



# FIRST AID POLICY

## Policy Review

This policy will be reviewed every two years.

The policy was last reviewed and agreed November 2016

It is due for review in November 2018.

Related Policy - Administration of Medicines at School

## **FIRST AID POLICY**

### **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 pupils and members of staff, in order to prevent First Aid being necessary
- To encourage every pupil and member of staff to take responsibility for their health needs

### First Aid Provision

- The School is responsible for ensuring that there is an adequate number of qualified First Aiders. There will be two FAW qualified first aiders on staff.
- Portable First Aid kits are taken on educational visits and are available from the School Office
- The First Aiders will ensure the maintenance of the contents of the First Aid boxes and other supplies
- All staff will be trained in any aspects of First Aid deemed necessary, e.g. asthma, epilepsy and the use of an epipen
- All staff will ensure that they have read the school's First Aid policy

### First Aid boxes

First Aid boxes are located in:

Reception

Friarswood Kindergarten

Mushroom Kindergarten

Gymnasium

First Aid Room

Staff Room

Metal Work Shop

Wood Work Shop

## Kitchen

First Aid boxes should contain: micropore, Hypoallergenic Plasters assorted sizes, gauze, 6 x medium sterile dressings and 2 x large, 1 x sterile eye pad, 6 x triangular bandages, 6 x safety pins, disposable gloves, tweezers, adhesive tape, plastic face shield, note pad + pencil, alcohol gel, alcohol free wipes and scissors. No medicine/tablets are to be kept in the First Aid boxes.

Additional First Aid items for the Minibus: blanket, torch, whistle, survival bag, warning triangle and high vis jacket.

## Procedures

In school:

- In the event of injury or medical emergency, if possible contact the appointed First Aider(s) or other Teacher
- Any pupil complaining of illness or who has been injured is sent to the School Office for the qualified First Aider(s) to inspect and, where appropriate, treat, unless the injury is such that it is suspected to be so serious that they should not be moved. If this is the case a first aider should be called to the scene. Pupils sent to the First Aid Room will be supervised by a responsible adult. Pupils will need a pink form appropriately completed by a teacher and marked as to whether they should be sent home or not. Parents will be contacted as soon as possible so that the pupil can be collected and taken home.
- Parents are contacted if there are any doubts over the health or welfare of a pupil.
- **IF THE SITUATION IS LIFE-THREATENING THEN AN AMBULANCE SHOULD BE CALLED AT THE EARLIEST OPPORTUNITY WITHOUT WAITING FOR AN APPOINTED FIRST AIDER TO ARRIVE ON THE SCENE**
- The school recommends that, unless it cannot possibly be avoided, no member of staff should administer First Aid without a witness (preferably another member of staff)
- No member of staff or volunteer helper should administer First Aid unless he or she is a qualified first aider, except in the case of minor cuts and grazes, which can be dealt with by members of staff.
- For their own protection and the protection of the patient, staff administering First Aid should take the following precautions:
  1. Exposed cuts and abrasions should be cleaned under running water and patted dry with a sterile dressing
  2. Hands should be washed before and after administering First Aid
  3. Disposable gloves should be worn
- All serious accidents should be reported to the Bursar or an appointed First Aider, who should call an ambulance and the pupil's parents as soon as possible. In such

an event, a member of staff accompanies the pupil to hospital and the parents are asked to go immediately to the hospital.

- If staff are concerned about the welfare of a pupil they should contact the School Office immediately.

### **Hygiene Procedures for Dealing with the Spillage of Bodily Fluids**

- All bodily fluids are to be cleaned up using a recognized biohazard spillage clean up kit.

### **Out of School**

- The school's MOBILE TELEPHONE must be available on trips out of school (charged and with credit/roaming profile).
- Teachers should check that pupils who have asthma take their inhalers and children with allergies that need the administration of adrenaline have their epipens with them.
- If the trip is via the school minibus or a coach, teachers must take a First Aid kit with them. A check list should be completed before any trip with the assistance of one of the school's First Aiders.

### **Educational Visits**

- A risk assessment must be completed and assessed before any trip. Evaluate each risk assessment anew each time as every trip etc will be different. Completed risk assessments/educational visit forms are to be filed with the School Office. Specific medical conditions for pupils attending the trip should be detailed separately on the Risk Assessment form.
- Most venues have their own first aid arrangements in place, but this needs to be confirmed before the trip leaves for the venue. Ensure in advance that a trained First Aider or other competent person will be available at the venue.
- If a First Aider is not available at the venue your assessment should consider the risk.

### **Incident Reporting**

All incidents/accidents need to be reported and completed as soon as possible. A central file is held in the School Office and additional incident/accident forms are available in the Staff Room, Friarswood kindergarten and the Mushroom kindergarten (a copy must be given to the School Office at all times).

### **Administration of Medicines**

Please refer to the Administration of Medication in School Policy.