
FIRST AID POLICY

At Shiney Row Primary School we endeavour to provide the very best possible care for our pupils. All staff are First Aid trained in basic first aid in order to deliver this care to the children.

Appointed Persons for First Aid

Stock Check

All first aid kits in school are monitored by Billy Fowler.

Paediatric First Aid Training

- Helen Shawcross
- Suzanne Archer

General First Aid Training

- Suzanne Robbins
- Lynn Watkins
- Nicola Forster
- Rachel Gothard
- Elaine Dobson
- Kath Wetherell

Location of First Aid Equipment

The First Aid equipment and the areas for administering are:

- Breakfast Club (lower Key Stage 2 building)
- PPA Room (upper Key Stage 2 building)
- Foundation Stage building
- Key Stage 1 building
- Main office

Procedures

Plastic gloves are to be worn when dealing with all incidents. Minor incidents and accidents should be dealt with, wounds cleaned and the incident logged in the first aid file in KS1 and KS2. The class teacher should be informed and a letter may go home to parents, depending on the seriousness of the incident.

An up-to-date list of child medical conditions, asthma etc is kept in:

Registers
Staff files
Medical file in the main office

More serious accidents should be recorded on the corporate accident forms and filed in the main office in a locked cupboard.

Head Injuries

Incident is logged in school and a bumped head letter is sent home. Parents are encouraged to collect their child from school. Details are recorded in the First Aid File.

The class teacher should always be informed.

Accidents at Lunchtime

Lunchtime supervisors bring children to the breakfast room. A rota for first aiders is available on the noticeboard. All children who receive first aid treatment will be given a letter to take home, advising their parents/carers of the accident and the treatment given.

Accidents in the Classroom

If an accident happens in the classroom, the child will be dealt with by the TA working in that classroom or if more serious accompanied by the TA to the First Aider in the building or the First Aider is sent for.

Precaution for Offsite Activities

Classes leaving the school premises take a First Aid box, and a sick bucket containing essential cleaning aids. A person trained in First Aid should accompany the children on the visit.

Dealing with Emergencies

In an emergency, a person trained in first aid will attend to the casualty and an ambulance will be called for without delay. The parent will then be contacted. If a child needs hospital treatment in a non urgent situation, the parent will be contacted to accompany the child to hospital. If the parent cannot be contacted, then a member of staff, probably the headteacher, accompanied by a First Aider will accompany the child to hospital. Every attempt to contact the parents will be made by the school.

Hygiene Control Guidelines

The number of HIV carrier children in schools is at present reported as being small. Current evidence indicates that children identified as HIV carriers do not present a risk to other children or adults in the ordinary school environment.

It is advisable to follow the Hygiene Control Guidelines recommended by the DfES in all instances to provide protection against a range of infections to which staff in schools may be exposed.

The following is the basic hygiene procedure recommended by both Union and the DfES, which should be put into operation in all instances against a range of infections which teachers in schools may be exposed to.

Personal Hygiene

Razors, toothbrushes or other implements which could become contaminated with blood must not be shared.

Minor cuts, open or weeping skin lesions and abrasions should be covered with a suitable dressing.

Sanitary towels and tampons should be placed in the disposal bins provided.

Accidents Involving External Bleeding

Normal First Aid procedures should be followed, which should include the use of disposable gloves.

- Wash the wound immediately and copiously with water. Apply a suitable sterile dressing and pressure pad if needed.
- Cotton wool should not be used in cleaning wounds since it is not sterile and could cause infection.
- As soon as possible seek medical advice.
- Splashes of blood from one person to another:
 - splashes of blood on the skin should be washed off immediately with soap and water
 - splashes of blood into the eyes or mouth should be washed out immediately with copious amounts of water
- After accidents resulting in bleeding, contaminated surfaces, eg tables or furniture should be disinfected.

Staff Precautions

As general policy, if staff giving care to infected children have cuts and abrasions, these should be covered with waterproof and other suitable dressings.

Waste Disposal

Urine and faeces should be eliminated or discarded into the toilet in the normal manner.

Soiled waste and bloods should be disposed of in the sanitary bins. These are collected regularly and the contents disposed of by an outside contractor.

Administration of Medicines

See separate policy.

Asthma Inhalers

Asthma can be a life threatening disease and attacks can start very rapidly. It is therefore vital that the asthmatic pupils have instant access to their inhalers. Inhalers are kept within classrooms.

Health and Safety Responsibilities

The Health and Safety Executive take the view that provided the school management and staff act in accordance with the health and safety policy and guidelines issued by the LA, asking advice when in doubt, then there should be no difficulty in meeting Health and Safety obligations. This approach, will also ensure that headteachers, governors and staff remain within the protection of the LA's insurance policies.

Children with Special Medical Conditions

Children with specific conditions and treatment are photographed and their details are placed on the staffroom wall. All other medical conditions are updated annually and kept on a list by the class teacher and this information is kept in the blue file.