



Stourport Primary
Academy

Policy and Procedure for First Aid

January 2018

Purpose

- To preserve life
- To limit worsening of the condition
- To promote recovery
- To provide first aid as necessary from trained adults
- To promote health and safety awareness in children and adults, in order to prevent first aid being necessary
- To encourage every child and adult to begin to take responsibility for their health needs

First Aid Provision

- The Head Teacher is responsible for ensuring that there are an adequate number of qualified First Aiders.
- Portable First Aid kits are taken on educational visits.
- The First Aiders will ensure the maintenance of the contents of the first aid boxes and other supplies.
- All staff will be trained 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.

First Aid Boxes

First Aid Boxes are located in:

- First Aid base near large meeting room
- BMA room
- SEN office

First Aid Boxes should contain:

Antiseptic wipes, micropore, triangular bandage, wound dressing/bandage and gloves
No medicine/tablets are to be kept in the first aid boxes.

Procedures

In school:

- In the event of injury or medical emergency, if possible contact an appointed First Aider(s) or Teacher.
- Any pupil complaining of illness or who has been injured is sent to the First Aider to inspect and, where appropriate, treat.
- Constant supervision will be provided (this designated facility, 3/ 4 locker area, has access to a wash basin and toilet facilities).
- The Head Teacher or Deputy Head Teacher must be informed if there is a decision to send the child home.
- Parents are contacted if there are any doubts over the health or welfare of a child.

Action at an Emergency (To be undertaken by trained First Aider)

- IF ON ASSESSMENT THE SITUATION IS DEEMED SERIOUS THEN AN AMBULANCE SHOULD BE CALLED AT THE EARLIEST OPPORTUNITY WITHOUT WAITING FOR THE APPOINTED PERSON TO ARRIVE ON THE SCENE. (FIRST AIDER WILL REMAIN WITH CASUALTY AND FOLLOW THEIR TRAINING UNTIL MEDICAL ASSISTANCE ARRIVES).
First Aid training is renewed every 3 years.
- If an ambulance is called a child may be accompanied by their parent or a member of staff.

Non emergency first aid

- First aid should take place in the designated area.
- No member of staff or volunteer helper should 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 with an antiseptic wipe and if appropriate covered with a sterile dressing
 - Hands should be washed before and after administering first aid. Disposable gloves should be worn.
- Staff must not take children to hospital by their own car.

Incident Reporting

- All incidents, injuries, head injuries, ailments and treatment are reported in the Accident or Incident book and, where applicable, notified to the Health and Safety Executive, Ofsted and/or local child protection agencies in line with our Recording and Reporting of Accident and Incidents Policy.
- The Accident books is kept in the first aid area and the Incident book in the Main Office. The Nursery keep their own Accident and Incident books in both rooms.
- If the child or adult is taken to an outside department, eg, hospital, a RIDDOR report will be completed (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) by an admin staff with the first aider involved.
- Parents are informed of a head injury by letter. The letter outlines the injury and symptoms to look out for. See procedure for head bumps.
- Staff should complete the accident book.

Procedure for staff regarding children who become ill in school

- On being informed staff member reports illness to class teacher.
- Class teacher decides the child's health needs.
- If there is need to go home the class teacher informs the Head Teacher or Deputy Head who makes the decision.

Head Lice/Nits

- A general letter is sent to the parents of all pupils in a class if there is a case of head lice/nits in the class.
- If live lice are noticed in a pupil's hair the parents are contacted.

Equality Statement

At Stourport Primary Academy we are committed to ensuring equality of education and opportunity for all pupils, staff, parents and carers receiving services from the school, irrespective of race, disability, sex, sexual orientation, gender reassignment, religion or belief, pregnancy and maternity, and age (for staff only). We will adhere to the legal definitions of these protected characteristics as set out in the Equality Act 2010.

We aim to develop and maintain a culture of inclusion and diversity, in which all those connected with the school feel proud of their identity and able to participate fully in school life.

Linked policies

Supporting children with medical conditions in school

Management of Medicine in School

Policy and Procedure for Head Bumps

Intimate Care Policy

Anti-Bullying Policy

Safeguarding Policy

DES Policy

Visits Policy

PE Policy

Procedure for dealing with Spillages of Blood and other body fluids