



# **Outwoods Primary School**

Written: April 2009

Re-Ratified: July 2015

Review Date: July 2020

## **First Aid Policy**

**This policy complements (and should be read in conjunction with) the Staffordshire County Council First Aid Policy HR 14.**

Members of the teaching staff and the non-teaching staff have first aid certificates. In the case of an accident one of these must deal with the injured person.

There are four first aid stations in school, one in the medical room, small hall, nursery and mobiles. It is the responsibility of the first-aiders to ensure that the first aid boxes are maintained with sufficient and relevant items. There are first aid notices in school containing information on who to contact and the location of first aid boxes.

If an accident does occur in school we must err on the side of caution and remember that we can be accused of being negligent in the treatment of emergencies.

Some children in school need access to inhalers, Epi pens and sugar or insulin for diabetes. Staff should make themselves aware of whom these children are in case of emergency.

## **Incidents**

### **1. Minor injuries or sickness**

A child with a minor injury or illness should be accompanied to medical room or first aider.

- ❖ Cuts and grazes should be washed gently with water and left uncovered if possible. Antiseptic liquids and creams are not to be used and if a dressing is necessary the first aider must check that the child is not allergic to plasters. We use only non-allergenic plasters and micropore tape with sterile pads. No other type of dressing should be applied to an open wound.
- ❖ Head bumps should be treated with a cold compress and the class teacher informed. The child must be observed for signs of drowsiness, sickness and disorientation. The child will be given a sticker so that wherever the child goes throughout the day, every member of staff will be aware that the child has had a bump and staff will be able to monitor their condition.

**The parents must be informed in writing** so that they can continue to monitor the child at home. (Please make parents aware to check the child's book bag if they do not collect the child from school).

- ❖ Sprains to limbs should be treated with a cold compress and the affected part immobilised. If the child should continue to complain of pain or numbness the teacher will refer the pupil back to the first aider.
- ❖ In the case of sickness the child is treated in the medical room and parents are informed. The child must be regularly monitored until collected.
- ❖ Where an infectious disease is suspected the first aider and headteacher must be informed and the parents contacted. Whilst this happens the child should be kept away from the other children to minimise the risk of infection.

Where such trivial injuries are sustained it is advisable to inform the parents of the incident and any treatment that has been given. A child must never be allowed to go home alone if there is any doubt about their condition. If necessary the office staff will contact parents and ask them to collect their child and sign them out of school. When a child visits the medical room a sticker will be given so that parents and staff are aware they have been in the room.

## **2. Major incidents**

In the case of a serious accident e.g. a fall, deep abrasions, convulsions the pupil must not be moved unless to leave them in the situation would jeopardise their safety further.

A first aider must be summoned to the scene and appropriate treatment administered. A decision of whether an ambulance is needed must be taken, and this must be done by another member of staff. The parents must be informed immediately, or if they are unavailable, a contact person. If the parents are unable to accompany the child to hospital then a member of staff should do so with a record of the pupil's details.

Should it be decided to move the pupil they should not be carried but moved in the school wheeled chair purchased for the purpose.

Details of children's addresses, telephone numbers etc are kept in the school office.

## **3. Aids**

The risk of cross infection to those administering first aid is minimal, basic hygiene is considered adequate. Disposable gloves are supplied for anyone dealing with incidents that involve blood or other bodily fluids. A lined bin is provided for the disposal of used first aid equipment

## **4. Drugs and Medication in school**

The contents of first aid boxes are prescribed by legislation, and must be restricted to the items permitted in the County Policy.

No drugs or medication can be held by staff for use by fellow employees or members of the public.

The practice of keeping in the workplace any drugs or medication including painkillers, digestive treatments, and antiseptics is prohibited by the regulations governing first aid at work, and could result in liability on the part of managers and individual members of staff should any ill effects result from an adverse reaction by anyone who has access to them. Where individual employees need to take medication they must make arrangements to keep their drugs where they are not readily available to others; *i.e. locked in individual staff lockers*. Individual employees are advised against offering any drugs to colleagues.

In schools and other education establishments, drugs and medications must never be kept for dispensing to pupils except by specific arrangement, and with written permission of parents.

*(See procedure on the Administration of RITALIN for Attention Deficit Disorder.)*

This policy must be read in conjunction with:

Disability Discrimination Policy

Human Rights Act

Equal Opportunities Policy

Signed .....

Dated .....