



GILLIBRAND

Primary School

First Aid Policy

June 2017



Gillibrand Primary School

First Aid Policy

This policy is underpinned by the schools mission statement:

Arts and culture:

Music:

Community:



Rationale

Children and adults in our care are entitled to good quality first aid provision. Clear and agreed systems should ensure that all children are given the same care and understanding in our school. This care extends to emergency first aid provision and the administration of medicines.

Purpose

This policy;

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

Guidelines

This policy is regularly reviewed and updated. This policy has safety as its priority. Safety for the children and adults receiving first aid and safety for the adults who administer first aid.

Conclusion

The administration and organisation of first aid provision is taken very seriously at Gillibrand Primary School. There are annual procedures that check on the safety and systems that are in place in this policy. The school takes part in the Health and Safety checks by Lancashire County Council.

First Aid Policy Guidelines

Training

All staff are offered emergency first aid training and all appropriate staff undertake refresher training when necessary.

Staff trained in first aid are:

Miss Carter

Mrs Holland

Miss Hough

Mrs Hoyle

Mrs Kelly

Mrs Martin

Mrs McCullagh

Mrs Nelson

Mrs Sandham

Mrs Whittam

Staff trained in paediatric first aid are:

Mrs Broadbent
Miss Carter
Mrs Kelly
Mrs McCullagh
Mrs Nelson
Mrs O'Hanlon
Mrs Whittam

First aid kits

First aid kits are stored in the red cupboard outside the staffroom, in the Reception Classroom and the Junior Area. Small emergency first aid kits are stored in each classroom and are available for use out of school visits.

Cuts

All adults can deal with small cuts. All open cuts should be covered after they have been treated with a sterile wipe. Children should always be asked if they can wear plasters BEFORE one is applied. Children who are allergic to plasters will be given an alternative dressing.

All incidents of first aid are to be recorded in the Accident Report Book.

ANYONE TREATING AN OPEN CUT SHOULD USE PROTECTIVE GLOVES. All blood waste is disposed of in the clinical waste bin, located in the junior area and outside the Staffroom.

Bumped heads

Any bump to the head, no matter how minor is treated as important. All bumped heads should be treated with an ice pack. Parents and guardians must be informed. A copy of the record of the incident is sent home and children are given a sticker to wear to alert parents. Parents are informed by phone if the incident is considered to be serious. 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 Report Book.

Accident Report Book

An Accident Report Book is located in the red cupboard outside the staffroom, in the reception classroom and in the junior area. If a child has a bump to the head advice for parents on head injuries is attached. Old accident books are stored in the cupboard.

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.

Calling the Emergency Services

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

If a member of staff is asked to call the emergency services, they must;

- 1. State what has happened**
- 2. The child's name**
- 3. The age of the child**
- 4. Whether the casualty is breathing and/or unconscious**
- 5. The location of the school**

In the event of the emergency services being called, a member of the staff should wait by the school gate and guide the emergency vehicle into the school. If the casualty is a child, their parents 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 clearly located in the school office.

Headlice

Staff do not touch children and examine them for headlice. If school suspects a child has headlice parents are informed and school requests that they are treated as soon as possible. When school is informed of a case of headlice, a standard letter is sent to the class where the case has been identified.

Vomiting and Diarrhoea

If a child or adult vomits or has diarrhoea in school, they will be sent home immediately. Children and adults with these conditions will not be accepted back into school until 48 hours after the last symptom has elapsed.

Residential and out of school visits

The school will make every effort to continue the administration of medication to a pupil whilst on visits away from the school premises, even if additional arrangements may be required. However, there may be occasions when it may not be possible to manage an individual pupil's condition safely and this will feature as part of the risk assessment.

Reviewed June 2017