

# Bratton Primary School



## First Aid Policy

The Governing Body acknowledges that it has responsibilities for the Health and Safety of pupils, staff and visitors to the school premises and on official outings: within these responsibilities these arrangements have been made for First Aid.

## **1. Information**

- 1.1 The head teacher is responsible for implementing the First Aid Policy.
- 1.2 We have members of staff who are trained in First Aid at Work and Paediatric First Aid.
- 1.3 First Aid equipment is located in the first aid area in the cupboard by Zebra Class. The emergency first responder first aid kit is kept on the back of the office door. Each class has a basic first aid bag which contains disposable gloves, plasters, wipes, tissues. Icepacks are kept in the freezer in Lemur classroom.
- 1.4 A First Aid box and sick bucket with clean-up equipment is available for school visits and journeys and will be in the care of the teacher in charge of the outing.
- 1.5 First Aid boxes in the First Aid areas should contain:-
  - An assortment of first aid dressings, cleaning wipes, instant ice packs disposable gloves, triangular bandage and tape.
- 1.6 All named inhalers are kept in classrooms on the back of the classrooms doors with emergency contact sheets. Inhaler administration is logged in the medical file which is kept in the school office. A school inhaler is also kept in the school office in case of emergency. When a child uses their inhaler it must be documented by a member of staff with date, time and amount on their record sheet kept with their inhaler. Staff must sign to say they have witnessed the child taking it.

## **2. Intention**

- 2.1 The intention is to ensure that any child, staff member or visitor who sustains an injury or becomes ill whilst on school premises or on an official school outing, receives quick and appropriate first aid attention.

## **3. Method**

- 3.1 It is the responsibility of each teacher/TA to ensure that all children are safe.
- 3.2 If an accident does happen resulting in an injury to a child, the teacher/TA will do all they can to aid the child concerned.
- 3.3 In the event of an injury which requires more than the basic level of first aid, then one of the named Trained First Aiders should be called, who will:-
  - Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school
  - When necessary, ensure that an ambulance or other professional medical help is called

## **4. Administration**

- 4.1 Annually, in September, an updated medical questionnaire is completed for every child that needs one. These replies are kept in the office in a central area. The file contains medical

records of all children with specific areas of first aid needs. It also contains any individual Health Care plans and details of children who are asthmatic with procedures for administration of inhalers.

All medication should be stored in either the school office or classroom. Pupils must not carry any medication on their person.

#### 4.2 **Record Keeping**

An incident and illness register will be kept in the First Aid file showing any first aid treatment given by staff or appointed persons. This record will include:-

- The date, time and place of the incident
- The name and class of the injured or ill person
- What happened to the person immediately afterwards
- The name and signature of the First Aider or person dealing with the incident.
- Indication to say if parents were notified (dependent on injury)

4.3 Short term medication (prescribed and non-prescribed) e.g. paracetamol/ antibiotics/ piriton can only be dispensed in school with a completed administration of medicines and treatment form of consent which is completed by parents.

4.4 Where a child may need paracetamol due to an injury sustained onsite a bottle is kept in the school office and parental consent is requested over the phone to administer. This is followed up with the completion of the administration of medicines form.

4.5 All medicines are stored in a locked cupboard in the main office. Administration of medicine is given by first aid trained staff.

4.6 All staff are responsible for maintaining the First Aid boxes and these should be checked regularly.

### 5. **Communication**

#### 5.1 **Reporting to Parents**

In an emergency a member of the first aid staff, will implement the school procedure for contacting the child's parent/named contact person as soon as possible. All serious or significant incidents will be reported to the child's parent by telephoning the parent or next emergency contact. Where needed an ambulance will be called to the school site.

In the event where parents are unable to be contacted and a child needs to be escorted in the ambulance, a member of staff will escort the child to the hospital until parents are able to arrive.

If a child receives first aid in school, the accident log book is completed and an incident form of the injury details are sent home with the child.

If the injury is a head bump, a more comprehensive form is completed to send home. The child is given a yellow band to alert all staff for monitoring and a telephone call is made home to inform parents.

If a child has an injury which may need monitoring e.g. trapped finger, insect bite. They are given a pink band so as the injury can be checked on throughout the day.

For more significant incidents/accidents an Incident Report and Investigation Form will be completed and sent the Local Authority.

- 5.2 The Admin Officer is responsible for updating and administration of medical records.
- 5.3 The SENCO is responsible for the setting up of Individual Health Care Plans with parents and relevant professionals and to give information to teachers etc within the school.

## **6 Infection Control**

- 6.1 Disposable gloves must be worn when dealing with all body fluid spills and bleeding injuries.
- 6.2 When dealing with body fluid spills absorbent powder is available in the locked cleaners cupboard. This should be sprinkled over spill, allowed to absorb fluids, and then brushed up. All waste should be double bagged in plastic bags and disposed of. All equipment and the spill area must be sprayed and washed with anti-bacterial cleanser. If appropriate inform the school cleaners to do a more intensive clean of the affected area.
- 6.3 If a child becomes ill at school with sickness/diarrhoea, parents will be called and the child taken home. They should not return to school until 48 hours after the last bout of sickness/diarrhoea.
- 6.4 For further guidance on the control of infectious illnesses see information chart on wall in the school office.

