

# Hatherley Infant School and Nursery



## First Aid Policy

We want to ensure your needs are met. If you would like this document in any other format, please contact us:

[admin@hatherley-inf.gloucs.sch.uk](mailto:admin@hatherley-inf.gloucs.sch.uk)

Agreed: November 2017

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## Rationale

Hatherley Infant School will ensure that there are adequate and appropriate first aid arrangements in place for all pupils, staff and visitors in accordance with the Health and Safety (First Aid) Regulations 1981 and Approved Code of Practice and Guidance.

## Purpose

- To preserve life
- To limit worsening of the condition
- To promote recovery
- To provide first aid as necessary from trained adults
- To promote health and safety awareness in children and adults, in order to prevent first aid being necessary.
- To encourage every child and adult to begin to take responsibility for their health needs.

## First Aid Provision

- The Head Teacher is responsible for ensuring that there is an adequate number of qualified First Aiders.
- A list of qualified first aiders is displayed by the First Aid cabinets and in the office.
- The school follows the Guidance on Infection Control in Schools' and other Child Care Settings compiled by Public Health England.
- Portable First Aid kits are taken on educational visits.
- A designated First Aider will ensure there are enough first aid boxes for the number of pupils and adults in the school, for the number of pupils and adults participating in a school trip, and for use by the community when letting the school premises. There is a legal requirement for the amount of first aid equipment for each person in the school community; this should be regularly checked on the NHS website.
- A designated First Aider will ensure the maintenance of the contents of the first aid stations. All Staff using the First Aid kits for school trips need to ensure they are complete before taking them on the trip.
- Basic First Aid Kits are kept in every class and it is the responsibility of the T.A. to keep it stocked.
- All staff will ensure that they have read the school's First Aid Policy.
- All staff will be trained in any aspects of First Aid deemed necessary to support a care plan for a pupil e.g. asthma, epilepsy, the use of an epipen or other specified medical needs.
- The designated lead person for First Aid will monitor the frequency of accidents, their location, and age group to see if patterns emerge. They will bring this to the attention of the Headteacher and SLT who will plan a course of action to address the matter.
- Should first aid assistance be required to a parent of member of the public either on site or just outside of school, two members of staff will always be present.

## First Aid Boxes

Labelled First Aid Boxes are located:

- In the bottom corridor – outside the Disabled toilet
- In the top corridor – outside the headteacher's office
- In the entrance lobby outside of reception classes

First Aid kits are available in each classroom.

A First Aid Box/First Aid Kit contains:

- Micropore tape, non-adhesive wound dressings/bandages in various sizes, plasters;
- Sterile cleansing wipes;
- Scissors, safety pins
- Triangular bandage, eye pads
- Gloves and aprons, ice pack

No medicine/tablets are to be kept in the first aid boxes.

Accident books will be kept with the First Aid kit outside the Headteacher's room.

A blanket will be kept in each classroom.

## Procedures

### In school and nursery

- In the event of injury or medical emergency, pupils /staff will be directed to an appointed First Aider. At lunch time, this will be a qualified Midday Supervisor.
- Any pupil complaining of illness or who has been injured will be sent to the School Office for the qualified First Aider(s) to inspect and, where appropriate, treat. Constant supervision will be provided. If appropriate, parents will be contacted so that the child can be collected and taken home.
- Head injuries are to be reported to the office and the parent/carer called.
- All splinters are to be reported to the office and the parent/carer may be called or informed later.
- **IF THE SITUATION IS LIFE THREATENING THEN AN AMBULANCE SHOULD BE CALLED AT THE EARLIEST OPPORTUNITY BY DIALLING 999.**
  - All serious accidents should be reported to Head Teacher or First Aider who should call an ambulance and the child's parents ASAP (numbers located in office in data file). Staff should use a cordless/mobile phone which can be taken to the patient so the ambulance service can talk through instructions and the member of staff on the phone can answer questions regarding the condition of the patient.
  - If staff are concerned about the welfare of a pupil they should contact the School Office/First Aider immediately. If an injury has been sustained, the pupil should not be moved.
  - In the event of a serious incident an ambulance is called and a member of staff accompanies the pupil to hospital. Parents are asked to go immediately to the hospital.
- It may be appropriate to transport a pupil to hospital without using an ambulance. This should be on a voluntary basis. In such cases staff should ensure they have specific cover from their insurance company.
- Unless it cannot possibly be avoided, members of staff should administer first aid with another adult present or in a public area. Whilst respecting the dignity of the child, adults should not put themselves in vulnerable situations on their own with a child.
- Members of staff or volunteer helpers should not administer first aid unless they have received proper training.
- For their own protection and the protection of the patient, staff who administer first aid should take the following precautions: Exposed cuts and abrasions should be cleaned under running water and patted dry with a sterile dressing, or cleaned with sterile wipes. CHECK FOR ALLERGY TO PLASTERS BEFORE USE. Hands should be washed before and after administering first aid.  
**Disposable gloves should be worn.**

### Outside of School / Educational Visits

- Whenever possible take a MOBILE TELEPHONE on trips out of school.
- Teachers to check that pupils who have asthma take their inhalers.
- Teachers to check that pupils who have any medical/allergies have their medication taken.
- Teachers must take an adequate number of first aid kit/s for the number of pupils participating. Any accidents treated must be recorded.
- The Head Teacher has responsibility for ensuring staff have adhered to the school's 'Educational Visits Procedures' (as set out in the Offsite Educational Visits Policy) when organising a visit.
- Risk Assessments will be carried out as part of an educational trip. Particular attention needs to be paid to the Educational Visits Policy.

## Action in an Emergency

### Dial 999

(The following should only to be undertaken by trained First Aider)

- Assess the situation: Are there dangers to the First Aider or the casualty?  
Make the area safe, look at injury: Is there likely to be a neck injury?
- Assess the casualty for responsiveness: Does the casualty respond?

### **IF THERE IS NO RESPONSE:**

- Open airway by placing one hand on the forehead and gently tilt the head back. Remove any obvious obstructions from the mouth and lift the chin.
- Check for breathing. If the casualty is breathing assess for life threatening injuries and then place in the recovery position. If the casualty is not breathing send a helper to call an ambulance and give 2 rescue breaths making 5 attempts at least.
- Assess for signs of circulation. Look for breathing, coughing or movement. If present, continue rescue breathing and check signs for circulation every minute. If breathing is absent begin Cardio Pulmonary Resuscitation (CPR).

### Incident Reporting

- All incidents, injuries, head injuries, ailments and treatment will be reported in the Accident Book, kept outside the Headteacher's room (accident log in nursery) and a copy must be sent home with the child on the same day.
- Serious incidents where a child has had to be taken to hospital must also be reported to the LA using the Accident (RIDDOR) form (see Mrs Phillips for details).
- Parents will be informed by phone of a head injury.
- Parents will be contacted by phone if there are any concerns about any injury.
- Staff should complete the Accident (RIDDOR) form (which is sent to the LA) if they sustain an injury at work. An injured member of staff or other supervising adult should not continue to work if there is any possibility that further medical treatment is needed. The member of staff or other supervising adult concerned should seek medical advice without delay.

### Administration of Medicines

Medication can only be kept and administered at school if the parent/carers have filled in a medication form. The master copy of this is kept in the medical/allergies file kept in the office. Ongoing

medication is kept on the medical/allergies register which is available in every classroom and at the first aid stations.

***Reference should be made to the school "Medicine Policy."***

## Body Spillages/HIV

- No person must treat a pupil who is bleeding, without protective gloves.
- Protective gloves are stored in the First Aid cupboard outside the office.
- All body fluid spillages (Vomit, Diarrhoea and Blood) must be cleaned immediately. This is vital so spread of infections is reduced. Gloves should always be worn when contact with blood or body fluids is likely. Disposable gloves are suitable for dealing with this. They must be kept for this purpose only. Following use, gloves and any body fluids or blood must be carefully disposed of in yellow bags in the clinical waste bins in the staff and accessible toilets.
- Absorbent granules should be dispersed over the spillage if on a carpeted area and left to absorb for a few minutes then swept up into newspaper. A designated dust pan and brush is available for body spillages and is kept in the Cleaner's Cupboard. If on hard flooring wash the affected area with warm water and detergent and dry. Once spillages have been put into newspaper, put into a yellow bag and dispose of in clinical waste bins.
- Hands must be thoroughly washed and dried after removal of protective gloves.
- Any blood stained wipes, bandages or body fluids **must** be disposed of in the Sanitary / Clinical Waste Disposal bins in both adult toilets.

## Head Lice

- A regular awareness message is put on the newsletter along with an advice leaflet.