Aims and objectives

The aims and objectives of the First Aid Policy in our school are:-

- To provide effective, safe First Aid cover for pupils, staff and visitors.
- To ensure that all staff are aware of the systems in place.
- To provide awareness of First Aid 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 or equivalent.

3 Arrangements for First Aid

The school will ensure the following arrangements are in place:-

- The school will provide materials, equipment and facilities.
- The location of the first aid box is in the School Office, Year 3 (for the playground). A basic First Aid kit is kept in each classroom. There is also a dedicated First Aid kit for Forest School.
- The contents of the first aid boxes in classrooms will be checked by the class TA on a regular basis and the office and shed by the designated first aider.

4 Duties of First Aiders

Qualified First Aiders will:-

- Ensure that their qualification is valid and 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 and 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 the 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.
- 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.
- Administer only prescribed medication, as specifically requested by a parent, for their particular child.
- Ensure parents complete a medical form to allow First Aiders to administer prescribed medication.
- Ensure prescribed medication to be administered by a qualified class First Aider and recorded in the medicine book in the office.

- Ensure that a child who is sent to hospital by ambulance is either:-
 - accompanied in the ambulance at the request of paramedics by an appropriate person.
 - Followed to a hospital by a member of staff to act in loco parentis or by a relative that has been contacted.
 - Ensure that everything is cleared away, including used gloves, dressings, anti-septic wipes etc and put in the bin. Any bloodstains on the ground must be washed away thoroughly. No contaminated or used items should be left lying around.
 - Staff should be aware of the Asthma plan, Allergies plan and Medical Conditions policy.

5 Duties of Teaching and Support Staff

Teaching and support staff will:-

- Familiarise themselves with the first aid procedures in operation and ensure that they know who the current First Aiders are.
- Be aware of specific medical details of individual pupils.
- Call for a qualified First Aider, unless they are one themselves, to treat any injured pupil.
- Support the First Aiders in calling for an ambulance or contacting relatives in an emergency.
- Never move a casualty until they have been assessed by a qualified First Aider, unless the casualty is in immediate danger.
- Send for help 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.
- Re-assure, but never treat, a casualty unless staff are in possession of a valid First Aid 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 pupils who feels generally 'unwell' to their respective teachers.
- Ensure that pupils have a current medical consent form if they are taken out on a school trip, which indicates any specific conditions or medications of which the school should be aware.
- Have regard to personal safety.
- Ensure appropriated First Aid record keeping is carried out
- Inform parents of a suspected head injury.

6 Wetting and Soiling

It is understood that from time to time wetting and/or soiling by pupils may take place. In these circumstances the following procedure will be followed:-

- The child concerned will be treated with sympathy and understanding and the utmost discretion will be used, so that other pupils are unaware of what has happened.
- The child's parents will be contacted immediately to either bring in clean clothes or collect them from school to take them home.
- Two members of staff (not necessarily first aiders) will be present when changing a child, never leaving one adult alone whilst the child is changing.
- A plastic bag will be provided to put soiled clothing in.
- Staff will wear gloves at all times when assisting a child to change.
- The SENCO will be informed of what has happened.

This policy to be reviewed by First Aiders and Governors annually.

Ratified on: _____

Chair of Governors: _____

Date: _____