



# ***First Aid Policy***

Reviewed by Joe Kerson (Head Teacher) September 2016

Next Review: 2019

***“To provide effective, safe First Aid cover for pupils, staff and visitors.”***

# *First Aid Policy*

## **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 the school community who are in possession of a valid First Aid at Work (FAW) certificate or equivalent.

## **FIRST AIDERS/NURSES will:**

- Ensure that their qualifications are always up to date.
- 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 their portable 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.
- 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.

The First Aider need not be the member of staff to accompany the casualty to hospital, however, an appropriate person should be sent.

- Liaison must occur with the member of staff in charge of cover, to ensure that lessons are covered in the event of an absent teacher.
- Keep a record of each student attended to, the nature of the injury and any treatment given, on the sheet provided. In the case of an accident, the Accident Book must be completed by the appropriate person.
- Ensure that everything is cleared away, using gloves, and every dressing etc. be put in a yellow bag for contaminated/used items and sealed tightly before disposing of the bag in a bin. Any bloodstains on the ground must be washed away thoroughly. No contaminated or used items should be left lying around.

#### **SENIOR MANAGEMENT TEAM will:**

- Ensure that there is always a qualified first aid person available on each RISE education site.
- Report to the Health Centre all staff accidents at work that fall under RIDDOR.
- Provide adequate First Aid cover as outlined in the Health & Safety [First Aid] Regulations 1981.
- Monitor and respond to all matters relating to the health and safety of all persons on RISE Education's premises.
- Ensure all new staff are made aware of First Aid procedures in school.
- Ensure that relevant insurances are in place.

#### **FIRST AID STAFF will:**

- Ensure that first aid cover is available throughout the working hours of the School week.
- Ensure that they always obtain the history relating to a student not feeling well, particularly in the cases of headaches, to ensure that no injury has caused the student to feel unwell.
- Ensure that in the event that an injury has caused a problem, the student must be referred to a First Aider/Nurse for examination.
- At the start of each academic year, provide staff with a list of students who are known to be asthmatic, anaphylactic, diabetic, epileptic or have any other serious illness.

- Have a file of up to date medical consent forms for every student in each year and ensure that these are readily available for staff responsible for RISE Education trips/outings.

### **STAFF will:**

- Familiarise themselves with the first aid procedures in operation and how to get assistance. They will also ensure that they know who the current First Aiders are.
- Be aware of specific medical details of individual students when publicised by the School
- Ensure that their students are aware of the procedures in operation.
- 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.
- Reassure, but never treat a casualty unless staff is 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 student who has minor injuries to the Reception if they are able to walk where; this student should be accompanied.
- Send a student who feels generally 'unwell' to the Reception, unless they deterioration seems uncharacteristic and is causing concern. Contact Reception if concerned.
- Ensure that they have a current medical consent form (including contact details of each pupil's own GP) for every student that they take out on a residential school trip which indicates any specific conditions or medications of which they should be aware.
- Have regard to personal safety.
- Report all accidents to themselves at work

### **OFFICE STAFF will:**

- Call for the 1<sup>st</sup> Aider, unless they are a 1st aider themselves, to treat any injured pupil. This should be done by calling Reception on 202 or through the internal phone system (extension shown on each handset).
- Support the First Aiders in calling for an ambulance or contacting relatives in an emergency
- NOT administer paracetamol or other medications to pupils or staff

## **Procedures**

Any First Aid trained staff may be called upon to make an assessment of the need for the provision of first aid. However, during the normal course of the school day Mr Dacas/Ms Allen (Mitcham) and Jacinth/Ms Simon (Croydon ) forms the first port of call for assessment of first aid needs. The process follows the process of assessment, treatment and recording of minor incidents & accidents as well as more serious accidents are recorded in the accident book kept in Reception.

The following ailments / injuries are treated as set out below: -

- Minor grazes and cuts are cleaned with water / wipes and where deemed appropriate covered with a plaster. All staff are aware of the need for good hygiene practices when dealing with spillage of bodily fluids (as detailed in main section of whole school policy). Details of pupil, date, time, injury, treatment and signature of the attending member of staff are recorded in the ' minor injuries book'.
- Bumps to the head are initially looked at by Mr Dacas/Ms Allen (Mitcham) and Jacinth/Ms Simon (Croydon ). Where bumps to the head occur, the pupil will always be referred to a hospital or their GP for assessment.
- Where a suspected broken bone or dislocation has occurred a first aider will attends the pupil(s). Parents are then contacted. In extreme cases it may be necessary to call an ambulance.
- Where a pupil presents themselves as unwell an initial assessment of their condition is made & they may then be monitored in Reception for a period of time. If deemed necessary the parent(s) are contacted to collect the pupil and take them home.
- Where a pupil is physically sick, the parent(s) are contacted as a matter of course and asked to collect their child. The parent(s) are then asked to keep their child at home for at least 48 hours.
- Where a pupil presents with a rash this will be assessed and if deemed necessary the parent will be contacted.
- Where a more serious accident has occurred involving pupil(s), staff, parents or other adults, the details of the accident / incident is recorded on a specific form and kept in the accident / incident file..

Mr Dacas/Ms Allen (Mitcham) and Jacinth/Ms Simon (Croydon ) may make contact with the parent(s) of a pupil who has presented as possibly needing first aid. This would be to inform them of the details of the accident / incident prior to the child going home at the end of the school day. It may also be to inform them that further treatment may be necessary, for example a trip to the dentist.

## Use of Medicines

- Mr Dacas/Ms Allen (Mitcham) and Jacinth/Ms Simon (Croydon ) will only administer medicine in the case where a pupil is prescribed four doses per day. In these cases a written request must be given to the school, stating dosage and time required.
- Pupils who have an inhaler should keep this on their person. A spare emergency inhaler should be handed in to Mr Dacas/Ms Allen (Mitcham) and Jacinth/Ms Simon (Croydon ). These will be kept in a locked her office.

## Specific Conditions

### Physical Sickness

If a pupil is physically sick inside the RISE Education's building a special disinfectant powder is used to cover the vomit and the RISE cleaning department is then notified. They then are responsible for the cleaning of the area affected.

At the beginning of each academic year all staff are made aware of all pupil ailments by the School, who provides documented information on the ailments, conditions and treatments (that have been supplied by parents regarding their children). This is confidential medical information and as such is kept within the confines of the School and staff rooms, as this information comes under the Data Protection Act.

### Use of Medicines

- Two members of staff should be present (only those that are happy to do so) when administering medicines to pupils in cases where a child is prescribed four doses of medicine per day. In these cases, the school MUST receive written request, stating dosage and time. In other cases, parents may by arrangement visit the school to administer medicines to their own child. All medicines that require refrigeration will be kept in the fridge within the Reception area. Any staff medication will be kept in a separate labelled Tupperware box within the fridge.
- Where a pupil or pupils have an inhaler, this is kept by the pupil. An assessment about the need for the administering of the inhaler is made through liaison with the first aider, parents and assessment of the pupil. A care plan is written for these pupils by Mr Dacas/Ms Allen (Mitcham) and Jacinth/Ms Simon (Croydon ). Some pupils may recognise their need and notify a member of staff. Some of the inhalers are administered through a nebuliser spacer device), eg. 'volumatic' and need the assistance of an adult to ensure the medicine is correctly applied.

## Physical Sickness

If a pupil is physically sick inside the school building a special disinfectant powder is covered to cover the vomit and the RISE cleaning department is then notified. They then are responsible for the cleaning of the area affected.

**THE EXECUTION OF THIS POLICY will be monitored by the Senior Management Team.**

Appendices held as separate documents: -

- List of current staff and their first aid qualifications
- A4 sheet entitled 'Immediate Action following a serious accident or incident on a school trip'.
- Parental Medical Consent Form
- Notification of a School Party Visit out of School (Risk Assessment Document).
- Guidance for Health & Safety of Pupils on Educational Visits checklist (for staff)
- Health & Safety of Pupils on Educational Visits (DfEE publication 1998)

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