



FIRST AID POLICY

Rodmarton Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share the same commitment. All staff and volunteers are subject to an enhanced DBS check.

Please refer to the school's Safeguarding Children Policy for more information.

'We have carefully considered and analysed the impact of this policy on equality and the possible implications for pupils with protected characteristics, as part of our commitment to meet the Public Sector Equality Duty requirement to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations.'

Agreed: March 2018
Next review: Spring 2021

General Statement

It is our policy to ensure that appropriate first aid arrangements are in place for our children, staff and any visitors to our premises. This includes providing sufficiently trained employees for our needs and maintaining an adequate supply of first aid equipment.

It also involves providing enough information to staff to enable first aid assistance to be sought during normal school hours.

Duty of Care

Our duty to provide first aid at work is governed by the Health and Safety (First Aid) Regulations 1981. These require us to carry out a risk assessment in order to determine what first aid facilities and personnel are necessary to meet the needs of our school. We are also required to review this assessment periodically to ensure that current provision is adequate.

Responsibilities of First Aid Personnel

The first aid personnel at our school are Mrs Cooksley, Mrs Bladon, Miss Bardell, Miss Stone, Mrs Buonaparte and Mrs Bareford. These staff are trained in Paediatric and General First Aid. In order to carry out their duties effectively, first aid personnel have the following duties and responsibilities. First-aiders are responsible for:

- Responding promptly to all requests for assistance.
- Summoning further help if necessary.
- Looking after the casualty until recovery has taken place or further medical assistance has arrived.
- Reporting details of any treatment provided.
- Informing parents of any accident and/or treatment given during the day, or pass this information on to the class teacher so they can inform parents.

In the absence of an available first aider, appointed persons (The Headteacher and Office Administrator) are responsible for :-

- Taking charge when a person has been injured or falls ill.
- Calling an ambulance where necessary.
- Looking after the first aid equipment and ensuring that containers are re-stocked when necessary.

Procedures

First aid will normally be dealt with by the qualified first aiders. Where possible, make sure another adult is informed of any action taken. Please send the child needing attention (accompanied by a friend) to either of these or send a child to fetch one of them if the injured pupil cannot go him/herself. Treatment will normally be given in the Resources Room.

Hands must be washed before and after dealing with any cuts or grazes. The first aider should assess the patient's condition and treat as appropriate.

Use disposable gloves if the wound is bleeding. Use water only to clean cuts or grazes. No lotions or creams should be used.

If necessary, cover the cut with a plaster or other dressing. The first aider is responsible for ensuring that an entry is made in the accident book/form and that parents are informed of any bumps, cuts or injuries. Enter the child's name, injury and treatment in the accident book (this must be done for all but the very minor scratches and bumps). Please add your name and the date. There is also a staff accident book.

Minor knocks and grazes should be recorded in a small note book kept by each midday supervisor. These must be kept and filed until the child reaches 21.

All minor bumps to the head should be recorded and a 'Bumped Head' note sent home with the child.

Any other head injury must be reported to parents immediately and usually by first aid staff, Office Administrator or the head teacher.

If a child is feeling unwell and needs to go home the Headteacher or in their absence, the teacher on duty must be consulted and must agree to this decision. In a medical emergency, where a patient needs treatment from a doctor or nurse, call 999.

First aid kits must be returned to their designated location and restocked after use. If a first aid kit is poorly stocked, please notify the office administrator who will replenish items.

All staff on visits out of school are expected to carry a first aid kit with them at all times.

Prescription Medicines

If a child is unwell he/she should not be in school. There are, however, times when a child is recovering but still taking prescription medicines or he/she may have long-term medical needs. In these cases it may be possible to give doses of prescription medicines, provided that these are brought to the school office each day by a parent or other adult who signs a form to state the dosage, and that this concurs with the drug's pharmacy label. The medicines will be kept in a locked cupboard (or stored in a fridge) and should be collected each afternoon.

For pupils with long-term needs, a care plan will be written. Asthma inhalers and EpiPens must be taken on trips involving those children with these specific needs.

Older children may have inhalers in their school bags if the parent so wishes and should take them out at break times and during PE lessons.

Any staff administering medicine must check:

- Pupil's name
- Written instructions
- Dose
- Expiry date

Visitors

It is our policy to offer first aid assistance to visitors on our premises. Should a visitor feel unwell or have an accident, then the employee supervising their visit should call for a first aider/appointed person. If the visitor has had an accident, the employee supervising their visit is responsible for ensuring that an entry is made in the accident book/form.

Children with Medical Needs

A list of children with additional medical needs including those who may carry have epipens, carry an inhaler or may who have diabetes is record on a medical information form which is displayed in each classroom, the school office, PPA room and resources room. The location of each child's epipen or inhaler will appear alongside the child's name.

Wherever possible, parents will be expected to administer this medicine. In circumstances where parents are unable to do this, the Headteacher will allow school staff to give medicine to children during the school day, although there is no obligation for staff to do so. Parents must complete a medicine form. No child should have any medicines in his/her possession.

Any Non-prescription medicines which the child may need occasionally (such as creams and throat sweets), which parents feel it is necessary for the child to use should be labelled and given to the Office Administrator by the parent. See the Medical Conditions Policy for further information.

Staff Training

All staff undertaking first aid duties will be given full training in accordance with current legal requirements. All qualified first aiders have updated training every 3 years.

Information for Employees

We acknowledge that first aid arrangements will only operate efficiently where they are understood, both by employees and others who may be working on our premises. These include part-time and temporary staff. For this reason, information on how to summon first aid is provided for all new and temporary staff.

First Aid boxes can be found in the following areas:
PPA room, resources room and all classrooms.

Guidance on dealing with spillage of body fluids

Spillages of blood, vomit, urine and excreta should be cleaned up promptly. The following general actions must be taken by the person dealing with the spill:

- Clear the immediate area of people. Hazard signs and cordoning may be necessary, according to the circumstances.
- Disposable personal protective equipment (PPE) including gloves (latex or nitrile) or equivalent and a disposable plastic apron must be worn.
- Any spilt blood or other body fluids should be cleaned up with disposable absorbent paper towels.
- Ensure the area is cleansed with a suitable antiseptic solution.
- Dressings should be disposed of in the ladies' sani-bin after double bagging.

