

St John of Beverley RC Primary School

First Aid Policy

Mission Statement

Everyone at St John of Beverley RC Primary School knows we are part of God's family. We share, play and learn together and try to be the best we can be.

At St John of Beverley RC Primary School we endeavour to provide the very best possible care for our pupils.

Appointed person for First Aid

The appointed persons for First Aid are Mrs P Foster, Mrs A Cook. They are responsible for:

- checking first aid equipment and supplies,
- ordering first aid equipment and supplies,
- ensuring Health & Safety procedures are followed (in conjunction with Mrs Liversedge)
- ensuring accident reporting procedures are followed

The Headteacher will ensure that all training needs of staff are met.

Staff with First Aid Training

Mrs P Foster – Teaching Assistant (2 day paediatric)
Mrs A Cook – Senior Mid Day Supervisor (2 day paediatric)
Mrs J Hancock – Teaching Assistant (2 day paediatric)
Mr P Hutton – Teaching Assistant (2 day paediatric)
All other staff – 1 day emergency first aid

Location of First Aid equipment

First Aid boxes are kept in the following locations:
First Aid Room (and accident record files)
School Office
Every Classroom
School Kitchen

Procedures

Plastic gloves are to be worn when dealing with all incidents. Bloods/soiled dressing and used gloves should be disposed of in the sanitary boxes in the medical room. Wounds should be cleaned with water and antiseptic wipes and the wound dressed with an appropriate sterile dressing and pressure pad, if needed, to prevent infection. Cotton Wool should not be used in cleaning wounds since it is not sterile and could cause infection.

Minor accidents/incidents

The child should be given a 'Minor Accident Form' to take home. The class teacher should also be informed.

Head injuries

The accident should be recorded in the accident book. In more severe cases, parents are encouraged to collect their child from school.

Details are recorded in the Accident book and if the injury is severe, a AR11 form should be completed. The original form should be forwarded to East Riding Council Health & Safety Section and a copy is to be kept on file. The class teacher should always be informed in every head injury case whether minor or major and a note sent home to parents.

Major accidents/incidents

More serious accidents should be recorded in the First Aid Record book and a AR11 form completed. The original form should be forwarded to East Riding of Yorkshire Council Health & Safety Section and a copy is to be kept on file. Parents are to be informed immediately.

Educational visits and Offsite Activities

Classes leaving the school premises take a First Aid box, and sick bags/bowls together with 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 by office staff 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 will drive the child to hospital. The child should be strapped into the back seat (using a booster seat if required/available) and another member of staff should sit in the back with the child. Every attempt to contact the parents will be made by the school.

Hygiene Control Guidelines

The following Hygiene Control Guidelines should be followed:

- Minor cuts, open or weeping skin lesions and abrasions should be covered with a suitable dressing.
- seek medical advice in the event of 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, e.g. tables, or furniture should be disinfected.
- if staff giving care to infected children have cuts and abrasions, these should be covered with waterproof or 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 on a fortnightly basis.

Administration of Medicines

Refer to the school's policy on Administration of Medication

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

An up-to-date list of child medical conditions, epi pens, asthma etc is kept. Children with specific medical conditions and treatment are photographed and their details are held in the staff room and medical room in a medical file. All staff have access to a copy of the file and a master copy is kept in the school office.

Policy Drafted by	Mrs A Nicholl and Mrs P Foster
Adopted by the Governing Body	March 2018
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