

FCJ Primary School



First Aid Policy

Mission Statement

Teach the children with all the kindness and gentleness possible.

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Article 3: Acting in the best interest of the children in our care.

Article 24: All children have the right to healthcare.

The FCJ Governors are committed to safeguarding and promoting the welfare of children and young people at every opportunity and expect all staff and volunteers to share this commitment.

Aims

The aim of this policy is to set out guidelines for all staff in school in the administering of first aid to children, employees and visitors. It is expected that staff will act at all times with knowledge and understanding of the safeguarding, intimate care and child protection policies whilst administering first aid. First aid refers to emergency aid given as a result of an accident or incident that has occurred and not regular administration of medicines.

Sharing of Information

This policy, and policies it references, shall be shared with all employees during their induction. At FCJ, we ensure that we have the required number of trained First Aiders on site. These staff members receive updates to training as required. The list of trained First Aiders is displayed in the staff room, medical room; in the school office.

Class Medical List

Each class holds an up-to-date class medical list, a list of children with specific dietary requirements and other medical conditions, e.g. asthma. Individual care plans have been completed for each child and are to be updated regularly. Each child with a specific need is informed that they need to report to a staff member if they begin to feel unwell or experience any concerning symptoms. Children who have medication such as Epi-Pens and inhalers will have these in class. Emergency medicine is also stored in the school office.

Children with Specific Dietary Requirements

A full risk-assessment must be completed when food-tasting activities take part at school. Staff are to consider all known dietary requirements and how to minimise risks.

Children with Specific Needs

It is the responsibility of the SENCO to share information and the responsibility of each member of staff to familiarise themselves with the medical plan for children with specific needs. Staff will receive additional training where specialised equipment is required.

School Staff Training

A person is suitably qualified in First Aid if they have undertaken St. Johns Ambulance/Enjoy2Train Paediatric First Aid course or other approved provider training. Training is updated as often as required. There are also named first aiders who have completed First Aid at Work (FAAW) who can be called on in the event of an adult requiring first aid support.

School staff are trained by the School Nurse in the administration of medication in the unlikely event of an anaphylactic reaction. Training sessions are repeated each year as a refresher for existing staff and as initial training for new staff. This explains the condition, the symptoms and how to respond to an anaphylactic reaction. It also outlines the stages and procedures for giving the treatment.

Application

If a child or adult on-site sustains a major injury or injury of the following nature, then a qualified First Aider must be consulted immediately:

- Any respiratory difficulties

- cut or serious bang to the head
- loss of consciousness
- suspected sprain or break
- burns
- stings: i.e. bees/wasps/insects (due to the possibility of allergic reaction)

In addition, a qualified First Aider should be consulted regarding children who are known to have a specific illness i.e. diabetics/pupils known to have allergic reactions/pupils with EpiPens in school - irrespective of the type of illness or injury sustained. All staff are trained annually in the administration of EpiPens and asthma inhalers.

In the event of a major injury, a First Aider must be notified and an ambulance called immediately after. The Headteacher/deputy headteacher should be made aware as soon as possible.

Children with specific needs have a health care plan to ensure their safety; this should always be consulted. There is an additional school policy in place for Administration of Medicines.

Procedures

The member of staff responsible for the child should either carry out first aid, if qualified, or take the child to a First Aider. An informed assessment will be carried out and the appropriate treatment given.

If a child needs to be sent home or to a doctor or hospital owing to injury in school then this must be authorised by the Headteacher or, in his absence, by a member of the senior leadership team. Parents are to be informed of the situation as soon as possible.

In the event of minor injury, once treated, the class teacher must be informed so that they can liaise with parents/carers/after school clubs at the end of the school day. Should the child be feeling unwell or been physically sick in school, the class teacher must be notified so that an informed decision can be made.

If the decision is that the child needs to go home/parents be notified, then the office should be contacted to confirm authorisation with the Headteacher or member of the senior leadership team in the absence of the Headteacher and parents contacted.

Incident Reporting

All incidents requiring first aid (beyond a scrape or minor bump) must be recorded in the school First Aid book. This is situated in the medical room. All incidents that require hospital treatment must be recorded as a Notifiable Accident by completing a Notifiable Accident report. This should be completed by the First Aider involved.

All accidents/injuries and first aid records will be monitored to identify trends as part of the school's risk assessment process.

Head Injuries

The school recognises that accidents involving a person's head can be problematic because the effects of the injury may not be evident and only become noticeable after a period. Where emergency treatment is not required, a phone call will be made, as soon as possible, to the parent / carer to inform them of the incident. The teacher of the child's class will also be informed, and an accident reporting form completed.

First Aid Materials, Equipment and Facilities

All staff must acquaint themselves with the position of the first aid kits. These are kept in the medical room, PS classroom, outside Reception classroom. Playground first aid kits are kept in the Year 2 and Year 3 classes for them to be accessible by all first aiders on duty. All first aiders are expected to refill the first aid kits as required; inform the Lead First Aider or Site Manager in the event of a stock item running low.

A first aid kit must be taken out onto the playground during break-times. First aid kits must also be taken on all school trips by the nominated First Aider for the group.

The administering of items such as antiseptic creams, etc. are not permitted in case of allergic reaction. Cuts and grazes are treated with gauze, clean water (or saline solution) and Elastoplast plasters / micropore applied where necessary.

Body Fluid Spillages - Prevention of Risk of Infection

Body fluid spillage or contamination (blood, faeces, urine or vomit) that is identified is cordoned off by members of staff immediately and addressed by the Site Manager or cleaner. Plastic gloves are always worn whilst managing these spillages. Absorbent material such as paper towels or tissues may be used to limit the spread of liquid soiling. The material may then be more easily scraped into a toilet or a plastic bag for disposal. Cleaning the soiled area with hot water and detergent is usually adequate. Spillage kits are used by the Site Manager for larger quantities of fluid. Hands will be washed thoroughly after cleaning is completed. After clearing vomit or diarrhoea from carpets the Site Manager will clean the area with a carpet shampoo or steam cleaner, if available.

Red soiled clothing bags are available for clothing to be sent home where required. These bags are to be sealed and placed directly into the washing machine to prevent cross-contamination.

Toilet seats, flush handles, wash-hand basin taps, surfaces and toilet door handles will be disinfected if they have come into contact with the child or body fluid. Hot water and detergent will be used for this purpose. Commercial sanitising sprays and cleaners or alcohol-based wipes may be used on toilet seats and other surfaces after visible soiling has been removed by thorough cleaning.

Protection Aids

Disposable gloves must be worn when dealing with all injuries which involve the loss of blood. Sterile wipes and mouth guards should be used for any mouth-to-mouth situations. The appropriate disposal of cleaning and treatment resources is always to be ensured.

Off-site Activities

At least one first aid kit will be taken on all off-site activities, along with individual pupil's medication such as inhalers, epipens, etc. A First Aider will accompany all off-site visits.

Transport to Hospital or Home

If the attending first aider deems the injury/situation to be requiring immediate hospitalisation then no hesitation should be taken and they are to call '999' as soon as possible and then inform the Headteacher when possible. Where the injury is an emergency and the child is in immediate danger, an ambulance will be called immediately, following which the parent will be called.

Where hospital treatment is required, but it is not an emergency, then the Headteacher (or a member of the office team in their absence) will contact the parents for them to take over responsibility for the child. If the parents cannot be contacted, then the Headteacher may decide to arrange transport for the child to hospital.

Where the Headteacher arranges transport for a child, all consideration for safety and adequate seat restraint will be made for the travel. No individual member of staff will be left alone with the child in a vehicle.