



# **Knavesmire Primary School**

## **FIRST AID POLICY**

## Rationale

Our aim is to provide efficient and appropriate first aid care for children whilst they are at school, caring for them 'in loco parentis.'

## Aim

To ensure that all pupils receive:

1. Due care and attention in the event of an accident or illness that occurs during the school day.
2. Appropriate medical attention where needed.
3. TLC as required.

## Guidelines

- Each member of the teaching and office staff receive First Aid training every three years.
- The Early Years teachers and supporting staff receive a higher level of training, in Paediatric First Aid. This means that there is always at least one current Paediatric first aider on the premises and to accompany children on trips out of school.
- Each classroom contains medication/equipment relevant to the children in that class in a secure child-proof location. The location is sign posted by the green First Aid symbol (pictured) so that it is quickly and easily accessible. The contents of the boxes are regularly checked.
- There is a central First Aid cupboard including all First Aid supplies in a central location outside the staff room for all trained staff to access. A copy of who is trained and their expiry dates is listed on the front of the cupboard for easy reference.
- Accidents and injuries sustained on the school premises are recorded in a central First Aid book. If a child sustains an injury that requires any treatment (such as a cold compress or plaster) a letter is sent home informing parents of the injury and medical treatment given. A copy is also kept in school.
- For more serious injuries where hospital treatment is required, whether the casualty is a child or an adult, a CYC Incident Report Form is also completed online. Where appropriate, for example following a serious incident, a *Medium Level Investigation* is also completed. This is shared with the LAs Health & Safety team and the Governors' Health, Safety & Premises Committee. Where appropriate, a referral to RIDDOR is made.
- Details on procedures to follow in handling any infectious disease are available for parents in the school office.



- Our Medical Needs Policy gives separate details of the comprehensive measures in place to support children with specific medical needs and the storage and administration of medicines.
  - The following steps set out our procedures when dealing with any occasions of illness or injury (see also flowchart in Appendix 1):
1. Minor incidents of illness (feeling sick, mild headache, tummy ache) are dealt with compassionately by the classroom staff. This includes a conversation with the child and time spent assessing the illness. If the child does not improve, then a member of the classroom staff telephone parents or the emergency numbers available on the school records. In most cases the child will be collected by a parent and taken home. On rare occasions, where no parent or carer is available, we will make the children as comfortable as we can in the classroom or in the office area until they can be collected
  2. Minor injuries are dealt with by the classroom staff or the mid-day supervisors. This includes grazes or bumps that may be incurred in the playground. As mentioned previously, a letter is sent home informing parents of the action taken.
  3. Major injuries are also dealt with by the classroom staff - this includes more serious cuts or bumps to the head. However, a senior member of staff will always be called to the scene to manage an incident as soon as it has occurred. The above procedure is followed, and the child's condition is carefully monitored. Parents are informed as soon as the injury has been attended to and if appropriate, the child is taken home by parents or the parents are advised to seek medical advice. If an injury is deemed sufficiently serious, emergency medical help is sought by dialling 999. Parents are immediately informed if this is the case, and will arrange to meet the ambulance either at school or at the hospital.

# **DEALING WITH A HEAD INJURY**

## **STEP 1:**

First check for:

- Enlarged / uneven pupils
- Disorientation / confused state
- Bleeding from the ear canal
- Evidence of any clear fluid from the nose or ears

## **STEP 2:**

If any of these symptoms are exhibited, call an ambulance immediately, then contact the parents. Ensure that a senior member of staff is called to the scene to manage the emergency.

## **STEP 3:**

If an ambulance is not needed, but you feel that the child has sustained a blow to the head, ensure that a senior member of staff is called to the scene to help you manage the emergency. Ensure that parents are contacted; ask for the child to be collected and ensure that parents are told to seek medical advice.

## **STEP 4:**

Ensure that your actions and / or advice to seek medical attention are indicated on the accident form handed to the parent.

## **STEP 5:**

If an ambulance is called, ensure that the Headteacher and/or Deputy Headteacher are informed as soon as possible, so that an Incident Report Form can be completed.

**Unsure whether or not to call an ambulance?**

**IF IN DOUBT.....CALL THEM OUT**