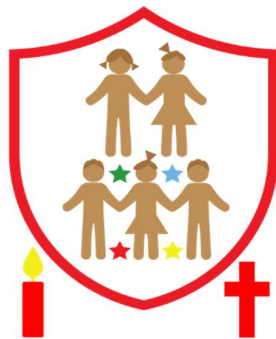


St James' Church of England Junior School

Developing the love of life and learning in a
caring Christian community



FIRST AID POLICY

September 2022

Review Cycle: Every 2 years

Next Review due: September 2024

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

Purpose

This policy;

1. Gives clear structures and guidelines to all staff regarding all areas of first aid;
2. Clearly defines the responsibilities of the staff;
3. Enables staff to see where their responsibilities end;
4. Ensures good first aid cover is available in the school and on visits.

Guidelines

New staff to the school are made aware of this policy when they are appointed. This policy is regularly reviewed and updated. This policy has safety as its priority for the children and adults receiving first aid and safety for the adults who administer first aid.

The school takes part in the Health and Safety checks by Gloucestershire County Council.

First Aid Policy Guidelines

Training

Two members of staff complete First Aid in the Workplace training which is updated as required.

All staff are offered emergency first aid training and all staff undertake a rolling program of retraining. There is a first Aider on duty in the playground and in the school building.

First aid kits

Middy Assistants are issued with a small first aid bag for each playground and carry this with them at lunchtime.

A larger kit is stored near to the staffroom- in the shared space. An emergency first aid kit is available for use during out of school visits.

First Aid kits will comply with current regulations.

Ice packs will be kept in the staff room fridge/freezer.

Incidents:

Cuts

All open cuts should be covered after they have been cleaned. Children should always be asked if they can wear plasters BEFORE one is applied. Children who have an allergy to plasters will be given an alternative dressing.

ANYONE TREATING AN OPEN CUT SHOULD WEAR GLOVES. All blood waste should be placed in a bag and disposed of in the First Aid bin next to the staff room.

Bumped heads

Any bump to the head, no matter how minor should be treated as potentially serious. All

bumped heads should be treated with an ice pack and the child should be given an advisory "Bumped Head" letter to take home. The child's teacher should be informed and keep a close eye on the progress of the child. ALL bumped head incidents should be recorded in the accident book.

Parents should be called if the child has a bump or a cut on the head or there are obvious signs of concussion. Children who have a concussion after a head injury will need to be taken to hospital.

Other injuries

A trained First Aider will assess any injury and treat it in accordance with their up to date training. Details of the treatment will be recorded in the log book, the top copy of which is to go to parents / carers.

Recording of incidents:

The incident log book is located in the school office and should be completed for every incident where first aid is administered. Old accident books are stored in the school office; these files are collected at the end of the academic year by the appointed person, and kept together for a period of 3 years as required by law.

For major accidents, an HS1 and RIDDOR form must be completed as soon as possible after the accident. These are available on the school portal or from the school administrator. The school follows the HSE guidance on reportable accidents/ incidents for children and visitors.

Employees/ staff / visitors:

The school has a responsibility to provide first aid to all stakeholders. In case of an accident/incident staff should seek First Aid from any of the qualified First Aiders. All First Aid treatment to staff should be recorded on an accident form that can be obtained from the office and reported to the appointed person. In case an accident/incident results in the individual being taken to hospital, where they receive treatment and are absent from work for 3 days or more, the appointed person needs to be notified. The appointed person and the Headteacher will review the accident/ incident and will decide if it needs to be reported to the HSE.

Notifying parents

The school uses 2 different forms for parent notification. These are:

- **Head injury form**
- **Incident form**

The forms can be found in the school office. The log must be completed in full (both sides of the open book) and the top copy sent home for parents / carers

Arrangement for Medicine in schools

Administering medicine in school

At the beginning of each academic year, any medical conditions are shared with staff and a list of these children and their conditions is kept in the class file/ Inclusion folder/ First Aid-Medicine Record files and on file in the office.

Children with Medical conditions have to have a care plan provided by the school nurse, signed by parents/ guardians. These need to be checked and reviewed regularly.

Medications kept in the school for children with medical needs, are stored in the school office, in a white cabinet, clearly marked with the green cross.

Each child's medication is in a clearly labelled container with their care plan

All medicines in school are administered following the agreement of a care plan.

Asthma

Children with Asthma will not require a care plan. It is the parents/carers responsibility to provide the school with up-to date Asthma Pumps for their children.

Adults in the classroom will check the expiry date on the pumps regularly (at the end of each half-term) and inform parents should the pumps expire or run out. Asthma pumps should be carried by the person who it has been prescribed to, and clearly labelled with the child's name.

Asthma sufferers should not share inhalers.

IN AN EMERGENCY ONLY, AS ADVISED BY FIRST AID IN WORKPLACE TRAINING, A SALBUTOMOL (BLUE) INHALER MAY BE GIVEN TO ANOTHER CHILD IF THE PRESCRIPTION IS THE SAME. If this happens, a record must be made and shared with both children's parents / carers.

Only Blue (reliever) Asthma Pumps should be kept in schools.

Allergic reaction

All staff are trained in recognising the signs of serious allergic reactions and in the administration of Epi-Pens. In case of a less serious allergic reaction a first aider should examine the child and follow care plan instructions. Please also see the section on 'Arrangements for Medicine at school'.

Other long term recognised illnesses / conditions

Pupils with a diagnosis of a medical need e.g. diabetes / epilepsy will be treated in accordance with their care plan.

Short term prescriptions

Medications such as the short term use of antibiotics or painkillers will be administered only if the parent /guardian fills out the 'Parental consent form for administering medicine' form on the day the request is made. The form can be obtained from the school office.

Parents need to give the completed form to the school office together with the medication. The office is to notify the Head teacher. However, staff should encourage parents to administer medicine at home. Medication may be administered in school if it is required to

be taken four times a day. Only medication prescribed by a GP, Hospital or Pharmacy and clearly labelled with the child's name, address and required dosage can be administered in school. Non-prescription medication or creams and lotions should not be administered in school.

Medications that need to be kept in the fridge can be stored in the Staffroom, in a clearly labelled package.

Children must always be aware of where their medication is kept.

If a child refuses to take a medicine, staff will not force them to do so.

Instead should note this in records and inform parents/ carers or follow agreed procedures or the Care Plan.

Headlice

Staff will not touch children and examine them for headlice. If we suspect a child or children have headlice we will inform parents/carers in a private room.

Chicken pox and other diseases, rashes

If a child is suspected of having chicken pox, measles etc; we will look at the child's arms or legs. Chest and back will only be looked at if we are further concerned; a First Aider and two adults should be present. The child should always be asked if it was ok to look.

For the inspection of other rashes the same procedure should be followed. If it is suspected that the rash is contagious (such as scabies, impetigo, conjunctivitis, etc.) parents will be informed and a request made that child is treated before returning to school. In most cases once treatment has begun it is safe for children to return to school. If more than one child is suspected to have the same disease/rash in one class a letter should be sent home to all parents in that class, to inform them as to allow them to spot problems early and began treatment early, thus avoid the further spread of disease/rash.

It is the Headteacher's duty to decide if there is an outbreak of infectious disease and whether there is a need to report it to the local HPU (Health Protection Unit).

Record keeping - Medicine

Staff should record any instances when medicine is administered. This includes children using asthma pumps. The records need to include, date and time of medicine administered, its name and the dose given, signed by the person responsible for administering the medicine. Older children may take their own medicine under the supervision of an adult; this need to be recorded and the adult still need to sign the record sheet. Record sheets / books are in the First Aid and Medicine cabinet in the school office.

Calling the Emergency services

In case of a major accident, it is the decision of the fully trained first aider if the emergency services are to be called. Staff are expected to support and assist the trained first aider in their decision.

The Headteacher or Deputy Headteacher should be informed if such a decision has been made even if the accident happened on a school trip or on school journey.

If the casualty is a child, their parents/ guardians 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 from the school office.

When calling the emergency services

Dial 999, ask for ambulance and be ready with the following information:

1. Your telephone number: **01492 520714**
2. Give your location as follows: **St James' C of E Junior School , Upton Street, Gloucester**
3. State that the postcode is: **GL1 4JU**
4. Give exact location in the setting: **St James' C of E junior School is opposite the City Farm entrance, near to St James' Church.**
5. Give your name:
6. Give name of child and a brief description of child's symptoms:
7. Inform Ambulance Control of the best entrance and state that the crew will be met and taken to the injured party.

It is important to :

Speak clearly and slowly and be ready to repeat information if asked

Is the casualty conscious?

No

Yes

GET HELP - QUALIFIED FIRST AIDER TO GO TO CASUALTY
CALL 999 OR 112 FOR AN AMBULANCE
DO NOT MOVE CASUALTY
USE CPR / RECOVERY POSITION IF NECESSARY
TREAT FOR SHOCK
KEEP CASUALTY WARM

No

Take the casualty to the FA station
Treat injury
Record in FA log, top copy to go home.

Is it a major injury?

Yes

Can the casualty be moved without causing further injury?

Yes

Walk casualty to FA station
FA to treat casualty
Complete first aid record log (top copy to go home).
FAer to call parent & give full report of incident Parents / carers to collect child - advice to be given to seek medical advice.

No

Do not move casualty
Send for help
If severe bleeding begin aid immediately.
If incident is a severe allergic reaction, send for epipen and trained staff
FAer to treat casualty / assist
SLT / SA to call ambulance and parents / carers
SLT to review

Head injury

If bleeding

Dress wound
Call parents to give report of incident

If not bleeding

Apply cold compress
Call parents to give report of incident