




# First Aid

Signed:	
	Victoria Walton - Chair of Governors

Signed:	
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<b>Reviewed – September 2023</b>	<b>Next Review – September 2024</b>
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## **Introduction**

Children and adults in our care need good quality first aid provision. Clear and agreed systems should ensure that all children are given the same care and understanding in our school.

It is our policy to ensure that appropriate first aid arrangements are in place for our staff, pupils and any visitors to our premises. This includes providing sufficiently trained employees and maintaining an adequate supply of first aid equipment.

This policy should be read in conjunction with the school's Health and Safety and Managing Medication policies.

## **First Aid Training**

A number of support assistants have received accredited first aid training and continue to attend training courses at the appropriate times.

## **First Aid Equipment**

The main store of first aid equipment for each year group is based within their classrooms.

In addition to this, portable first aid kits are provided for out of school visits.

Each first aid box is stocked with the following contents:

- Rubber gloves
- Disposable aprons
- Medical waste bags
- Scissors
- Low adherent dressings/hypoallergenic plasters
- Micropore tape
- Slings
- Crepe bandages

The checking and ordering of stock is carried out by trained staff members who fill the boxes around school, dispose of any out of date items and ensure that enough stock is maintained to supply the school.

Stock is purchased on a needs basis.

## **Accident Procedures**

During playtimes, injuries that require first aid treatment should be referred to the staff member(s) on duty. Treatment will then be given, if necessary. At lunchtimes, mid-day supervisory staff deal with minor issues on the playground; anything requiring more detailed examination is dealt with in school by a first aider.

When first aid has been administered this may be reported to the class teacher, depending on the seriousness of the injury. Bumps to the head are always reported to the class teacher and to the teaching assistant in the child's year group. The action taken will be recorded on the school's first aid record sheet.

Record sheets are stored in the school's accident file.

Where first aid has been issued for injuries such as: bumps to the head, wounds and marks (and for other injuries that give rise to concern), an incident report slip will be given to the child for their parent/carer which gives details of the concern and of the action taken by the school.

When there is a serious concern about a child's welfare parent/carer will be contacted by the office staff and asked to come to the school.

Minor incidents and accidents should be dealt with, wounds cleaned etc, and the child returned to the playground when possible and practical.

Persons administering first aid should wear disposable gloves and an apron where bodily fluids are involved.

If a child has an injury to an intimate part of their body the child will be asked to examine this themselves, in private. If the child has a concern, then parent/carer will be contacted and asked to come to school.

If a child sustains an injury which requires further investigation and/or the removal of clothing, this will be carried out by a member of the first aid team with another member of staff present acting as a chaperone in line with the Safer Working Policy. This will only be carried out with the permission and consent of the child.

Any dressings or materials which have been in contact with body fluids (e.g. blood, vomit etc) must be disposed of in the designated bags located in the first aid boxes. These bags will then be disposed of in the hygiene bins.

During lesson times, class teachers are able to use the school's internal telephone system to summon a member of the first aid team to their classroom.

If a child has an accident, which requires urgent hospital treatment, the school will be responsible for calling an ambulance in order for the child to receive urgent medical treatment. When an ambulance has been arranged, their parent/carer will be contacted, informed and arrangements made as to where they should meet with their child. If parents cannot be contacted or do not expect to be able to arrive at school in time a member of staff will accompany the child to hospital and stay with them until the parent/carer arrives.

Should an accident occur which requires hospital treatment or is owing to a defect in the premises or equipment or a lack of supervision, where the school could be at fault, then the form IR1 will be completed and submitted to Sunderland Local Authority Health and Safety Executive.

### **Illness**

Children who feel unwell should be sent to the school office accompanied by another child or an adult. The decision to send a child who is unwell home will be made by the Headteacher or Deputy Headteacher. If neither is available a member of the Senior Management Team will be asked to make an informed decision.

### **Spillages – Vomiting, Diarrhoea and Blood**

Should spillages occur then the Site Supervisor will apply sawdust and cleaning fluid. Vomit must be treated as a biohazard and the area must be disinfected with an anti-bacterial spray. In the Site Supervisor's absence then a support assistant will be asked to clean up in lesson time as will the mid-day supervisors at lunchtime. Any incidents will be reported to the Site Supervisor on his return to work.

If a child vomits or has diarrhoea in school, their parent/carer will be contacted and arrangements made for him/her to be sent home. It is recommended that children with these conditions remain at home until they have not shown any symptoms for a period of 24 hours.

### **Suspected Contagious Infection, Disease or Rash**

If a child is suspected of having a contagious infection, disease or rash, a member of staff will investigate if the affected area is visible. However, if this involves the removal of clothing then another member of staff must be present acting as a chaperone in line with the Safer Working Policy. This will only be carried out with the consent of the child.

If the child needs to stay at home for a prescribed period of time the Headteacher or school office will advise the parent on the recommended timescales.

### **Head lice**

Staff are not permitted to examine children for head lice. If we suspect a child is infected we will contact their parent/carer and recommend that the child receives the appropriate treatment before returning to school.

If any member of staff is unsure whether a child is unwell or requires first aid they are encouraged to seek support from a first aider.

It is the class teacher's responsibility to inform parent/carer of significant pastoral care needs.