



NEWLAND
ST JOHN'S
C OF E ACADEMY

First Aid Policy

Rationale

Children and adults in our care need good quality first aid provision. Clear and agreed systems should ensure that all children are given the same care and understanding at our academy.

Purpose

This policy

- Gives clear structures and guidelines to all staff regarding all areas of first aid.
- Clearly defines responsibilities
- Ensures good first aid cover is available in the academy and on visits.

Guidelines

The Health and Safety (First-Aid) Regulations 1981 set out what employers have to do

- Employers must provide adequate and appropriate equipment, facilities and qualified first aid personnel.
- Employers have a health and safety responsibility towards non-employees. In the light of their legal responsibilities for those in their care, schools should consider carefully the likely risk to pupils and visitors.
- Where first aid is provided for staff and pupils it must not fall below the required standard and complies with other relevant legislation and guidance.

This policy should be regularly reviewed and updated.

First Aid in schools

Training

All staff are offered first aid training. Teachers' conditions of employment do not include giving first aid. Although any members of staff may volunteer to undertake this task. All staff are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of the pupil at the school in the same way that parents might be expected to act towards their children. In general, the consequences of taking no action are likely to be more serious than those of trying to assist. First aiders need to attend retraining courses every 3 years, which will be offered by the school.

First Aid Kits

First aid boxes are kept in the following locations

- Medical room
- All classrooms

The travelling first aid kit is kept in the medical room and will be fully stocked by the designated first aider.

First Aid kits to be maintained by designated First Aider and checked on a weekly basis.

All lunchtime supervisors to carry disposable gloves. It is also good practice for anyone on playground duty to carry a pair of gloves with them.

Cuts

Any adult can deal with a small cut in the classroom, children should always be asked if they are allowed to wear plasters before one is applied. All open cuts should be covered. Minor and major cuts should be dealt with by a first aider and first aid training followed. **Anyone treating a cut should wear gloves.** All blood waste should be disposed of in the medical bin in the medical room

Bumped heads

Any bump to the head, no matter how minor is treated as serious. Parents and guardians must be informed by telephone. The child's teacher should be informed and a close eye kept on the child. At the end of the school day whoever collects the child should also be informed of any incident even if a phone call to parents has been made. All bumped head incident should be recorded in the accident book and the child issued with a bumped head note (blue).

Accident file

The green accident file is located in the medical room. In the event of a record being entered, whoever is recording it should write what happened, when (date and time) and where it happened and the entry should be signed and dated. If the first aider is unsure as to whether parents/guardians should be informed then seek a second opinion from the designated first aider.

Calling the emergency services

In the case of a major accident it may be decided that the emergency service need to be called. If a member of staff is asked to call the emergency services, they must

1. State what has happened
2. The child's name
3. The age of the child
4. Whether the casualty is breathing and/or unconscious
5. The location of the school

In the event of the emergency services being called, a member of the Admin staff or another member of staff should wait by the school gate on Beresford Avenue and guide the emergency vehicle into the school.

If the casualty is a child, their parents should be contacted immediately and given all the information required. If the casualty is an adult, their next of kin should be called immediately. All contact numbers for children and staff are available in the office or on SIMS.

Medical Conditions

At the beginning of each academic year, any medical problems are shared with staff and a medical file is issued to each class, which should be shared with all staff and kept in a secure place. Confidentiality about any medical conditions must be kept in school.

Inhalers

All inhalers are kept in the medical room with emergency inhalers placed around the school. If a child is having an asthma attack do not move the child but bring the inhaler to them. See Asthma Policy.

Vomiting and diarrhoea

If a child vomits or has diarrhoea in school, they will be sent home immediately. Children with these conditions will not be accepted back into school until 48 hours after the last symptom has elapsed

Chicken pox and other diseases, rashes

If a child is suspected of having chicken pox etc, we will look at their arms and legs. Looking at a child's back or chest should only be done in the presence of another adult and check with the child if they are happy for this to happen. If chicken pox etc is thought to be present then a child should be sent home with relevant guidelines on timescales etc. Any outbreak of chicken pox etc should be mentioned in the weekly newsletter.

Medical waste

Any medical waste that has blood present should be disposed of in the medical waste bin in the medical room. Any sharps should be placed in the sharps bin also located in the medical room.

Safeguarding each other

All Staff should take precautions to avoid infection and must follow basic hygiene procedures. Staff should always use disposable gloves and wash hands immediately after treatment. Care should be taken when dealing with blood and other bodily fluids and

disposing of dressings and equipment. If unsure of any procedure then ask another member of trained staff

Blood spills

Any blood spill should be cleaned up immediately and protection used while cleaning is in process. Any dirty clothes should be disposed of in medical bin.

Monitoring

All accidents will be logged and monitored and analysed on a termly basis to look for accident patterns so that steps can be put in place to reduce any further incidents.

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