

**This policy should be read in conjunction with:**

- Administration of Medicines Policy

**Approved by Governors:**

**Signed** ..... **Date** .....

**Next Review Date:** Autumn 2016

**Willerby Carr Lane Primary School**



# **FIRST AID POLICY**



## Introduction

The school is required to make provision for the welfare of employees should they become injured or ill at work under the Health & Safety (First Aid) Regulations 1981. The school also has a duty of care for the welfare of pupils and other site users should they become injured or ill.

First Aid is:

- a. The treatment of minor injuries which would otherwise receive no treatment or which do not need treatment by a medical practitioner or nurse.
- or
- b. In the case where a person will need help from a medical practitioner or nurse, treatment for the purpose of preserving life and minimising the consequences of illnesses and injury until such help is obtained.

**Where the first aider or any other member of staff has any doubts over the condition of the injured or ill person, the emergency services should be summoned without delay on 999 or 211 mobile telephone.**



### **Designated First Aiders**

The school has several staff who are the trained and designated first aiders. These staff are in the office and first aid room at lunch time. The school also has several staff who are current paediatric first aid trained. An up to date list of designated first aiders and paediatric first aiders is available in the school office.

### **Appointed Persons**

All other staff who have received emergency 1<sup>st</sup> aid training are **Appointed Persons**. An up to date list of such persons is maintained in the School Office (*Primary School\Health & Safety\Designated First Aiders*). Training will be provided for all staff on a regular basis not exceeding a three year interval.

### **First Aid Boxes**

The contents of the first aid boxes will be in accordance with the LA Guidance. The designated First Aiders are responsible for checking the contents of the first aid boxes. First aid boxes will be stored in the main school office, the first aid room and in the Foundation Stage (shower room).

Travelling first aid boxes will be stocked in accordance with ER Guidance. The designated first aiders in the office will be responsible for checking the contents of the travelling first aid boxes before and after any visit taking place.

**Yellow bin** for the disposal of **all** soiled material is kept in the first aid room.

**Red bin** for the disposal of bodily fluids is kept in the disabled toilet. Items should be first put in a yellow clinical waste bag, sealed and put in the red bin which is to be emptied daily.

**Disposable Gloves** to be worn when dealing with **all incidents** involving blood or other bodily fluids are kept in the first aid room.

### **Medicines**

Whilst we want to encourage good attendance at school, an ill child is best being at home. If after an illness, the child's own doctor advises that the child is fit to be in school whilst still requiring some form of medication the school's policy is as follows: Only those medicines which are required 4 times a day will be given at school. Parents must give us permission by note or personally to administer the medicine. Parents should bring in the medicine in its original packaging together with the dispensing information and hand it in at the school office. Children will be supervised taking this. Medicines **MUST NOT** be left in children's bags. No throat lozenges are to be brought in.

### **Special Medications**

Asthma inhalers and epipens, clearly marked with the name of the child, should be stored in the classroom. They should be out of reach of children. Their exact location should be identified on the medication map just inside the classroom door. Children in need of inhalers should ask a member of staff. Staff are responsible for ensuring the child uses their inhaler and not someone else's. The child is responsible for administering their own inhaler with assistance if necessary.



Other special medication should be at the discretion of the headteacher.  
For administration of other medicines, see “*Administration of Medicines Policy*”.

### **Suncream**

When UV levels are high, parents should:

- Apply a ‘once-a-day’ sun protection product (e.g. P20 amongst others) to their child before school. These products claim to provide 10 hours of sun-protection and are supported by many reviews on the internet.
- Ensure their child wears a hat (sun hats which protect the back of the neck are available for purchase from the school office).

If parents wish to send a normal sun-cream with their child it should be clearly labelled in their bag. The children will however have to take responsibility for their sun cream and for applying it themselves; teachers can not be held responsible for looking after their creams nor ensuring that they have applied it correctly.

### **Recording and Reporting**

Records must be kept of all injuries receiving first aid treatment. The accident book for adults is kept in the office and is to be completed following all injuries, no matter how minor. The books for pupils are kept in the first Aid room, School Office and Foundation Stage (shower room).

The senior midday supervisor is responsible for informing class teachers of injuries sustained during the midday break, so that the condition of the child can be monitored.

The headteacher or deputy headteacher should also be informed of all but the most minor injuries.

### **Preventing further injury**

Staff should carry out an immediate assessment of the cause of any significant accident in order to prevent any further injuries. Immediate actions may be necessary and appropriate: eg. Fencing off part of the premises; restricting access to an area; prohibiting an activity; carrying out a risk assessment.



## Parents

The member of staff providing the first aid should ensure that parents are informed if they deem it necessary. In all but the most minor of accidents it is recommended that parents be informed by telephone of the injury, how it was caused, and the first aid treatment carried out.

## Treatment of Head injuries

**All head injuries** must be reported to parents by telephone as well as by including a slip in the child's bag.

- **Minor head injuries** (e.g. minor head to head collision) – provide first aid; inform parents; inform teaching staff; child to return to class after playtime; teaching staff to monitor for any signs of dizziness/ sickness etc.
- **Moderate head injury** (e.g. major head to head collision) – provide first aid; call parents and ask that they collect child; advise that they monitor child/ may want to get medical opinion from GP or A&E.
- **Significant head injury (e.g. heavy impact with hard surface/ wall/ floor)** – provide first aid; **call an ambulance**; call parents

If in doubt, staff should err on the side of caution. Staff should not delay action while seeking second opinions. Staff must not wait for any authorisation from line management but should request emergency services.

## Local Authority

For all accidents or incidents requiring medical advice or treatment, where accidents or incidents could have reasonably been avoided, including 'near misses' **The Principal Support Service Officer, CFAS, County Hall – should be notified by telephone on 01482 392020.**

For any accident resulting in a fatal or major injury the procedure above should also be followed.

